



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, April 23, 2014

*(Note this meeting started with a quorum at 4:46 PM and the quorum was lost at 6 PM. Minutes were not taken for those sections of the minutes that lacked a quorum of the board. 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, April 23, 2014.

### 1. CALL TO ORDER

Commissioner 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
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#### Commissioners

Greg Mowat, Chair

Stanley Rumbaugh, Vice Chair (arrived at 5 PM)

Arthur C. Banks, Commissioner

Janis Flauding, Commissioner

(left the meeting at 6 PM)

Rose Lincoln Hamilton, Commissioner

(left the meeting at 5:50 PM)

#### Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Ken Shalik, Finance Director

April Black, REMHS Director

Barbara Tanbara, Human Resources Director

Greg Claycamp, Community Services Director

Kathy McCormick, RED Director

Todd Craven, Administration Director

Commissioner Flauding declared there was a quorum present @ 4:46 and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, February 26, 2014. Commissioner Banks moved to adopt the minutes, Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

Commissioner Flauding asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Thursday, March 27, 2014. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

*No quorum of the board present.*

**5. COMMITTEE REPORTS**

*Real Estate Development Committee – No report*

*Finance Committee – No Report*

*Citizen Oversight Committee – No Report*

**6. ADMINISTRATIVE REPORTS**

**Executive Director**

*No quorum of the board present*

## **Finance**

Director Shalik directed the board to the finance report. THA learned HUD has funded THA's HAP allocation at 99.7% of need. This is a 0.7% increase from the amount we budgeted to receive. This is very good news. In its June special session to review the budget, the board will review its sequestration list of cuts and expenditure delays that it adopted with the 2014 budget. In advance of that discussion, at the request of the executive director, the board approved the expenditures for the fix up of the 902 and FIC buildings. Commissioners Lincoln Hamilton, Banks, and Flauding all agreed to move forward with the tenant improvements for both buildings. The Board discussed the performance of the Tax Credit properties. Director Shalik will include more details related to Tax Credit properties and how they are performing in next year end of year report. Discussions ensued regarding the commercial rate for garbage and recycling. Vice Chair Rumbaugh would like more options for onsite composting. Mr. Patterson will research available options. ED Mirra reviewed the Per Unit Per Year (PUPY) costs incurred by THA. An initial review of other similar size housing authorities and property management companies show that THA PUPY costs land somewhere in the middle of those comparables. Yet, THA needs to reduce the costs. THA has procured a consultant to help us do that.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$5,533,987 for the month of February, 2014. Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

### **Motion Approved**

*An additional Commissioner arrived for the meeting at 5 PM, the board quorum was maintained.*

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$5,383,109 for the month of March, 2014. Commissioner Lincoln Hamilton 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 (REMHS)**

Portfolio Manager Pat Patterson directed the board to the REMHS report. Discussion ensued regarding vacant unit turns. The turn rate is currently trending at 20-days. Mr. Patterson explained some factors that delay unit turns. For example, he noted that applicants are turning down units offered to them. This adds several days to the vacant unit turn time. Commissioner Lincoln Hamilton asked why they are turned down. Mr. Patterson stated varying common reasons, such as preferences for parts of town or the unit configuration. Vice Chair Rumbaugh suggested cutting down on the number of site based waitlists available for tenants/applicants to sign up for. Currently applicants can sign up on all waitlists. It was discussed to limited that number to two waitlists. Discussion ensued about long standing RA's moving off the transfer waitlist. Commissioner Banks asked if a description of the property is provided to the interested leasee's. ED Mirra stated the plan will be to provide a virtual tour of our properties on the THA website. Mr. Patterson stated the portfolio is on track to be under 20 day turns for the month of April. Mr. Patterson reported G Street is bed bug free. He talked with the pest control vendors offering canine inspections.

ED Mirra handed out the memo from April concluding after resident consultation and analysis to keep the restrooms in the senior building locked except during events. THA will allow individual residents to request keys for their use when necessary as an accommodation to a disability. This resolution put a premium on the safety of the tenants and guests while accounting for individual needs. ED Mirra thanked Hope Rehn who was consulted during the discussion phase.

Pat Patterson reported that REAC inspections have been ongoing throughout the portfolio. Vice Chair Rumbaugh appreciates the clarity in the numbers included in the REMHS report. Pat noted that the REAC software used is unfriendly. The REAC inspectors shared with THA staff that compared to SHA, KCHA, and Home Forward, THA properties scored much better. Mr. Patterson announced that Josh Crites is leaving THA the end of April. He thanked Josh for his leadership on the various MTW projects and operations initiatives.

