



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, February 27, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 602 South Wright Avenue, Tacoma, WA at 4:45 PM on Wednesday, February 27, 2013.

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 4:45 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Greg Mowat, Vice Chair	Janis Flauding, Chair
Stanley Rumbaugh, Commissioner (arrived at 4:59 PM)	Arthur C. Banks, Commissioner
Rose Lincoln Hamilton, Commissioner	
Staff	
Michael Mirra, Executive Director	
Christine Wilson, Executive Administrator	
Ken Shalik, Finance Director	
April Davis, REMHS Director	
Barbara Tanbara, Human Resources Director	
Nancy Vignec, Community Services Director	
Walter Zisette, RED Director	
Todd Craven, Administration Director	

Vice Chair Mowat declared there was not a quorum present @ 4:46 PM and proceeded. A quorum was present at 4:59 PM. No actions were taken prior to receiving a quorum.

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, January 23, 2013. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

The February 1 Special Session minutes were tabled and will be reviewed at the March 27 board meeting.

4. GUEST COMMENT

Leroy Brown, resident of Wright Street Apartments, asked the board for an update regarding his family's need for a larger unit. Director Black responded that the THA policy allows for up to a 24-month wait time for tenant transfers. Hope Rehn, resident of Wright Street Apartments, addressed the board stating the SAFE By-Laws have been completed and adopted by the SAFE board. Barbara Colburn, resident of Wright Street Apartments, addressed the board stating her concerns that the exterior doors to her building are being left open by residents. She stated non-residents are entering the building without permission from residents. Director Black reminded tenants to make sure and call the building security when this activity occurs and to notify the building representative.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh provided the report. The committee has not met, but he has been in conversations with ED Mirra regarding the Salishan lot sales.

Finance Committee – Commissioner Mowat announced that he and Commissioner Lincoln Hamilton attended the last committee meeting. He reported that she has agreed to fill the duties of Chair for this committee. He added the financial documents presented at the meeting are in good order.

Citizen Oversight Committee – Commissioner Mowat provided a report for Commissioner Banks. The committee is currently reviewing the Section 3 requirements for the Hillside Terrace Project.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. ED Mirra and Director Shalik reviewed the sequestration document that was included with the 2013 THA Budget the Board adopted in December, 2012. He stated sequestration will go into effect on March 1st at midnight if Congress is unable to agree on an alternative. The next deadline will be

March 27th with the expiration of the present continuing resolution. ED Mirra added that THA will be able to withstand a year long sequestration in reasonable order if the we stay on our path of expenditure delays and changes to our housing programs that include decreases in the value of the rental assistance households receive from us. This path will allow us to avoid cutting anyone from our programs, to add more assisted households and to resume some of the expenditure delays because the sequestration cuts are not as deep as THA had anticipated.. Tonight he is requesting consensus from the board to move forward reinstating funding for the first 12 priorities on the THA 2013 Budget sequestration list. These priorities represent \$1M in funding. ED Mirra states he favors this spending for three main reasons; first this amount reflects that the cuts are not as deep as THA planned they would be; THA's reserves can cover the spending with funds above optimal levels; the spending will allow us to serve more households, including those to be served by the launch of the Housing Opportunity Program (HOP). Director Shalik added the MTW reserve amounts have also increased and he believes spending these dollars will provide a realistic balance for the MTW reserve account. Director Shalik agrees with ED Mirra's recommendation to reinstate these funds into the THA 2013 budget. Commissioner Rumbaugh commented on the MTW reserves and agreed with the proposal. The sequestration funds are unencumbered reserves that could be used for capital development purchases. Commissioner Rumbaugh voiced his support to use these funds for such purchases. Director Shalik stated the reserve level would be maintained, and explained the sequestration would not absorb those funds. He also stated the funds must be used for low income housing purchases. Commissioner Mowat asked for clarification on the funds. He understands that a portion of the funds can be allocated for rapid re-housing. Director Shalik stated that is correct. Commissioner Lincoln Hamilton stated the board adopted the 2013 budget with the sequestration list in December, 2012. Director Shalik confirmed her comment. ED Mirra asked for direction to spend the \$1M on the sequestration high priorities list funding priorities 1-12 on the list. The board provided consensus to fund the sequestration priorities 1-12.

