



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 28, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44th Street, Tacoma, WA at 4:45 PM on Wednesday, August 28, 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 4:47 PM.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Greg Mowat , Chair

Stanley Rumbaugh, Vice Chair (arrived at 5PM)

Arthur C. Banks, Commissioner

Janis Flauding, Commissioner

Rose Lincoln Hamilton, Commissioner

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Duane Strom, Finance and Administration

April Davis, REMHS Director

Michael Power, Interim Community Services
Director

Tina Hansen, Interim RED Director

Todd Craven, Administration Director

Chair Mowatt declared there was a quorum present @ 4:48 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, July 24, 2013. Commissioner Flauding 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.

4. GUEST COMMENTS

Hope Rehn addressed the board. She thanked THA for the ongoing work to eliminate illegal drug activity (meth) from her building. Four residents were removed from the building today; there are a total of 11 vacancies at Wright Street Apartments due to meth contamination. She said that THA's staff were doing a very good job. SAFE is doing well; a trip has been scheduled to Leavenworth in September. The board is considering a grant writing training opportunity to help fund board activities. The July picnic at People's Park was well attended. Ms. Rehn has requested THA re-review our policies and process for applicant background checks. She encouraged the board to adopt policies to better restrict those with drug and alcohol problems. She advocated THA to adopt drug testing policies. Director Black reminded the board about THA's current policies and screening criteria. Applicants with a such history can show their effective participation in drug treatment programs and perhaps get a second chance at housing. Changing this policy language is an option for the board. ED Mirra stated Ms. Rehn's comment is a good one; staff will continue to be diligent about reviewing applicants.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh stated there was no meeting last month. He anticipates a meeting scheduled within the next two weeks.

Finance Committee – Chair Mowat provided his final report, there was no meeting this month.

Citizen Oversight Committee - none

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He noted the one-page analysis he included with his board report showing how New Salishan, through its home purchasers, is repaying through increased property taxes the state and local funding that built it. Chair Mowat requested a summary report from DR Horton of the construction progress in Area 3.

Finance

Duane Strom, Finance Manager reported for Director Shalik and directed the board to the finance report. THA is in good financial shape. Commissioner Lincoln Hamilton asked about our reserve levels and the potential of a federal sweep of those reserves. ED Mirra noted that concern and reported that a resolution in September will seek to protect those reserves by committing them to specific purposes. He summarized what we know thus far about congressional budget deliberations. Duane reported that the state auditors completed the field work for both the Single Audit and financial portions of the audit without findings. The auditors will return later on in the year to complete the Accountability portion of the audit. The auditors exit conference is expected to take place sometime in November.

Commissioner Lincoln Hamilton moved to ratify the payment of cash disbursements totaling \$3,706,305 for the month of July, 2013. Commissioner Flauding 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 introduced Frankie Johnson, Senior Property Manager at Salishan, and Rachel Drew, the new Salishan Association Manager. The Association has also advertised for a Community Builder position. The bedbug issue at G Street has been resolved as much as bed bugs can ever be completely controlled. Our contractor gave THA an all clear report. April reminded the board of the caution from our contractor that bed bugs are never fully conquered. Property Management will regularly schedule bedbug inspections of the buildings. Director Black thanked SAFE President Hope Rehn for a successful picnic and thanked Commissioner Flauding for organizing Salishan’s annual National Night Out event. Commissioner Flauding thanked THA staff for their participation in the event. Director Black stated THA continues to address meth contaminated units. She stated she is confident in THA’s meth policies. The Rental Assistance Department continues to issue HOP vouchers. ED Mirra was pleased to report THA has leased up all VASH vouchers. Vice Chair Rumbaugh inquired about the unit turns. Director Black summarized the schedule to get the problem addressed.

Real Estate Development

Interim Director Hansen directed the board to her report. There will be a walk-on resolution next month for RAD physical needs assessment. The LASA project is ready to go to the permitting phase. The New Look Apartments is awaiting MLKHDA to return the purchase and sale agreement. DR Horton is working to purchase 16 lots from Quadrant to add to the 143 lots D.R. Horton purchased from THA. She will schedule a

DR Horton presentation at an upcoming BOC meeting. The Brown Star Grill purchase and sale agreement will come to the board next month. ED Mirra stated the city is issuing two RFP's for construction management services and inspection services. These two RFP's may be a good fit for THA and a chance for THA to earn money.

