



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, March 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, March 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

Janis Flauding, Chair (left at 6:25 PM)
Greg Mowat, Vice Chair
Arthur C. Banks, Commissioner (left at 6:25 PM)
Stanley Rumbaugh, Commissioner
(arrived at 5:11 PM)
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

Chair Flauding declared there was a quorum present at 4:46 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Friday, February 1, 2013. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: 1
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, March 27, 2013. Commissioner Banks moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Patricia Harris Appeal to the BOC of Her Termination from the Voucher Program

ED Mirra presented the Ms. Harris' appeal to the BOC of her termination from the Voucher Program. He advised that under THA's administrative plan, the board's review is limited to the written record. He presented the termination letter, the decision of the hearing officer upholding the termination and Ms. Harris's appeal letter. He explained further that the board must decide from that record whether to direct a further hearing before the hearing officer in order "for the purpose of rectifying any obvious mistake of law made during the hearing or any obvious injustice not known at the time of the hearing." The rules also require Ms. Harris's appeal request to "demonstrate cause, supported by specific references to the hearing officer's report, why the request should be granted." ED Mirra recommended that the board deny the appeal. He noted that Ms. Harris's request makes no reference to the record and gives no reason to think that the hearing officer's decision was mistaken or unjust.

Director Black reviewed the written documents and outlined the reason for the termination. At Commissioner Rumbaugh's request, she explained the process that governs terminations. Commissioner Mowat asked if legal counsel was offered to clients. Director Black stated during the informal and/or formal hearings clients may have counsel, although THA does not provide counsel. Clients often get counsel from Northwest Justice Project (NJP) and clients are informed about NJP. Commissioner Rumbaugh moved to deny the request for a rehearing before the Hearing Officer. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion approved.

4. GUEST COMMENT

Karen Scott, a G Street resident addressed the board regarding current bed bug problems in her building. She presented a packet of information to the BOC that included several articles and references on bed bugs. Ms. Scott stated she is grateful THA is conducting the treatment in the building and the units but she feels we can be more effective. She requested that THA review the materials she has collected while researching this issue and commit to using heat treatment to eradicate the infestation. ED Mirra stated THA has spent a lot of time and thought on the bed bug problems. Chair Flauding requested Director Black to provide the board with a review of the work done to date. Director Black will present this information at a future board meeting.

Hope Rehn, president of SAFE and a resident of Wright Street, addressed the board. She offered her view that THA is working diligently on the bed bug issue and thanked THA for its efforts.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported the Citibank Loan is moving forward in a positive manner. LASA is presenting some financial stresses and strains and stated the board will need to apply some fiscal constraint while considering financial support to LASA. He noted a potential purchaser of Stewart Court. The board will need a discussion looking at various options before moving forward.

Finance Committee – Commissioner Mowat met with staff and found the financial documents are in good order.

Citizen Oversight Committee – Commissioner Banks was out of town when the committee met last time and has no report this evening.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He noted that a journalist from the Wall Street Journal is visiting THA. She was referred by the Executive Director of CLPHA. Her story seems focused on the McCarver Elementary

School Project although she is also interested in THA's MTW initiatives. ED Mirra believes the article will be published within a month or so. Director Vignec noted there have been several reporters interested in McCarver.

Finance

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$3,708,438 for the month of February, 2013. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved

Director Shalik stated there are no financial concerns with the budget. One challenge with the federal budget is the recent passage of the Continuing Resolution with levels that include the sequestration cuts.

Real Estate Management and Housing Services

Director Black directed the board to her report. She reported with regret that Tehani Bowman has resigned from her position as Salishan Property Manager. Director Black is grateful to Tehani for her service to THA but understands her wish to relocate to Florida. April was pleased to report that new HOP clients are shopping for units with the newly assigned HOP vouchers. She anticipates the release of more HOP vouchers by early summer. The HOP waitlist will open on or near June 1st. Her staff will work with local agencies who provide computer access for applicants to apply on line. THA is very interested in the success of this paperless system. She noted that the Seattle Housing Authority and the King County Housing Authority have just gone paperless when re-opening their wait lists. Commissioner Mowat asked about push back from applicants on a paperless system at either the Seattle HA or the King County HA. April said that she understood both went smoothly. ED Mirra noted that in Seattle some dishonest set up bogus web sites to resemble the SHA web site and to entice people to "apply" and submit an "application fee". Director Black reported meth contamination discovered in units continues to present challenges for the agency and staff. Unit vacancy reports will continue to show a large increase of vacant units. Community and tenant meth meetings will be wrapping up soon. The community has been very interested in this information and grateful to THA for its initiative. Commissioner Mowat appreciated attending one of the meth meetings and stated the Tacoma Pierce County Health Department representative conducted a very informative presentation. Director Black followed up on Commissioner Rumbaugh's request from the February meeting updating the board on the soil issue at Wright Street. A few years ago, when the elevator was installed there was an

unidentified hydrolic leak that required mitigation. One of the precautions is the signage asking people not to dig in that spot.

