



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, June 24, 2015

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at Wright Street, 602 S. Wright Avenue, Tacoma, WA at 4:45 pm on Wednesday, June 24, 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 4:54 pm.

### 2. ROLL CALL

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

#### PRESENT

##### Commissioners

Stanley Rumbaugh, Chair  
Arthur C. Banks, Vice Chair  
Janis Flauding, Commissioner

#### ABSENT

Minh-Anh Hodge, Commissioner

##### Staff

Michael Mirra, Executive Director  
Sha Peterson, Executive Assistant  
April Black, Deputy Executive Director  
  
Barbara Tanbara, Human Resources Director  
Greg Claycamp, Client Services Director  
Kathy McCormick, RED Director  
Todd Craven, Administration Director  
Pat Patterson, Property Management Director  
Sandy Burgess, Associate Director of  
Administration and Asset Management

Ken Shalik, Finance Director

Vice Chair Banks declared there was a quorum present @ 4:54 pm and proceeded. Chair Stanley Rumbaugh arrived at 5:07 pm.

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

Commissioner Flauding moved to adopt the minutes; Vice Chair Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 1

**Motion approved.**

### **4. GUEST COMMENTS**

#### **4.1 Richard Gill, Resident at 6<sup>th</sup> Avenue Apartments, Room 104**

Mr. Richard Gill informed the Board of his concerns with security at the 6<sup>th</sup> Avenue Apartments in the three months since he has been a tenant there. On one occasion, Mr. Gill called security to document the fact that another tenant had intruded into his apartment and yelled at him when confronted. The security personnel who showed up did not take notes. The second occasion occurred when Mr. Gill was not home. He received a call that there was smoke coming out of his apartment. He called security but did not get a response. (He later found out that security did not start until 4:00 pm.) The firemen who responded to the alarm left his door wide open. Mr. Gill felt that was a security breach. Security made notes, but Mr. Gill never found out where the smoke came from. Vice Chair Banks asked Property Management (PM) Director Pat Patterson if he knew about the incident. Director Patterson did not. Commissioner Janis Flauding and Vice Chair Banks asked PM Director Patterson to investigate the matter. Vice Chair Banks assured Mr. Gill that PM Director Patterson would let him know why his apartment was not secured.

Mr. Gill also reported that THA's maintenance of the yard occurs only every 3 weeks. He asked if something could be done about it. Vice Chair Banks deferred the matter to PM Director Patterson.

**4.2 Shammair Durette, Resident at Fawcett Apartments**

Ms. Shammair Durette reported her concern about a tenant who has been staying at Fawcett for a number of days. Commissioner Flauding stated that guests can stay with permission up to a maximum of fourteen (14) days. Vice Chair Banks will have PM Director Patterson check with Property Manager Heather McCarthy regarding the issue. Ms. Durette also had a question regarding the policy for guests smoking in the building. Executive Director Michael Mirra stated the smoking by tenants or guests would violate the lease.

**4.3 Renna McKnight, Building Representative at Fawcett Apartments**

Ms. Renna McKnight addressed the Board with a couple of concerns. She said resident cars are being towed and asked if THA can install cameras outside the building. Executive Director Mirra informed Ms. McKnight that installation of cameras is part of the coming fix up of all the buildings. He noted that the cameras will not impede the towing of illegally parked cars. Ms. McKnight is also concerned about the noise coming from I-5. Vice Chair Banks stated that there is nothing THA can do about the noise from the highway.

**4.4 Gladys Guthrow, Resident at Wright Street Apartments**

Ms. Gladys Guthrow wanted to know the smoking policy at Wright Street Park. Vice Chair Banks informed Ms. Guthrow that PM Director Patterson will look into it.

**5. COMMITTEE REPORTS**

**5.1 Real Estate Development Committee**

Chair Stanley Rumbaugh reported on the status of the pending purchase of Outrigger Apartments. Real Estate Development (RED) Director McCormick also reported on the status of the pending purchase of New Look Apartments.

