



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, January 28, 2015

*(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, January 28, 2015.

### 1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:55 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
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#### Commissioners

Stanley Rumbaugh, Chair  
Arthur C. Banks, Vice Chair (arrived at 4:57 PM)  
Janis Flauding, Commissioner  
Rose Lincoln Hamilton, Commissioner  
Minh-Anh Hodge, Commissioner

#### Staff

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 Rumbaugh declared there was a quorum present @ 4:56 and proceeded. Chair Rumbaugh acknowledged the recent agency re-organization discussions led by ED Mirra and the cabinet. He congratulated ED Mirra for his leadership in bringing those decisions to the BOC, and he congratulated both Deputy Executive Director April Black and Director Pat Patterson for their promotions. ED Mirra congratulated Director Greg Claycamp, who was not present, on his new position as Director of Client Services.

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

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, December 17, 2014. Commissioner Flauding moved to adopt the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

#### **Motion approved**

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Monday, January 12, 2015. Commissioner Hodge moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

#### **Motion approved**

### 4. GUEST COMMENTS

Bonnie Hill, Program Manager for Catholic Community Services (CCS) made a brief presentation to the board. She described the partnership between THA and CCS by which THA is providing housing vouchers to the homeless populations who will live at CCS's New Nativity House. She described the process and assessment tool CSS uses to evaluate prospective clients considered to enter the programs. Multiple partners make up the assessment team. This referral process places participants in the programs that best fit their needs. There are three case managers that provide clients with supportive services. Chair Rumbaugh inquired about the mental health supportive services offered. Ms. Hill explained how the case managers determine those local agencies who best match the needs of the clients. Ms. Hill also explained that THA's flexibility with the program has been beneficial to its success, specifically citing the Housing First model. Chair Rumbaugh thanked Ms. Hill for attending the meeting and sharing the program details. He explained how its importance to the community is evident to the court system that must address a large number of mentally ill offenders who are better off with services and housing.

Hope Rehn, President from SAFE addressed the board. She is working with THA staff on the emergency preparedness plan for the seven senior/disabled buildings. Ms. Rehn announced that SAFE has a new treasurer.

## **5. COMMITTEE REPORTS**

Real Estate Development Committee – Commissioner Rumbaugh stated that the committee met in early January. Its discussions covered Hilltop Lofts project, Lakeside Landing, Bay Terrace Phase II and the scattered sites. He announced to the board that there will be an executive session at its meeting about a possible property acquisition.

Finance Committee – None

Citizen Oversight Committee – None

## **6. ADMINISTRATIVE REPORTS**

### **Executive Director**

ED Mirra directed the board to his report. He spoke about the re-organization and the transition it will entail. April will lead it. Discussions with HUD continue regarding the MTW extension. HUD had previously shown some flexibility on the permissible uses of voucher funds. More recently however, HUD has retracted its flexibility. He added that a team of seven MTW Housing Authorities are negotiating with HUD. ED Mirra stated that the executive directors and staff of the Pacific Northwest MTW agencies met. They devised a “Northwest” proposal for the negotiating team to consider. The upcoming MTW conference to be held in Washington DC in early February will be a chance for the team to consider that proposal. He will update the board as he learns more.

Commissioner Banks commended ED Mirra and staff for the agency re-organization. He was pleased that we found the talent we needed for the new positions within present staff.

### **Finance**

Director Shalik directed the board to his report. His staff is busy closing books for year end. The 2015 budget will be realigned to coincide with the new structure as outlined in the reorganization plan, and input into the VisualHOMES system. There will be no change in the overall dollar amount. Discussion ensued related to the Cash Position reporting.

Chair Rumbaugh called for a motion to ratify the payment of cash disbursements totaling \$7,325,661 for the month of December, 2014. Commissioner 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**

Director Black directed the board to her report. She discussed the 2014 unit turn rate for clean units and units contaminated with meth. She noted the significant drop in the percentage of hot units during 2014, from 50% in 2013 to 11% for all of 2014. The unit turn time has increased. Director Black stated several factors that account for the increase. They include reasonable accommodation transfers, and overhoused and underhoused transfers for tenants. Commissioner Flauding asked about the process for tracking work orders from start to finish. She is concerned about the amount of time it takes to get the work completed. Director Black will look into the issue and report back to the board. ED Mirra asked Director Black to provide an update on the boiler at K street. She stated there have been ongoing discussions with the vendor and staff is confident there will be a resolution soon. ED Mirra requested Ms. Rehn to help the K Street tenants know that we are taking this boiler issue very seriously and we are committed to fixing it quickly.

**Real Estate Development**

Director McCormick directed the board to her report. The 9% tax credit applications have been submitted to the Housing Trust Fund for Bay Terrace Phase II. Staff also submitted a Housing Trust Fund application for the Hilltop Lofts. The legislature is considering capital funds for THA development that has bipartisan support. Chair Rumaugh inquired about the LASA project. Director McCormick stated it is going well. THA continues to work closely with LASA staff. There are continued discussions related to the funding for the supportive service plan. THA staff will continue to work with LASA and the local providers to obtain the necessary funding.

