



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, December 17, 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, December 17, 2014.

1. CALL TO ORDER

Vice Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Arthur C. Banks, Vice Chair	Stanley Rumbaugh, Chair
Rose Lincoln Hamilton, Commissioner	Janis Flauding, Commissioner
Minh-Anh Hodge, Commissioner (Arrived at 5:05 PM)	
Staff	
Michael Mirra, Executive Director	
Christine Wilson, Executive Administrator	
Ken Shalik, Finance and Administration Director	
April Black, REMHS Director	
Barbara Tanbara, Human Resources Director	
Greg Claycamp, Community Services Director	
Kathy McCormick, RED Director	
Todd Craven, Administration Director	

Vice Chair Banks declared there was not a quorum present @ 4:47 PM.

3. GUEST COMMENTS

None

4. COMMITTEE REPORTS

Real Estate Development Committee – No report.

Finance Committee – Commissioner Lincoln Hamilton reported that the Washington State Auditors conducted the exit audit conference. The audit will have no findings. She also reported the Board's special meeting on the 2015 budget went well and that the Board is comfortable with the 2015 budget presented by staff.

Citizen Oversight Committee – Vice Chair Banks reported no meeting held.

5. ADMINISTRATIVE REPORTS

Real Estate Management and Housing Services

Director Black directed the board to her report. It notes more unit turns and that they are taking longer. The increase results from the time it is taking to test for methamphetamine, transfers of tenants, and the lease up of Bay Terrace. Director Black confirmed that representatives from Catholic Community Services and Access Point 4 Housing will present at the January board meeting.

Real Estate Development

Director McCormick directed the board to her report. She spoke to updates not included in her report. THA closed on the sale of the Salishan lots in Area 2b. THA submitted four phase 1 application to the state's housing trust fund: Hilltop Lofts, Bay Terrace Phase 2, Many Lights Foundation, and YWCA. She reported that the City of Tacoma awarded THA \$ 1 million in HOME funds for Bay Terrace Phase 2. Discussion ensued regarding the submissions. THA is resuming its efforts to purchase New Look Apartments. Director McCormick announced that she has hired a new replacement for the Senior Project Manager.

Community Services

Director Claycamp directed the board to his report. He introduced two new staff in his department: Jean Brownell, THA Education Manager, and Andrea Cobb, Children's Savings Account Project Manager. Both bring a wealth of experience to THA and their positions. He added that his department now has their full complement of staff. Commissioners Banks welcomed them both. Discussion ensued related to the expansion of the McCarver Project. THA and TPS will meet this week to discuss the expansion.

Commissioner Hodge arrived, and a quorum was gained.

Executive Director

ED Mirra directed the board to his report. Discussions with HUD continue regarding the MTW extension. HUD had previously shown flexibility on the purposes that would be permissible for the expenditure of MTW funds. More recently, however, HUD has retracted its flexibility. ED Mirra reported the good news that the Washington State Department of Health changed the state's threshold of meth

contamination that triggers the requirements for remediation. THA will now resume discussions with the Tacoma Pierce County Health Department to change its local rules. The THA McCarver Housing Evaluation Report arrived today. Commissioner Banks asked what a McCarver expansion will entail for THA. ED Mirra stated that it will require additional housing vouchers and case workers. If THA and the school district agree on expansion, 6 months of planning will be necessary to determine its size and nature. Commissioner Lincoln Hamilton asked if the expansion plan will be too late in the process for the 2015-2016 school year. ED Mirra stated that he did not believe it would be too late.

Finance

Director Shalik directed the board to his reports. He reported Congress passed a federal budget for 2015. It may provide a slight bump in HUD funding over the 2014 funding level. Also, the new budget includes an increase in the Rental Assistance Demonstration (RAD) cap from 60,000 units to 185,000 units. This increase will allow THA to move forward converting with our application to convert our public housing units to section 8 units in early 2015.

