



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, November 20, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 911 North K Street, Tacoma, WA at 4:45 PM on Wednesday, November 20, 2013.

1. CALL TO ORDER

Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 5:15 PM.

2. ROLL CALL

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

PRESENT	ABSENT
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Commissioners

Greg Mowat, Chair

Rose Lincoln Hamilton, Commissioner
(excused)

Stanley Rumbaugh, Vice Chair
(arrived at 5:55 PM)

Arthur C. Banks, Commissioner,
Janis Flauding, Commissioner

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
April Davis, REMHS Director
Barbara Tanbara, Human Resources Director
Greg Claycamp, Community Services Director
Tina Hansen, Interim RED Director
Todd Craven, Administration Director

Chair Mowat declared there was a quorum present @ 5:16 PM and proceeded.

Pastor Banks started the meeting with a moment of silence in tribute to Pastor Ron Vignec who passed away on November 10.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, October 23, 2013. 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.

4. GUEST COMMENTS

Carl Mastberg, resident of Ludwig Apartments, addressed the board. He is concerned about some recent activities that he views as retaliatory. Those activities include security called, and the TPD questioning him. Mr. Mastberg did not provide specifics. He has asked other residents to witness his discussions with THA staff. Mr. Mastberg is questioning THA's communication with him. He recently contacted the Washington State Auditor about the documents he claims to have found in the dumpster.

Betina Carson, resident of K Street Apartments, addressed the board. She provided written comments to the Board of Commissioners and read them out loud. The comments regard the public restrooms in the THA buildings that are kept locked except during resident activities. Ms. Carson noted that the building Key Holders are employees of THA. She offered the view that this means Key Holders cannot properly represent the tenants in this matter because they must say what THA directs. Ms. Carson is hopeful that the recent discussions lead by THA staff will result in the unlocking of the restrooms. If they are not unlocked by December 18, Ms. Carson will take her concerns to entities outside of THA: Pierce County Health Department, The Fair Housing Center, the news media, and elected officials. Pastor Banks asked about the discussions on the matter. Director Black stated staff is continuing to engage with residents.

Geraldine Warren, Key Holder and resident of K Street Apartments, addressed the board. She provided comments related to Ms. Carson's testimony regarding Keyholders. She believes she is representing the tenants. She loves what she is doing. Donna Miller, resident of K Street Apartments, addressed the board. She wanted to thank THA staff for their hard work.

Hope Rehn, resident of Wright Street Apartments, addressed the board. She is also president of SAFE and a Keyholder. She reported that SAFE members recently took a trip to Leavenworth and locally to the Lobster Shop. Ms. Rehn mentioned that is her

job as building rep. to stand up for the tenants. The majority of tenants she talked to want the restrooms locked for security and safety and health reasons. This has reduced drug activity in the buildings and individuals can no longer sleep in the restrooms. She stated her appreciation to Property Management keeping the building rules consistent in each building. Ms. Rehn spoke with property manager Nadine Silvestre about building reps and Key Holders cleaning up biohazards. She was informed they are not to clean-up biohazards. She also mentioned that THA employees do not have a restroom to use in the buildings, this is their only restroom. Ms. Rehn stated she does not believe THA needs to provide the restrooms for tenants as they are able to use their own private bathroom in their units. She finished stating she believes Key Holders represent the tenants and do not come to these views at THA's direction.

Ethan Trelease, resident of K Street Apartments, addressed the board. He is concerned about drug use in the building. Tenants are allowing non-residents into the building. Mr. Trelease has submitted complaints to security, TPD, and THA staff. Nothing is happening. Chair Mowat asked Director Black to follow-up on this concern.

5. COMMITTEE REPORTS

Real Estate Development Committee – No report

Finance Committee – No report

Citizen Oversight Committee – Commissioner Banks stated there was no meeting.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. THA staff is currently writing two proposed budgets. The two budgets include a flat line budget and a "sequestration" budget. THA will await the congress to determine which budget will be implemented. The RAD application has been submitted. Congress capped the number of units eligible for conversion to 60,000 units. Although THA submitted the RAD application in October, we did not make the 60,000 unit cut-off. ED Mirra anticipates that HUD will disqualify some applications not make the 60,000 cut which may give us the chance to make the initial 60,000 unit cap cut-off. Otherwise, we would hope that Congress raises the cap. It would have to raise it to 74,000 to include THA's application. ED Mirra reviewed the ongoing meth discussions with the Tacoma Pierce County Health Department and the Northwest Justice Project. The discussions are difficult and necessary. He remains optimistic the proposed policy changes will make us stronger. ED Mirra mentioned his trip to the CLPHA conference and distributed the CLPHA reports that featured THA's work.

