



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, May 28, 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 5425 South Lawrence Street, Tacoma, WA at 4:45 PM on Wednesday, May 28, 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 5:01 PM.

2. ROLL CALL

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

PRESENT	ABSENT
---------	--------

Commissioners

Stanley Rumbaugh, Vice Chair
(arrived at 5:15 PM)
Arthur C. Banks, Commissioner
Janis Flauding, Commissioner

Greg Mowat, Chair

Rose Lincoln Hamilton, Commissioner

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 not a quorum present @ 5:02 PM and proceeded.

3. GUEST COMMENTS

Hope Rehn, president of SAFE, addressed the board. SAFE is working on a couple of projects. They continue to work on establishing a SAFE office and sorting through

residents questions and concerns about the possibility of locating smoking shelters at THA properties. She reported that a tenant of Bergerson Terrace called her because the tenant was concerned about having to walk down the hill to Orchard Street. Commissioner Flauding requested of staff during the transition to smoke free properties to review the issues that were not considered at the beginning of the smoke free implementation process. Ms. Rehn also reported that the SAFE picnic is scheduled for July 25th and invited everyone to attend. As a keyholder of Wright Street, Ms. Rehn also stated her concerns with the keyholders compensation classification. There are impacts to the keyholders they were not aware of that financially impact the keyholders. Director Tanbara offered to meet with Ms. Rehn and address her concerns as well as the other keyholders.

Resident Carl Mastberg addressed the board. He stated his support for the designated smoking shelters. He proposes the shelter at Ludwig Apartments be located in the back of the property. Locating the shelter along 56th Street will be problematic with foot traffic.

Quorum of the board obtained at 5:15 PM, see roll call above for details.

Mr. Shon Sylvia of Metro Parks of Tacoma made a presentation about the plans for a Eastside Community Center.. In particular, he reported on the feasibility study THA helped to fund in collaboration with Metro Parks, the City of Tacoma and the Tacoma Public School District. He also discussed the community consultation process the consultant undertook to elicit community views.

Upon completion of the presentation, Mr. Sylvia took questions from the board. Pastor Banks noted that he had not before heard of the consultation process. Mr. Sylvia stated there were approximately 70 people who attended the meetings. He said that the public outreach will increase as the discussions proceed to the next phase. Commissioner Rumbaugh asked if the aquatic needs are significant enough to justify the addition of a pool in the community. Mr. Sylvia stated the recommendation for the pool was based on a review of the existing aquatic facilities in the area and the population. Mr. Sylvia added a scientific survey will be conducted by a third party to continue focusing on the community needs. ED Mirra asked if the three components of the community center – the pool, the athletic fields and the community building – could be developed in phases. Mr. Sylvia stated yes. The community survey will tell Metro Parks what is to be built first, second, and third. Metro Parks will set aside \$6M for this project from its recently approved bond issuance. Pastor Banks asked who helped prioritize the programs. Mr. Sylvia stated non-profits in the area assisted Metro Parks to identify the prioritized programs. ED Mirra asked if the bond issuance will require Metro Parks to spend the \$6 million on a certain schedule. Mr. Sylvia stated there is no dedicated time table; however, Metro Parks is looking at a 10-year timeframe. ED Mirra asked about the operating revenue and the charges for use of the facilities by the public. Mr. Sylvia stated the fees are comparable or slightly lower than the Star Center. He added the operating budgets were built very conservatively. Commissioner Rumbaugh asked community partners present at the board meeting if they would like to address the board. Catherine

Urshka, TSD Board Member and Eastside resident, stated the need for this facility is tremendous. There is a lack of services for our youth. Ms. Urshka was sorry to hear that Pastor Banks feels that he did not receive notification of the community meetings. Ms. Nancy Davis, Metro Parks Governmental Affairs Director and Eastside resident said that she will send Pastor Banks two Tacoma weekly articles that talked about the study and the public meetings. She added there is a legislator who wants the center built in two years. Alisa O'Hanlon, City of Tacoma, sent Councilmember Marty Campbell's apologies, he wanted to be here this evening. This project has been a project comprised primarily of volunteers. She added the youth do not have the resources needed on the Eastside to keep engaged in programs. This project will provide those programs for our youth.

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, April 23, 2014. Commissioner Banks moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

5. COMMITTEE REPORTS

Real Estate Development Committee – No report

Finance Committee – No report

Citizen Oversight Committee – No report

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra recognized Sheryl Stansel and Eric Lane both working on MTW Initiatives. Both came to THA from UWT. He noted that they represent the future of the agency.