Real Estate Development

Director Zisette directed the board to his report. Many Lights Foundation seeks to develop intergenerational housing for foster children at Hillside Heights. They have also shown interest in using THA as its developer.

Community Services

Director Vignec directed the board to her report. She has been spending a good amount of time working with her staff on the HOP program. She reports that new HOP clients are signing up for case management assistance. Director Vignec referred the board to articles included at the end of her report. She also reported on the visit to McCarver School that THA and the Tacoma Public School District hosted from Senator Patty Murray. It was a very nice occasion during which the Senator asked good questions, showed an informed interest and spent some meaningful moments with the children. Commissioner Mowat requested board notification when dignitary visits are to occur.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-3-27 (1), ADOPTION OF THE EMPLOYEE RECOGNITION AND APPRECIATION POLICY PLUS THE REFRESHMENTS AND NON-TRAVEL MEALS POLICY

Whereas, The Authority desires to follow the recommendation of the Washington State Auditor's Office Accountability Audit Report;

Whereas, the attached draft policies governing expenditures on Employee Recognition and Appreciation and Expenditures on Non-Travel Meals and Refreshments would conform to the audit recommendation and the rules and standards governing such matters;

Whereas, THA intends to distribute and train all employees on the Employee Recognition and Appreciation policy and Refreshments and Non-Travel Meals policy;

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

The Board adopts the "Expenditures on Employee Recognition and Appreciation" policy and the policy on "Expenditures on Non-Travel Meals and Light Refreshments" in substantially the form set forth in the attached drafts, allowing for changes to format and

procedures, and other changes pursuant to THA Policy G-01 on the Adoption, Amendment and Promulgation of Policies.

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

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

Motion Approved: March 27, 2013

 Janis Flauding, Chair

8.2 RESOLUTION 2013-3-27 (2), PROPERTY UPGRADES AND RENOVATIONS AT FOUR SCATTERED SITES

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

Whereas, On February 1, 2013 THA issued an Invitation to Bid (ITB) for the upgrade and renovation of 6438 S. Puget Sound, 5801 Roosevelt, 120 E. Bismark and 6413 S. Pine;

Whereas, The RFQ was posted in the Blue Book, Washington Electronic Business Solutions and on THA’s website;

Whereas, Three firms (3) submitted proposals by the deadline of February 28, 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	Responsive-Responsible Y / N
LIBBY BUILDERS INC	\$104,600.00	\$1,600.00	\$3,000.00	\$2,000.00	Y
STETZ CONSTRUCTIO	\$128,520.00	\$2,880.00	\$3,600.00	\$3,895.00	Y
D&B ROOFING SERVICES	\$154,909.00	\$4,275.00	\$7,873.00	\$7,292.00	Y

Whereas, Staff determined the lowest responsive and responsible bidder is Libby Builders Inc.;

Whereas, Total financing for the work is from Capital Funds;

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

authorize the Executive Director to negotiate and if those negotiations are successful to award a Contract to Libby Builders Inc. for site upgrades and renovations included in the scattered sites; multi-scope group A project in the bid amount of \$104,600.00 with a not-to-exceed amount of \$120,000.00 including contingency. If those negotiations are not successful the executive director may if he chooses negotiate and execute a contract with the next lowest responsive and responsible bidder.

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

Upon roll call, the vote was as follows:

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

Motion Approved: March 27, 2013

Janis Flauding, Chair

8.3 RESOLUTION 2013-3-27 (3), EASTSIDE COMMUNITY CENTER FEASIBILITY STUDY

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

Whereas, THA's 2011 Salishan core community input process and survey identified a community recreational facility as a high priority for Tacoma's Eastside;

Whereas, Tacoma Public Schools, Metro Parks Tacoma, the City of Tacoma and THA desire to study the feasibility of a community recreational facility to be co-located on the First Creek Middle School campus near Salishan;

Whereas, Tacoma Public Schools, Metro Parks Tacoma, the City of Tacoma and THA jointly believe that a feasibility study will identify opportunities to consolidate and replace existing facilities; prioritize program, service and facility needs; identify opportunities to leverage existing public resources, including existing community facilities; identify strategies and funding needs to allow sustainable operations; and identify strategies to raise necessary capital funding, and

Whereas, Metro Parks Tacoma has committed to complete a feasibility study with the funding assistance from the other partner agencies;

Whereas, cost of the proposed feasibility study is \$60,000 - \$80,000;

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

1. Tacoma Housing Authority supports the Metro Parks Tacoma Eastside Community Center feasibility study.
2. The executive director is authorized to enter into a funding agreement to provide up to \$20,000 in funds to match investments by Metro Parks Tacoma, Tacoma Public Schools, and the City of Tacoma for the feasibility study.

