



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, September 26, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, September 26, 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 4:02 PM.

2. ROLL CALL

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

PRESENT	ABSENT
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Commissioners

Janis Flauding, Chair
Greg Mowat, Vice Chair
Arthur C. Banks
Stanley Rumbaugh, Commissioner
(arrived at 4:35 PM)

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration 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 @ 4:03 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Annual Session of the Board of Commissioners for Wednesday, August 22, 2012. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

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

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENT

Mr. Gary Aleshire, Board Chair for Living Access Support Alliance (LASA) and Ms. Jan Hutchins, Executive Director for LASA addressed the board about the collaboration between THA and LASA. ED Hutchins described LASA's excitement about this newly formed development partnership between THA and LASA. The project will include a 15-unit homeless housing project along with a client service center and new office space for LASA. ED Hutchins stated her appreciation for the work of ED Mirra and Ms. Roberta Schur, Project Manager for RED. Chair Aleshire invited the BOC to all the upcoming milestones related to this project. It is their hope the ground breaking will occur in June of 2013.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh provided his report. The committee continues to review various sites for acquisition. The LASA project continues as a point of discussion. There are no new updates on THA's offer to the MLKHDA for the New Look Apartments and commercial space. Director Zisette was directed to follow-up with MLKHDA.

Finance Committee – Vice Chair Mowat reported the agency financials are in good order. ED Mirra explained staff need direction from the board as staff drafts the 2013 budget for the board's consideration in December. He directed the board to his report that includes a table of the possible congressional budgets so far. He reviewed the several uncertainties that make it particularly hard this year to anticipate our HUD allocation for next year.

He recommended that staff write the budget presuming on the allocation provided by the current continuing resolution of the congress. This would be a “no change” allocation from 2012. He further recommended that staff prepare a hierarchical list of cuts or reserve uses totaling \$3.3 million in case the sequestration cuts occur. In that event, we would then implement as many items on that list as the cuts make necessary.

Commissioner Rumbaugh and Mowat stated their support for this approach.

Citizen Oversight Committee – Vice Chair Mowat provided a brief review of the newly created Citizen Oversight Committee for the Hillside Terrace construction. VC Mowat appreciates the vast experience of the committee members assembled to review the Hillside Terrace development project. The meeting was well attended with stakeholders representing community organizations, labor, and city officials. Vice Chair Mowat will make sure the minutes from the committee are distributed to the BOC. The committee will convene each month.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. THA has been busy consulting with various community partners about our potential development partners. He described the upcoming Public Housing and Education Conference THA will host on October 9th. Officials will visit from other PHAs, school districts, HUD, funders and Tacoma School District. Director Vignec will provide a summary of the meeting in her next board report.

Finance

Director Shalik directed the board to the finance report. The 2012 budget has been adjusted to reflect the mid-year budget recently adopted. Director Shalik stated that the state audit has been completed and there are no audit findings. The REAC audit was also completed and submitted on-time. He stated his appreciation to his staff for the work they put into this effort. Discussions continue with THA and HUD related to the MTW baseline issue. There will be further discussions in October with ED Mirra.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,239,622 for the month of August, 2012. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	0

Motion Approved

Real Estate Management and Housing Services

Director Black directed the board to her report. She continues to see a trend of 98% in occupancy rate. As of today there are 41 vacant units and 17 units were turned last month. There is a large number of vacancies at Stewart Court due to evictions. This has been a huge draw on staff time. Director Black gave kudos to the maintenance staff for their hardwork turning a large number of units. The grounds have looked well manacured and kept the entire summer. She also gave kudos to the grounds crew for their dedication of the properties. Commissioner Rumbaugh asked for an explanation for 10 vacancies at Stewart Court. Director Black stated that the former manager did not attend to tenants who have been continuously late on their rent. A new manager is not addressing the problems. Commissioner Mowat asked about the evict these evictions have on the property. Director Black recounted the challenges turning units that require substantial repairs. Director Black reviewed the recent shooting in Salishan. She reported the very good news that the person injured has made a full recovery. Director Black also stated THA continues to work with the TPCHD, TPD, and our attorney on the discovery of units exposed to methamphetamine. She described the plan staff is developing to test all units for which we suspect such acitivity and all units when they turn or at their annual inspection. A discussion ensued of the reasons and advantages for this proactive approach, which the Commissioners favored. Director Black also reported the RFP for security services contract will go out to review other companies and their services. Chair Flauding would like to assist in writing the scope of services that need to be included in the RFP. Finally, Director Black will be coordinating a Salishan community involvement meeting. Both Chair Flauding and Vice Chair Mowat would like to attend. She will coordinate their availability prior to scheduling this meeting.

Real Estate Development

Director Zisette directed the board to his report. He recently met with ManyLights Foundation and discussed its potential purchase of a portion of Hillsdale Height. He mentioned examples of other communities similar to what Many Lights seeks to develop: families hosting foster children next to seniors who would provide mentoring and respite care. He also discussed the memo included in this month's board packet that outlines proposed changes in rules governing the allocation of low income housing tax credits. Director Zisette is encouraged that under the new rules THA will compete strongly for these tax credit dollars.

Community Services

Director Vignec directed the board to her report. Chair Flauding stated that she participated in Communities in Schools recent youth activity that distributed over 300 backpacks to THA children. The Rainier Moose "Rhubard" also attended this terrific event. Director Vignec went on to describe the recent grant opportunity with the Gates Foundation for \$150,000 to further education initiatives. This includes a schloar incentive program. Commissioner Banks mentioned the E. Wesley program which is

similar to this program and is also very valuable to our students. Director Vignec will consult with others who provide this type of program. She also reported two applications submitted earlier this year, HUD FSS Grant award and FSS HCV that were awarded. These grant dollars will provide another year of funding.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-9-26 (1), CERTIFICATIONS OF COMPLIANCE WITH REGULATIONS: BOARD RESOLUTION TO ACCOMPANY THE ANNUAL MOVING TO WORK PLAN AMENDMENT

**Annual Moving to Work Plan
Certifications of Compliance**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

**Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan Amendment**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the attached Annual

Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2013, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.

