



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, MARCH 28, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 S. L Street, Tacoma, WA at 4:00 PM on Wednesday March 28, 2012.

1. CALL TO ORDER

Commissioner Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:09 PM.

2. ROLL CALL

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

| Present | Absent |
|---|--------------------------------------|
| Janis Flauding, Chair (by phone) | Greg Mowat, Vice Chair |
| Arthur C. Banks, Commissioner | |
| Ken Miller, Commissioner (by phone) | Stanley Rumbaugh, Commissioner |
| Staff | |
| Michael Mirra, Executive Director | |
| Christine Wilson, Executive Administrator | |
| Ken Shalik, Finance Director | |
| April Black, REMHS Director | |
| Barbara Tanbara, Human Resources Director | |
| Nancy Vignec, Community Services Director | |
| | Walter Zisette, RED Director |
| | Todd Craven, Administration Director |

Commissioner Banks declared there was a quorum present @ 4:10 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Banks asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, February 22, 2012. Commissioner Miller moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

Commissioner Banks asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Tuesday, March 13, 2012. Michael Mirra stated the word "not" needed to be removed from page 1 and corrected declaring there was a quorum. Commissioner Flauding moved to adopt the corrected minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

4. GUEST COMMENTS

Madonna Edlin, Fawcett Street resident, addressed the board. She relayed concerns she has experienced for the past few months including what she said was excessive construction dust that caused her health problems, an accidental fall she had experienced when she tripped over exposed rebar, a dirty unit she was moved into, and harassment from other residents that Ms. Edlin accused THA staff of instigating. Commissioner Banks requested ED Mirra to direct staff to inquire into the issues raised by Ms. Edlin and report back at the April board meeting. Hope Rehn, President of SAFE, addressed the board and reported SAFE is doing well. She stated ongoing challenges with THA staff not being regularly available in the buildings. Ms. Rehn was reminded that staff only keeps certain hours on certain days at each building. Ms. Rehn stated staff is not available during those set days/hours. Commissioner Banks requested ED Mirra direct staff to address the issues raised by Ms. Rehn and report back at the April board meeting.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Miller reported the committee met and it had been determined the committee will continue to look at the affordability and availability of buildings/projects in the Tacoma area.

Finance Committee – Ken Shalik reported for Vice Chair Mowat stating they met and reviewed the financial documents included in his Finance board report. Vice Chair Mowat found the documents in good order.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report. He provided an update on the CLPHA meeting he recently attended in Washington, D.C. One of the highlights of the conference included a presentation on ways to convert public housing units into ones funded by Section 8 sources. ED Mirra said that staff will examine the possibilities because it might be a way to address the public housing funding shortfall and free up money for enhanced tenant services. Commissioner Banks requested ED Mirra and staff to work on a draft timeline to write such a conversion proposal and present the draft at the April board meeting.

Finance

Director Shalik directed the board to his report. He reported THA has received HUD funding for 2012. Public Housing received 76% of the anticipated funding level and Section 8 received 99.6% of the anticipated funding level. Director Shalik reported on a series of ongoing discussions he is having with the HUD and THA's MTW attorney. This relates to a difference in interpretation of the MTW baseline funding amount between THA and HUD. HUD could potentially recapture \$600K of a \$1M surplus. Director Shalik's does not agree with HUD's assessment and understanding of our MTW baseline amount and will keep the board informed on any updates he receives.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$3,658,986 for the month of February, 2012. Commissioner Miller seconded.

Upon roll call, the vote was as follows:

| | |
|----------|------|
| AYES: | 3 |
| NAYS: | None |
| Abstain: | None |
| Absent: | 2 |

Motion Approved

Real Estate Management and Housing Services

Director Black directed the board to her report. She reviewed the REAC scores included in her report. The overall scores improved by nine points over the 2010 REAC scores. Now that THA is an MTW agency, we are not impacted by the REAC scores.

Commissioner Flauding asked why we continue the REAC inspections. ED Mirra stated that HUD requires the inspections. We do struggle to make them a meaningful way to tell if we are doing a good job with our properties. Director Black noted that our unit turn rate spiked largely because we just leased up a long vacant unit. Overall, however, our occupancy rate is very high and that is the more meaningful measure. She also reported on her department reorganization that will take effect April 1st. She presented the board with copies of the 2011 MTW Annual Report 2011. Christine Wilson will forward electronic copies to those commissioners who were not in attendance. Commissioner Banks inquired if the Hillside Terrace will have an oversight committee similar to Salishan oversight committee. ED Mirra stated he will confer with Director Black and Director Zisette and will report back at the April board meeting. Commissioner Flauding inquired about Director Black's proposed transfer policy plan for those residents who are currently underhoused and overhoused. April reported that new letters will be going out to residents outlining the new transfer plan. Commissioner Flauding underscored the importance of those families with school-age children who will need the ability to remain in their current communities.

Real Estate Development

No verbal report provided.

Community Services

Director Vignec directed the board to her report. She reviewed the employment services table and the increasing numbers of participants due in large part to the growing number of McCarver families who are participating in this program. Director Vignec reported on the case staffing program assisting those households in danger of failing as tenants. She noted that she will soon add the HCV households to this program. The MTW Hardship Exemption Casework participation is very low. She believes this is low because the minimum rent is still low, \$25. Participation may rise as the minimum rent increases on its schedule. Commissioner Miller asked if THA staff finds it difficult to obtain data from the Tacoma School District. Director Vignec stated that our relationship with the district is strong, including our ability to get data. The district does have a schedule for when it compiles and releases data. Much of the data for a school year, for example, is not available until late in the following summer.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-3-28 (1), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR PUBLIC HOUSING UPGRADES (ARRA CAPITAL FUND PROJECTS)

WHEREAS, The American Recovery and Reinvestment Act (ARRA) 2009 was signed into law by on February 17, 2009;

WHEREAS, The Housing and Urban Developments Office of Capital Improvements (OCI) announced that \$2.985 billion in Capital Fund formula grant funds were awarded pursuant to the ARRA;

WHEREAS, Tacoma Housing Authority (THA) received an award of \$4,096,616.00;

WHEREAS, THA has funds budgeted for these purposes in our Capital Fund Program grants;

WHEREAS, on May 27, 2009 the Housing Authority Board of Commissioners approved Resolution 2009-05-27(1) authorizing the Executive Director to negotiate and award a Phase I Contract for the ARRA Capital Fund projects to The Casey Group for A&E Services in the amount not-to-exceed \$150,000;

WHEREAS, in October 2009, Resolution 2009-10-28(1) increased the Phase I contract amount by \$12,000 and authorized the first project for the Phase II work for G Street Apartments in the amount of \$40,000;

WHEREAS, in 2009 and 2010, the Board of Commissioners authorized additional contract amendments, increasing the not-to-exceed contract amount by an additional \$510,000 to \$728,163;

WHEREAS, THA staff recommends the approval and appropriation of additional funds to cover added A&E Services for needed Phase II and Scattered Sites Public Housing renovations.

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

1. Approve Resolution 2012-3-28(1) authorizing the Executive Director to increase the Phase II Senior Housing contract and Scattered Sites Public Housing improvements by \$60,273.00, for a total amount not-to-exceed \$773,163.00. The funding is to complete Phase II work at 2010 Capital Fund projects and Scattered Sites Public Housing by The Casey Group for A&E Services.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: NONE
Abstain: NONE
Absent: 2

Approved: March 28, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None

10. EXECUTIVE SESSION

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:35 PM.

APPROVED AS CORRECT

Adopted: April 25, 2012



Janis Flauding, Chair