Commissioner Lincoln Hamilton 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: 1

Motion Approved: March 27, 2013

Janis Flauding, Chair

8.4 RESOLUTION 2013-3-27 (4), 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:

Debt to be Written off and sent to Collections

M-O Project	Client #	Balance
M St. Apts.	140624	\$233.08
Subtotal		\$233.08
Fawcett Apts.	122683	\$185.00
	102829	\$1,436.08
Subtotal		\$1,621.08
Wright St. Apts.	141065	\$1,420.83
	143817	\$55.71
	00000146	\$194.00
	144754	\$1,014.19
Subtotal		\$2,684.73
Lawrence St. Apts.	00000457	\$230.14
	141653	\$4,594.05
	120054	\$654.96
Subtotal		\$5,479.15
6th Ave Apts.	141920	\$95.39
	143044	\$374.91
	143420	\$260.32
Subtotal		\$730.62
Hillside Terrace Apts.	143669	\$1,077.85
Subtotal		\$1,077.85
Bergerson Terrace	144490	\$67.46
Subtotal		\$67.46
Scattered Sites	115908	\$293.89
	139054	\$434.94
	131661	\$1,311.85
Subtotal		\$2,040.68
Dixon Village	133352	\$312.25
	143948	\$1,071.96
	139422	\$260.15
Subtotal		\$1,644.36
Alaska Homes	xx000448	\$4,222.00
	xx000994	\$2,711.50

	xx000839	\$5,564.00
	Subtotal	\$12,497.50
Stewart Court Apts.	xx001041	\$2,367.83
	xx000777	\$3,379.77
	xx000953	\$1,959.06
	xx000263	\$1,020.82
	xx001215	\$1,766.85
	Subtotal	\$10,494.33
Section 8	128911	\$1,455.00
	129338	\$5,406.00
	129675	\$399.00
	133591	\$243.36
	142373	\$422.00
	713851	\$1,230.00
	714714	\$1,036.00
	714923	\$5,148.00
	715124	\$1,420.00
	715239	\$1,030.00
	716001	\$750.00
	716980	\$1,150.00
	717177	\$1,150.00
	Subtotal	\$20,839.36
Agency Recievables		\$0.00
	Subtotal	\$0.00
	Debts sent to Collection	\$59,410.20

Write off debt and take no further action

M-O Project	Client #	Balance
M St. Apts.	140993	\$1.16
	117844	\$1.26
	127658	\$508.16
	133056	\$764.57
	137525	\$874.28
	Subtotal	\$2,149.43
Fawcett St. Apts	111356	\$42.57

	<i>Subtotal</i>	<i>\$42.57</i>
Lawrence St. Apts.	124614	\$164.48
	119872	\$19.00
	<i>Subtotal</i>	<i>\$183.48</i>
6th Ave Apts.	125135	\$463.50
	<i>Subtotal</i>	<i>\$463.50</i>
Bergerson Terrace	138923	\$109.56
	138777	\$1,198.51
	124864	\$1,075.05
	<i>Subtotal</i>	<i>\$2,383.12</i>
Scattered Sites	138888	\$804.93
	<i>Subtotal</i>	<i>\$804.93</i>
Stewart Court	xx000274	\$6.18
	xx000231	\$65.00
	<i>Subtotal</i>	<i>\$71.18</i>
	<i>Debts not sent to collections *</i>	<i>\$6,098.21</i>

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

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

Upon roll call, the vote was as follows:

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

Motion Approved: March 27, 2013

 Janis Flauding, Chair

8.5 RESOLUTION 2013-3-37(5), PRAIRIE OAKS – TAX CREDIT INVESTOR AND CONSTRUCTION LENDER SELECTION

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

Whereas, The Housing Authority of the City of Tacoma (the “Authority”) on February 14, 2013 solicited Letters of Intent/Interest for the construction financing and the purchase of

low income housing tax credits for Prairie Oaks; and

Whereas, THA sent a Request for Letters of Intent/Interest to eight (8) lenders and eighteen (18) low income housing tax credit investors and syndicators, advertised on WEBS and on the Authority's website; and