4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.

5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part

8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assis and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

11. The PHA will take appropriate affirmative action to award contracts to minority and women's busine enterprises under 24 CFR 5.105(a).

12. The PHA will provide HUD or the responsible entity any documentation that the Department needs out its review under the National Environmental Policy Act and other related authorities in accordance v CFR Part 58.

13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage ra requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours a Safety Standards Act.

14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to dete compliance with program requirements.

15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (C

WHEREAS, the first focus of the work was the Capital Needs Assessment, scope definition and assistance with the Housing Trust Fund Stage 2 application in an amount not-to-exceed of \$32,000;

WHEREAS, the construction scope has been defined and the cost for the associated A&E services is \$369,926;

WHEREAS, the work to be completed in FY 2012 is covered in the Agency 2012 budget and remaining work will be included in the FY 2013 Agency budget;

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

Authorizes Executive Director or his designee to increase the contract amount for the Architectural and Engineering Services for Stewart Court Apartments project by \$369,926 for a total amount not-to-exceed of \$401,926 with ORB Architects.

Commissioner Mowat 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:	0

Motion Approved: September 26, 2012

Janis Flauding, Chair

8.3 RESOLUTION 2012-9-26 (3), APPROVAL OF TENANT ACCOUNT RECEIVABLE WRITE OFFS

WHEREAS, Tacoma Housing Authority (THA) provided housing services to Public Housing and Housing Choice Voucher 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. authorizes THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

Accounts to be written off and sent to collections		
Project or Section 8	TENANT #	BALANCEDUE
Fawcett Apts.	139340	\$39.82
Hillside Terrace Apts.	133648	\$436.94
Scattered Sites	132825	\$2,266.54
	109468	\$2,772.42
	127277	\$930.54
		\$5,969.50
Stewart Court Apts.	XX001166	\$3,455.43
	XX000270	\$201.05
	XX000987	\$2,845.62
	XX000725	\$2,863.14
		\$9,365.24
Salishan 7	XX001038	\$3,376.30
Section 8	117775	\$7,452.00
	00000779	\$91.20
	134328	\$5,302.00
	131102	\$7,678.00
	132025	\$6,660.00
	146090	\$386.00
	103598	\$1,138.00
	132162	\$969.00
	210016 OWNER	\$6,814.00
	00003448	\$47.00
	128248	\$1,004.00
Total to Write off and send to collections		\$56,729.00

Accounts to be written off and not sent to collectors		
Project or Section 8	TENANT #	BALANCE DUE
North K St. Apts.	130863	\$ 132.90
	124899	\$11.42
		\$144.32
EB Wilson Apts.	140887	\$116.86
	124651	\$30.89
	144457	\$2.09
	140853	\$91.77
		\$241.61
Fawcett Apts.	132382	\$92.74
Wright St. Apts.	130830	\$112.95
Ludwig Apts.	107653	\$77.76
G St. Apts.	133324	\$219.66
	143256	\$573.70
		\$793.36
6th Ave. Apts.	443	\$95.72
	132359	\$151.83
	143559	\$102.65
	126162	\$33.47
		\$383.67
Section 8	4615	\$26.00
	100283	\$1,816.00
		\$1,842.00
Amount to be written off and not sent to collections*		\$3,688.41

*This total includes accounts where tenant is deceased or the balance is under \$30.

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

Upon roll call, the vote was as follows:

AYES: 4
 NAYS: None
 Abstain: None
 Absent: 0

Motion Approved: September 26, 2012

 Janis Flauding, Chair

8.4 RESOLUTION 2012-9-26 (4), PIERCE COUNTY SPECIAL PROGRAM HOUSING CONTRACT—YOUTH AND YOUNG ADULTS

WHEREAS, Tacoma Housing Authority (THA) has an approve Moving to Work (MTW) activity allowing it to use a regional approach for administering its special purpose housing programs ;

WHEREAS, Pierce County has been selected as the entity to oversee some of THA's special programs, select qualified service providers to administer the programs, and comply with all State and Federal regulations connected with THA's Moving to Work funds;

WHEREAS, Pierce County has conducted a competitive process and selected qualified service providers to administer these funds for rental assistance for homeless unaccompanied youth and young adults;

WHEREAS, this contract is intended to provide rental assistance for at least 20 homeless unaccompanied youth and young adults each year;

WHEREAS, this contract will have a term of October 1, 2012 through December 31, 2013 and may be extended for one year terms upon mutual agreement by Pierce County and THA;

WHEREAS, the contract amount exceeds the \$100,000 spending limit for the Executive Director.

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

1. Authorizes Executive Director be authorized and directed to execute a contract with Pierce County in the amount of \$187,500 for the purpose of providing rental assistance to homeless unaccompanied youth and young adults.

Commissioner Mowat 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: 0

Motion Approved: September 26, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

The commissioners adjourned the regular meeting at 6:10 PM to discuss a union contract for 15 minutes in executive session . The commissioners came back into the regular board meeting at 6:25 PM. Appropriate announcements were made to the area outside the meeting room. Chair Flauding announced that no action was taken.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:36 PM.

APPROVED AS CORRECT

Adopted: October 24, 2012


Janis Flauding, Chair