



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, March 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 4:46 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 4:55 PM)
 Arthur C. Banks, Vice Chair
 Janis Flauding, Commissioner
 Rose Lincoln Hamilton, Commissioner

Minh-Anh Hodge, Commissioner

Staff

Michael Mirra, Executive Director
 Christine Wilson, Executive Administrator
 April Black, Deputy Executive Director
 Ken Shalik, Finance Director
 Barbara Tanbara, Human Resources Director
 Greg Claycamp, Client Services Director
 Kathy McCormick, RED Director
 Todd Craven, Administration Director
 Pat Patterson, Property Management Director

Vice Chair Banks declared there was a quorum present @ 4:47 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, February 25, 2014. Commissioner Flauding 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

Ms. Karen Scott, resident of G Street Apartments, addressed the board. She opened her remarks by asking the board for help with open drug activity going on in the G Street building. She stated that other G Street residents as well as neighbors who live near the building were also in the room. In addition to the drug activity, she reported her belief that a theft ring is operating out of the building. She said that all this activity was coming from unit #100 on the first floor. She said that she and others have contacted THA staff Pat Patterson and Nadine Silvestre who have been working on the issues; however, more needs to be done. Ms. Scott stated the THA employee assigned to G Street has been out of the building on medical leave. Ms. Scott said that she has asked for the number of hours G Street has had staff coverage over the past 3-4 months. She went on to describe the drug dealing that tenants and neighbors have witnessed. She said that eyewitness accounts are available of persons knocking on the tenant's window on the first floor and/or waiting at the backdoor of G Street for the tenant to let them into the building. Tenants do not feel safe going to common areas in the building such as the laundry room, the stairwell, and the alley behind the building. Guests and tenants involved in these illegal activities are confronting the other tenants making them feel very unsafe in those common areas. Recently, THA distributed notices to all the tenants about upcoming inspections. She questioned why THA give tenants six-weeks' notice of an inspection. This gives those tenants creating the problems too much time to clean up their units. THA has a one strike and you're out policy. The lease states in very clear terms the expectations for the tenants. The tenants want action now.

Mr. Ronnie Slimmer, a next door neighbor, also addressed the board. He too is very concerned with activities going on inside and outside the building. He said that he has a video showing drug activity at the building. He stated that THA's security service will no longer come to the building. Mr. Slimmer stated that he works early in the morning and witnessed a tenant shown on the video who sells drugs out of the window of a first

floor unit. Mr. Slimmer also mentioned that he had witnessed people entering the building in the early morning hours. Mr. Slimmer wants THA to manage this problem.

Ms. Valerie Crider, a next-door neighbor, addressed the board. She concurred with Mr. Slimmer's complaints. She has witnessed similar activities. She added people in three cars drop off items and move those items in and out of the building, often times through the windows. She stated that TPD has been at the building a number of times. She added that now everything seems quiet at the building. She too has videotaped the cars parked outside the building and has watched people conducting drugs sales. She mentioned drug sales conducted out of the same unit that Ms. Scott and Mr. Slimmer mentioned. She added that she believes the same tenant is involved in a bicycle theft ring; she said that bike parts are stored in the back of the building. Most of the activity occurs between 11pm-6am.

Ms. Edna Garrett, resident of G Street Apartments, addressed the board. She lives underneath the unit of another tenant on the third floor who is creating a noise nuisance and displaying nude sexual behavior. Ms. Garrett recently learned this tenant above her will be moving out of G Street soon. She agreed with the statements made to the board this evening. She is surprised that THA allows all of the debris currently stored behind the building. She went on to state that all the residents need a safe place to live. She reported that someone in propping open doors in the building allowing non-residents to enter without permission. She offered to the board and staff this evening that she is interested in the vacant key holder position for G Street. There needs to be someone in the building to work with the residents, THA, and outside agencies including the Security Company and TPD. Please help us with these issues.

Commissioner Flauding asked Director Patterson how often staff is assigned to the building. Director Patterson stated three days per week. Ms. Scott reiterated the building has not been consistently staffed for months due to staff out on medical leave.

Ms. Terri Csonka, resident of G Street Apartments, addressed the board. Ms. Csonka agreed with the statements made to the board this evening. She wanted to add that she has units on both side of her causing trouble and is very fearful for her safety. Please help us with these issues.

Mr. Mike Forsman, resident of G Street Apartments, addressed the board. He lives in the unit directly above the unit with the drug activity. He has to sleep with ear plugs due to ongoing activities all hours of the night. He added that the security company is not responding to calls. He is very familiar with this drug life. He lived it for years. He is very happy to report that he has been sober for eight years. He added that mattresses, microwaves, and bikes are stolen and brought to G Street. The safety of the building is being threatened. He has been calling and texting the property manager and they have not been responding. Please help us with these issues.

Ms. Karen Scott added that she believes there are seven people in the building doing drugs and they are unable to resist the drugs that are being sold.

Mr. Mark Davis, next door neighbor, also addressed the board. He can hear the activity three houses away from the building. He agreed with the statements made to the board this evening; please help us with these issues.