Finance

Director Shalik referred the board to his report. He stated the 2012 financial books have been closed and thanked his staff for another outstanding job. He reported the cash position has increased and reviewed deficit/surplus expenditures. Director Shalik read a letter from HUD related to the rebenchmarking issue. The HUD attorneys continue to review this issue with HUD officials. ED Mirra and Commissioner Rumbaugh will be in Washington, DC in mid-March and will use this time to meet with Senator Murray's staff and review this latest rebenchmarking information.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$3,953,707 for the month of January, 2013. Commissioner Lincoln Hamilton 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 the THA Strategy Addressing Methamphetamine Contamination in our Housing Portfolio documentation that she included in her report. Commissioner Rumbaugh stated his appreciation for Director Black's leadership with this very difficult issue. Director Black thanked Commissioner Rumbaugh for his kind words and acknowledgment of this very difficult situation. She will pass this along to her staff. She mentioned that staff has been trained and will begin field testing for meth. This interenal testing program will help reduce costs. Staff completed workplace safety training. Director Black noted the recent training from the Tacoma Police Department on how to defuse difficult encounters with customers and members of the public. The preventative maintenance program is underway. Director Black also reports staff readiness for Housing Opportunity Program and pulling households off the waitlist. THA will also be reopening the waitlist for the HOP. This reopening of the waitlist will be paperless. ED Mirra reported the Seattle Housing Authority and the King County Housing Authority conducted their first paperless waitlist opening. They will be a good resource for getting this done.

Real Estate Development

Director Zisette directed the board to his report. THA received an offer to buy Salishan lots. Director Zisette reviewed the details of the offer with CitiBank. The Hillside Terrace Project abatement of soils has been delayed. The site will be fenced off by March 11th. He reviewed a discussion with HUD about whether THA is fulfilling the terms of the grant for the community building. There are two issues: must THA include public housing units in its redevelopment of Hillside; must THA make sure that 50% of the people who use the center are public housing residents. MLKHDA Board has approved THA's purchase and sale agreement for the New Look Apartments. THA is waiting for an official response from MLKHDA.

Community Services

Director Vignec directed the board to her report. This is the beginning of the 12 month reporting cycle. She directed her staff to review THA's grant obligations. Director Vignec directed the board to the tables in her board report. The Workforce Central partnership is offering the Construction Academy classes beginning March 4. This is a meaningful partnership with the redevelopment of New Hillside Terrace. This academy will provide soft skill training for individuals interested in working on this project. Last month she reported REMHS difficulty referring tenants to CS. Director Vignec stated Property Management staffing levels and the meth issues have made these referrals hard to arrange. She recently met with PM and CS managers within the past two weeks and they assured her those referrals are forthcoming. Salishan Community Health Advocates (CHA) assists the Salishan Community Association further develop a strong and thriving neighborhood. CHA identifies and trains natural leaders within Salishan.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-2-27 (1), AMENDING THA'S STRATEGIC DIRECTIVES AND ADOPTING PERFORMANCE MEASURES

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

Whereas, THA's statements of vision, mission and values, and its strategic objectives are important expressions of THA's understanding of its work, why the work is important, how THA seeks to do the work, and what THA hopes to achieve by it.

Whereas, these strategic directives are the Board's primary way to set the agency's direction and to express its expectations of staff.

Whereas, the Board adopted the present statements of vision, mission and values and strategic objectives in 2008. They have served THA well. Yet it is time to review and refresh them. Over the past year or so, the Board and staff have done so in a detailed process of consultation and discussion.

Whereas, in the same process, the Board and staff devised performance measures for each strategic objective. These performance measures will help THA determine if its efforts are effective.

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

1. THA's statements of vision, mission and values are amended as set forth in the attached redlined draft.
2. THA's strategic objectives are amended as set forth in the attached redlined draft.
3. The performance measures for each strategic objective shall be in substantially the form set forth in the attached draft Planning Chart. The Board expects that staff shall treat these performance measures as a dynamic list. The list will require continual adjustment. Some measures on the list will prove less meaningful or harder to track than initially hoped. Other new measures will occur to staff or the Board. Staff does not need to seek Board approval for every such adjustment. Instead, the Board asks staff to keep it reasonably informed about such adjustments.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

AYES: 3
NAYS: None
Abstain: None

Absent: 2

Motion Approved: February 27, 2013

Janis Flauding, Chair

8.2 RESOLUTION NUMBER 2013-2-27 (2), ADOPTION OF A NEW ADMINISTRATIVE PLAN CHAPTER TO OUTLINE HOUSING OPPORTUNITY PROGRAM POLICIES

Whereas, The Administrative Plan relates to the administration of the Housing Choice Voucher Program and it is required by HUD.

