



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, December 19, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 911 N K Street, Tacoma, WA at 4:22 PM on Wednesday, December 19, 2012.

1. CALL TO ORDER

Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:22PM.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
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Commissioners

Janis Flauding, Chair (via phone)

Greg Mowat, Vice Chair

Arthur C. Banks, Commissioner (via phone)

Stanley Rumbaugh, Commissioner

Rose Lincoln Hamilton, Commissioner
(arrived at 4:33 PM)

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Ken Shalik, Finance Director

April Davis, REMHS Director

Barbara Tanbara, Human Resources Director

Nancy Vignec, Community Services Director

Walter Zisette, RED Director

Todd Craven, Administration Director

Chair Flauding declared there was a quorum present @ 4:23 PM and instructed Commissioner Rumbaugh to chair the meeting. Commissioner Rumbaugh proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, November 28, 2012. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: 1
Absent: 1

Motion approved.

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Friday, November 30, 2012. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: 1
Absent: 1

Motion approved.

4. GUEST COMMENT

Hope Rehn, addressed the board stating she anticipates the SAFE by-laws will be adopted in January, 2013. She reported SAFE members participated in a trip to Leavenworth. Residents had a wonderful time. Problems continue with the reduction of THA staff staffing the senior/disabled building once a week. Problems include people who are in the buildings who are not authorized. She also reported residents complaints that buildings are not being kept clean. Ms. Rehn believes all seven senior disabled buildings are under staffed. She added that residents have been told by staff they are not allowed to clean up messes because of the union labor laws. Commissioner Rumbaugh asked if vandalism or crime has increased with unauthorized guests in the buildings. Ms. Rehn stated yes and the police have been called with these reports. She added that residents are asked to fill out complaint forms and they refuse to provide their statements. Commissioner Rumbaugh stated that it can be difficult for staff to respond without written complaints. ED Mirra told Ms. Rehn that staff would inquire if she would provide staff with further details of her concerns. Ms. Rehn also stated that THA is now hiring keyholders for the seven senior/disabled buildings. She noted that she was the only keyholder who applied for the position in her building and that staff have not offered the position to her. She does not understand why she is not being considered. Commissioner Rumbaugh stated his appreciation for her work since he began his tenure on the board. Ms. Rehn explained to the board that recycled cans stored in a locked area of Wright Street are missing. She believes a THA employee took the cans; they are the only other persons with access to the locked area.

Ms. Geraldine Warren addressed the board. She was chosen to be building representative for a second term. She is also the Vice Chair of SAFE. She described a recent situation in the building. A building resident who was waving a butcher knife. Ms. Warren called 911. The resident has been evicted and no longer is allowed in the building.

Ms. Donna Miller addressed BOC. She reported that although there have been some difficult situations in the building; she appreciates staff working through the issues. She feels fortunate to be in this building.

5. COMMITTEE REPORTS

Real Estate Development Committee – No report

Finance Committee – No report

Citizen Oversight Committee - No report

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He mentioned the ongoing discussion with HUD on reestablishing our MTW baseline amount for Housing Assistance Payments (HAP). This represents an annual reduction in funding of approximately \$600,000.

Finance

Finance Manager Duane Strom presented the finance report on behalf of Director Shalik. He reviewed the MTW savings THA has realized in the expenditure of Housing Assistance Payment funds. This is an intended result of some of the program changes that should allow us to serve more families and improve services (subject to the uncertainty about sequestration) Commissioner Rumbaugh asked about the Hillside Terrace funding that THA fronted. Mr. Strom stated that it is approximately \$500,000. Commissioner Rumbaugh asked if developer fees will cover that amount, Director Zisette stated that he would need to get back to Commissioner Rumbaugh. Commissioner Rumbaugh would also like to understand the anticipated schedule for earning the developer fee. Director Zisette said he would get that information.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$4,331,181 for the month of , 2012. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved

Due to a lack of a quorum of the board beginning at 5:00 PM, the remaining board reports are not reported:

**Real Estate Management and Housing Services
Real Estate Development
Community Services**

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-12-19 (1), FISCAL YEAR 2013 AGENCY BUDGET

Whereas, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2013; and

Whereas, The U.S. Department of Housing and Urban Development (HUD) requires the Authority’s Board to approve it’s annual Site-based budgets;

Whereas, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Fiscal Year 2013 annual budget,

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2013 Agency wide budget. The HUD required site-based budgets are also approved and are a subset of the overall agency wide budget.

