



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, July 23, 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 2330 G Street, Tacoma, WA at 4:45 PM on Wednesday, July 23, 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 4:53 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

(Arrived at 5:15 PM)

Arthur C. Banks, Commissioner

(Left the meeting at 5:45 PM)

Janis Flauding , Commissioner

Rose Lincoln Hamilton, Commissioner

#### Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Ken Shalik, Finance Director

April Black, REMHS Director

Greg Claycamp, Community Services Director

Kathy McCormick, RED Director

Todd Craven, Administration Director

Chair Mowat declared there was a quorum present @ 4:54 and proceeded.

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

Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, June 25, 2014. Commissioner Banks moved to adopt the minutes, Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

#### **4. GUEST COMMENTS**

Hope Rehn, Wright Street resident and SAFE President, addressed the board. She announced that the SAFE annual meeting and picnic is scheduled for Friday, July 25<sup>th</sup> and invited the board and staff to attend. Ms. Rehn stated she has been in conversations with the senior/disabled tenants regarding the smoke free policy that went into effect on July 1, 2014. The tenants have expressed to Hope their support for a smoking shelter on the properties. She is requesting the board consider this option. Director Black stated the lease addendum allows for smoking on the property but only in designated areas and that staff are reviewing all properties and assessing if adding a shelter is viable at each one and if so where on the site a shelter might be located.

Mr. Jesus Delgado, Salishan resident addressed the board, a Spanish interpreter was present and interpreted for Mr. Delgado. He complained that THA staff shared information about him with the Tacoma Police officers investigating an incident at the Salishan health clinic. The clinic accused him of vandalism. He said that he was cleared of any wrongdoing from that incident and that THA should not have cooperated in that way with the police. He asserted that doing so violated his rights. At the end of his presentation he requested the managing director (Executive Director Mirra) to answer a question. What WA state law allows a senior property manager to share information to the police? He also complained about a review of his tenant account; he said that it uncovered false information involving a 2012 debit. Mr. Delgado has made an agreement with the property manager regarding his account. "This is an abuse, it is not moral", he stated. ED Mirra, in reply to Mr. Delgado's stated that THA is pleased for Mr. Delgado's sake to learn that he was cleared of the vandalism charge. THA did not wish to make the incident harder for him. In response to Mr. Delgado's earlier complaint about THA staff's communication with police, THA consulted with its attorney. THA did not find that it broke any laws by cooperating with the police. Indeed, THA feels obligated to cooperate with TPD. Mr. Delgado stated that false information was shared by the THA employee. Mr. Delgado asked the BOC if they support the information provided in the investigation, and what is your response? Chair Mowat stated the BOC will take his information under advisement. Mr. Delgado asked if BOC will make a decision. Chair Mowat stated the Board will reply to him in writing. Mr. Delgado discussed that he is a foster parent. The decision affects his entire family, he said.

#### **5. COMMITTEE REPORTS**

Real Estate Development Committee --None

Finance Committee – Commissioner Lincoln Hamilton met with ED Mirra and Director Shalik. She stated THA Board Resolution 2014-7-23 (2), Fiscal Year 2014 Agency Budget Revision, will be up for the board to consider later in the meeting this evening.

Citizen Oversight Committee – A meeting has not been scheduled. ED Mirra asked if the committee is coming to a close. Commissioner Banks stated no. Chair Mowat asked if Mr. Grover Johnson could be invited to a future meeting. ED Mirra stated yes.

## 6. ADMINISTRATIVE REPORTS

### Executive Director

ED Mirra directed the board to his report. He stated THA learned today that HUD Secretary Donovan will extend the MTW contract before leaving his post. Senator Patty Murray's office remains hopeful this will happen prior to his departure on Friday. SHA, KCHA and THA have discussed other HA provisions that allow further flexibility. ED Mirra discussed his rent reform email to a local journalist.

### Finance

Director Shalik directed the board to his report. He reviewed the financials. There are anomalies that will be addressed in the mid-year budget review. Commissioner Lincoln Hamilton asked if the financial statements can be reported on quarterly rather than monthly. ED Mirra stated that the by-laws leave the board free to determine how often it will receive a review of the finances. Chair Mowat directed Director Shalik to discuss this option with the remaining board members not present this evening. The Board will review this topic again at the August board meeting.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,196,514 for the month of June, 2014. Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

### **Motion Approved**

*Commissioner Rumbaugh arrived at 5:15pm*

### **Real Estate Management and Housing Services (REMHS)**

Director Black directed the board to her report. The Rental Assistance Department is continuing to issue HOP subsidies. National Night out is scheduled for August 5 from 3-8 PM in Salishan. Everyone is welcome and encouraged to attend. The first movie night was held earlier in the month and over 40 people came out to view the film. These activities help create a sense of community in Salishan. All market rate units have been leased up at Bay Terrace. Director Black attributes the success to the beautiful property and her very attentive staff. The MTW plan will go to the public on August 1st for review. Chair Mowat complimented Director Black and her staff on the trend of the unit turn days going down; good job everyone.

### **Real Estate Development**

Director McCormick directed the board to her report. She will review items not in the report. THA is in discussions with MetroParks about the Salishan Core and potential overlapping uses with the park's plans for a community center near First Creek Middle School. Her staff is reviewing the demographics of the leased up units at Bay Terrace and how that may apply in a favorable way to the tax credits application for 2015. RED recently spoke with the purchasers of the Winthrop. They are considering to develop the property as an affordable development. Both ED Mirra and Director McCormick offered THA's assistance to the group if needed. Director McCormick stated that LASA will be scheduling a groundbreaking event in early September.