Finance

Director Shalik directed the board to the finance report. The entrance conference with the state auditors for 2013 was held. THA is in good shape with the audit. The BOC

Special Session will be changed from June 20th to a date in July. Director Shalik reviewed the financials. Budget anomalies continue due to some expenses incurred at the beginning of the year. There will be unintended meth expenses that will be incurred in 2014. Commissioner Rumbaugh asked why the administrative benefit costs are 25% over budget. Director Shalik can't say for sure but he will look at the expenses and report back to the board.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,828,340 for the month of April, 2014. Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Real Estate Management and Housing Services (REMHS)

Director Black directed the board to her report. In response to the guest comments on the smoke free comment period, she reported that staff accounted for the concerns of locating the shelters on THA property. She said that the appropriateness and location of shelter must be determined site by site.

Director Black introduced both Sheryl Stansel and Eric Lane who are replacing Josh Crites. She reported that staff are busy with leasing up Bay Terrace.

She said that property management had some important reasons for celebrate. We received our REAC scores. Sal 5 received a score of 100 and another Sal received a score of 97. We do not know of another large property that scored so well. We can also celebrate that our unit turn time is under 20 days.

Director Black announced THA will be changing security companies on July 1st.

Commissioner Rumbaugh noted the NJP letter to the health department on meth levels. He asked if we have news from the health department. ED Mirra provided an update on the statewide effort to ask the state health department to change the state's testing threshold for meth contamination. He provided an update on the discussions with NJP on changing our testing protocol to conform to its understanding of due process. ED Mirra also announced that THA was awarded EPA Grant funding to mitigate the clean-up. We will receive \$600,000. This is in addition to the \$500,000 we received from the 2014 state legislature. Commissioner Flauding asked about being proactive with our residents through public outreach on substances not allowed in our housing programs. Commissioner Banks talked about our admission processes to help us look back in time

to applicants criminal history, and rehab treatment programs they attended. ED Mirra stated these topics are part of the discussions with NJP.

Related to rent reform, Commissioner Flauding asked if anyone had turned down the HOP subsidy due to the program restriction such as the 5 year time limit. Director Black said that she did not know if anyone has turned down a HOP subsidy on those grounds.

Real Estate Development

Director McCormick directed the board to the finance report. LASA will close next week. She said that there were no developments to report on various negotiations to purchase properties.

Community Services

Director Claycamp directed the board to the finance report. The new template of the CS board report is almost ready to rollout to the board. He is hoping it will be ready for next month's meeting.

Director Claycamp announced that Michael Power will step down from his position as THA Education Manager in the near future and will go back to working for a school district. Community Services will hire his successor while Michael is still with us. We are also hiring an Operations Coordinator for Community Services business systems.

Commissioner Rumbaugh asked about the employment numbers in the board report. He asked what can we do to increase the program participation? Director Claycamp stated THA needs more collaboration with community partners, and we need to strengthen our approach. The new board report template will show how we are engaged in partnerships. Commissioner Rumbaugh agreed the performance measures matter. Director Claycamp wants to look at what we need to do to obtain living wage jobs for clients. Recording numbers need to mean something. We must restructure how we roll out Community Services programs. THA needs more detailed metrics that must be tracked.

He reported the Gates Foundation has committed over \$ 1 million over 5 years to THA and the Tacoma School District to support their partnership. THA and the School District have made the preliminary decision to dedicate this amount toward the expansion of the McCarver model.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2014-5-28 (1), APPROVAL OF PURCHASE AND SALE AGREEMENT WITH 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 development of a Purchase and Sale Agreement containing the terms of the Letter of Intent;

WHEREAS, the Purchase and Sale Agreement has been reviewed by THA legal counsel;

WHEREAS, the Purchase and Sale Agreement contains the brokerage fees of 2.5% of the sales price (\$156,250) to be paid;

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

The Executive Director is authorized to execute the Purchase and Sale Agreement with Dean and Anne Curry, and/or assigns to purchase the Wedgewood property.

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 the Purchase and Sale Agreement with Dean and Anne Curry, and/or assigns, to purchase the Wedgewood property. The PSA shall be in substantially the attached form.