Community Services

Interim Director Power directed the board to his report. Retired Director Vignec prepared the report prior to her departure. He reviewed the Community Services grant funded programs. He reported that Workforce Central is working closely with McCarver families to prepare them with employment skills training. Summer youth activity programs have gone very well. Salishan recently hosted an event in partnership with Communities in Schools and distributed 300 backpacks.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-8-28 (1), AMENDMENT TO CONTRACT FOR CARPET AND VINYL REPLACEMENT

Whereas, Tacoma Housing Authority procured for carpet and vinyl replacement 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 American, Drapery, Blinds and Carpet has expired and THA is exercising its option to extend the contract one additional year, making the new expiration date of July 31, 2014;

Whereas, The current contract with American, Drapery, Blinds and Carpet 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 carpet and vinyl replacement are and will be required for unit turns when a tenant moves out on all THA properties, and

Whereas, The amended contracts will be for an amount Not-to-Exceed \$250,000.00;

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 Carpet and Vinyl Replacement contract with American Drapery, Blind and Carpet to increase the contract value to \$250,000 and extend the contract term to July 31, 2014.

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

Upon roll call, the vote was as follows:

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

Motion Approved: August 28, 2013

Greg Mowat, Chairman

8.2 RESOLUTION 2013-8-28 (2), AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS

Whereas, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions;

Whereas, This resolution does that and replaces Resolution 2011-8-24(4), which had authorized previous offices as signers; and

Whereas, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts.

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA
HERITAGE BANK
KEY BANK
J.P. MORGAN CHASE BANK
U.S. BANK
THE BANK OF NEW YORK MELLON TRUST CO.
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Greg Mowat	Chairman _____
Stanley Rumbaugh	Vice Chair _____
Michael Mirra	Executive Director _____
Kenneth Shalik	Director of Finance _____
Duane Strom	Finance Manager _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Commissioner Flauding 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: August 28, 2013

Greg Mowat, Chairman

8.3 RESOLUTION 2013-8-28(3), ADOPTION OF THE LOSS OF THE POLICY FOR REPORTING LOSS OF FUNDS OR PROPERTY

Whereas, state law (RCW 43.09.185) requires the Authority to report known and suspected loss of public resources or other illegal activity to State Auditor's Office (SAO); and

Whereas, state law (RCW 42.56.590) requires the Authority to notify all individuals whose personal information was potentially disclosed through a breach of security or data loss; and

Whereas, the attached draft policies governing the reporting of loss of funds or property would help the Authority comply with these state laws; and

Whereas, the Authority intends to distribute and train all employees on the Reporting Loss of Funds or Property policies.

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

The Board adopts the “Reporting Loss of Funds or Property” policy in substantially the form set forth in the attached draft, 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 Flauding motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: August 28, 2013

Greg Mowat Chairman

8.4 RESOLUTION 2013-08-28 (4), AMENDING THA’s By-Laws

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

Whereas, the Board’s annual meeting is a good time to review its by-laws for any changes that may be appropriate;

Whereas, THA’s attorneys have suggested the changes set forth in the attached redlined draft;

Whereas, these changes help make the by-laws still more useful and appropriately flexible;

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

1. the by-laws of the THA board are amended as set forth in the substance of the attached redlined draft.

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

Upon roll call, the vote was as follows:

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

Motion Approved: August 28, 2013

Greg Mowat, Chairman

9. COMMENTS FROM COMMISSIONERS

Commissioner Flauding thanked the board for their confidence electing her chair of the board for the past two years. She also thanked Chair Mowat for serving as Vice Chair and stepping in to assist her along the way. The board thanked Commissioner Flauding for her willingness to serve as chair.

10. EXECUTIVE SESSION

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:25PM.

APPROVED AS CORRECT

Adopted: September 25, 2013



Greg Mowat, Chairman