



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, May 22, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1202 South M Street, Tacoma, WA at 4:45 PM on Wednesday, May 22, 2013.

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 4:45 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Janis Flauding, Chair (left at 6:43 PM)	
Greg Mowat, Vice Chair	
Arthur C. Banks, Commissioner (arrive at 5:15, left at 6:25 PM)	
Stanley Rumbaugh, Commissioner	
Rose Lincoln Hamilton, Commissioner	
Staff	
Michael Mirra, Executive Director	Christine Wilson, Executive Administrator
Ken Shalik, Finance Director	
Tina Hansen, RED Interim Director	
April Black, REM&HS Director	
Nancy Vignec, Community Services Director	Barbara Tanbara, HR Director
	Todd Craven, Administration Director

Chair Flauding declared there was a quorum present @ 4:45 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, April 17, 2013. Commissioner Stan Rumbaugh moved to adopt the minutes, Commissioner Greg Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENT

Ms. Karen Scott, G Street tenant, addressed the board regarding the bed bug problem at G Street apartments. She mentioned she would like to see the dog brought in again to ensure the problem has been handled. Ms. Scott also requested that the carpets be cleaned and that she be added to the list to receive meeting minutes. She would also like to receive minutes from the last three Board meetings.

Ms. Areanna Dickerson, Hillside Terrace tenant addressed the board on the meth issue in apartments. Ms. Dickerson asked “what to do if we video tape tenants smoking meth on the property?” It was suggested she call the police and the property manager. She stated she did and there was no response.

Denny Hunthausen of Catholic Community Services thanked Tacoma Housing Authority for the project based vouchers that will help to make the construction of New Navity House possible. He gave an overview of the services to be offered. The ground breaking for the new Nativity House was June 5, 2013, with an estimated project completion time of one year.

Representatives from Sprague, THA’s pest control company, and staff gave a detailed presentation on bed bugs, including their reappearance throughout the nation in the last decade or so. The presentation shared the history and migration of the bed bug, where they are found and how to identify them. They explained that bed bugs are not characteristic of any type of population or housing such as lower income tenants. Bed bugs also do not denote lack of sanitation because they do not eat discarded food or other items. They eat only blood so their presence denotes the presence of humans. The Sprague representatives also explained the methods for preventing an infestation and for killing them. They spoke of the bed bug problem at G Street apartments and the efforts underway that should address it. They did not think THA had a disproportionate bed bug problem throughout its portfolio. Sprague will be conducting additional unit inspections, and tenant meetings at other buildings. Sprague may use dogs as well as visual inspections in some buildings. A THA education meeting is scheduled for June 12, 2013.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported we are moving forward with New Look and the Brown Star grill discussions.

Finance Committee – Commissioner Mowat reported the committee did meet. He stated THA is doing well financially and noted the good news about the MTW and Citibank settlements and their positive affect on THA’s finances.

Citizen Oversight Committee – Commissioner Banks reported the committee did not meet.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. There were none.

Finance

Director Shalik referred the board to his report. Director Shalik states THA is in good financial shape considering the current funding levels received from HUD. He notes we had a surplus before capital expenditures and a projected deficit this year that will be the subject of the board’s mid-year budget review. He explained how the meth issue is affecting THA’s finances. The HUD settlement for Section 8 re-benchmarking is concluding with a settlement offer of \$1.2 million. These settlement dollars will go in the MTW reserves.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$3,856,564 for the month of May, 2013. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	0

Motion Approved

Real Estate Management and Housing Services

Director Black announced the retirement of Ms. Joyce Jones-Miles and thanked her for her years of service to THA. Ms. Black announced the opening of the HOP waitlist the week of June 3rd. For the first time, THA will be receiving applications on-line through its new web site. It will also provide staff help by phone and at THA’s offices for those people who do not wish to use the web site. Director Black provided an update on the meth strategy, which has been a preoccupation. At the June Board meeting, she will provide another update. By then discusisions with Health Department and our insurers will have clarified.