Approved: May 28, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved: May 28, 2014

Greg Mowat, Chairman

8.2 RESOLUTION 2014-5-28 (2), UPDATE OF THA ADMINISTRATIVE PLAN

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:

2. Adopting the indicated updates to the Administrative Plan.

Approved: May 28, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved: May 28, 2014

Greg Mowat, Chairman

8.3 RESOLUTION 2014-5-28 (3), APPROVAL OF NEW UNARMED SECURITY CONTRACT WITH CYPRESS SECURITY

WHEREAS, Tacoma Housing Authority (THA) staff issued a Request for Proposal (RFP) from firms interested in providing unarmed security services at all of its properties on January 16, 2014;

WHEREAS, The proposals were due on February 19, 2014;

WHEREAS, THA received six (6) and scored all six of the proposals;

WHEREAS, The top four scoring proposals were called for the oral interview;

WHEREAS, After the oral interview process, Cypress Private Security was the overall top scoring responsive proposer;

WHEREAS, THA has provided budget authority within each of the Asset Managed Projects (AMP) to allow for unarmed security services;

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 a contract with Cypress Private Security and, if those negotiations are successful, to award the contract in the amount of \$150,000 for Unarmed Security Services. If those negotiations are not successful, the Executive Director is authorized to negotiate, and if those negotiations are successful, to award a contract to the next proposer in turn as reflected in the scoring.

Approved: May 28, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved: May 28, 2014

Greg Mowat Chairman

8.4 RESOLUTION 2014-5-28 (4), AMENDMENT NUMBER 2 TO PIERCE COUNTY SPECIAL PROGRAM HOUSING CONTRACT—YOUTH HOUSING

WHEREAS, Tacoma Housing Authority (THA) has an approved Moving to Work (MTW) activity allowing it to use a regional approach for administering its special purpose housing programs;

WHEREAS, Pierce County has been selected to oversee some of THA's special programs, to select qualified service providers to administer the programs, and to comply with all State and Federal regulations connected with THA's Moving to Work funds;

WHEREAS, Pierce County has conducted a competitive process and selected qualified service providers to administer these funds for rental assistance for homeless unaccompanied youth and young adults;

WHEREAS, this contract will extend through December 31, 2018;

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:

The executive director is authorized and directed to execute a contract with Pierce County in the amount of \$288,000 for CY 2014; \$288,000 for CY 2015; \$288,000 for CY 2016; \$288,000 for CY 2017; \$288,000 for CY 2018 for the purpose of providing rental assistance to homeless families with children.

Approved: May 28, 2014

Greg Mowat, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: May 28, 2014

Greg Mowat Chairman

8.5 RESOLUTION 2014-5-28(5), LANDSCAPE MAINTENANCE AT SALISHAN FOR-SALE LOT AREAS

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

Whereas, On May 22, 2012 THA entered into a contract agreement with Lawn & Landscape Services Inc. for landscape maintenance of the Salishan For-Sale lots.

Whereas, The term of the contract spanned May 17, 2012 to December 31, 2012, and allows two one-year extensions.

Whereas, Four Amendments to the contract were issued extending the contract term to May 31, 2014 and expanding the scope of work. The contract will also be extended to December 31, 2014 with this amendment, per the procurement.

Whereas, The current contract is nearing expiration and is reaching the contract dollar limit of \$97,439.12.

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

The Executive Director is authorized to agree to an amendment of the contract for landscape maintenance at Salishan For-Sale Lot Areas and other properties in an additional amount of \$30,000 with a not-to-exceed amount of \$127,439.12, and a new contract term to December 30, 2014...

Approved: May 28, 2014

Greg Mowat, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: May 28, 2014

Greg Mowat Chairman

8.6 RESOLUTION 2014-5-28 (6), APPROVAL OF METHAMPHETAMINE REMEDIATION AND DECONTAMINATION CONTRACT

WHEREAS, Tacoma Housing Authority (THA) staff issued a Request for Proposal (RFP) from firms interested in providing methamphetamine remediation and decontamination for all its properties owned and managed by THA on April 25, 2014;

WHEREAS, the proposals were due on May 14, 2014;

WHEREAS, THA received one (1) and reviewed for responsive and reasonableness;

WHEREAS, After the review process, the review committee agreed that Able Environmental, LLC, was a responsive proposer;

WHEREAS, THA has provided budget authority within each of the Asset Managed Projects (AMP) to allow for meth remediation and decontamination;

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

2. Authorizes the Executive Director to negotiate a contract with Able Environmental, LLC and, if those negotiations are successful, to award the contract in the amount of \$350,000 for Methamphetamine Remediation and Decontamination. If those negotiations are not successful, the Executive Director is authorized to procure a new contract.

Approved: May 28, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved: May 28, 2014

Greg Mowat Chairman

9. COMMENTS FROM COMMISSIONERS

10. EXECUTIVE SESSION

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 7:10 PM.

APPROVED AS CORRECT

Adopted: June 25, 2014



Greg Mowat, Chairman