Vice Chair Banks called to adopt a consent motion ratifying the payment of cash disbursements totaling \$3,931,693 for the month of November. Commissioner Lincoln Hamilton moved to ratify the payment of cash disbursements. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

6. APPROVAL OF MINUTES OF THE PREVIOUS MEETINGS

Vice Chair Banks asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, November 19, 2014. Commissioner Lincoln Hamilton moved to adopt the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Vice Chair Banks asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Friday, December 5, 2014. Commissioner Lincoln Hamilton moved to adopt the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2014-12-17 (1), MIXED FINANCE STABLE OF FINANCIAL ADVISORS

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

Whereas, On October 1, 2014 Tacoma Housing Authority (THA) Staff issued a Request for Proposals (RFP) from firms interested to provide Financial Advisory Services for THA's Real Estate Development and Asset Management

Whereas, The RFP was posted on the Washington Electronic Business Solutions and THA's website on October 1, 2014.

Whereas, Four firms submitted proposal by the deadline of November 3, 2014, four were deemed responsive;

Whereas, an evaluation team, composed of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFP;

Whereas, the evaluation team voted unanimously in favor of awarding contracts to the firms of Brawner, CSG Advisors and EJP Consulting Group;

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

The Executive Director is authorized to negotiate and execute separate contracts for the finance advising services with the firms of Brawner, CSG Advisors and EJP Consulting Group, each in the amount not-to-exceed \$200,000 each

Approved: December 17, 2014

Stanley Rumbaugh, Chair

Commissioner Hodge 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: December 17, 2014

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2014-12-17(2), FISCAL YEAR 2015 ANNUAL BUDGET

Whereas, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2015; and

Whereas, The U.S. Department of Housing and Urban Development (HUD) requires the Authority’s Board to approve it’s annual Site-based budgets;

Whereas, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Fiscal Year 2015 annual budget,

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2015 Agency wide budget. The HUD required site-based budgets are also approved and are a subset of the overall agency wide budget. The Board of Commissioners hereby authorizes the Executive Director to implement and execute said budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 661,972
Human Resources	643,736
Finance	1,058,976
Administration	1,914,765
Community Services	2,119,769
Development	2,483,425
REM&HS Overhead	1,970,740
Rental Assistance	34,393,273
Property Management	<u>5,167,332</u>
Subtotal	50,413,993

<u>Additional Cash Outflows</u>	
Capital Expenditures	9,565,100
Debt Service	<u>195,240</u>
Subtotal	9,760,340
TOTAL APPROVED BUDGET	<u>\$60,174,333</u>

Approved: December 17, 2014


 Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: December 17, 2014 _____
 Stanley Rumbaugh, Chair

8.3 RESOLUTION 2014-12-17 (3), COMMITMENT OF MOVING TO WORK RESERVES

Whereas, HUD has identified that uncommitted MTW Reserves may subject to offset; and

Whereas, the Authority has MTW Reserves that are currently not specifically committed but are included in the Authority's plans for future capital and operational expenditures; and

Whereas, the attached Schedule of MTW Reserve Commitments reflects the Authority's current plans for such capital and operational expenditures of MTW Reserves; and

Whereas, the Authority intends to include this Schedule of MTW Reserve Commitments in the 2014 MTW final report including language that allows for shifting monies between the identified commitments.

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

1. The Board commits the Authority's MTW Reserves as outlined in the attached Schedule of MTW Reserve Commitments, subject to adjustment in future budgets and budget revisions.

2. The Board authorizes the Executive Director to include these MTW Reserve Commitments in the annual MTW Report submitted to HUD.