**Community Services**

ED Mirra provided the report on behalf of Director Claycamp. He distributed a copy of the proposal THA made to the school district for the expansion of the McCarver pilot program.

## Administration

Director Craven directed the Board to his report. Chair Rumbaugh stated that he and ED Mirra recently had a robust conversation about the software selection with Director Craven. Director Craven reported that the Software Selection Committee met in December and voted unanimously to recommend moving forward with the Eightcloud/Salesforce proposal as its enterprise software provider. The Board will review a resolution this evening recommending EightCloud. Chair Rumbaugh added upon his review of the information provided by Director Craven, he understood the choice we faced. The TenMast product would be an off the shelf product similar to what we are currently using. We have learned since becoming an MTW agency that we need a software program that allows for programming flexibility. Commissioner Banks asked Director Craven if we can expect longevity with the Salesforce program. Director Craven replied that we could and that its longer term usefulness because of its flexibility was an important factor in the staff recommendation. Director Craven provided an update on RAD. The 2015 Congressional appropriation raised the RAD unit cap to 185,000 units. This effectively authorizes Tacoma Housing Authority's portfolio application. He expects to receive official notification from HUD in mid-February.

### 7. OLD BUSINESS

None.

### 8. NEW BUSINESS

#### 8.1 RESOLUTION 2015-1-28 (1), Certifications of Compliance

**Annual Moving to Work Plan  
Certifications of Compliance  
U.S. Department of Housing and Urban Development,  
Office of Public and Indian Housing  
Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work Plan\***

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 for the PHA fiscal year beginning 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 conducted a public hearing to discuss the Plan and invited public comment.

2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) 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.

3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.

4. 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.

5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.

7. The PHA will affirmatively further fair housing by examining its 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.

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

9. 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.

10. 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 135.

11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

12. 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.

13. 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.

14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).

15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

16. 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.

17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

19. 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).

20. 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.

21. 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)

Stanley Rumbaugh  
**Name of Authorized Official**

Chair  
**Title**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

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:** January 28, 2015

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2015-1-28 (2), MARKET RATE SCATTERED SITES DISPOSITION**

**Whereas,** THA owns ten market rate single family five bedroom homes scattered throughout Tacoma.

**Whereas,** THA needs the money their sale would provide in order to adequately maintain the balance of its portfolio;



**Whereas**, managing those scattered single-family homes imposes a disproportionate burden on THA's property management capacity, which is better suited for managing apartment buildings or townhome communities;

**Whereas**, the sale would leave THA's portfolio with enough five-bedroom homes that would be proportionate to the need for them as evident from the waiting list and city data.

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

The Executive Director has the authority to sell the market rate scattered site homes as their present leases expire.

**Approved: January 28, 2015**

\_\_\_\_\_  
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: January 28, 2015**

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**8.3 RESOLUTION 2015-1-28 (3), (GGLO A&E SERVICES FOR BAY TERRACE PHASE 2)**

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

**Whereas**, RCW 35.82.070(2) provides that a housing authority is authorized to "prepare, carry out, acquire, lease and operate housing projects; [and] to provide for the construction, reconstruction, improvement, alternation or repair of any housing project or any part thereof" and RCW 35.82.020 defines "housing project" to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwelling apartments, mobile home parks or other living accommodations for persons of low income";

**Whereas**, RCW 35.82.070(1) provides that a housing authority may, among other things, "make and execute contracts and other instruments, including but not limited to architectural design agreements";

**Whereas**, on July 24, 2009 the Board approved Resolution 2009-06-24(1) authorizing the Executive Director to negotiate and award a contract for Architectural and Engineering Services for the 1800 and 2500 Hillside Terrace redevelopment and GGLO was properly procured to provide architectural services for this development ((THA renamed the 2500 block Hillside Terrace redevelopment as Bay Terrace Phase 1 and 2);

**Whereas**, the Housing Authority of the City of Tacoma has negotiated a not-to-exceed fee for Phase 2 Architectural and Engineering Services with GGLO Architects in the amount of \$1,398,934 for Basic and Additional Services; and

**Whereas**, the approval of this Resolution will be in the best interest of the Authority to begin design services to meet deadlines imposed on the agency as a result of receiving Low Income Housing Tax Credits;

***Resolved by the Board of Commissioners of the Tacoma Housing Authority as follows:***  
The Executive Director is authorized to negotiate, and if those negotiations are successful, to execute a new agreement with GGLO Architects for architectural and engineering services in an amount not-to-exceed of \$ 1,400,000.00 for Bay Terrace Phase 2 project.

