



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, April 22, 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 401 North G Street, Tacoma, WA at 4:45 PM on Wednesday, April 22, 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 4:50 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

Rose Lincoln Hamilton, Commissioner

Minh-Anh Hodge, Commissioner

Staff

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

Chair Rumbaugh declared there was a quorum present @ 4:51 PM and proceeded.

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, March 25, 2015. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Edna Garrett resident of the G Street apartments, addressed the board. She reported being locked out of the building for one week. Her THA keyless ID card was not working. She also reported that building residents would not open the door for her stating she needed a working keyless card in order to gain entry into the building.

Ronnie Slimmer, a next door neighbor, also addressed the board. He came to thank the board for listening to concerns raised at the last board meeting and for cleaning up the building. He also thanked the G Street residents for their collective work to advocate for their needs. He urged the board and THA staff to continue monitoring the building. Chair Rumbaugh stated the board agrees with his statement and encouraged residents and neighbors to continue communicating their concerns with THA staff, the board, Tacoma Police Department (TPD), and security. ED Mirra reported that after the last board meeting he visited with the Chief of the TPD. The Chief and his staff were swift in responding to ED Mirra's request for police assistance.

5. COMMITTEE REPORTS

Real Estate Development Committee – Chair Rumbaugh reported there will be an Executive Session this evening to review potential real estate acquisitions.

Finance Committee – None

Citizen Oversight Committee – None

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra directed the board to his report. He provided an update on the ongoing MTW contract negotiations. They are going well. HUD has made some verbal proposals that may unduly restrict MTW spending flexibility for PHAs even beyond previous proposals. ED Mirra reported that the HUD Secretary Castro visited Seattle and asked to meet with the executive directors and their public school superintendents. ED Mirra and Tacoma School Superintendent Carla Santorno and their counterparts in Seattle and King County conferred with the Secretary for about 90 minutes about their housing and educational partnerships. They also told him that MTW flexibility was essential to the success of these partnerships. They mentioned their worries about the negotiations with his staff. The Secretary stated his intention to get involved in the MTW negotiations. ED Mirra stated that THA were starting to review what changes inside THA will be necessary to comply with the HUD's new proposed MTW contract.

Finance

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$5,086,375 for the month of March. 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.

Director Shalik directed the board to his report. To date there are no significant challenges in the THA 2015 budget. He reported on the RAD conversion project. The conversion will produce due diligence and legal costs in the RAD budget. Chair Rumbaugh asked about the regulatory challenges that will be encountered by RAD and whether staff is aware of those challenges yet? Director Shalik stated these costs will be budgeted in the 2015 mid-year budget review. The IT conversion is well underway. We should know soon the actual cost of the software conversion. He also reported the 902 remodel may have additional costs.

Client Services

Director Claycamp directed the board to his report. The McCarver Elementary School Principal and THA's Education Program Manager have made two recommendations concernign the McCarver Elementary School Housing Assistance Pilot Program: starting in September 2015 to turn the program from a pilot to a regular offering of the school; starting in September 2016 to start expanding it to the other elementary schools in Tacoma with ruinous mobility rates due to homelessness. The Gates Foundation agrees with the recommendation. Those changes may include revamping the rent structure for the program, especially for those families who struggle to increase their earned income due to disability, trauma or drug and alcohol affliction. A Nativity House or Guadalupe supportive housing model may be a more relevant model for these families. He also reported the Rental Assistance Department is gearing up for the re-opening of the HOP waitlist. All applications will be available online beginning in mid-July.

Property Management

Director Patterson directed the board to his report. The HUD REAC inspections are underway throughout the portfolio. THA has received 80% and 81% scores on two of the properties. The inspectors will inspect three others properties during May. RAD inspections are also underway. Director Patterson thanked the G Street residents for their patience with issues in the building. Director Patterson acknowledged G Street Property Manager Nadine Silvestre and Heather McCathy for their work in the building. He apologized to Ms. Garrett who was locked out of the building for one week. Discussion ensued about reducing the unit turn rate. Director Patterson stated that reducing the turn rate will require getting into the unit immediately upon vacating, finding efficiencies within the lease up process for unit offers and turn downs by applicants and clients, and better managing the complexities of the Tax Credit process that adds days to the unit turn process. Extraordinary maintenance issues such as flooded units at Bergerson Terrace also add to the average number of unit turn days. Chair Rumbaugh requested director Patterson to add annual trends to his board reports.

Real Estate Development

Director McCormick directed the board to her report. RED staff recently provided a brief presentation to Washington State Housing Finance Commisison on the 9% tax credit application for Bay Terrace Phase II. It was a good exchange with the Commission. RED should have the Bay Terrace Phase II design schematic wrapped up by mid-May. Estimated groundbreaking is March, 2016. ED Mirra reported on the effort to seek housing capital dollars for Bay Terrace from the state. Director McCormick also reported on the LASA project that is due to be completed the middle of May. Chair Rumbaugh asked about the Metro Parks purchase and sale agreement tabled at the March board meeting, Director McCormick stated there should be a resolution coming forward at the May board meeting.