Approved: December 17, 2014

Stanley Rumbaugh, Chairman

Commissioner Hodge 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: December 17, 2014

Stanley Rumbaugh, Chair

8.4 RESOLUTION 2014-12-17(4), LINE OF CREDIT FROM HERITAGE BANK

A RESOLUTION providing for the issuance of a single revenue note of the Authority in the principal amount of not to exceed \$2,000,000 at any one time outstanding, the proceeds of which will be used to finance and/or refinance the acquisition, construction and rehabilitation of housing and related facilities, to provide temporary funding for the Authority's Section 8 program and the Authority's services to residents, and to pay the costs of issuing the note; determining the form, terms and covenants of the note; authorizing the execution and delivery of documents and certificates in connection with the note; creating a note fund; and approving the sale and providing for the delivery of the note to Heritage Bank.

WHEREAS, the Housing Authority of the City of Tacoma (the "Authority") seeks to encourage the provision of housing for low-income persons residing in the City of Tacoma, Washington; and

WHEREAS, RCW 35.82.070(2) provides that a housing authority may acquire and operate housing projects; and

WHEREAS, RCW 35.82.020(11) and 35.82.130 together provide that a housing authority may issue bonds, notes or other obligations for any of its corporate purposes; and

WHEREAS, RCW 35.82.040 provides that a housing authority may delegate to one or more of its agents or employees such powers or duties as it may deem proper; and

WHEREAS, the Board of Commissioners of the Authority (the "Board") finds it necessary and advisable and in the best interest of the Authority to issue the Note (defined herein)

to finance and/or refinance the acquisition, construction and rehabilitation of housing and related facilities, to provide temporary funding for the Authority's Section 8 program and the Authority's services to residents, and to pay costs of issuing the Note, all to provide housing for low income persons within the City of Tacoma, Washington; and

WHEREAS, the Authority anticipates that Heritage Bank will offer to extend a line of credit evidenced by a revolving line of credit note of the Authority, on terms described herein, to provide money for those purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA as follows:

Definitions as used in this resolution, the following words have the following meanings:

"Authority" means the Housing Authority of the City of Tacoma, a public body corporate and politic duly organized and existing under and by virtue of the laws of the State of Washington.

"Bank" means Heritage Bank, as registered owner of the Note.

"Board" means the Board of Commissioners of the Authority.

"Commitment Letter" means the commitment letter with respect to the Note provided to the Authority by the Bank dated November 20, 2014, as it may be amended and supplemented, setting forth certain terms under which the Bank agrees to purchase the Note.

"Draws" means incremental draws upon the Note.

"Executive Director" means the Executive Director of the Authority.

"General Revenues" means all revenues of the Authority from any source, but only to the extent that those revenues are available to pay debt service on the Note and are not now or hereafter pledged, by law, regulation, contract, covenant, resolution, deed of trust or otherwise (including restrictions relating to funds made available to the Authority under the U.S. Housing Act of 1937), solely to another particular purpose.

"HUD" means the U.S. Department of Housing and Urban Development.

"Interest Payment Date" means the first business day of each calendar month.

"Interest Period" means, with respect to any principal amount of the Note bearing interest at the LIBOR Note Rate, the period commencing on the date of the Draw (or the expiration of the last Interest Period) and ending 30 days thereafter. No Interest Period may extend beyond the Maturity Date of the Note.

"LIBOR" means the rate of interest per annum (rounded upwards, if necessary, to the nearest 1/100 of 1%) appearing on Telerate Page 3750 (or any successor page) as the 1 Month London interbank offered rate for deposits in United States Dollars.

“LIBOR Note Rate” means the rate of interest per annum equal to LIBOR plus 2.50% per annum.

“Maturity Date” means October 31, 2015, as such date may be extended in accordance with Section 3.

“Note” means the Taxable Revolving Line of Credit Revenue Note, 2014 of the Authority issued pursuant to, under the authority of, and for the purposes provided in this resolution.

“Note Fund” means the Authority’s Taxable Revolving Line of Credit Revenue Note, 2014, created by this resolution for the purpose of paying principal of and interest on the Note.

“Note Register” means the books or records maintained by the Note Registrar containing the name and mailing address of the registered owner of the Note.

