



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, December 18, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L. Street, Tacoma, WA at 4:45 PM on Wednesday, December 18, 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 4:48 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b> Greg Mowat, Chair  Stanley Rumbaugh, Vice Chair (arrived at 4:55 PM) Arthur C. Banks, Commissioner, Janis Flauding, Commissioner (by phone)	Rose Lincoln Hamilton, Commissioner (excused)
<b>Staff</b> Michael Mirra, Executive Director Dennesha McCurry, Executive Coordinator Ken Shalik, Finance and Administration Director April Davis, REMHS Director Barbara Tanbara, Human Resources Director Greg Claycamp, Community Services Director Kathy McCormick, RED Director Todd Craven, Administration Director	Christine Wilson, Executive Administrator

Chair Mowat declared a quorum was present @ 4:49 PM and proceeded.

**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, November 20, 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.**

Chair Mowat asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Friday, December 6, 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**

Karen Scott, resident of G Street Apartments, addressed the board. Ms. Scott expressed her concerns that bed bugs continue to be a problem in her building. She noted that a unit adjacent to her own was just tested and found to have bed bugs. Director Black reminded the board what our pest control experts advise: that we should not expect to forever eradicate bed bugs. They travel with people and can arrive with new tenants, visitors or new furniture. Instead, we should seek to manage the problem in a reasonable way. She explained that THA's approach conforms with expert advice. It monitors the issue and addresses problems as they arise. She also stated that after the first of the year THA will conduct a full building inspection and will continue to address future bed bug issues. Chair Mowat stated THA will continue to keep an eye on the problem. Ms. Scott also noted a typo in the October minutes.

Donald Casad addressed the board. Mr. Casad began with a personal introduction and explanation of his visit. He recently rented his property to a tenant on THA's section 8 voucher program. He asked for confirmation that the Board had received the documents

he forwarded to THA. Executive Director Mirra confirmed all documents received were forwarded to the Board. Mr. Casad expressed his concern that his former tenant abused disability laws and committed fraud to get what she wanted. He also commented that he feels THA should have a process for disciplining these types of tenants. He said that he feels THA staff have ignored his many requests and were not truthful in telling him that THA lack any process to hear his complaints. He offered his view that THA shows a lack of leadership. Chairman Mowat asked Mr. Casad what he expected THA to do. Mr. Casad responded, "Truth". He continued to recount his complaints about his former tenant, how her employer lied to him and how her medical providers helped her take advantage of the laws that protect disabled persons. Mr. Casad stated, "I wanted corrective behavior and I didn't get the correct response from THA staff". Chairman Mowat again asked, "What remedy did you expect from us?" Mr. Casad replied that he did not want THA to terminate his tenant from the section 8 program. Instead, he said that THA "putting pressure on her would have helped change behavior". Mr. Casad informed the Board that he would be glad to sit down with anyone to discuss this issue further.

## 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.

Finance

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

The 2012 Washington State Audit is complete with no Audit findings.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$5,468,813 for the month of November, 2013. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None

Abstain: None  
Absent: 1

### **Motion Approved**

#### **Real Estate Management and Housing Services**

Director Black directed the board to her report. She reviewed unit turns and updates on meth unit information included in the board report. Director Black recommended reviewed the various options on further rent reform. Commissioner Rumbaugh stated it would be useful to get options across the income scale that we serve. He would like to see a report that includes more information across our constituency. Chair Mowat proposed a study session in January to discuss a plan in more detail and to receive more data. Commissioner Banks voiced the need to be ready for a more robust focus on rent reform options 1-4 and a delay of options X,5 and 6. These options are included in the REMHS Board report rent reform chart. Discussion ensued on the reasons to extend the HOP type rent reform to the present voucher population. The Board reaffirmed its direction that THA pursue these changes starting in 2014. The main issues will be the details of the changes and the schedule of implementing them.

#### **Real Estate Development**

Director McCormick directed the board to her report. She provided an update on current projects such as LASA, New Look and the Brown Star grill. Director McCormick informed the Board that the planned walk-on resolution for LASA was not ready because THA still discussing the terms of the financing with the City of Lakewood, HUD and others. She expects the transaction to close at the end of January. THA has finished most of the due diligence for its purchase of New Look. We need to take a closer look at a beam. We hope to close at the end of February. The due diligence for the Brown Star grill is underway.