At the invitation of the Chair, Director Patterson replied to the concerns. He thanked everyone for coming to the board meeting this evening. He and his staff have been working on the issues since the beginning of the year. He agreed there have been problems and wants all the tenants, their guests, and the neighbors surrounding G Street to feel safe inside and outside of G Street. He reported that one of the problem tenants mentioned earlier this evening will be moving out of the building. He has met with the other tenant in #100 suspected of dealing drugs on the first floor. He stated that stronger evidence is necessary in order for the Tacoma Police Department (TPD) to follow-up with the calls they are receiving about the drugs and the theft ring. He and staff are working with TPD for that purpose. THA has asked for more TPD patrols. He has reached out to the TPD Community Liaison Officer. He will continue efforts to improve communication between THA and the TPD. Director Patterson also sympathized with the tenants and neighbors. He asked them to continue communicating with THA about their concerns. Regarding the items left behind the building, staff is continually removing debris. He noted that there is a dumping problem throughout Tacoma, not just in the Northend, and it is not all caused by THA tenants. Director Patterson is concerned to hear that security is not responding to their calls. He will meet with the security management and discuss the issue. Director Patterson closed by asking the residents not to put themselves in harm's way. THA will continue to work closely on the issues with security and TPD. He expressed confidence that we will resolve the issues. He will have the property manager follow-up with Ms. Garrett about her interest in being the building key holder.

Chair Rumbaugh expressed the Board's concerns and its commitment to make its housing safe and enjoyable for tenants and neighbors. He said that the Board will convene its April meeting at the G Street Building. He asked the residents and neighbors to come to that meetings and provide an update from their perspectives.

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. He discussed his recent trip to Washington DC for the CLPHA Spring conference. Chair Rumbaugh joined ED Mirra and Deputy ED Black in making the congressional rounds. Topics discussed included the McCarver Education Project, HUD's proposed changes to the MTW contracts, THA Rent Reform, RAD, and THA's capital projects. ED Mirra reviewed the status of the negotiations with HUD over the extension of the MTW contracts. ED Mirra noted what he and others learned at the CLPHA conference about the RAD conversion process. They learned that it will take a lot of time and resources and that HUD's process may not be very timely or congenial.

Finance

Director Shalik directed the board to his report. THA expects more federal funding during fiscal year 2015 than what we had budgeted to receive. Staff expects to complete the RAD conversion by the end of 2015; this is a very aggressive timeline and requires significant attention from staff. He discussed how RAD will help preserve MTW flexibility. Director Shalik will begin adding the HUD-held funds to the monthly cash position. Chair Rumbaugh asked how the agency sits with funds at the end of this first quarter. Director Shalik stated we are in good shape. He closed stating he is getting ready to prepare for the agency mid-year budget review.

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$4,212,899 for the month of February. 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.

Property Management

Director Patterson directed the board to his report. Unit turns and the maintenance staff absentee rate are areas of concern. REAC inspections are on the horizon. This will be a challenging time for Property Management. The REAC inspections will create extra work orders. There is an error in the reporting of hot units. Director Patterson will get the corrected information inserted into the board report. Discussion ensued regarding the RAD conversion and changes to the inspection requirements. Chair Rumbaugh inquired

about the maintenance staff absentee rate. Director Patterson stated there are several members out on FMLA and others on light-duty. He will continue working with the HR department to finish the proposed attendance policy.

Real Estate Development

Director McCormick directed the board to her report. THA had made an offer to purchase Lakeside Landing. Others beat THA's offer by more \$5 million. Staff will watch to see if the higher offer falls through, perhaps allowing THA to revive its own offer. The Prairie Oaks project is moving right along and will open on-time. Staff are negotiating the supportive services agreement for the project. Chair Rumbaugh asked about Bay Terrace Phase II. Director McCormick stated they are in the schematic design phase. Staff is working diligently to get this project out to bid in 2015. This will allow THA to avoid the expected hikes in 2016 of construction costs and interest rates. ED Mirra stated we should learn soon if the legislature will allocate \$3M to THA for Bay Terrace Phase II.

Community Services

Director Claycamp directed the board to his report. He introduced Associate Director of Rental Assistance Julie LaRocque and Associate Director of Community Services Mia Navarro. Director Claycamp described the newly created Client Services Department. Director Claycamp discussed Property Management (PM) referrals to Community Services. CS staff will be located at the sites working closely with PM staff to assist clients with challenges they are experiencing. Director Claycamp underscored the importance of engagement with households from the beginning of their participation in our housing programs. Discussion ensued regarding the Client Services board report and how it will move reporting and systems to the digital dashboard, it will focus on quarterly reporting, as well as performance measures and targets that align with the Strategic plan. The report will also include success stories and those stories that are more challenging. Commissioner Lincoln Hamilton stated that she appreciates the new reporting format. AD Navarro added the report will also include client outcomes and what we get for our investment into those supportive services programs. ED Mirra underscored this point, THA must determine what it gets for the dollars we spend on supportive services. Chair Rumbaugh noted how it is harder to get quantitative measures for social services that neverthe-less may have value. AD LaRocque mentioned HAP utilization. She is looking at new ways to deliver THA programs and services and how THA can assist the lowest income HOP clients.

