



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, February 25, 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, March 25, 2015.

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 4:53 PM.

2. ROLL CALL

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

PRESENT	ABSENT
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Commissioners

Stanley Rumbaugh, Chair (arrived at 5:01 PM)

Arthur C. Banks, Vice Chair

Janis Flauding, Commissioner

Rose Lincoln Hamilton, Commissioner

Minh-Anh Hodge, Commissioner

Staff

Michael Mirra, Executive Director (by phone, intermittently)

Christine Wilson, Executive Administrator

Ken Shalik, Finance and Director

April Black, Deputy Executive Director

Barbara Tanbara, Human Resources Director

Greg Claycamp, Client Services Director (by phone, intermittently)

Kathy McCormick, RED Director

Todd Craven, Administration Director

Pat Patterson, Property Management Director

Vice Chair Banks declared there was a quorum present @ 4:54 PM 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, January 28, 2015. Commissioner Flauding moved to adopt the minutes, Commissioner Lincoln Hamilton.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Access Point 4 Housing (AP4H) presentation: AP4H is Pierce County's centralized intake system for serving homeless persons and families. Tammy Boros is its Director of Housing & Shelter Services. She presented to the board. She explained the centralized intake process for Pierce County. It includes screening households and scheduling appointments for those who are eligible for services. She said that following screening the next step is the assessment of the household. This includes a comprehensive strength-based assessment. Referrals to other resources are given as needed. The final step in this centralized intake process is navigation or referral to the community placement roster and the associated timelines for referral. Ms. Boros reported that there are on average 1,163 calls into AP4H each month; 285 are homeless. The system has only 56 vacancies for housing placement. Chair Rumbaugh asked for the current number on the placement roster awaiting housing. Ms. Boros stated there are 500 households waiting for placement. Chair Rumbaugh followed up asking how long it takes to be housed. Ms. Boros said that it takes an average of 90 days to place a household. Ms. Boros then reviewed the placement preferences: homeless families with children, members in the household who are ill, the disabled. All others are taken based on the date stamp. Commissioner Banks mentioned that he receives 3-4 calls per month from people stating that they have not received return calls from AP4H and asked Ms. Boros its policy for returning those calls. Ms. Boros stated that most calls are returned within 24 hours; however, it may take up to 48 hours due to the volume of calls. She added that each call in and out are tracked in the AP4H database. Chair Rumbaugh asked how THA can be helpful. Ms. Boros asked the BOC to continue supporting our partners by providing voucher based housing and to keep the barriers to housing as minimal as possible. Chair Rumbaugh asked if there was an area that is troublesome for their programs. Ms. Boros stated there are no areas of concern and underscored again her appreciation for the great support by THA for their programs over the past year.

Richard Gill, 6th Avenue Apartments resident addressed the board thanking the board for his housing. He has been ill for the past several months and doing much better now. He

states he could not have recovered without his housing. He went on to explain that the tenants in his building are like family. Nutritionists have come into the building teaching cooking, and preparing healthy foods. He is also very appreciative for his health insurance. He did mention his concern about the length of time for a response from security and would like to see that improve.

5. COMMITTEE REPORTS

Real Estate Development Committee – Chair Rumbaugh stated the committee met this week and discussed a possible property acquisition that will be discussed this evening in Executive Session.

Finance Committee – Commissioner Lincoln Hamilton stated the committee did meet and the agencies financials are in good order.

Citizen Oversight Committee – None

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra directed the board to his report. He recounted the negotiations with HUD over the terms of its extension of the MTW contracts. He and Chair Rumbaugh discussed the relationship between the changes in those contracts and THA's RAD application. ED Mirra noted that our local partners have been sending letters to HUD and our Congressional delegation expressing support of THA's use of its MTW authority.

Finance

Director Shalik directed the board to his report. He noted that his report includes the final review for 2014. This report is due to HUD on February 28th. THA will meet this deadline. The Bay Terrace loan has been paid down and is reflected in the financials. HUD has \$1.5M of THA HAP dollars sitting on the shelf. This will be monitored closely. Director Shalik stated that THA is in good financial shape.

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$5,082,837 for the month of January, 2015. Commissioner Flauding moved to ratify the payment of cash disbursements. Commissioner Lincoln Hamilton 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. The board will see next month that Director Patterson will assume the Property Management board report. Director Black reviewed the unit turn rate and the maintenance absentee issues. Human Resources Manager Toby Kaheiki has been assigned to a workgroup to solve this issue. Director Black addressed Commissioner Flaudings concern about work orders raised at the last board meeting. Although the work order processes have not been completely resolved, her team is moving towards combining requests to create efficiencies when tenants request a work order. On the voucher side of the house, 99% of the vouchers are being utilized. She anticipates exceeding 100% of vouchers utilization. A Rental Assistance Department employee will be recognized by the Veterans Administration for her work with the VASH Program. Chair Rumbaugh asked Director Black to have the employee come to an upcoming board meeting so the board can express its appreciation.

Real Estate Development

Director McCormick directed the board to her report. She reported her department is working closely with Metro Parks and evaluating the projects in Salishan. THA has been awarded \$15M in 9% tax credits for Bay Terrace Phase II. There was not a lot of competition this year, which helped our application. She expects to execute the tax credit contract by the end of 2015, and to break ground approximately one-year from now. Construction costs are heading up, so we need to move quickly on the project. LASA expects to open the end of March, she will provide the board information on the ribbon cutting.

Community Services

No report given this month.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- 8.1 RESOLUTION 2015-2-25 (1), 902 South L Street Administration Building
Tenant Improvement - Contractor

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

Whereas, On January 27, 2015 Tacoma Housing Authority (THA) staff advertised an Invitation to Bid (ITB) proposals from interested General Contractors to provide THA with competitive bids to perform the construction for

the 902 South L Street Tenant Improvement project;

Whereas, The ITB was posted on the Washington Electronic Business Solutions and THA's websites and forwarded to twelve (12) plan centers;

Whereas, five firms submitted proposals by the deadline of February 17, 2015;

Whereas, the lowest responsive and responsible bidder was Stetz Construction in the amount of \$1,196,115;

Whereas, in order to keep a healthy contingency and stay within the budget, Deductive Alternates 1 and 2 were accepted;

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 a contract with Stetz Construction in the amount of \$1,174,515 plus contingency of \$65,740, as needed. The total amount of the contract is not to exceed \$1,240,255.00 including contingency for the construction for the 902 South L Street Tenant Improvement project.

Approved: February 25, 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:

9. COMMENTS FROM COMMISSIONERS

Chair Rumbaugh and ED Mirra recently visited with the Attorney General's (AG) Civil Rights office. They discussed the Supreme Court's *McCleary* decision and offered a way to understand the mandate so it can accommodate expenditures on programs like THA's McCarver project.

10. EXECUTIVE SESSION AND AFTERWARD

The board moved into Executive Session (ES) at 6:05 PM for 20 minutes to discuss a possible real estate transaction. At 6:25 PM the ES was extended for 10 minutes. The board came back into regular session at 6:35 PM. .

Commissioner Banks moved to authorize ED Mirra to enter into a purchase and sale agreement for the purchase of Lakeside Landing at a price not to exceed \$31.5M and contingent on financing and due diligence inspection and subject to final board approval. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved:

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:40 PM.

APPROVED AS CORRECT

Adopted: March 25, 2014



Stanley Rumbaugh, Chair