The Board of Commissioners hereby authorizes the Executive Director to implement and execute said budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 501,934

Human Resources	397,247
Finance	995,517
Administration	1,249,483
Community Services	2,539,762
Development	2,191,817
REM&HS Overhead	1,568,333
Rental Assistance	34,791,273
Property Management	<u>5,667,883</u>
Subtotal	49,723,249
 <u>Additional Cash Outflows</u>	
Capital Expenditures	15,113,100
Debt Service	<u>539,844</u>
Subtotal	15,652,944
 TOTAL APPROVED BUDGET	 <u>\$65,376,193</u>

Commissioner Flauding motioned to approve the resolution. Commissioner Banks seconded the motion.

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: December 19, 2012

Janis Flauding, Chair

8.2 RESOLUTION 2012-12-19 (2), AUTHORIZATION TO NEGOTIATE MODIFICATION (1) TO THE ABSHER AGREEMENT FOR HILLSIDE TERRACE PHASE I CONSTRUCTION

Whereas, Resolution 2010-2-24(6) authorized the Executive Director to negotiate and execute a contract for the Construction Manager/General Contractor (CM/GC) for Hillside Terrace redevelopment with Absher Construction, Inc.;

Whereas, the resolution authorized the Executive Director to award the contract in phases through modifications to the Pre-Construction Services Agreement;

Whereas, the CM/GC, Absher Construction, Inc., executed a competitive solicitation of 43 bid packages for Phase I, II & III footprint area demolition work, Phase I site work, infrastructure development, and the vertical construction

of 70 affordable housing units and a Community Center;

Whereas, the competitive bid process culminated in a Maximum Allowable Construction Cost (MACC) of \$17,390,507 including applicable sale tax, and

Whereas, the project will be funded through a mix of financing strategy q including, THA MTW/Capital Program funds and Replacement Housing Factor (RHF) funds, Tax Exempt Bonds, Tax Credit Equity, and City and State affordable housing funds;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

1. The Executive Director is authorized to negotiate and execute Modification (1) with Absher Construction, Inc. for 2500 Hillside Terrace Phase I construction for the not-to-exceed amount of \$17,390,507 including applicable sales tax.

Commissioner Flauding motioned to approve the resolution. Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved: December 19, 2012

Janis Flauding, Chair

8.3 RESOLUTION 2012-12-19 (3), ADOPTION OF 2013 VARIABLE PAY POLICY

Whereas, The Authority seeks a way to provide incentives for excellent job performance in order to reinforce the type of culture, climate and behaviors that THA needs to be effective;

Whereas, The attached draft Variable Pay policy sets forth the basis on which incentives may be paid;

Whereas, THA and OPEIU have agreed on the terms of this variable pay policy. The parties recognize that this policy covers mandatory subjects of bargaining and thus the content or application of this policy to OPEIU represented employees may be re-opened for bargaining as permitted by applicable law.

Whereas, THA intends to implement the 2013 Variable Pay program with close oversight and analysis of its effectiveness;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that: The Board adopts the Variable Pay policy in substantially the form set forth in the attached draft, allowing for changes to format and procedures, and other changes pursuant to THA Policy G-01 on the Adoption, Amendment and Promulgation of Policies.

Commissioner Banks motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: December 19, 2012

Janis Flauding, Chair

8.4 RESOLUTION 2012-12-19 (4), APPROVAL OF TENANT ACCOUNT RECEIVABLE WRITE OFFS

Whereas, Tacoma Housing Authority (THA) provided housing services to participants who discontinued housing assistance with debt owing to THA.

Whereas, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive and the owner has not repaid this amount to THA.

Whereas, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

1. Approve Resolution 2012-12-19 (4) authorizing THA staff to “write off” the following accounts and send these debts to an external collection agency action:

Debt to be Written off and sent to Collections

Project	Client #	Balance
M St. Apts.	000195	\$241.96
	140868	\$822.58
Subtotal		\$1,064.54
G St. Apts.	144217	\$1,470.10
Fawcett Apts.	00000508	\$38.37
Wright St. Apts.	146508	\$199.33
6th Ave Apts.	132391	\$75.20
Hillside Terrace Apts.	143550	\$1,469.65
	144265	\$153.45
	143077	\$75.42
	142604	\$26.87
	134565	\$4,945.65
Subtotal		\$6,671.04
Scattered Sites	131318	\$959.47
	127854	\$95.61
	143390	\$2,804.81
	116868	\$220.14
	115412	\$1,929.87
Subtotal		\$6,009.90
Alaska Homes	XX001209	\$542.13
Stewart Court Apts.	XX000197	\$2,091.52
	XX000242	\$1,119.31
	XX000918	\$2,380.08
	XX000998	\$2,207.15
	XX000883	\$2,591.94
	XX000240	\$975.50
	XX001212	\$1,456.45
	XX000861	\$3,861.64
	XX000702	\$292.09
	xx001053	\$193.00