Human Resource

Director Tanbara directed the board to her report. Toby Kaheiki is THA's new HR Manager and is off to a strong start. She reported that HR is focusing on recruitment, retention, and staff development. THA will review the employee benefit package again this year. The OPEIU contract has been extended to September, 2015. The negotiation team has already met and will begin meeting regularly in June. There is one active OPEIU grievance and one active EEOC complaint. Staff turnover is trending at 11.67% which is above our agency goal of 10%. THA remains committed to the continued development of key employees and takes this challenge seriously. It is a very competitive market, and we need to retain our employees. The agency reorganization has gone very well. She credits both ED Mirra and DED Black for their leadership roles. The COO position is currently being reviewed. She reported on the Maintenance Voluntary Separation Incentive Program. This program is being offered to aid efforts to redeploy, reorganize, and make more effective use of THA's maintenance workforce. Chair Rumbaugh inquired about the use of the tablets for the maintenance staff. Ms. Frankie Johnson, Senior Property Manager for Salishan stated that 85-90% of staff have acclimated to use of the tablet. There are standardized reports that are being accessed from the tablets by staff in the field. This technology is assisting in an increase in staff productivity.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2015-04-22 (1) Ratification of Carahsoft as Salesforce Reseller

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

Whereas, Resolution 2015-1-28(5) authorized the Executive Director to negotiate and execute a contract with eightCloud/Salesforce to be its Enterprise Software Solution;

Whereas, that resolution contemplated the purchase a Salesforce license.

Whereas, THA later learned that it needed to contract for the purchase of the Salesforce license not from Salesforce directly but from a license reseller called Carahsoft. THA has done that by contract of March 19, 2015. The amount is for \$144,710 for one year of salesforce licensing. THA has made this payment on April 2, 2015.

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

The Board ratifies the following actions:

1. Carahsoft contract dated March 19, 2015
2. Payment made to Carahsoft on April 2, 2015 in the amount of \$144,710.

Approved: April 22, 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: April 22, 2015

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2015-4-22 (2), Brawner & Company Financial Advisor Services

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

Whereas, On December 17, 2014, the Board of Commissioners passed Resolution 2014-12-17 (1), authorizing a contract with Brawner & Company not-to-exceed \$200,000;

Whereas, On February 27, 2015, HUD accepted THA's Portfolio RAD application, and THA entered into a "Commitment to enter into a Housing Assistance Payment (CHAP) contract with HUD;

Whereas, THA is prepared to begin the Pre-Development/Pre-Construction phase of the RAD conversion;

Whereas, Brawner & Company has provided exemplary financial consulting, providing creative and tailored insight into THA's RAD transactions;

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

The Executive Director or his designee is authorized to negotiate and execute contracts for the Financial Advising Services of Brawner & Company up to amounts not-to-exceed to \$400,000.

Approved: April 22, 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: April 22, 2015

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

The board moved into Executive Session (ES) at 6:15 PM for 20 minutes to discuss two possible real estate transactions with action to follow. At 6:35 PM the ES was extended for 10 minutes. The board came back into regular session at 6:45 PM. The board considered the two following resolutions after the respective ES discussions:

10.1 RESOLUTION 2015-4-22 (3), 6th Avenue Property Purchase Agreement

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

Whereas, THA owns and manages affordable rental housing in Tacoma;

Whereas, THA is interested in acquiring existing rental housing to meet its short and long term financial and community goals;

Whereas, THA does not own rental housing in West Tacoma and believes that rental rates in this area will increase and effect affordably priced rental housing in the area; and

Whereas, THA wants to acquire property that is close to shopping, public transit, employment, recreational services and other community amenities.

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

authorizing the Executive Director to negotiate and execute an agreement to purchase the property on 6th Avenue on terms consistent with those discussed in executive session.

Approved: April 22, 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: x	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved: April 22, 2015

Stanley Rumbaugh, Chair

10.2 RESOLUTION 2015-4-22 (4), Key Bank Purchase and Sale Agreement

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

Whereas, Key Bank is closing its branch bank at 1120 South 11th Street, on Tacoma's Hilltop.

Whereas, Key Bank has asked whether THA is interested in purchasing the property.

Whereas, THA's acquisition of the Key Bank Property would further THA's ability to spur the development of the Hilltop and improve the development potential and financial performance of THA's proposed Hilltop Lofts project nearby.

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 an agreement to purchase the Key Bank property at 1120 S. 11th Street in Tacoma's Hilltop on terms and conditions consistent with those discussed during executive session.

Approved: April 22, 2015

Stanley Rumbaugh, Chair

Commissioner Banks 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: April 22, 2015

Stanley Rumbaugh, Chair

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:49 PM.

APPROVED AS CORRECT

Adopted: June 24, 2015



Stanley Rumbaugh, Chair