



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION THURSDAY, March 27, 2014

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session at 902 South L Street, Tacoma, WA at 8:30 AM on Thursday, March 27, 2014

1. CALL TO ORDER

Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:25 PM.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Greg Mowat, Chair

Stanley Rumbaugh, Vice Chair *

Janis Flauding, Commissioner *

Arthur C. Banks, Commissioner *

Rose Lincoln Hamilton, Commissioner *

Staff

Michael Mirra, Executive Director *

Christine Wilson, Executive Administrator

Ken Shalik, Finance Director

April Black, REM&HS Director *

Kathy McCormick, RED Director

Todd Craven, Administration Director

*participated via telephone

Chair Mowat declared there was a quorum present @ 8:30 AM.

3. NEW BUSINESS

ED Mirra made the opening comments that apply to all four resolutions. Each one pertains to a contract THA has with a vendor. THA's rules cap the amount that THA can spend on a contract without further board approval. This cap shows in the contract. In each of the four contracts, THA has exceeded the cap. ED Mirra apologized for this oversight. He explained that each contract provides services for both THA's units and the tax credit partnerships. THA's systems track the caps separately for each, but not in the aggregate. THA has improved its system so it will not track the aggregate spending

under a contract to make sure it stays under the cap. Each resolution will raise the cap and ratify prior expenditures. He noted that all expenditures remain under the limits of the board's approved budget. Director Black presented all four resolutions for board consideration.

3.1 RESOLUTION 2014-3-27 (1), THIRD INCREASE IN CONTRACT AMOUNT FOR EMERGENCY MITIGATION SERVICES

WHEREAS, Tacoma Housing Authority (THA) signed a contract with Rainbow International for Emergency Mitigation Services to provide Emergency Mitigation services that included Hazardous Materials (lead based paint, mold and asbestos), Bio-Hazardous Materials cleanup (unattended death and trauma), Drugs (meth) and Smoke Water and Fire cleanup (from fire, damage, water leaks and breaks).

WHEREAS, the current Contract expended exceeds the amount of the Contract by \$1,000,000 and this resolution will ratify this expended amount;

WHEREAS, the contract amount needs to be increased from \$2,500,000 to \$5,000,000 to account for the additional work of this sort THA requires;

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 to negotiate, and if those negotiations are successful, to execute a contract with Rainbow International in the amount of \$5,000,000 for the purpose of providing emergency mitigation services to all of THA properties.
2. The Board ratifies expenditures to date under this contract.

Approved: March 27, 2014

Greg Mowat, Chairman

3.2 RESOLUTION 2014-3-27 (2), 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 contract was amended on October 3, 2011 for the Contract Term;

WHEREAS, It was further amended and approved by the Board of Commissioners on August 28, 2013 under Resolution 2013-8-28 (1) for the Contract Term and increasing the Contract amount for a Not Exceed \$250,000;

WHEREAS, The current contract with American, Drapery, Blinds and Carpet cannot exceed \$250,000;

WHEREAS, The current Contract expended exceeds the amount of the Contract by \$105,000 and this resolution will ratify this expended amount;

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 American Drapery, Blind and Carpet Not-to-Exceed \$400,000.00;

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

3. The Executive Director is authorized to negotiate, and if those negotiations are successful, to execute an amendment to the existing Carpet and Vinyl Replacement contract increasing the contract value to \$400,000.
4. The Board ratifies expenditures to date under this contract.

Approved: March 27, 2014

Greg Mowat, Chairman

3.3 RESOLUTION 2014-3-27 (3), AMENDMENT TO HVAC CONTRACT WITH HOLADAY PARKS REPLACEMENT

WHEREAS, Tacoma Housing Authority procured for HVAC maintenance and on all properties in December 2010;

WHEREAS, The current contract with Holaday-Parks, Inc. \$250,000;

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

WHEREAS, Current and future maintenance on our HVAC systems, including the boilers and furnaces, are and will be required for repair and maintenance on all THA properties, and

WHEREAS, The amended contracts will be for Holaday-Parks, Inc. Not-to-Exceed \$500,000.

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

5. The Executive Director is authorized to negotiate and, if those negotiations are successful, to execute an amendment to the existing HVAC contract to increase the contract value to \$500,000.
6. The Board ratifies expenditures to date under this contract.

Approved: March 27, 2014

Greg Mowat, Chairman

3.4 RESOLUTION 2014-3-27 (4), AMENDMENT TO CONTRACT FOR PEST CONTROL SERVICES

WHEREAS, Tacoma Housing Authority started the procurement process for the pest control services on August 17, 2010;

WHEREAS, The contracts was signed in October 25, 2010 and was for a duration of one (1) year with an option for four (4) one year extensions;

WHEREAS, The Contract was amended, with Amendment No. 1 on May 14, 2013 for an additional \$50,000, increasing the fees and extending the Contract Term with a new expiration date of October 13, 2013;

WHEREAS, The current contract term with Sprague Pest Control has now expired and THA is exercising its option to extend the contract one additional year, making the new expiration date of October 23, 2014;

WHEREAS, The current Contract expended exceeds the amount of the Contract by \$14,756 and this resolution will ratify this expended amount;

WHEREAS, The current Contract with Sprague Pest Control cannot exceed \$100,000; and

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

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

7. The Executive Director be authorized to negotiate, and if those negotiations are successful, to execute an amendment to the existing Sprague Pest Control Services contract to increase the contract value to \$150,000 and extend the contract term to October 23, 2014.
8. The Board ratifies expenditures to date under this contract.

Approved: March 27, 2014



Greg Mowat, Chairman
STAN RUMBACIAK, VICE

4. ADJOURNMENT

There being no further business to conduct the meeting ended at 8:39 AM.

APPROVED AS CORRECT

Adopted: April 23, 2014



Greg Mowat, Chairman
STAN RUMBACIAK, VICE CHAIRMAN