## 6. EXECUTIVE DIRECTOR REPORT

Executive Director Michael Mirra addressed the Board. He stated that Housing and Urban Development (HUD) Secretary Castro held a phone conference with thirty-nine (39) Moving to Work (MTW) agency representatives. Executive Director Mirra distributed a copy of a follow up letter from Andrew Lofton on behalf of the MTW agencies to the Secretary. The letter recounts the substance of the call. HUD senior staff who were also on the call informed the group that HUD will send the MTW agencies a draft contract for their review. The thirty-nine MTW agencies will convene in Atlanta on July 7 and 8 to review the draft contract.

Executive Director Mirra also informed the Board that on June 23, the Senate Appropriations Subcommittee marked up its FY16 spending bill. The bill included language directing HUD to extend the 39 contracts until 2028 without change unless the MTW agency agrees to the change.

Executive Director Mirra reviewed the version of the federal 2016 budget that passed the House of Representatives.

Finally, Executive Director Mirra discussed how the Board might contribute to THA's fundraising efforts for the Children's Savings Accounts program.

## 7. ADMINISTRATIVE REPORTS

### Finance

Executive Director Mirra reported that Finance Director (FD) Ken Shalik was not able to attend. Executive Director Mirra, speaking for FD Shalik, reported that THA remains in good financial shape and FD Shalik is preparing for the mid-year budget.

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 1

**Motion Approved.**

### **Administration Department**

Administration Department (AD) Director Todd Craven directed the Board to his report. AD Director Craven informed the Board that eightCloud finished its first-phase analysis of the software upgrade project. The analysis came up with a more detailed scope of work. AD Director Craven, Deputy Executive Director April Black, and Finance Department Director Shalik have spent a significant amount of time to devise that scope. AD Director Craven will finalize his recommendation with Executive Director Mirra and will start phase 2 of the project in early July. AD Director Craven informed the Board that the scope of work will push the project over its initial budget. The increase will appear in the mid-year budget review proposal coming to the Board in July. It will seek an increase from about \$600,000 to about \$1.1 million. He said that the cost will give THA a much greater capacity and greater efficiencies.

Chair Rumbaugh asked for an analysis of the return THA should expect on such an investment in either savings or efficiencies. AD Director Craven said he will provide an analysis in July.

AD Director Craven also informed the Board that THA hired a data specialist. The position was budgeted for the Salesforce project. The new hire is working hard with each department to find out what they would like to see on the dashboard. The position is not a permanent FTE.

Associate Director of Administration and Asset Management Sandy Burgess reported on the sale of the scattered site homes. Chair Rumbaugh asked if there were programs in place to assist new homeowners. She reported on homeownership agencies available to assist and there are discount homes that are affordable to families at or below 80 percent of AMI. THA anticipates selling the homes between 100-140K, with possible net proceeds of \$3 million. THA will contract out for improvements.

Associate Director Burgess reported that THA's financial consultant Jim Brawner is working hard on the Rental Assistance Demonstration (RAD) conversion and has recommended to combine all traditional housing portfolio into one 4 percent tax credit deal with one Limited Liability Company (LLC) with one investor and one lender. This consolidation will save THA money and provide better tax pricing. THA has issued a RFP for investors and will have information to present to the Board in July. THA has completed four-hunder and fifty-six (456) inspection of units. The RAD fix-up will address their immediate needs and preserve their life and the life of their buildings for twenty (20) years. Chair Rumbaugh asked if it will be managed as one project. Associate Director Burgess said yes.

THA sees an average of 15-20 new vacancies per month. This is a lot of work for staff to address in a timely way, plus the other maintenance responsibilities. The total vacancy rate is 3-5%, which is not bad, but the team is continuing to work on it. Chair Rumbaugh asked if the Board will see why tenants are moving out. Director Patterson has collected two months of data and will provide a report to the Board in August.