Director Black provided an update on the bed bug infestation. There were 20 units and three common areas infected with Bed bugs. Three units at G. Street are currently being treated and the residents at G. street were notified of the infestation about a week ago.

Real Estate Development

Director Hansen reported on Hillside Terrace Phase I. Abatement and demo are underway and most buildings will be down by the end of the month. In June, the contractor will pour the community building's foundation wall. THA will host a ground breaking celebration on July 2, 2013. The Neighborhood Stabilization Program is transitioning from the federal money, which THA is finishing, to a second phase using money from the Washington State's Office of the Attorney General. The LASA project is currently on hold as we wait to learn if we will receive tax credits.

Community Services

Director Vignec referred the Board to her report. She reported on 2013 goals noting that the employment program is behind the goal established for it. In June, she will report on the reasons. Commissioner Lincoln Hamilton requested that the department report include more narrative to better explain our performance in relation to the goals.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-5-22 (1), AMENDMENT TO CONTRACT FOR LEGAL SERVICES

Whereas, Tacoma Housing Authority procured for legal services in January 18, 2011;

Whereas, The contracts were signed in February 11, 2011 and was for a duration of one (1) years with an option for three (3) one year extensions;

Whereas, The current contract term with Glogowski Law Firm, LLC has expired and THA is exercising its option to extend the contract one additional year, making the new expiration date of February 11, 2014;

Whereas, The current contract with Glogowski Law Firm, LLC cannot exceed \$100,000;

Whereas, The accumulative budget from services rendered are exceeding the \$100,000 limit authorized by the Executive Director;

Whereas, Current and future legal services are and will be required by the Housing Authority for matters related to THA properties, and

Whereas, The amended contracts will be for Glogowski Law Firm, LLC Not-to-Exceed \$225,000.00;

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

1. The Executive Director be authorized to amend the existing Legal Services contract to increase the contract value to \$225,000 and extend the contract term to February 11, 2014.

Commissioner Mowat 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: May 22, 2013

Janis Flauding, Chair

8.2 RESOLUTION 2013-5-22 (2), PIERCE COUNTY SPECIAL PROGRAM HOUSING CONTRACT—RAPID REHOUSING

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;

Whereas, Pierce County has been selected 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 will have a term of June 1, 2013 through December 31, 2018;

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:

The executive director is authorized and directed to execute a contract with Pierce County in the amount of \$80,000 for calendar year (CY) 2013; \$400,000 for CY 2014; \$650,000 for CY 2015; \$900,000 for CY 2016; \$1,000,000 for CY 2017; \$1,000,000 for CY 2018 for the purpose of providing rental assistance to homeless families with children as part of Pierce County's rapid-rehousing program.

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

Approved: May 22, 2013

Janis Flauding, Chair

8.3 RESOLUTION 2013-5-22(3), NEW LOOK PURCHASE AND SALE AGREEMENT

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") seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington (the "City").

Whereas, the Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof" (RCW 35.82.070(2)); (ii) "lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project" (RCW 35.82.070(5)); (iii) "make and execute contracts and other instruments, including but not limited to partnership agreements" (RCW 35.82.070(1)); (iv) "delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper" (RCW 35.82.040); and (v) "make . . . loans for the . . . acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing persons of low income."

Whereas, the phrase “housing project” is defined by RCW 35.82.020 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.”

Whereas, THA legal counsel has drafted a Purchase and Sale Agreement, which has been reviewed by THA staff;

Whereas, The Executive Director and the Board of Commissioners find the terms of the Purchase and Sale Agreement acceptable to THA;

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 Purchase and Sale Agreement with the Martin Luther King Housing Development Authority (MLKHDA), in substantially the same form as attached.
2. The Executive Director has the authority to negotiate a revised Operating Agreement with the National Equity Fund;
3. The Executive Director has the authority to negotiate the terms of the permanent loan with the WCRA or other lender if WCRA cannot provide the terms needed to enhance the financial viability of the project.
5. 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.

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: May 22, 2013 _____

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 7:15 PM.

APPROVED AS CORRECT

Adopted: June 26, 2013


Janis Flauding, Chair