“Note Registrar” means the Executive Director.

“Prime Rate” means the rate of interest per annum announced from time to time by the Bank as its prime rate, with the Prime Rate changing on the opening of business on the day specified in the public announcement of a change in the Bank’s prime rate.

“Project” means, collectively, (1) the acquisition, construction and/or rehabilitation of housing and related facilities; (2) general governmental purposes, including the funding of payments to landlords in the Authority’s Section 8 program in advance of the receipt of HUD funds; and (3) services to the Authority’s residents.

“Registered Owner” means the Bank, as registered owner of the Note, or any subsequent owner of the Note.

Authorization and Description of Note. For the purpose of providing funds with which to finance and/or refinance all or part of the costs of the Project and pay costs of issuing the Note, the Authority may borrow money from time to time pursuant to a revolving line of credit extended by the Bank under the terms of this resolution and the Commitment Letter, and shall issue the Note in a principal amount of not to exceed \$2,000,000 at any one time outstanding. The Note shall be designated the Taxable Revolving Line of Credit Revenue Note, 2014 of the Authority; shall be issued in registered form; shall be dated its date of delivery to the Bank; and shall mature on the Maturity Date.

The Authority may request Draws upon the Note in any amount on any business day during the term of the Note for the purposes identified above, subject to the terms of the Commitment Letter. No Draw may exceed the total amount of the costs to be paid from such Draw, and the proceeds of each Draw shall be used immediately to pay those costs, or to reimburse the Authority for such costs paid by the Authority. Draws shall be recorded in such form as the Authority and the Bank may agree. Draws shall be limited to an aggregate principal amount of \$2,000,000 outstanding at any time.

Each Draw on the Note shall bear interest at either the Prime Rate or the LIBOR Note Rate, with such interest rate option chosen by the Executive Director of the Authority or his or her designee at the time of each Draw. At Borrower’s election, at the end of an Interest Period, any Draw bearing interest at the LIBOR Note Rate may continue to bear interest at the LIBOR Note Rate for another Interest Period, with the LIBOR Note Rate determined as of the first day

of such new Interest Period. If the Authority elects not to extend the LIBOR Note Rate with respect to any Draw, such Draw shall be converted to bear interest at the Prime Rate. Interest on each Draw shall accrue from the date of that Draw and shall be computed on the basis of a 360-day year and the actual number of days elapsed for the actual number of days the principal amount is outstanding. The interest rate shall be subject to adjustment upon the occurrence of an event of default as set forth in the Note.

Interest on the Note shall be payable in arrears on each Interest Payment Date to maturity or earlier redemption of the Note. Principal of the Note, together with all accrued and unpaid interest thereon, is payable on the Maturity Date.

If the Note is not paid when properly presented at the Maturity Date, the Authority shall be obligated to pay interest on the Note from and after the Maturity Date until the principal of and interest on the Note is paid in full.

Authorization for Extension and Modification of Note. The Executive Director is authorized, without further action of the Board but only with the consent and approval of the Bank, in the Bank's sole discretion, to (A) extend the then-current Maturity Date of the Note to any date on or before October 31, 2024, and (B) modify the interest rate or interest rate formulae applicable to Draws on the Note, so long as the interest rate formula selected to be applicable to the Note immediately after such modification does not cause the Note to bear interest at a rate in excess of 5% per annum as of the effective date of such modification, if the Executive Director determines that such extension and/or modification is in the best interest of the Authority, all as long as the provisions of Section 8 of this resolution regarding security for the Note are not changed in any material respect.

The Executive Director is authorized to do everything necessary for the execution and delivery of such documents as are useful or necessary to such extension of maturity and modification of the interest rate formula, including but not limited to the payment of Bank fees and execution of documents. The Executive Director's execution of documents in connection with the modification or extension of the Note as described herein will constitute conclusive evidence of his or her approval of the extensions and/or modifications described therein and the approval of the Authority of such extensions and/or modifications.