Whereas, The Administrative plan is to establish policies carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan.

Whereas, THA's 2013 MTW Plan included a new program called the Housing Opportunity Program and THA must establish formal policies for administration of this program.

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

Staff is authorized to create and implement a new Administrative Plan chapter outlining the Housing Opportunity Program (HOP) policies substantially as set forth in the attached draft.

Commissioner Lincoln Hamilton motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: February 27, 2013

Janis Flauding, Chair

8.3 RESOLUTION 2013-2-27 (3), INTER-LOCAL AGREEMENT WITH KING COUNTY HOUSING AUTHORITY FOR THE PURPOSE OF VEHICLE MANAGEMENT/MAINTENANCE

Whereas, Tacoma Housing Authority currently does not a formal fleet vehicle management/maintenance program in place;

Whereas, Automotive Resource International (ARI) is currently contracted with King County Housing Authority (KCHA) for their vehicle maintenance/management program;

Whereas, this agreement will allow THA to use of any auto repair/service shop in the State of Washington;

Whereas, this agreement will allow THA to have a vehicle management program for its fleet of vehicles;

Whereas, fleet management and maintenance costs are included in the 2013 budget.

Whereas, entering into this Inter-Local Agreement combines KCHA vehicles and THA vehicles resulting in a lower monthly rate for vehicle maintenance and fleet management.

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

Approves Resolution 2013-2-27 (3) authorizing the Executive Director to execute Agreement to execute an Inter-Local Agreement with King County Housing Authority (KCHA) for the purposes of contracting with ARI for a vehicle management program.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: February 27, 2013

Janis Flauding, Chair

8.4 RESOLUTION 2013-2-27(4), LASA LAKEWOOD PROJECT

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing the Executive Director to approve the expenditure of Authority funds for pre-development costs relating to the project upon two conditions that the executive director is authorized to judge: (i) LASA and THA execute a development services agreement; and (ii) LASA shows adequate prospects of its ability to raise all the funding needed for the office space and client service center portion of 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 Authority has determined that it will further the mission of the Authority if development of the Project is undertaken by the Authority, 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, THA has executed an MOU with LASA that is being turned into a development service agreement to formalize the commitments made in the MOU and to provide THA with security for the predevelopment loan THA has made to the project; 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. 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 an additional \$300,000 to pay predevelopment costs for the Project upon two conditions that the executive director is authorized to judge: (i) LASA and THA execute a development agreement; (ii) LASA shows adequate prospects of its ability to raise all the funding needed for the office space and client service center portion of the project.
2. 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.
3. 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.
4. 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 27th day of February 2013.

HOUSING AUTHORITY OF THE CITY OF TACOMA

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: February 27, 2013

Janis Flauding, Chair

8.5 RESOLUTION 2013-2-27(5), AUTHORIZATION TO SIGN AGREEMENT REGARDING ALLOCATION OF RESPONSIBILITIES

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

Whereas, THA and LASA have entered into a Memorandum of Understanding dated July 27, 2012 for the development of mixed use project which includes permanent housing for

homeless families and office space for LASA; and

Whereas, THA and LASA desire to formalize the relationship and the responsibilities of each party as it relates to the development, including THA's fees and securitizing the loans THA have made to the project for predevelopment costs;

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

1. The executive director is authorized to enter into a development services agreement in a form substantially the same as the attached draft.
2. Acting Officers Authorized. The proper officers of the Authority are and are hereby authorized, empowered, and directed to take such further action on behalf of the Authority as they deem necessary to effectuate the foregoing sections of this resolution. Any action required by this resolution to be taken by the Executive Director of the Authority may in his absence be taken by the duly authorized acting Executive Director of the Authority.
3. 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.
4. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

Commissioner Lincoln Hamilton motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: February 27, 2013

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Rumbaugh discussed the upcoming CLPHA conference. Large Housing Authorities are looking to THA as the innovators. Commissioner Lincoln Hamilton would like the board to consider adding a consent agenda to the board meeting agenda. She believes this will allow more time for other board discussions. Commissioner Mowat thanked staff for their hard work.

10. EXECUTIVE SESSION

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:35 PM.

APPROVED AS CORRECT

Adopted: March 27, 2013


Janis Flauding, Chair