



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION MONDAY, July 9, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session at 902 South L Street, Tacoma, WA at 9:00 AM on Monday, July 9, 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 9:05 AM.

2. ROLL CALL

Upon roll call, those present and absent were as follows

PRESENT	ABSENT
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Commissioners

Janis Flauding, Chair (participated by phone)

Greg Mowat, Vice Chair

Ken Miller, Commissioner (participated by phone)

Arthur Banks, Commissioner

Stanley Rumbaugh, Commissioner (participated by phone)

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Walter Zisette, RED Director

Ken Shalik, Finance Director

Nancy Vignec, Community Services Director

Todd Craven, Administration Director

Vice Chair Mowat declared there was a quorum present at 9:06 AM.

Executive Director Mirra thanked the board for participating in this special meeting to review two resolutions pertaining to an interesting and appealing collaboration with Living Access Support Alliance (LASA), a nonprofit organization in Lakewood, WA. The reason for the special session of the board is that if THA and LASA are to pursue this collaboration, some tight deadlines are looming for seeking and using some sources of financing. For that reason, THA and LASA need to get working.

This collaboration would have THA develop property that LASA owns in Lakewood. The project would develop housing for homeless families, a community building and office space for LASA's staff.

THA is interested in this collaboration for two main reasons. First, it will help LASA, a sister organization that shares THA's mission and values. THA wants LASA to succeed in that mission. The collaboration is also a good match of capacities. THA has strong development skills. LASA has a strong capacity to provide supportive services to homeless families with children. Second, this collaboration is a chance for THA to earn money. Both of these reasons nicely fit THA's Strategic Objectives.

Director Zisette presented further details of the proposed collaboration, including the financial risks to THA.

3. NEW BUSINESS

3.1 RESOLUTION NO. 2012-7-9(1), (LASA Gravelly Lake Drive Project)

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing the negotiation and execution of a memorandum of understanding with the Living Access Support Alliance in connection with the development of housing for homeless persons, the creation of a tax credit partnership and the expenditure of Authority funds for pre-development costs relating to 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] to 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 participate in the development of an affordable rental housing project for homeless persons on property (the "Property") in the City of Lakewood, Washington, owned by the Living Access Support Alliance ("LASA"), which development will contain approximately 25 housing units (the "Project"); and

WHEREAS, the development of the Project will further the Authority's mission, while LASA retains fee title to the Property; 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, the Board of Commissioners of the Authority (the "Board") has determined that it is necessary to use Authority funds to pay certain predevelopment costs relating to the Project pending receipt of permanent financing; NOW, THEREFORE,

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

1. Memorandum of Understanding with LASA. The Executive Director of the Authority is authorized to negotiate and execute a memorandum of understanding with LASA in substantially the form as the attached draft.
2. Tax-Credit Partnership. The Executive Director is further authorized to participate in the creation of the partnership, to seek and select a tax-credit investor and to apply for funding needed to complete the project.
3. Advancing Funds for Pre-development Costs. The Authority is authorized to use available housing authority funds, in a combined amount from all sources not to exceed \$375,000, to pay predevelopment costs for the Project pending the receipt of other funding for the Project.
4. 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.
5. 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.
6. 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 9th day of July, 2012.

Upon roll call, the vote was as follows:

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

Approved: July 9, 2012

Janis Flauding, Chair

3.2 RESOLUTION 2012-7-9 (2), Architectural & Engineering (A&E) Services for Gravelly Lake Drive Project

WHEREAS, On May 31, 2012, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for the Gravelly Lake Drive, Lakewood, Project;

WHEREAS, The RFQ was posted on THA's website and Washington's Electronic Business Solution (WEBS) website;

WHEREAS, Fourteen (14) firms submitted proposals by the deadline, June 20, 2012;

WHEREAS, An evaluation team, composed of (2) THA staff and (1) LASA Staff reviewed and scored the proposals according to evaluation criteria listed in the RFQ;

WHEREAS, the evaluation team voted unanimously in favor of proceeding with contract negotiations with RicefergusMiller, with the other firms listed as shown above;;

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

1. The Executive Director is authorized to negotiate and, if those negotiations are successful, to award a contract for the Architectural and Engineering Services for the Gravelly Lake Drive Project in an amount not-to-exceed \$325,000 with RicefergusMiller. If those negotiations are not successful, the Executive Director may negotiate and execute such a contract with the next listed firms above in order.

Upon roll call, the vote was as follows:

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

Approved: July 9, 2012

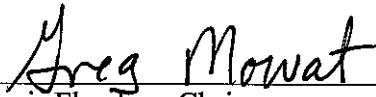
Janis Flauding, Chair

4. **ADJOURNMENT**

There being no further business to conduct, Commissioner Miller moved to adjourn, and Commissioner Rumbaugh seconded the motion. Meeting adjourned at 9:44 AM.

APPROVED AS CORRECT

Adopted: July 25, 2012



Janis Flauding, Chair