



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 27, 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 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:45 PM on Wednesday, August 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 4:48 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b> Greg Mowat , Chair	Stanley Rumbaugh, Vice Chair Arthur C. Banks, Commissioner
Janis Flauding, Commissioner Rose Lincoln Hamilton, Commissioner	
<b>Staff</b> 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

Chair Mowat declared there was a quorum present @ 4:49 and proceeded.

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

Commissioner Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 23, 2014. Commissioner Lincoln Hamilton 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.**

Commissioner Mowat asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Tuesday, August 19, 2014. Commissioner Flauding stated the minutes did not reflect that she participated in the Open Public Meetings Act webinar from her home. Commissioner Lincoln Hamilton moved to amend the minutes to reflect Commissioner Flauding's participation in the training session and then to approve the amended minutes; Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

#### **Motion approved.**

Commissioner Mowat asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Tuesday, August 19, 2014. Commissioner Lincoln Hamilton moved to adopt the minutes as corrected, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

#### **Motion approved.**

**4. GUEST COMMENTS**

none

**5. COMMITTEE REPORTS**

Real Estate Development Committee – None

Finance Committee – Commissioner Lincoln Hamilton stated the board will hear from Director Shalik regarding the agency financials. The financials are in order.

Citizen Oversight Committee – None

**6. ADMINISTRATIVE REPORTS**

**Executive Director**

ED Mirra directed the board to his report and welcomed questions. He reported that HUD hosted a webinar to discuss the extension of the MTW contracts to 2028 extension. In that webinar HUD reaffirmed its willingness to extend the contracts to 2028. This is good news. The mixed news is HUD's proposal to "reset" the voucher funding in 2019 to match the expenditures of the 2018 funding. The problem arises from HUD's further proposal to count as expenditures for this purpose only money spent on "traditional voucher purposes". This appears to exclude the non-traditional expenditures such as HOP, THA's Education Project, rapid rehousing investments, community services, new construction and back filling the loses in the public housing portfolio. These are all expenditures that the MTW program allows and even encourages. ED Mirra provided the board with a memo outlining THA's uses of its MTW authority.

**Finance**

Director Shalik directed the board to the finance report. Projecting a surplus, anomalies continue. Has not seen any challenges in the budget

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$5,001,283 for the month of July, 2014. Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved**

Commissioner Lincoln Hamilton spoke about the monthly financial statements provided to the board at each meeting. She is recommending that staff provide financial reports only quarterly instead of monthly. Discussion ensued. Commissioner Lincoln Hamilton

moved to direct staff to provide quarterly financial statements. 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**

Director Black directed the board to her report. The portfolio continues with improvements in unit turns over last years numbers. She discussed the results from the TCAM report. Staff will meet with identified workgroups to discuss metrixs and benchmarks. Rental Assistance is continuing to issue HOP vouchers and the 25 Tacoma Community College vouchers should be issued soon.

#### **Real Estate Development**

Director McCormick directed the board to his report. Announced the Bay Terrace Ribbon Cutting event that was held this past Monday, August 25. Her staff is currently writing the application to apply for 9% tax credits at Bay Terrace, Phase 2. Staff is preparing to respond to the RFI for Pierce Transit's dome district property. We will know within 6 weeks if this project will move forward. Director McCormick learned that the prospective purchasers of the Winthrop will also submit a 9% tax credit application in 2015. It will not compete with the Bay Terrace Phase 2 application.

#### **Community Services**

Director Claycamp directed the board to his report. He announced he has hired the Education Program Manager successor, Jean Blair Brownell. She is highly regarded by the Annie E. Casey Foundation. She will start on September 15. Director Claycamp anticipates the Asset Builder position will be filled very soon. He directed the board to the new report layout. Commissioner Lincoln Hamilton requested that it include the story behind the numbers.

### **7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

**8.1 RESOLUTION 2014-8-27 (1), AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS**

**Whereas,** The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions;

**Whereas,** This resolution does that and replaces Resolution 2011-8-24(4), which had authorized previous offices as signers; and

**Whereas,** The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts.

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA  
HERITAGE BANK  
J.P. MORGAN CHASE BANK  
U.S. BANK  
THE BANK OF NEW YORK MELLON TRUST CO.  
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

***Be it further resolved*** that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Stanley Rumbaugh, Chairman \_\_\_\_\_

Arthur Banks, Vice Chair \_\_\_\_\_

Michael Mirra, Executive Director \_\_\_\_\_

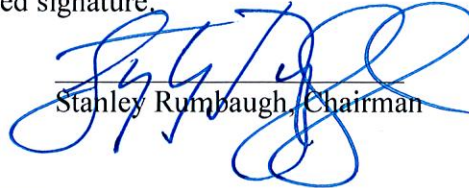
Kenneth Shalik, Director of Finance \_\_\_\_\_

Duane Strom, Finance Manager \_\_\_\_\_

***Be it further resolved*** that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

***Be it further resolved*** that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Approved: August 27, 2014

  
Stanley Rumbaugh, Chairman

**9. COMMENTS FROM COMMISSIONERS**

None

**10. EXECUTIVE SESSION**

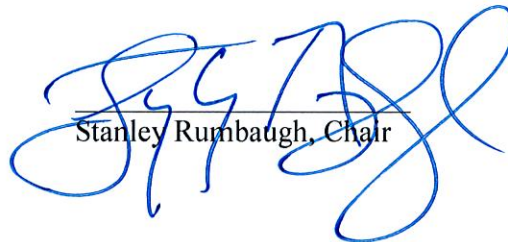
None

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 5:26 PM.

**APPROVED AS CORRECT**

**Adopted:** September 24, 2014

  
Stanley Rumbaugh, Chair