



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, July 25, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 2330 South G Street P 1/2 Wednesday July 25, 2012.

### 1. CALL TO ORDER

Vice Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:10 PM.

### 2. ROLL CALL

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

Present	Absent
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Janis Flauding, Chair (participated via phone)  
Greg Mowat, Vice Chair  
Arthur C. Banks, Commissioner  
(participated via 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  
Tina Hansen, RED Manager  
Todd Craven, Administration Director

Walter Zisette, RED Director

Chair Flauding declared there was not a quorum present @ 4:11 PM.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, June 27, 2012. Commissioner Banks 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.**

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Wednesday, July 9, 2012. Commissioner Banks 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.**

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 17, 2012. Commissioner Flauding 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 – None

Finance Committee – Vice Chair Mowat reported the finance reports are in good order.

## 6. ADMINISTRATIVE REPORTS

### Executive Director

ED Mirra referred the board to his report and welcomed questions. He discussed Hilltop's revitalization and THA's possible roles to promote it. He recounted the consultations on the topic that he and other staff have had with important community voices. He summarized several emerging possible roles for THA. ED Mirra also noted Commissioner Ken Miller's recent resignation from the THA board and how staff will miss Ken and his contributions to the work of the agency.

### Finance

Director Shalik directed the board the finance report. The mid-year budget review is scheduled for August 17<sup>th</sup>. He is pleased to report the agency is in healthy financial shape with the agency cash position and reserves.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$3,765,786 for the month of June, 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 reviewed with the board the new vacant and turned units report inserted in her board report. She stated unit turns have increased along with transfers from our various waitlists and voucher offers for reasonable accommodation approvals that have sat idle for too long. The NED voucher program remains under-utilized at 68%. Staff continues to work with DSHS on their referrals; however, poor health often prevents persons referred from using the voucher. Director Black remains hopeful these vouchers will be fully in use within the next few months. She also provided a follow-up report to the board on the concerns that Hope Rehn, President of SAFE, expressed at the last board meeting. Ms. Rehn complained that staff were not attending to unauthorized guests in the senior buildings and that a Wright Street resident has never lived in the unit. April reported that staff had thoroughly investigated these concerns and had found them to be unfounded. Staff continues to speak with Ms. Rehn and other residents regularly regarding reports of unauthorized occupants. April provided the commissioners with THA policies regarding unauthorized guests and absence from a unit.

### Real Estate Development

RED Manager Tina Hansen presented for Director Zisette and directed the board to his report. She reviewed the details of the board report. Roberta Schuur reported on the New Look Apartment project. The project is a mixed use of commercial and residential units. MLKHDA would like THA to buy this property. Ms. Schuur added that THA staff continues to review this project.

### Community Services

Director Vignec directed the board to her report. She reviewed the McCarver evaluation report presented by Geo Education and Research. Director Vignec noted that THA and partners hosted a recent visit by HUD's Deputy Secretary Maurice Jones. He came to visit McCarver Elementary School and hear about the project and to see New Salishan and other sites downtown.

### Human Resources

Director Tanbara directed the board to her report. OPEIU negotiations are proceeding nicely. In partnership with OPEIU and other non-represented employee representatives, THA is developing a three-year plan for our healthcare and other insurance benefits. Next she directed the board to the recruitment – turnover report for 2012. Staff turnover is still higher than she would like. Her assessment for the turnover includes strong managers that are in place and employees being held accountable. She offered an executive session to the board for a further discussion, Vice Chair Mowat suggested a September executive session for review. Director Tanbara continues to work on the salary range survey and the new compensation structure.

#### 7. **OLD BUSINESS**

None.