*Commissioner Banks left the meeting at 5:45 PM. Quorum was maintained.*

### **Community Services**

Director Claycamp directed the board to his report. A revised board report will be coming to the BOC, however, he will no longer promise when the report will arrive. This new report is quite lengthy and further work is necessary. He announced that Mia Navarro, Community Services Program Manager, started at THA on Monday, July 21st. Mia and Greg will review the current level of funding and the staff capacity within Community Services. Mia is researching best practices from other HA's and will compare them to THA's programs. Chair Mowat stated that he sat down with Workforce Central (WC) and discussed their goals for hiring. Chair Mowat will ask WC to contact Nicole Meshesha, Employment Specialist for THA. Commissioner Lincoln Hamilton would like to differentiate the overarching goals to the small numbers listed in the tables. A story could be told with the tables. Director Claycamp agrees that a story needs to be told. Employment and academic success are the two biggest goals for Community Services. Director Claycamp believes some information may not need to be reported on a month by month. A quarterly report may work best in its place. Commissioner Rumbaugh stated some of the numbers would need to be reported more often than quarterly. He mentioned ESL, GED, and adult education as examples of a more frequent review. Director Claycamp will look at the THA partnerships in the community and retain the data and the data sharing with those partners. Commissioner Lincoln Hamilton

stated some goals are simply too small to report on. Commissioner Rumbaugh stated that we may want to look at turning some of the THA services over to a community partner who can best provide those services. ED Mirra stated the new report will rely on the performance measures and the digital dashboard to guide the department goals.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

**8.1 RESOLUTION 2014-7-23 (1), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT**

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

**Whereas,** On March 23, 2011 The Board of Commissioners (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract with Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces;

**Whereas,** The first focus of work was the 902 South L Street building, first floor which was completed in 2012;

**Whereas,** The second focus of the work is the 902 South L Street Building, second floor;

**Whereas,** The current contract for the work through Design Development is \$49,100.

**Whereas,** The total project budget is \$1,100,000

**Whereas,** The total amount for design and engineering is \$134,000.

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

Approve Resolution 2014-7-23 (1) authorizing the Executive Director to increase the not to exceed contract amount by \$84,900 to a total amount not to exceed of \$134,000 to cover the additional A&E work.

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** July 23, 2014

\_\_\_\_\_  
Greg Mowat, Chairman

**8.2 RESOLUTION 2014-7-23(2), FISCAL YEAR 2014 ANNUAL BUDGET REVISION**

**Whereas,** The Board of Commissioners of the Housing Authority of the City of Tacoma ("Authority) approved the FY 2014 Budget on December 18, 2013.

**Whereas,** Authority staff determined that the FY 2014 Budget should be revised on updated information on funding and expenditure needs.

**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 Revised Fiscal Year 2014 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 Revised FY 2014 Budget and authorizes the Executive Director to implement and execute said document. Revised operating expenses and other cash outflows are projected as follows:

Expenses

Executive	\$ 477,752
Human Resources	791,267
Finance	1,016,364
Administration	2,042,560
Development	2,006,277
Community Services	2,243,694
Real Estate Management Overhead	2,079,257
Rental Assistance	33,610,879
Property Management	<u>6,289,004</u>
Subtotal	\$ 50,557,057

Additional Cash Outflows

Capital Expenditures	\$ 7,641,750
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Debt Service	<u>371,380</u>
Subtotal	8,013,130
<b>TOTAL APPROVED BUDGET</b>	<b>\$ <u>58,570,187</u></b>

Commissioner Rumbaugh 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:** July 23, 2014 \_\_\_\_\_  
 Greg Mowat, Chairman

**8.3 RESOLUTION 2014-7-23(3), Interlocal/Intergovernmental Agreement for Research Services**

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

**WHEREAS**, RCW 35.82.070 authorizes housing authorities to “make and execute contracts and other instruments” including, without limitation, to “arrange or contract for the furnishing by an person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof”; and

**WHEREAS**, RCW 39.34.030 provides that “[a]ny power or powers, privileges or authority exercised or capable of exercise by a public agency of this state may be exercised and enjoyed jointly with any other public agency of this state having the power or powers, privilege or authority, and jointly with any public agency of any other state ... to the extent that laws of such other state ... permit such joint exercise or enjoyment”; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Tacoma has determined that it is in the best interest of the Authority to enter into an interlocal /intergovernmental agreement with the Housing Authority of the County of King, the Housing Authority of the City of Seattle and Home Forward to collaborate in obtaining the following services: (1) review of social science literature and data; (2) advice regarding program or policy design; (3) program evaluation; (4) identification of funding sources and fundraising; and (v) such other services as the parties may agree; NOW, THEREFORE,

***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 negotiate, and if those negotiations are successful, to execute an Interlocal/Intergovernmental Agreement in substantially the form shown in the attached draft.
2. 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.

**Motion Approved:** July 23, 2014 \_\_\_\_\_  
Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** July 23, 2014 \_\_\_\_\_  
Greg Mowat Chairman

**9. COMMENTS FROM COMMISSIONERS**

ED Mirra mentioned the nominees for BOC replacement will be forwarded to the mayor for consideration. Additionally, the board may need to consider meeting on a different day for board meetings.

**10. EXECUTIVE SESSION**

The commissioners adjourned the regular meeting at 6:15 PM to discuss a possible real estate acquisition in executive session for approximately 10 minutes. The commissioners came back into the regular board meeting at 6:25 PM. Appropriate announcements were made to the area outside the meeting room. Chair Mowat announced that no action was taken.

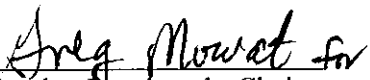


**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:26 PM.

**APPROVED AS CORRECT**

**Adopted:** August 27, 2014

  
Stanley Rumbaugh, Chairman