#### **Community Services**

Director Claycamp directed the board to his report. He discussed the strategy involved in the reorganization of the Community Services department and the elimination of a manager's position. It seeks to make the department more flexible and provide deep penetration into households whom Community Services serves. It will allow us to knit asset building into the mainline case work and to sharpen the focus on McCarver, childrens saving accounts and scholar incentive programs. Director Claycamp also explained the strategy for internal staffing moves.

### **7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

**8.1 RESOLUTION 2013-12-18 (1), 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. THA staff is authorized to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

<b>Collection Status</b>	<b>Project</b>	<b>Client #</b>	<b>Balance</b>
<b><i>W-O Collect</i></b>	<b>Section 8</b>		
		00009168	\$ 122.00
		00009563	\$ 46.00
		00009959	\$ 340.00
		713026	\$ 604.00
		713956	\$1,062.00
		715077	\$ 395.00
		715096	\$ 500.00
		715230	\$ 546.00
		717229	\$ 744.00
		711718	\$ 638.00
		134279	\$62,288.00
	<b>Section 8</b>	<b>Subtotal</b>	<b>\$67,285.00</b>

Collection Status	Project	Client #	Balance
<b>W-O Collect</b>			
	<b>N G Str</b>		
		146714	\$ 141.19
		<b>Subtotal</b>	<b>\$ 141.19</b>
	<b>9 SF Homes</b>		
		XX000451	\$1,525.41
		<b>Subtotal</b>	<b>\$1,525.41</b>
	<b>Stewart Court</b>		
		XX000731	\$1,263.64
		XX000898	\$ 287.10
		XX000956	\$ 754.00
		XX001093	\$ 140.14
		XX000271	\$ 48.99
		<b>Subtotal</b>	<b>\$2,493.87</b>
	<b>Salishan VII</b>		
		XX001019	\$2,062.34
		XX001107	\$1,244.29
		XX000999	\$ 46.39
		<b>Subtotal</b>	<b>\$3,353.02</b>
	<b>S Wright Str</b>		
		138972	\$ 90.00
		<b>Subtotal</b>	<b>\$ 90.00</b>
	<b>S M Str (EB Wilson)</b>		
		00000195	\$ 50.00
		<b>Subtotal</b>	<b>\$ 50.00</b>
<b>**W-O No Collect</b>			
	<b>Section 8</b>		
		137725	\$ 28.00

712708	\$1,250.00
716412	\$ 664.00
00008909	\$ 25.00
<b>Subtotal</b>	<b>\$1,967.00</b>

**Stewart Court**

XX000255	\$ 21.00
<b>Subtotal</b>	<b>\$ 21.00</b>

**GRAND TOTAL \$76,926.49**

\* Uncollectable accounts where tenant is deceased or old balance under \$30.00

\*\* Uncollectable accounts due to Bankruptcy filing or old balance under \$30.00

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

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

**Motion Approved:** December 18, 2013

\_\_\_\_\_  
 Greg Mowat, Chairman

**8.2 RESOLUTION 2013-12-18(2), FISCAL YEAR 2014 ANNUAL BUDGET**

**Whereas**, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2014; and

**Whereas**, The U.S. Department of Housing and Urban Development (HUD) requires the Authority’s Board to approve its annual Site-based budgets;

Whereas, Authority staff prepared and the Authority’s Board of Commissioners reviewed the proposed Fiscal Year 2014 annual budget,

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

The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2014 Agency wide budget. The HUD required site-based budgets are also approved and are a subset of the overall agency wide budget. The Board authorizes the Executive Director to implement and execute this budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 479,668
Human Resources	752,911
Finance	1,013,760
Administration	1,705,459
Community Services	2,015,279
Development	2,188,610
REM&HS Overhead	2,059,464
Rental Assistance	33,627,401
Property Management	<u>6,009,274</u>
Subtotal	49,851,826
 <u>Additional Cash Outflows</u>	
Capital Expenditures	7,852,750
Debt Service	358,880
Special Transfer to Tax Credit Properties	<u>350,000</u>
Subtotal	8,561,630
 <b>TOTAL APPROVED BUDGET</b>	 <b><u>\$58,413,456</u></b>

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

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

Approved: December 18, 2013

\_\_\_\_\_  
 Greg Mowat, Chair

**9. COMMENTS FROM COMMISSIONERS**

None.

**10. EXECUTIVE SESSION**

none



**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:19 PM.

**APPROVED AS CORRECT**

Adopted: January 22, 2014

  
~~Greg Mowat, Chair~~  
STAN NUNBAUGH, VICE CHAIR