Designation of Officers to Make Draws. The Board authorizes the Executive Director or his or her designee to make Draws against the Note in such amounts, at such times as he or she may determine hereafter, those Draws to be made in accordance with the terms and provisions set forth herein and in the Commitment Letter.

Note Registrar; Registration and Transfer of Note. The Executive Director shall serve as Note Registrar for the Note. The Note Registrar shall keep, or cause to be kept, at his or her office in Tacoma, Washington, sufficient books for the registration of the Note (the "Note Register"), which shall contain the name and mailing address of the registered owner of the Note. The Note Registrar is authorized, on behalf of the Authority, to authenticate and deliver the Note in accordance with the provisions of the Note and this resolution, to serve as the Authority's paying agent for the Note and to carry out all of the Note Registrar's powers and duties under this resolution.

The Note shall be issued only in registered form as to both principal and interest and recorded on the Note Register. The Note may not be assigned or transferred by the Bank,

except that the Bank may assign or transfer the Note to any successor to the business and assets of the Bank.

Place, Manner and Medium of Payment. Both principal of and interest on the Note shall be payable in lawful money of the United States of America solely out of the Note Fund. Payment of interest on each Interest Payment Date, and of principal at maturity or prepayments of principal, shall be paid by check or draft of the Authority mailed or by immediately available funds delivered on or before each Interest Payment Date or the maturity or prepayment date to the registered owner at the address appearing on the Note Register on the last day of the month preceding the payment date. Upon the final payment of principal of and interest on the Note, the registered owner shall surrender the Note at the principal office of the Note Registrar in Tacoma, Washington, for destruction or cancellation in accordance with law.

Prepayment of Note. The Authority may not prepay a Draw bearing interest at the LIBOR Note Rate prior to the end of the applicable Interest Period. Except as set forth in the previous sentence, the Authority reserves the right to prepay all or a portion of the principal of the Note at any time without penalty. Any prepayment shall be accompanied by the amount of accrued interest on the principal amount prepaid. Written notice to the Bank of any intended prepayment or redemption of the Note shall not be required. Interest on the Note or the portion thereof so prepaid shall cease to accrue on the date of such prepayment.

Note Fund; Security for the Note. The Note Fund is created as a special fund of the Authority and is to be known as the Taxable Revolving Line of Credit Revenue Note Fund, 2014. The Note Fund shall be drawn upon for the sole purpose of paying the principal of and interest on the Note. The Authority pledges to deposit General Revenues into the Note Fund in amounts sufficient to pay the principal of and interest on the Note when due.

The Authority reserves without limitation the right to issue other obligations, the principal of and interest on which are to be paid from the General Revenues on a parity with payments on the Note. At its option, the Authority may pledge any portion of the General Revenues to the payment of other obligations of the Authority, such payments to have priority over the payments to be made on the Note with respect to that portion of the General Revenues so pledged.

The Note shall not be a debt of the City of Tacoma, the State of Washington or any political subdivision thereof, and the Note shall so state on its face. Neither the City of Tacoma, the State of Washington nor any political subdivision thereof (except the Authority from the sources specified herein) shall be liable for payment of the Note nor in any event shall principal of and interest on the Note be payable out of any funds other than the Note Fund. The owner of the Note shall not have recourse to any other fund of the Authority other than the Note Fund, or to any other receipts, revenues or properties of the Authority other than as described herein and in the Note. The Authority has no taxing power.

Neither the Authority (except to the extent of the pledge of its General Revenues) nor any of the Commissioners, officers or employees of the Authority shall be personally liable for the payment of the Note.

Form and Execution of Note. The Note shall be prepared in a form consistent with the provisions of this resolution and state law, shall bear the manual or facsimile signatures of the Chair of the Board and Executive Director and shall be impressed with the seal of the Authority or shall bear a facsimile thereof.