#### 8. **NEW BUSINESS**

##### 8.1 **RESOLUTION 2012-7-25 (1), AMENDING RESOLUTION 2009-11-18 (2), ESTABLISHING PETTY CASH ACCOUNTS, APPOINTING CUSTODIANS, AND ESTABLISHING AUTHORIZED BALANCES**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

**Whereas**, the State Auditor's Office prescribes that all Petty Cash Accounts be established by Resolution of the governing body; and

**Whereas**, Section 8 of THA's Procurement Policy authorizes purchases up to \$500 to be processed through the use of a petty cash account; and

**Whereas,** THA's Procurement Policy requires THA's finance officer or designee to periodically audit the petty cash accounts; and

**Whereas,** THA's management has identified the need to increase the Rental Assistance petty cash account to efficiently process small purchases and reimbursements; and

**Whereas,** THA's management has identified the need to realign the Property Management petty cash accounts based on existing functional areas to efficiently process small purchases and reimbursements.

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

1. The following petty cash accounts are authorized in the amounts and with the custodians and transactions limits detailed below:

<b>Department/Location</b>	<b>Custodian</b>	<b>Authorized Balance</b>	<b>Transaction Limit</b>
Finance / 902 So L	As designated in writing by the Finance Director	\$1,000	\$500
Rental Assistance / 902 So L	As designated in writing by the Real Estate Management Director	\$250	\$50
Community Services / FIC	As designated in writing by the Community Services Director	\$250	\$50
Property Management / Wedgewood Apartments	As designated in writing by the Real Estate Management Director	\$200	\$50
Property Management / Senior Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Family Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Hillside Terrace Projects	As designated in writing by the Real Estate Management Director	\$250	\$50

Department/Location	Custodian	Authorized Balance	Transaction Limit
Property Management / Go-To-Team	As designated in writing by the Real Estate Management Director	\$250	\$50
<b>TOTAL</b>		<b>\$2,700</b>	

2. The Finance Director shall adopt such procedures as may be necessary to implement the provisions of this resolution. Such procedures shall include but not be limited to, (1) defining limitations on the use of petty cash funds, and (2) providing accounting and reporting procedures for operation and replenishment of the petty cash accounts.

3. Resolutions prior to this resolution establishing petty cash accounts, appointing custodians for accounts and establishing amounts of monies to be on deposit in each account are hereby rescinded.

AYES:  
 NAYS:  
 Abstain:  
 Absent:

**Motion Approved**

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 Janis Flauding, Chair

**8.2 RESOLUTION 2012-7-25(2), HILLSIDE TERRACE PHASE II AUTHORIZATION TO SUBMIT APPLICATIONS FOR FINANCIAL FUNDING**

**Whereas**, the Housing Authority of the City of Tacoma (the "Authority") seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington;

**Whereas**, RCW 35.82.070(2) provides that a housing authority may "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof...;"

**Whereas**, THA has developed a new phased strategy for the 2500 block of Hillside Terrace to include a Phase I for 70 new affordable housing units and Phase II for the development of the of an additional 70 affordable housing units which will require its own funding and financing sources; and

**Whereas**, the development of 70 units for Phase II using private and public funds, including tax credit equity and tax-exempt bond proceeds, is financially feasible, and leverages the Authority's capital contribution effectively.

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

1. The Executive Director or his designee is authorized to apply for funding from various sources to secure capital for the development of new housing units at the 2500 block Hillside Terrace Phase II Apartments. He or she may apply for such funding for the Project as he or she deems necessary or desirable, including without limitation low-income tax credits, and other financing, including grants or loans from the Tacoma Community Redevelopment Authority, Pierce County, the Washington State Housing Finance Commission, the Washington State Housing Trust Fund; and other federal, state and local funds.

Upon roll call, the vote was as follows:

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

**Motion Approved**

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Janis Flauding, Chair

**8.3 RESOLUTION NO. 2012-7-25(3), HILLSIDE TERRACE PHASE I AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO SIGN FUNDING AGREEMENTS WITH TCRA**

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing the Executive Director to Execute and Sign Funding Agreements and Loan Documents concerning the Hillside Terrace Phase I Project between THA and the City of Tacoma's Community Redevelopment Authority.