### **Real Estate Development**

*No quorum of the board present.*

### **Community Services**

*No quorum of the board present.*

### **Human Resources**

*No quorum of the board present.*

Administration

No quorum of the board present.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

**8.1 RESOLUTION 2014-4-23 (1), 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:

<b>Collection Status</b>	<b>Project</b>	<b>Client #</b>	<b>Balance</b>
<b>W-O Collect</b>	<b>Section 8</b>	<b>714707</b>	<b>46.00</b>
		<b>717666</b>	<b>570.00</b>
		<b>717666</b>	<b>725.00</b>
		<b>713062</b>	<b>462.00</b>
		<b>714483</b>	<b>1132.00</b>
		<b>717669</b>	<b>590.00</b>
		<b>714201</b>	<b>498.00</b>
		<b>716188</b>	<b>460.00</b>
		<b>132441</b>	<b>238.01</b>
		<b>000005300</b>	<b>120.00</b>

	00014540	300.00
	144892	84.00
	713433	379.00
	716726	604.75
<b>Section 8</b>	<b>Subtotal:</b>	<b>6208.76</b>

Dixon Village 127854A/R	200.00
<b>Subtotal:</b>	<b>200.00</b>

W-O NO Collect	Section 8	00000275	1249.00 Deceased
		<b>Subtotal:</b>	<b>1249.00</b>

**GRAND TOTAL: 7657.76**

**Approved:**

\_\_\_\_\_  
Greg Mowat, Chair

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

\*\* Uncollectable accounts due to Bankruptcy filing or old balance under \$30.00

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

Upon roll call, the vote was as follows:

AYES: x  
NAYS: None  
Abstain: None  
Absent: x

**Motion Approved:** April 23, 2014

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Greg Mowat, Chairman

**8.2 RESOLUTION 2014-4-23 (2), APPROVAL OF LETTER OF INTENT FROM ANNE CURRY TO PURCHASE THE WEDGEWOOD PROPERTY**

WHEREAS, Tacoma Housing Authority (THA) owns the rental property known as Wedgewood;

WHEREAS, Tacoma Housing Authority (THA) has received a Letter of Intent from Anne Curry to purchase the Wedgewood property;

WHEREAS, the Letter of Intent outlines delivery of a Purchase and Sale Agreement containing the terms of the Letter of Intent;

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

The Executive Director is authorized to negotiate the price and to execute the Letter of Intent from Anne Curry to purchase the Wedgewood property, provided that the document will not commit THA to the sale. Further Board action will be necessary to approve a sale.

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

Upon roll call, the vote was as follows:

AYES: x  
NAYS: None  
Abstain: None  
Absent: x

**Motion Approved:** April 23, 2014

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Greg Mowat, Chairman

**8.3 RESOLUTION 2014-4-23 (3), EXECUTE A LETTER OF INTENT TO SELL ARLINGTON DRIVE**

WHEREAS, Tacoma Housing Authority (THA) is interested in selling the Arlington Drive parcel for the purposes of affordable housing development;

WHEREAS, On March 17, 2014, THA received an unsolicited Letter of Interest from Summit Housing Group to purchase the Arlington Drive parcel;

WHEREAS, THA expects to develop additional affordable rental housing throughout Tacoma;

**WHEREAS**, executing a Letter of Intent to sell the property will allow for negotiations regarding the quality, number of units and population to be served;

**WHEREAS**, THA has determined that developing affordable assisted living at this site is not feasible;

**WHEREAS**, sale of this property will be subject to the Department of Housing and Urban Development review and approval of the proposed change in use; and,

**WHEREAS**, THA has the authority to execute a letter of intent to sell a property to further affordable housing.

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

1. the executive director is authorize to negotiate, and if those negotiations are successful, to execute a Letter of Intent (LOI) to sell the Arlington Road property at 3801 Portland Avenue to Summit Housing Group, or to another qualified developer, and to proceed toward a Purchase and Sale Agreement to complete the Sale. This will not commit THA to the sale. The final approval of the purchase and sale will come back to the Board for further action

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

Upon roll call, the vote was as follows:

AYES: x  
NAYS: None  
Abstain: None  
Absent: x

**Motion Approved:** April 23, 2014

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Greg Mowat Chairman

**9. COMMENTS FROM COMMISSIONERS**

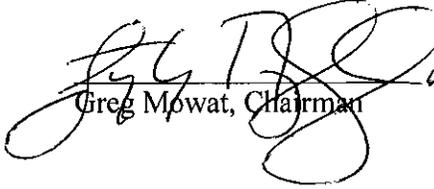
**10. EXECUTIVE SESSION**

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:00 PM.

**APPROVED AS CORRECT**

**Adopted:** May 28, 2014

  
Greg Mowat, Chairman *vice chair, for*