



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, October 22, 2014

(The italicized font indicates quorum changes gained/lost/or maintained in the document).

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, October 22, 2014.

1. CALL TO ORDER

Chair Rumbaugh 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

Stanley Rumbaugh, Chair
Arthur C. Banks, Vice Chair
Janis Flauding, Commissioner
Rose Lincoln Hamilton, Commissioner
Minh-Anh Hodge, Commissioner (arrived at 5:08 PM)

Staff

Michael Mirra, Executive Director (attended via phone)
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
April Black, REMHS Director (attended via phone)
Barbara Tanbara, Human Resources Director
Greg Claycamp, Community Services Director (attended via phone)
Kathy McCormick, RED Director
Todd Craven, Administration Director

Chair Rumbaugh declared there was a quorum present @ 4:46 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, October 22, 2014. Commissioner Banks moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Ms. Kaylan Adora, resident of Bay Terrace addressed the board. She reported that herself and 7 other Bay Terrace residents are concerned with a letter they received about a rent increase. Ms. Ardora proceeded to explain that she approached Property Management staff at Bay Terrace about the rent increases and was told they could not explain the reason for the increase. She read from past BOC minutes concerning bond language describing the responsible parties for repayment. Some discussion ensued about what this letter might be. Ms. Ardora did not keep a copy. Ms. Black stated that she is not aware of any such letter. Ms. Black stated that she will inquire further into the matter. Chair Rumbaugh asked Ms. Ardora to follow-up and provide a copy of the letter. Ms. Ardora stated she will get a copy of the letter to Ms. Christine Wilson.

5. COMMITTEE REPORTS

Real Estate Development Committee – There is no report. The committee will meet prior to the next BOC meeting. There may be an executive session scheduled for the next meeting to discuss possible purchase and sale agreements.

Finance Committee – No report

Citizen Oversight Committee – No meeting

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra directed the board to his report. He noted the draft Strategic Planning document, which will come to the board in December in a form similar to that draft. He reviewed the importance of the document and expressed pleasure that we were close to finalizing it. Chair Rumbaugh said that he reviewed the draft, and stated his appreciation for it and superb the staff work it required. He also noted that the performance measures and results once up on the digital dashboard for the world to see will make THA even more transparent to the community. ED Mirra also reported on the recent Department of Health hearing on its proposed new thresholds for meth testing.

Finance

Director Shalik directed the board to his report. He stated that he will provide the quarterly report at the November board meeting. He also discussed the Bay Terrace conversion pay down with the Board, stating that RED had come to him and asked if we could pay down the loan early (2014) to reduce interest costs for the construction project. As the funds would come from the MTW program, and also Capital Fund Replacement Housing factor, board support was requested. As there would be, an immediate reimbursement from HUD of the funds, there was no major impact on the cash position. Director Shalik advised the board we will need to move the November 14 study session for the budget review to December 5 or 12. Ms. Wilson will contact the board for their availability.

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$5,321,530 for the month of September. Commissioner Banks moved to ratify the payment of cash disbursements. Commissioner Flauding 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 directed the board to her report. She reviewed the unit turn table in her report stating the next couple months will see spikes in the numbers due to vacancies. She reported there are only three units left to lease at Bay Terrace. Chair Rumbaugh asked if there is any extraordinary remediation of those vacant units. Director Black stated the Bergerson Terrace units that were flooded would fall into that category. Portfolio Manager Pat Patterson stated there are a couple of scattered site units testing positive for meth. Director Black stated that Rental Assistance is continuing to issue HOP vouchers. She is analyzing why the vouchers are leasing up at a slower rate. She believes it could be due to a tightening of the rental market. She is also reviewing the payment standards to see if an increase is needed. THA received 25 new VASH vouchers. Chair Rumbaugh asked the New Nativity House will house those coming out of the juvenal justice or foster care system. Director Black stated that she did not believe so. She will report back with more details.

Real Estate Development

Director McCormick directed the board to her report. There will be a Brown Star Open House on October 28th and she invited the board to attend. 48 units are being proposed for this site. THA is very interested to hear from the community about their desires for the property. Chair Rumbaugh asked if we have engaged the healthcare community. Director McCormick stated yes. THA hopes to set aside some of the units for clinic staff.

She met with the executive director of MLKHDA regarding THA's possible purchase of the New Look Apartments. The LASA construction project is moving along well. The latest challenge is funding for the service component. Pierce County is proposing to reduce its funding for services from \$1M to \$500K. Director McCormick will keep the board apprised. At the last board meeting, she was asked to bring back options for replacement of the 902 HVAC system. The initial estimate was not a solid estimate. She presented three HVAC options and stated her recommendation for the middle option. She asked for Board direction. Chai Rumbaugh and the other commissioners expressed approval of the \$454,200 option that she recommended. Director McCormick stated the 2015 budget proposal will include this expenditure.