Administration

Director Craven directed the Board to his report. He then introduced Sandy Burgess as the new Associate Director of Administration and Asset Management. Director Craven will take on the software implementation project full-time managing our software vendor, eightCloud. He reported we have negotiated and executed the Salesforce and eightCloud

contracts. The recent rollout of the effort with All Staff went very well. Momentum is building and staff is engaged and excited.

AD Burgess presented the RAD update. She is very encouraged by the consultants THA has hired for RAD. THA has received the CHAP contract from HUD. This means the timelines have started. Under the CHAP, we have one year to get 50% of the inventory converted. THA plans to convert 100% of our units within that one year.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 ED Mirra directed the board to his rent reform memo. Chair Rumbaugh told the board he supports the memo's recommendation to delay the rent reform activity to 2017. Discussion ensued. The board unanimously agreed to delay the rent reform activity until 2017. Chair Rumbaugh noted that this is the second delay. He stated that he is not expecting any further delays. He and the Board continue to expect that the long-term federal funding picture is not favorable and that THA will need the savings of further rent reform to avoid terminations of families and to fund our other level of services.

8.2 The Sequoia Foundation awarded a multi-year \$500,000 grant to THA for the Children's Saving Account (CSA) Program. ED Mirra reported that the Foundation has requested a letter from Chair Rumbaugh conveying the Board's long-term commitment to the program in order to justify the Foundation's own long-term investment. Chair Rumbaugh distributed copies of a letter he proposes to send for that purpose. Commissioner Lincoln Hamilton said that she spoke with the Sequoia Foundation director about the award and that the Sequoia board is very excited to support this promising program. Director Claycamp introduced Ms. Andrea Cobb, CSA Program Manager. Ms. Cobb stated that THA will launch the CSA program this fall. She has discussed this proposal with several community partners who are also excited about the program. The board unanimously supported Chair Rumbaugh's proposal that he send the letter.

8.3 RESOLUTION 2015-3-25 (1), Purchase and Sale Agreement Salishan Area 2B Metro Parks

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

Whereas, THA collaborated with Metro Parks Tacoma during the design process for Salishan to provide future access to Swan Creek Park from 51st Street;

Whereas, the transfer of about 16 acres of undeveloped land on the west slope of First Creek in Area 2b, would free THA of its maintenance while preserving adequate THA control over its future development.;

Whereas, the Executive Director and the Board of Commissioners find the terms of the Purchase and Sale Agreement acceptable to THA;

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

1. The Executive Director has the authority to negotiate and, if those negotiations are successful, to execute a Purchase and Sale Agreement with Metro Parks Tacoma for their purchase of land in Salishan indicated on the attached map.

Approved: March 25, 2015

Stanley Rumbaugh, Chair

Chair Rumbaugh tabled the resolution and requested Director McCormick to renegotiate the terms of this agreement with Metro Parks giving THA a portion of the land east of the overlay.

8.4 RESOLUTION 2015-3-25 (2), Approval Write-Off of Tenant Account Receivables

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. authorizes THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

Collection Status	M-O Project #	Client #	Balance
W-O Collect	Bergerson Terrace	00143347	\$794.20
	Salishan VII	XX001008	\$66.00
	North K Street	00116473	\$885.38
	S M Str (EB Wilson)	00139268	\$3,786.04
	S Wright Str	00144762	\$1,065.77
W-O No Collect	N G Str	00135998	\$968.57
	North K Street	00008262	\$44.08
		00141573	\$751.16
		00124658	\$131.19
		00146495	\$6.64
		Subtotal	\$933.07
	S M Str (EB Wilson)	00141487	\$445.19
	Section 8	00014524	\$726.00
		00014636	\$970.00
		711683	\$730.00

716690	\$829.00
716866	\$614.00
717235	\$1,030.00
718073	\$1,012.00
Subtotal	\$5,911.00

Write offs Grand Total **\$14,855.22**

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

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: March 25, 2015

 Stanley Rumbaugh, Chair

8.5 RESOLUTION 2015-3-25 (3), Amendment to Policy Governing Delegation of Executive Director Authority

WHEREAS, the Executive Director may delegate authority;

WHEREAS, THA Policy THA G-05 Exercise and Delegation of Executive Director Authority outlines the process for the delegation of the executive director's authority to designated senior staff in the unlikely event that he or she is not available when the agency's welfare requires a decision.

WHEREAS, THA's recent re-organization eliminated some senior positions and created others, requiring a change in the delegation policy.

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

THA Policy G-05 is amended in the way set forth in the attached redlined draft.

Approved: March 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: March 25, 2015

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 6:58 PM.

APPROVED AS CORRECT

Adopted: April 22, 2015



Stanley Rumbaugh, Chair