



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, September 24, 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 902 South L. Street, Tacoma, WA at 4:45 PM on Wednesday, September 24, 2014.

1. CALL TO ORDER

Vice Chair Banks 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
Commissioners	
Stanley Rumbaugh, Chair	
Arthur C. Banks, Vice Chair	
Janis Flauding, Commissioner	
Minh-Anh Hodge, Commissioner	Rose Lincoln Hamilton, Commissioner
Staff	
Michael Mirra, Executive Director	
Dennesha McCurry, Administrative Coordinator	Christine Wilson, Executive Administrator
	Ken Shalik, Finance and Administration Director
Julie LaRocque, Rental Assistance & Leasing Manager	April Black, REMHS Director
Barbara Tanbara, Human Resources Director	
Greg Claycamp, Community Services Director	
Kathy McCormick, RED Director	
Todd Craven, Administration Director	

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

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Banks asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, August 27, 2014. Commissioner Flauding moved to adopt the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Vice Chair Banks asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Wednesday, August 27, 2014. Commissioner Flauding moved to adopt the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None

Chair Rumbaugh arrived at 4:56pm and proceeded to Chair the meeting.

5. COMMITTEE REPORTS

Real Estate Development Committee – None

Finance Committee – None

Citizen Oversight Committee – None

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra directed the board to his report and provided an update on both the Congressional House and Senate budget discussions and how the various versions of the budget could affect Tacoma Housing Authority.

Other uncertainties that may affect our Agency include Congress's need to raise the debt ceiling in the Spring and the expiration on New Year's Eve 2015 of the two year budget deal. At that time, sequestration is set to resume.

Finance

Chair Rumbaugh reminded the Board that financial statements are now reported quarterly.

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$5,321,530 for the month of August. Vice Chair Banks moved to ratify the payment of cash disbursements. Commissioner Flauding 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

Julie LaRocque, Rental Assistance & Leasing Manager reported on the unit turn rate, which was 23 days for the month of August and opened the floor for questions. Chair Rumbaugh confirmed that the turn rate is 120 days when meth contaminated units are rolled in. He asked, how many contaminated units remain to be remediated. The response was that 28 units are pending remediation and six units are planned for turnover after the approval of a pending walk-on resolution. Chair Rumbaugh asked about the plan to reduce meth use in units. Executive Director Mirra replied that THA tries to be vigilant with its tenant screening. He noted that there is no reliable way to detect and protect drug use. He reviewed THA's plans to offer drug treatment through MDC to all persons on THA's waiting list and when a household comes to the top of the waiting list.

Rental Assistance reported that they are currently working on 300 files for HOP vouchers and commented that a lot of families are shopping for housing right now.

Real Estate Development

Director McCormick directed the board to her report.

She reports that the LASA pavillion construction is going well and is on time and within budget. THA's procurement process and contracting is good. Director McCormick addressed the increased cost estimates for the 902 HVAC system improvement. The

board asked for more information before approving it. Director McCormick will provide HVAC comparisons at the October meeting.

Director McCormick reported that Roberta Schur, Senior Project manager has accepted another position and will be leaving THA.

Community Services

Director Claycamp directed the board to his report.

Director Claycamp gave an update on the McCarver program. The program will receive notification of an award from the Gates foundation for \$100,000 for the coming year, with another \$500,000 over the following five years. This award will be used to build partnerships with Tacoma Public Schools in 2015. A notable improvement to the McCarver program was the hire of Jean Brownell, Manager of Educational programs. Jean brings to the McCarver program a much needed background as a third party evaluator and technical advisor. THA, on behalf of itself, the Seattle Housing Authority, the King County Housing and Home Forward, has issued an RFP for a provider of social research.

Director Claycamp informed the Board that his management team will be meeting with Tammy Brown of United Way to talk about increasing our collaboration. United Way is excited about the direction THA have taken in our employment and early childhood development programs.

Commissioner Flauding inquired about mental health services in Salishan and partnerships with outside agencies coming in to help residents. Director Claycamp responded that our clients are not always connected to services and at times reluctant to engage.

Administration

Director Craven, directed the Board to his report. He provided an update on the software procurement RFP. THA received six proposals with all vendors giving presentations. The selection committee has met and agreed upon two vendors for further consideration.

Tablets have been issued to maintenance with some hiccups, but overall it is going well.

We received our tax credit insurance renewal which takes into account new rates since the meth claims; the increase was 24%. The insurance for the THA owned property increased by 11%.

Human Resource

Human Resource manager, Kate O'Farrell provided a brief update on the current status of Trades negotiations. Highlighted activities included the collective bargaining with the Trades Council for the next contract. Staff hopes to present a new contract to the Board in October following union approval.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2014-9-24 (1), APPROVAL OF THA'S 2015 MOVING TO WORK PLAN

Annual Moving to Work Plan

U.S. Department of Housing and Urban Development

Certifications of Compliance with Regulations:

Board Resolution to Accompany the Annual Moving to Work Plan Amendment

Certifications of Compliance

Office of Public and Indian Housing

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part

8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the City of Tacoma
PHA Name

WA005
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Approved: September 24, 2014

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 24, 2014 _____
Stanley Rumbaugh, Chair

8.2 RESOLUTION 2014-9-24(2), 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. THA staff is authorized to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Collection Status	Project	Client #	Balance
W/Off Collect	Section 8	00005119	\$1,760.00
		00014424	\$1,400.00
		146236	\$ 32.00
		Subtotal	\$3,192.00
	6th Ave		
		00000605	\$384.51
		Subtotal	\$384.51