	XX000266	\$3,501.31
	XX000984	\$2,585.80
	XX000684	\$337.28
	Subtotal	\$23,593.07
Salishan 7	XX001011	\$4,364.30
Section 8	714917	\$952.00
	121095	\$182.00
	716048	\$5,156.00
	712677	\$717.00
	210681	\$2,160.00
	715086	\$8,064.00
	140840	\$3,280.00
	716825	\$906.00
	715146	\$1,652.00
	716145	\$2,250.00
	716874	\$1,450.00
	714835	\$1,019.00
	110450	\$502.00
	716190	\$758.00
	715190	\$2,717.00
	Subtotal	\$31,765.00
Agency Recievables	vwoodard	\$350.00
	danderson	\$350.00
	pccdr	\$1,000.00
	Subtotal	\$1,700.00
	Debts sent to Collection	\$77,492.98

2. Approve Resolution 2012-12-19 (4) authorizing THA staff to “write off” the following accounts and take no further action:

Write off debt and take no further action		
Old Salishan	127588	\$414.82
	125999	\$361.88
	127807	\$223.01
	131937	\$418.51
	135893	\$1,755.05

	130099	\$476.97
	131080	\$1.88
	144516	\$1,403.61
	127551	\$261.97
	129903	\$1.68
	142548	\$109.91
	139932	\$297.98
	102683	\$2,101.72
	118066	\$385.26
	135140	\$1,563.54
	138594	\$275.29
	107614	\$1,552.75
		<hr/>
		\$11,605.83
6th Ave		
Apts.	136851	\$125.13
	115807	\$90.00
		<hr/>
		\$215.13
M St.		
Apts.	130848	\$183.04
	140887	\$461.01
		<hr/>
		\$644.05
Wright		
St.		
Apts.	138768	\$93.59
	112989	\$108.39
		<hr/>
		\$201.98
		<hr/>
	Debts not sent to collections	\$12,666.99

Commissioner Flauding motioned to approve the resolution. Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
 NAYS: None
 Abstain: None
 Absent: 1

Motion Approved: December 19, 2012

 Janis Flauding, Chair

8.5 RESOLUTION 2012-12-19 (5), PROJECT BASED VOUCHER CONTRACT APPROVAL

Whereas, Tacoma Housing Authority (THA) has held a competitive process for project based vouchers;

Whereas, Mercy Housing's New Tacoma 2 was the highest scoring respondent and should receive eight (8) project based vouchers;

Whereas, Catholic Community Housing's Nativity Housing was the second highest scoring respondent and should receive fifty (50) project based vouchers;

Whereas, Hillside Terrace Phase I was not required to compete for vouchers and will receive 46 project based vouchers;

Whereas, the effective date and terms of each contract will be up to the discretion of the Executive Director except no contract term will exceed fifteen (15) years;

Whereas, THA will negotiate each contract separately with the requesting organization.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

Approves Resolution 2012-12-19 (5) authorizing the Executive Director to negotiate and if those negotiations are successful to execute Agreement to Execute a Housing Assistance Payment (AHAP) and/or Housing Assistance Payment (HAP) contracts with Mercy Housing, Catholic Community Services and Hillside Terrace Phase I LLC.

Commissioner Flauding motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved: December 19, 2012

Janis Flauding, Chair

8.6 RESOLUTION 2012-12-19 (6), EMERGENCY MITIGATION SERVICES

Whereas, On November 5, 2012, Tacoma Housing Authority (THA) Staff issued a Request for Proposals (RFP) from firms interested in providing emergency mitigation services (hazardous materials, bio hazardous materials, drug cleanup and rebuild and fire, smoke and water cleanup for all THA properties;

Whereas, The RFP was posted on WEBS (Washington Electronic Business Solutions) websites on November 5, 2012;

Whereas, Two (2) firms' submitted proposals by the deadline, November 27, 2012;

Whereas, oral interviews were conducted as a final part of the procurement process and to determine contract award; and

Whereas, Rainbow International, LLC was the highest scoring responsive bidder.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

1. Approve Resolution 2012-12-12 (6) Allowing the Executive Director to negotiate and if those negotiations are successful to award a contract to Rainbow International, LLC in the amount not-to-exceed \$250,000.00 for Emergency Mitigation Services.

Commissioner Flauding motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved: December 19, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

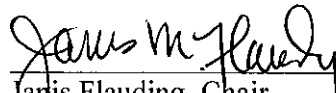
None

11. ADJOURNMENT

Due to a lack of a quorum of the board, the meeting adjourned at 5:00 PM.

APPROVED AS CORRECT

Adopted: January 23, 2013


Janis Flauding, Chair