



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, May 23, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 5420 South Stevens, WA on Wednesday May 23, 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 4:06 PM.

2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair	
Arthur C. Banks, Commissioner (via phone at 4:25 PM)	Greg Mowat, Vice Chair
Stanley Rumbaugh, Commissioner	Ken Miller, Commissioner
Staff	
Michael Mirra, Executive Director	Ken Shalik, Finance Director
Christine Wilson, Executive Administrator	
April Black, REMHS Director	
Barbara Tanbara, Human Resources Director	
Nancy Vignec, Community Services Director	
Walter Zisette, RED Director	
Duane Strom, Finance Manager	

Chair Flauding declared there was a quorum present @ 4:07 PM.

Chair Flauding announced to the board that THA's Executive Director Michael Mirra was named the Pacific Northwest Regional Council of NAHRO 2012 Advocate of the Year. Congratulations to Michael.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, April 25, 2012. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported the RED Committee meetings continue their review and discussions of several opportunities for acquisition of properties in Tacoma.

Finance Committee –No report

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He added that he recently met with the new City of Tacoma City Manager T.C. Broadnax. The meeting went well.

Finance

On behalf of Director Shalik, Finance Manager Duane Strom directed the board to his report. The current financials show an unexpected increase HAP funding from HUD. This is good news.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$3,696,568 for the month of April, 2012. Commissioner Banks 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 discussed her departments re-organization. Discussion ensued related to the Go To Team's primary focus on unit turns. She also reported a temporary landscaping crew has been hired to attend to the landscaping needs at all of our THA properties. Commissioner Rumbaugh inquired if the extra revenue received from the rental properties if we would turn them more quickly would offset the costs of hiring additional maintenance staff that would allow for faster turns. Director Black indicated that she would look at this question and will come back to the board with her staffing cost v. new hire analysis.

Real Estate Development

Director Zisette directed the board to his report. Director Zisette reported on three projects not included in his board report. Staff is working with a non-profit organization based in Lakewood (LASA) that provides supportive services to homeless families to develop a 15-unit homeless family housing project. He reported that this work will earn THA a developer fee that he estimated at \$600,000. It will require THA to contribute about \$100,000 for pre-development costs. The project would reimburse THA for this expense.

Stewart Court is the second project. Staff is working with a consultant to assess Stewart Court's capital needs. This work will develop a Preservation Plan for the property.

The third project is the possible purchase of a 50 unit tax credit property located in Hilltop. Staff is reviewing this project to determine if this is a good fit for THA.

Commissioner Rumbaugh asked about the schedule for the demolition of Old Hillside Terrace. Director Zisette stated that demolition should start in late summer or early fall.

Community Services

Director Vignec directed the board to her report. The Greater Tacoma Community Foundation award THA a \$12,500 "Vibrant Communities Grant" grant. This grant will allow THA to provide clients with a comprehensive continuum of self-sufficiency support, including one-on-one support.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-5-23 (1), WINDOW AND SIDING REPLACEMENT

WHEREAS, The Housing Authority of the City of Tacoma (the "Authority") solicited bids for Window and Siding Replacements;

WHEREAS, the timely advertisements for bids were placed in the following publications, websites and dates;

The ITB was published in the Tacoma Small Business Incubator and WEBS government projects website on April 18, 2012; Bid documents were provided to 12 plan centers and the Blue Book website also on April 20, 2012.

WHEREAS, (48) companies received the bid package;

WHEREAS, Bids were received in the following amounts;

CONTRACTOR NAME	BID AMOUNT	UNIT PRICE #1	UNIT PRICE #2	UNIT PRICE #3	RESPONSIVE BID
Stetz Construction	\$244,323.00	\$6.00/sf	\$65.00/lf	\$210.00/ea	YES
Integrity Construction	NR	NR	NR	NR	NO

WHEREAS, Staff determined that the lowest responsive and responsible bidder is; Stetz Construction and

WHEREAS, Total financing for the work is from Capital Funds;

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

1. Stetz Construction's bid for Contract Number WA: 5-AMP6-CFP-04-12 for Window and Siding Replacement at ten properties is fair and reasonable bid
2. The executive director is authorized to negotiate, and if those negotiations are successful, to execute a contract with Stetz Construction in compliance with all bid documentation requirements in the amount of \$244,323.00 plus a Not-to-Exceed contingency of \$45,000.00.

Upon roll call, the vote was as follows:

AYES: 3

NAYS: None
Abstain: None
Absent: 2

Approved: May 23, 2012

Janis Flauding, Chair

8.2 RESOLUTION 2012-5-23 (2), AMENDMENT TO HVAC CONTRACT WITH HOLIDAY-PARKS

WHEREAS, Tacoma Housing Authority procured for routine HVAC maintenance and repair services in January 2011;

WHEREAS, the contract was signed in March 2011 and were for a duration of one year, with an option for three (3) one year extensions;

WHEREAS, the current contract with Holiday-Parks, Inc. is a Not-to-Exceed \$100,000;

WHEREAS, the accumulative budget from the routine maintenance and additional repairs are near or have exceeding the \$100,000 limit authorized by the Executive Director;

WHEREAS, current and future routine HVAC maintenance and repairs services are and will be required by the Housing Authority;

WHEREAS, the original contract did not include properties with furnace or boiler repair; and

WHEREAS, the Holiday-Parks, Inc. contract must be amended to add furnace and boiler routine maintenance and repairs and to increase the contract by \$150,000.

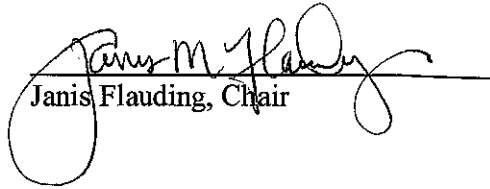
Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

1. The Executive Director be authorized and directed to amend Holiday-Parks' contract to add the additional Scope of Work and increase the Contract \$150,000.00, making the total Contract amount \$250,000.00.

Upon roll call, the vote was as follows:

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

Approved: May 23, 2012


Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

10. EXECUTIVE SESSION

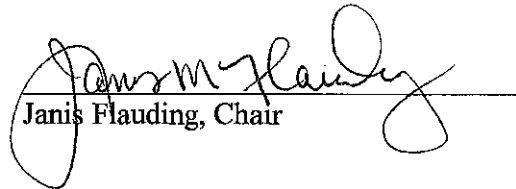
None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:30 PM.

APPROVED AS CORRECT

Adopted: June 27, 2012


Janis Flauding, Chair