To be valid or obligatory for any purpose or entitled to the benefits of this resolution, the Note shall bear a Certificate of Authentication in the following form:

CERTIFICATE OF AUTHENTICATION

This Note is the fully registered Taxable Revolving Line of Credit Revenue Note, 2014, of the Authority described in the Note Resolution.

[specimen]

Executive Director of the Authority and Note Registrar

The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Note so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose facsimile signature appears on the Note ceases to be an officer of the Authority authorized to sign notes before the Note is authenticated or delivered by the Note Registrar or issued by the Authority, the Note nevertheless may be authenticated, delivered and issued and, when authenticated, issued and delivered, shall be as binding on the Authority as though that person had continued to be an officer of the Authority authorized to sign the Note. The Note also may be signed on behalf of the Authority by any person who, on the actual date of signing of the Note, is an officer of the Authority authorized to sign notes, although he or she did not hold the required office on the date of issuance of the Note.

Authorization of Documents and Execution Thereof. The Authority authorizes and approves the execution and delivery of, and the performance by the Authority of its obligations contained in, the Note and this resolution and the consummation by the Authority of all other transactions contemplated by this resolution in connection with the issuance of the Note. The appropriate Authority officials are authorized and directed to do everything necessary for the issuance, execution and delivery of the Note. The Executive Director is authorized to execute the Note and any other documents reasonably required to be executed in connection with the issuance of the Note and to ensure the proper use and application of the proceeds of the Note, and to effect any extension of the maturity of the Note as described in Section 3.

The Note will be prepared at the Authority's expense and will be delivered to the Bank together with the approving legal opinion of Foster Pepper PLLC, municipal bond counsel of Seattle, Washington, regarding the Note.

Approval of Transaction. The Bank has issued a Commitment Letter proposing to purchase the Note at a price of par, under the terms and conditions contained in this resolution and the Commitment Letter, including the payment of a fee to the Bank in the amount of \$500.00 plus the fees and expenses of the Bank's legal counsel and any other out-of-pocket costs incurred by the Bank, each payable at closing. The Board finds that the Bank's proposal is in the best interest of the Authority and authorizes the Executive Director to accept an offer on the same terms and conditions as contained in the Commitment Letter, and covenants that the Authority will comply with all terms and conditions of the Commitment Letter.

Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board or the Executive Director may in the absence of such person be taken by the

Vice Chair of the Board or a duly authorized acting Executive Director of the Authority, respectively.

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.

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 17th day of December, 2014.

HOUSING AUTHORITY OF THE CITY OF TACOMA

By: _____
Stanley Rumbaugh, Chair

ATTEST:

Michael Mirra, Executive Director

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

Upon roll call, the vote was as follows:

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

Motion Approved: December 17, 2014 _____
Stanley Rumbaugh, Chair

8.5 RESOLUTION 2014-12-17 (5), 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:

W-O Collect

<u>Project</u>	<u>Client #</u>	<u>Balance</u>
N G Street	00126802	\$111.87
	<i>Subtotal:</i>	<i>\$111.87</i>
Bergerson Terrace	00006765	\$192.11
	00006840	\$748.14
	<i>Subtotal:</i>	<i>\$940.25</i>
Dixon Village	00001548	\$3,930.44
	00001830	\$2,897.71
	00133353	\$1,014.88
	<i>Subtotal:</i>	<i>\$7,843.03</i>
Scattered Sites	00004685	\$747.20
	<i>Subtotal:</i>	<i>\$747.20</i>
<u>Project</u>	<u>Client #</u>	<u>Balance</u>
9 SF Homes	xx000993	\$441.00
	<i>Subtotal:</i>	<i>\$441.00</i>

Salishan VII	xx000122	\$1,639.63
	Subtotal:	\$1,639.63
S Wright St	00000200	\$41,069.71
	00006301	\$41,416.94
	00007092	\$36,570.51
	00129759	\$177.62
	Subtotal:	\$119,234.78
Section 8	717846	\$744.00
	718039	\$1247.00
	Subtotal:	\$1,991.00
*W-O No Collect		
N G Street	00123723	\$238.50
	00110618	\$227.16
	Subtotal:	\$465.66
	Grand Total:	\$133,414.42