**Whereas**, the Housing Authority of the City of Tacoma ("THA") seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington;

**Whereas**, RCW 35.82.070(2) provides that a housing authority may "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof...;"

**Whereas,** RCW 35.82.070(5) provides that a housing authority may, among other things and if certain conditions are met, “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project”; and

**Whereas,** RCW 35.82.020 defines “housing project” to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income”; and

**Whereas,** Resolution 2010-9-22 (2) authorized THA’s Executive Director to submit funding applications for the 1800 and 2500 blocks Hillside Terrace redevelopment project;

**Whereas,** THA has received funding awards from the City of Tacoma’s Community Redevelopment Authority (“TCRA”) in the amounts of \$1,065,342.17 (HOME funds) and \$184,657.83 (CDBG funds) for the Hillside Terrace Phase I project; and,

**Whereas,** the TCRA has requested that its Agreements and Loan Documents concerning awarded funds for the Hillside Terrace, Phase I project be executed prior to July 31, 2012;

NOW, THEREFORE,

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

The Executive Director is authorized to execute funding agreements with the Tacoma Community Redevelopment Authority (TCRA) in the amounts of \$1,065,342.17 (HOME funds) and \$184,657.83 (CDBG funds) for the Hillside Terrace Phase I project.

Upon roll call, the vote was as follows:

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

**Motion Approved**

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Janis Flauding, Chair

**8.4 RESOLUTION NO. 2012-7-25(4), AUTHORIZATIONS TO PROCEED WITH RENOVATION OF STEWART COURT APARTMENTS**

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing the Executive Director to apply for capital funding in connection with the renovation of THA's Stewart Court Apartments, and to create a tax credit partnership for the project.

**Whereas**, the Housing Authority of the City of Tacoma (the "Authority") seeks to encourage the provision of long-term housing for low-income persons residing within the Authority's area of operation; and,

**Whereas**, RCW 35.82.070(2) provides that a housing authority may "prepare, carry out, acquire, lease and operate housing projects; [and] provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof . . ."; and,

**Whereas**, RCW 35.82.070(5) provides that a housing authority may, among other things and if certain conditions are met, "lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project"; and,

**Whereas**, RCW 35.82.020 defines "housing project" to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income"; and,

**Whereas**, the Authority has an opportunity to apply for funding for the renovation of its Stewart Court Apartments, which Apartments contain a total of 59-units of housing affordable to low-income households, and which Apartments are in urgent need of certain exterior and other renovations (the "Project"); and,

**Whereas**, the development of the Project will further the Authority's mission; and,

**Whereas**, financing for the Project will require several sources of funds, including low income housing tax credits and a Housing Trust Fund loan; and,

**Whereas**, THA will need to create a tax credit partnership in order to select a tax credit investor, and to apply for financing needed for the Project;

**Whereas**, authorizations from the Board to apply for capital financing and to create a tax credit partnership do not commit the agency to accept financing, nor do they commit the agency to carry out renovations at Stewart Court;

NOW, THEREFORE,

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

1. Apply for Funding. The Executive Director or his designee is authorized to apply for funding needed to complete the Project. Sources of funding include, without limitation: Low-Income Housing Tax Credits, the Washington State Housing Trust Fund, Pierce County affordable housing funds, and funds administered by the City of Tacoma's Community Redevelopment Authority.
2. Tax-Credit Partnership. The Executive Director is further authorized to participate in the creation of a tax-credit partnership needed to seek and select a tax-credit investor, and to secure tax credit financing for the project.
3. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may in his absence be taken by the acting Executive Director of the Authority.
4. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.
5. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Tacoma at an open public meeting this 25<sup>th</sup> day of July, 2012.

Upon roll call, the vote was as follows:

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

**Motion Approved**

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Janis Flauding, Chair

9. **COMMENTS FROM COMMISSIONERS**
10. **EXECUTIVE SESSION: none**
11. **ADJOURNMENT**

There being no further business to conduct the meeting ended at 5:25 PM.

**APPROVED AS CORRECT**

**Adopted:** July 25, 2012

  
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Janis Flauding, Chair