Bergerson Terrace

00001056	\$252.84
00005066	\$525.90
Subtotal	\$778.74

Scattered Sites

139009	\$ 2,757.10
143747	\$ 201.17
xx001021	\$ 2,748.62
xx001092	\$ 2,502.35
xx001095	\$43,228.60
xx001171	\$ 315.00
Subtotal	\$51,468.84

Write off-No Collection	Section 8	141301	\$ 613.85
		Subtotal	\$ 613.85

GRAND TOTAL: **\$56,721.94**

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

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

Approved: September 24, 2014

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 24, 2014 _____
Stanley Rumbaugh, Chair

8.3 RESOLUTION 2014-9-24 (3), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR 1120/1124 MARTIN LUTHER KING JR. WAY, TACOMA, WA

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

Whereas, On August 1, 2014 Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for 1120/1124 Martin Luther King Jr. Way, Tacoma, WA;

Whereas, The RFQ was posted on the Washington Electronic Business Solutions and THA's website on August 1, 2014.

Whereas, Nine firms submitted proposal by the deadline of August 28, 2014, 8 were deemed responsive;

Whereas, an evaluation team, composed of three (3) THA staff reviewed and scored the proposal according to evaluation criteria listed in the RFQ;

Whereas, the evaluation team voted unanimously in favor of proceeding with contract negotiations with BLRB Architects.

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

The Board authorizes the Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for predevelopment services needed for 1120/1124 Martin Luther King Jr. Way, Tacoma, WA project in an amount not-to-exceed of \$ 225,000 for the predevelopment phase of work to BLRB Architects. If staff is unable to negotiate a contract with the highest ranking firm, the Board authorizes the Executive director to negotiate and award a contract with the second highest ranking firm of SMR.

Approved: September 24, 2014

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None

Abstain: None
Absent: 1

Motion Approved: September 24, 2014 _____
Stanley Rumbaugh, Chair

Vice Chair Banks departed at 6:38 pm and quorum was maintained.

8.4 RESOLUTION 2014-9-24 (4), AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN INTERLOCAL AGREEMENT WITH KING COUNTY HOUSING AUTHORITY IN ORDER TO ACQUIRE REAL ESTATE DEVELOPMENT FINANCIAL SERVICES.

Whereas, the Tacoma Housing Authority seeks to secure a consultant to assist in the Real Estate Financial Services; and

Whereas, THA has previously utilized inter-local, cooperative purchasing agreements with in- and out-of-state public agencies; and

Whereas, the King County Housing Authority uses open and competitive procurement policies that are substantially the same as THA's; and

Whereas, the real estate financial services needed by THA is available through the King County Housing Authority through a competitively bid contract with J.H. Brawner & Company (JHB); and

Whereas, Chapter 39.34 RCW The Interlocal Cooperation Act permits public agencies to cooperate and exercise joint powers in carrying out their public purposes, including the purchase of goods and services; and

Whereas, the THA routinely enters into Intergovernmental Cooperative Purchasing Agreements with other public agencies in order to reduce the cost of contracts and supplies; and

Whereas, the KCHA has used competitive bidding procedures which are substantially the same as THA's to obtain a reasonable and fair price for the Real Estate Financial Services needed by THA and is willing to enter into an Intergovernmental Cooperative Purchasing Agreement allowing THA to piggyback on their existing contract at a comparable price.

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

The Executive Director is authorized to sign an Intergovernmental Cooperative Purchasing Agreement with the King County Housing Authority substantially in the form attached for the purpose of securing the services of Mr. Jim Brawner's firm to provide financial analysis and real estate development services.

Approved: September 24, 2014

Stanley Rumbaugh, Chair
Board of Commissioners

Michael Mirra, Secretary

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 24, 2014 _____
Stanley Rumbaugh, Chair

8.5 RESOLUTION 2014-9-24 (5), RECONSTRUCTION OF SIX UNITS AT WRIGHT STREET

WHEREAS, Tacoma Housing Authority (THA) staff issued a Invitation to Bid (ITB) from contractors off the Small Works Roster interested in providing a bid for the put back of six units at Wright Street, on April 25, 2014;

WHEREAS, the bids were due on September 18, 2014;

WHEREAS, THA received two (2) and reviewed for responsive and reasonableness;

WHEREAS, After the reviewing the bids, both bids were deemed to be responsive and reasonable, with Rainbow International having the lowest responsible and responsible bid;

WHEREAS, THA has provided budget authority within each of the Asset Managed Projects (AMP) to allow for the reconstruction of these units and to bring them back online;

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 Rainbow International Restoration, and , if those negotiations are successful, to executive a contract in the amount of \$120,313.98 for the Reconstruction of Six Units at Wright Street. If those negotiations are not successful, the Executive Director is authorized to reprocure a new contract.

Approved: September 24, 2014 _____
Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 24, 2014 _____
Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS
None

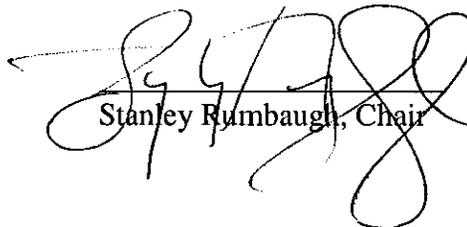
10. EXECUTIVE SESSION
None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:50PM.

APPROVED AS CORRECT

Adopted: October 22, 2014


Stanley Rumbaugh, Chair