Whereas, THA received two (2) joint equity and debt proposals investors and one proposal from a construction lender; and

Whereas, the selection committee in consultation with CSG Advisors determined that the combined debt and equity proposal from PNC offers the best combination of terms and experience for construction lending and for the purchase of Low Income Housing Tax Credits; and

Whereas, the Contracting Officer, Michael Mirra, has reviewed the results of the evaluation committee and concurs that the committee's recommendation be accepted;

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

1. The executive director has the authority to negotiate and, if those negotiations are successful, to execute a nonbinding letter of intent with PNC for (a) the construction loan for Prairie Oaks; (b) the purchase of low income housing tax credits to be allocated to Gravelly Lake LLLP for Prairie Oaks; (c) an Amended and Restated Partnership Agreement between THA as General Partner and PNC as Investor Member. If negotiations are not successful, the Executive Director may negotiate and execute a nonbinding letter of intent with the firms next on the list.

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: March 27, 2013

Janis Flauding, Chair

8.6 RESOLUTION 2013-27-3 (6), (HILLSIDE TERRACE PHASE I – 2500 YAKIMA APARTMENTS)

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

Tacoma (1) authorizes the Board Chair, the Executive Director, and their respective designees, to approve the use of Unrestricted MTW funds in the amount of \$1,232,000 as Reserve Guarantee for future RHF funds for Hillside Terrace Phase I – 2500 Yakima Apartments.

Whereas, THA is the General Partner in a LLLP of a 70-unit apartment complex (including a community education facility) to be known initially as 2500 Yakima Apartments, as part of Hillside Terrace Phase I Redevelopment Project, to provide housing for low income persons within the City of Tacoma, Washington (the “Project”);

Whereas, funds from THA’s future RHF grant is budgeted, and will be required to complete the redevelopment project.

Whereas, the Guarantee of Payment document within the Project’s closing documents provides that THA, as the Guarantor, shall maintain, on a combined basis, Unencumbered Liquid Assets equal to \$1,232,000 prior to the conversion date. The Unencumbered Liquid Assets may be reduced by the amount of RHF funds when they become available for drawdown from HUD.

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

\$1,232,000 of THA’s MTW reserves are restricted as a Reserve Guarantee for future RHF funds for Hillside Terrace Phase I – 2500 Yakima Apartments until such time as the RHF funds are available for drawdown by THA.

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: March 27, 2013

Janis Flauding, Chair

8.7 RESOLUTION 2013-3-27 (7), INCREASE IN CONTRACT AMOUNT FOR PIERCE COUNTY SPECIAL PROGRAM HOUSING CONTRACT—YOUTH AND YOUNG ADULTS

WHEREAS, the City of Tacoma has a worrisome and growing population of unaccompanied homeless youth and young adults (youth and young adults without families);

WHEREAS, THA's mainline housing programs are generally inaccessible to these young persons. They face the normal difficulty of ever getting on our waiting lists, which are generally closed. In addition, their youth and inexperience makes them unlikely even to apply. Even if they got on our waiting lists, by the time they ever got to the top of a waiting list, they would not be young anymore. Moreover, when young, they need support in addition to housing and help finding a houser to rent to them.

WHEREAS, Tacoma Housing Authority (THA) has an approved Moving to Work (MTW) activity allowing it to use a regional approach for administering its special purpose housing programs for service to such populations of needy persons;

WHEREAS, THA has chosen Pierce County to oversee some of THA's special programs, to select qualified service providers to administer the programs, and to 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 40 homeless unaccompanied youth and young adults each year;

WHEREAS, this contract will have a term of January 1, 2013 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. The executive director is authorized and directed to execute a contract with Pierce County in the amount of \$250,000 for the purpose of providing rental assistance to homeless unaccompanied youth and young adults.

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: March 27, 2013

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

10. EXECUTIVE SESSION AND SUBSEQUENT ACTION IN REGULAR SESSION

The board moved out of the regular meeting at 6:05 PM to discuss real estate transactions for 20 minutes in Executive Session. The Executive Session was extended for an additional 11 minutes.

Vice Chair Mowat brought the board came back into regular session at 6:36. Chair Flauding and Commissioner Banks were excused at 6:15 PM.

Commissioner Rumbaugh made the following motion; the Board of Commissioners authorizes the Executive Director to sign a non-binding letter of intent for the sale of Stewart Court.

Upon roll call, the vote was as follows:

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

Motion Approved

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 7:02 PM.

APPROVED AS CORRECT

Adopted: April 17, 2013



Janis Flauding, Chair