Community Services

Director Claycamp directed the board to his report. He highlighted the McCarver project. He reported that the third party evaluator will shortly deliver his draft third year report. Director Claycamp reported on some preliminary results from that pending report. Chair Rumbaugh asked about the expansion of the McCarver project. Director Claycamp stated that the decision will arise from discussions with the school district that should begin as soon as we have the third year report. Director Claycamp stated that the search for the Asset Building Specialist is complete. Chair Rumbaugh asked for clarification of the Youth Activities report. Director Claycamp stated that the data contained an oversight; the report will be corrected in the November board report.

Administration

Director Craven directed the Board to his report. He reviewed the Enterprise RFP. He discussed the dashboard abilities. THA's RAD application remains only 4,000 over the 60,000 national cap set by congress. HUD believes that applications ahead of THA's will continue to fall out, moving THA ever further up to the top of the list. Chair Rumbaugh stated his interest in preserving the ability to offer larger sized units within THA's portfolio.

Human Resource

Director Tanbara directed the Board to her report. She reported that the Trades Council membership has ratified the collective bargaining agreement proposal. Included in the contract is a 3% salary increase, an opportunity for variable pay in 2015, and the implementation of performance work standards. THA received an EEOC claim. The turnover rate bumped up a bit.

7. **OLD BUSINESS**
None.

8. NEW BUSINESS

8.1 RESOLUTION 2014-9-24 (1), Approval of THA's 2015 Moving to Work Plan

Annual Moving to Work Plan U.S. Department of Housing and Urban Development
Certifications of Compliance Office of Public and Indian Housing

Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan Amendment

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968,

Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part

8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.

13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

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

Upon roll call, the vote was as follows:

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

Motion Approved: October 22, 2014

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2014-10-22(2), APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH PIERCE COUNTY, WASHINGTON BUILDING AND TRADES COUNCIL

Whereas, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Pierce County, Washington Building and Trades Council (Trades Council) expired on May 31, 2014;

Whereas, THA and the Trades Council have reached a tentative agreement on a new collective bargaining agreement, a copy of which is attached to this resolution;

Whereas, on October 2, 2014, the THA staff in the Trades Council bargaining unit have voted to ratify the tentative contract; and,

Whereas, the Board of Commissioners finds that the collective bargaining agreement is fair and reasonable and that it would serve THA's interests;

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

The Board authorizes the Executive Director to execute the collective bargaining agreement with the Pierce County, Washington Building and Trades Council.

Approved: October 22, 2014

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: October 22, 2014

Stanley Rumbaugh, Chair

**8.3 RESOLUTION 2014-22-10 (3), PROJECT BASED VOUCHER
CONTRACT RENEWAL-- ELIZA MCCABE**

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

Whereas, Tacoma Housing Authority (THA) has ten (10) project based vouchers (PBV) at the Eliza McCabe Townhouses;

Whereas, THA's contract to provide those vouchers has expired;

Whereas, the contract will be negotiated with the property and will be in effect for up to ten years (10).

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 execute a new Project Based Housing Assistance Payment (HAP) contract with Eliza McCabe Townhouses for ten (10) vouchers.

Approved: October 22, 2014

Stanley Rumbaugh, Chair

Commissioner Flauding 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: 0

Motion Approved: October 22, 2014

Stanley Rumbaugh, Chair

8.4 RESOLUTION 2014-22-10(4), Project Based Voucher Renewal, Flett Meadows Apartments

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

Whereas, Tacoma Housing Authority (THA) has project based vouchers (PBV) at the Flett Meadows Apartments under a contract that has expired;

Whereas, Flett Meadows Apartments has thirteen (13) project based vouchers

Whereas, the contract will be negotiated with the property and will be in effect for up to ten years (10).

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 execute a new Agreement to Execute a Housing Assistance Payment (AHAP) and/or Housing Assistance Payment (HAP) contracts with Flett Meadows Apartments.

Approved: October 22, 2014

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: October 22, 2014

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Flauding thanked staff for the draft Strategic Objective Performance Measures. She also thanked staff for successfully completing the negotiations with the Trades Council. Chair Rumbaugh brought up a request from the City of Tacoma to take a position on mandatory sick leave for employees. The board requested more information on this proposal. ED Mirra will provide it.

10. EXECUTIVE SESSION

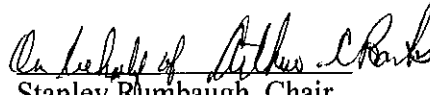
None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:30 PM.

APPROVED AS CORRECT

Adopted: November 19, 2014


Stanley Rumbaugh, Chair