Approved: January 28, 2015

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Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** January 28, 2015

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Stanley Rumbaugh, Chair

#### **8.4 RESOLUTION 2015-1-28 (4), (ABSHER PRE-CONSTRUCTION SERVICES FOR BAY TERRACE PHASE 2)**

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

**Whereas**, RCW 35.82.070(2) provides that a housing authority is authorized to “prepare, carry

out, acquire, lease and operate housing projects; [and] to provide for the construction, reconstruction, improvement, alternation or repair of any housing project or any part thereof". RCW 35.82.020 defines "housing project" to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwelling apartments, mobile home parks or other living accommodations for persons of low income";

**Whereas**, RCW 35.82.070(1) provides that a housing authority may, among other things, "make and execute contracts and other instruments, including but not limited to architectural design agreements";

**Whereas**, on February 24, 2010 the Board approved Resolution 2010-2-24(6) authorizing the Executive Director to negotiate and award a CM/GC contract to Absher Construction, Inc., for the 1800 and 2500 Hillside Terrace redevelopment. On December 19, 2012 the Board approved Resolution 2012-12-19(2) authorizing the Executive Director to negotiate and execute the first modification to the CM/GC contract for 2500 Hillside Terrace Phase 1 with Absher Construction, Inc. in an amount not-to-exceed \$17,390,507. (THA renamed the 2500 block Hillside Terrace redevelopment to Bay Terrace Phase 1 & 2.) Phase I project was completed in July 2014 and 100% leased; and

**Whereas**, the Housing Authority has received a proposal for modification 3 of the contract from Absher Construction, Inc. to provide pre-construction services for Bay Terrace Phase II in an amount not-to-exceed \$133,000 ;

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

The Executive Director is authorized to negotiate, and if those negotiations are successful, to execute modification no. 3 to Absher's contract in an amount not-to-exceed of \$ 133,000.00 for the Bay Terrace Phase 2 project pre-construction services.

Approved: January 28, 2015

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Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** January 28, 2015

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Stanley Rumbaugh, Chair

**8.5 RESOLUTION 2015-1-28 (5), SELECTION OF ENTERPRISE SOFTWARE PROVIDER**

**Whereas**, THA's current enterprise software, VisualHOMES, is at end of its useful life. THA needs to replace it.

**Whereas**, THA's staff defined its business objectives and process requirements that its enterprise software needs to fulfill and used these requirements to develop the scope of work for the Request for Proposals (RFP);

**Whereas**, on June 16, 2014, THA issued an RFP for an Enterprise Software Solution;

**Whereas**, THA received six (6) proposals, one of which was deemed unresponsive;

**Whereas**, the proposals were evaluated using the criteria outlined in the RFP;

**Whereas**, the top four (4) scoring vendors were invited to give product demonstrations;

**Whereas**, two (2) vendors came to THA offices for a second demonstration;

**Whereas**, THA's software selection committee selected Eightcloud to be its Enterprise Software Provider;

**Whereas**, THA's 2015 budget includes \$600,000 for software conversion, to be paid out of Moving to Work reserves;

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

The Executive Director has the authority to negotiate, and if those negotiations are successful, and execute a contract with Eightcloud/Salesforce to be THA's Enterprise Software Provider.

**Approved: January 28, 2015**

\_\_\_\_\_  
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: January 28, 2015**

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**8.6 RESOLUTION 2015-1-28 (6), ADMINISTRATIVE PLAN UPDATE—  
CHILDREN’S HOUSING OPPORTUNITY PROGRAM AND COLLEGE  
HOUSING ASSISTANCE PROGRAM**

**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:*

1. Approve the enumerated changes to THA’s Administrative Plan.

**Approved:** January 28, 2015

\_\_\_\_\_  
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:** January 28, 2015

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**9. COMMENTS FROM COMMISSIONERS**

None

**10. EXECUTIVE SESSION**

BOC went into Executive Session at 6:34 for 10 minutes to discuss a possible real estate transaction. The Executive Session was extended at 6:44 for 5 minutes. The Executive Session was extended again at 6:49 for 5 minutes.

The BOC moved back into regular session at 6:54 PM.

**11. NEW BUSINESS (Continued)**

**11.1 RESOLUTION 2015-1-28 (7), PROPERTY PURCHASE AGREEMENT**

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

**Whereas,** THA is interested in acquiring the property at 1011 S. L Street to allow for future development of affordably priced and high quality rental housing for the neighborhood;

**Whereas,** THA is interested in making a cash offer,

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

The Executive Director is authorized to negotiate the purchase along the lines that the board directed, and if those negotiations are successful to conclude the purchase.

Approved: January 28, 2015

\_\_\_\_\_  
Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** January 28, 2015

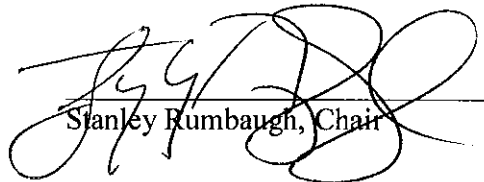
\_\_\_\_\_  
Stanley Rumbaugh, Chair

**12. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:56 PM.

**APPROVED AS CORRECT**

**Adopted:** February 25, 2015

  
Stanley Rumbaugh, Chair