Approved: December 17, 2014

Stanley Rumbaugh, Chair

* Uncollectable accounts where tenant is deceased, bankruptcy or old balance under \$30.00

Commissioner Hodge 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: December 17, 2014

Stanley Rumbaugh, Chair

8.6 RESOLUTION 2014-12-17 (6), ADMINISTRATIVE PLAN UPDATE

WHEREAS, The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD;

WHEREAS, The Administrative plan is to establish policies for 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

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

1. Adopts the indicated updates to the Administrative Plan.

Approved: December 17, 2014

Stanley Rumbaugh, Chair

Commissioner Hodge 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: December 17, 2014

Stanley Rumbaugh, Chair

8.7 RESOLUTION 2014-12-17 (7), BERGERSON TERRACE REPAIR TO 15 GROUND FLOOR UNITS

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

Whereas, On November 13, 2014 Tacoma Housing Authority (THA) staff advertised an Invitation to Bid (ITB) proposals from interested General Contractors to provide THA with competitive bids to perform upgrades to 15 ground floor units at Bergerson Terrace;

Whereas, The RFP was posted on the Washington Electronic Business Solutions and THA's

websites and forwarded to twelve (12) plan centers;

Whereas, Four firms submitted proposals by the deadline of November 13, 2014;

Whereas, All bids presented were over the budget of \$538,500 for the project, including contingency, necessitating the need to use Deductive Alternate 1 in order to meet the budget;

Whereas, After Deductive Alternate 1 was deducted from the base bid the lowest responsive and responsible bidder was Stetz Construction in the amount of \$505,594.00;

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

The Board authorizes the Executive Director to negotiate a contract, and if those negotiations are successful, to award the contract to Stetz Construction in the amount of \$505,594.00 plus contingency of \$32,906.00, as needed. The total amount of the contract is not to exceed \$538,500.00 including contingency for the repair of 15 ground floor units at Bergerson Terrace. If those negotiations are not successful, the Executive Director may negotiate and award a contract to Hilger, within the same cost limitations.

Approved: December 17, 2014

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: December 17, 2014

Stanley Rumbaugh, Chair

8.8 RESOLUTION 2014-12-17 (8), STABLE OF REAL ESTATE BROKERS

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

Whereas, On October 16, 2014 Tacoma Housing Authority (THA) Staff issued a Request for

Proposals (RFP) from firms interested to provide Real Estate Brokerage Services for THA's Real Estate Development department;

Whereas, the RFP was posted on various Plan Holders list and THA's website on October 16, 2014;

Whereas, five firms submitted proposals and four were deemed responsive by submitting before the deadline of November 7, 2014 at 3:00p.m. (PST);

Whereas, an evaluation team, composed of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFP;

Whereas, the evaluation team unanimously recommended engaging both Coldwell Bankers and CBRE for Real Estate Brokerage services;

Whereas, the initial term of the Contract is two (2) years. At THA's option, the Contract may be extended for up to two (2) additional one-year periods, along with appropriate negotiated adjustments in compensation; and,

Whereas, the fees for each Broker will be negotiated for each real estate transaction in which they are engaged.

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

The Board authorizes the Executive Director to negotiate, and if those negotiations are successful, to award contracts for real estate broker services to Coldwell Bankers and CBRE. The fees will be negotiated for each real estate transaction in which they are engaged.

Approved: December 17, 2014

Stanley Rumbaugh, Chair

Commissioner Hodge 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: December 17, 2014

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

The commissioners stated their collective appreciation for the good wrk staff put into the 2015 budget.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:50 PM.

APPROVED AS CORRECT

Adopted: January 28, 2014



Stanley Rumbaugh, Chair