Finance

Director Shalik directed the board to the finance report. He referred to the agency financials, discussions ensued. THA is financially in good shape.

2012 Washington State Audit is completed. The pre-exit conference is scheduled for next week, and the final exit conference is scheduled on December 11th.

Director Shalik shared news that ED Mirra and Director Black brought back from the CLPHA conference. They reported a very important clarification related to the flat line budget THA is writing. THA will write the flat line budget at the 2013 pre-sequestration level. Upon hearing this report, Director Shalik then confirmed this information online. This is very good news. He is busy working with department directors to change the approach in writing both budgets. Similar to writing the 2013 budget, directors will have a sequestration list for THA agency wide.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$5,470,105 for the month of October, 2013. 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 the budget she is currently writing for her department. Director Black reviewed unit turns and meth units information included in her board report. She was very pleased to report that 46 units were turned in October. Her department has worked very hard to get these units turned and she thanked her maintenance and leasing staff to turn and lease up these units. She reported the Salishan Association Board hired a second employee who will oversee community building. Voucher numbers on traditional program continue to trend well. Chair Mowat inquired about the VASH voucher program and if that program is moving along. Director Black confirmed the program is moving forward provided some details.

Real Estate Development

Interim Director Hansen directed the board to her report. The Salishan Association will receive a rebate from the city to account for the fact that the Association maintains the bio-swales that the city owns. It will total about \$20,000 yearly. Director Hansen followed up on the board request in October for the EEO status of Absher's work on Bay Terrace (formerly Hillside Terrace). Those numbers are included in the board report.

DR Horton was asked at the last board meeting for a breakdown of the bids from businesses they work with. DR Horton simply stated they provided opportunities for minorities. THA will continue to ask DR Horton for a breakdown on their bids. THA responded to a construction management RFP for these City of Tacoma services; Single Family Homeowner Occupied Rehab, Single Family Blight Abatement and Multi-family Development. THA is being considered as one of the providers for these services. Director Hansen reported a THDG board meeting will need to be scheduled. ED Mirra, Chair Mowat, and Vice Chair Rumbaugh will meet either before or after the December board meeting. ED Mirra briefly discussed the funding status of the LASA project, we hope to learn more specific details soon.

Community Services

Director Claycamp directed the board to his report. He noted several data report changes that have been made in this report. He also reported on his review of the CS programs and CS staff. He noted that CS Programs fall into one of two categories, Special Projects and General Services. The McCarver Housing Program is an example of a special project. He updated that project's performance and the course correction that will be necessary. Some discussion followed Commissioner Rumbaugh's questions about the earned income of McCarver families.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-11-20 (1), GENERAL CONTRACTOR SELECTION FOR PRAIRIE OAKS

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

Whereas, On October 3, 2013 THA issued an Invitation to Bid (ITB) for construction of Prairie Oaks a 15-unit permanent supportive housing project for the homeless and new office and client service center for LASA located at 8954-60 Gravelly Lake Drive SW, Lakewood;

Whereas, The ITB was posted in the Blue Book, Washington Electronic Business Solutions and on THA's website and The Tacoma News Tribune and Puyallup Herald;

Whereas, Four firms (4) submitted responsible and responsive bids by the deadline of October 23, 2013;

The bid results from lowest to highest bid are as follows:

Company	Base Bid	Deductive Bid Alt. #1	Deductive Bid Alt. #2	Deductive Bid Alt. #3	Deductive Bid Alt. #4	Responsive-Responsible Y / N
Pavilion Construction NW	\$3,343,223	\$36,000	\$14,000	\$7,000	\$1,800	Y
CDK	\$3,372,000	\$130,900	\$22,650	\$11,650	\$3,050	Y
Neely Construction	\$3,785,000	\$125,000	\$15,000	\$12,000	\$3,000	Y
Washington Patriot Construction	\$3,850,000	\$162,000	\$27,311	\$6,011	\$3,072	Y

Whereas, Staff determined the lowest responsive and responsible bidder is Pavilion Construction NW.;

Whereas, Total financing for the work is from a variety of funding sources including WA State Housing Trust Fund, HOME, 2163 and THA for the housing portion and CDBG, 2163 and Section 108 for the office/client service center;

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

The Executive Director is authorized to negotiate and award a Construction Contract for Prairie Oaks in the bid amount of \$3,343,223 with a not to exceed amount of \$3,927,491 including contingency and sales tax on materials to Pavilion Construction NW.

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

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

Motion Approved: November 20, 2013

 Greg Mowat, Chairman

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

none

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:55 PM.

APPROVED AS CORRECT

Adopted: December 18, 2013


Greg Morvat, Chair