Chair Rumbaugh asked about the bed bug situation. PM Director Patterson informed the Board that there was only one bed bug case last month. THA has been working with a new pest control company for roughly forty-five (45) days. PM Director Patterson looked into heat treatment option for bed bugs and found the process is highly discouraged. To get a unit to the required temperature, it will have to be vacated. He said it is not the best recommended treatment. He is still researching about a mobile heat unit for furnishings. He is currently training staff on visual inspection and training tenants on what to report. Tenants are not reporting problems right away due to embarrassment. THA is trying to educate tenants, assuring them that the problem does not denote a hygiene problem.

Executive Director Mirra asked PM Director Patterson and Associate Director Burgess to update the Board on THA's review of its methamphetamine protocol. They recounted the discussions with the Health Department and Dr. Locke from Jefferson County. Those discussions are allowing THA to understand that testing units at every vacancy is not necessary for health reasons and not required for legal ones. They are convening staff discussions and discussions with THA counsel to devise a new protocol to take advantage of this new information.

### **Real Estate Development**

Real Estate Development (RED) Director Kathy McCormick directed the Board to her report. She stated that THA made an offer to purchase the Key Bank Hilltop property.

THA issued a RFP for Bay Terrace, Phase II tax credit investors. Director McCormick will provide a report to the Board in July. RED is working with GGLO and Absher on design options for lowering the construction costs, which presently exceed the limits set by the Washington State Housing Finance Commission. If needed, THA can request a waiver of those limits. THA is still on track to break ground in January. Chair Rumbaugh expressed his concern about the discussions with Key Bank and what we can plausibly expect from the bank. He expressed concern about delay to Hilltop Lofts if the Key Bank discussions stall.

## **Client Services Department**

Client Services (CS) Director Greg Claycamp directed the Board to his report. CS is in the process of a redesign. The goal is to serve more households without additional staff. CS will work with PM in increasing services on site at senior properties. The emphasis will be on shifting funding of general services away from MTW and focusing more on grant-funded services. Chair Rumbaugh asked for a breakdown. According to CS Director Claycamp it is 50/50 currently between MTW and grant-funded services. He updated the Board on THA's Tacoma Community College (TCC) Program which started in the fall of 2014. There are only thirteen (13) vouchers in use out of the twenty-five (25) that we made available. Director Claycamp surmised that the reason is the high cost of rent and students lack of first and last month rent and money for utility deposits. CS will try to work with Shared Housing. Vouchers can be used to match renters with potential homeowners who want to share their homes. Chair Rumbaugh asked how long vouchers have been available to TCC students. According to Director Claycamp, vouchers have been available to students since fall of 2014. Executive Director Mirra stated that the vouchers have value and asked why the students are not using them. Director Claycamp's understanding is that thirteen (13) are housed and twelve (12) are still not housed.

Rental Assistance is still on track for opening the wait list for the Housing Opportunity Program (HOP). THA will accept applications from July 13<sup>th</sup> to July 22<sup>nd</sup>. Chair Rumbaugh asked if the waitlist is only available online. Director Claycamp stated that 100% of applications will be online but staff will be available on the telephone and in person to help applicants through the on-line process.

Chair Rumbaugh asked about the matrix for the 3<sup>rd</sup> year of the McCarver project. Director Claycamp informed the Board that he will have the matrix for year four (4) in September or October.

### **8. OLD BUSINESS**

None.

### **9. NEW BUSINESS**

#### **8.1 RESOLUTION 2015-6-24 (1), RAD-Architectural and Engineering Services**

**WHEREAS**, On May 19, 2015, 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; and

**WHEREAS**, The RFQ was posted on the Washington Electronic Business Solutions, Bluebook, and THA's website on August 1, 2014; and

**WHEREAS**, Seven (7) firms submitted proposals by the deadline of June 9, 2015 and seven (7) were deemed responsive; and

**WHEREAS**, An evaluation team of three THA staff members reviewed and scored the proposal according to the evaluation criteria listed in the RFQ; and

**WHEREAS**, The evaluation team voted unanimously in favor of proceeding with contract negotiations with Casey+DeChant Architects; now, therefore, be it

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

Authorizes THA's Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for the RAD Conversion Project in an amount not to exceed of \$500,000 to Casey+DeChant Architects. Executive Director may negotiate and award a contract with the second highest ranking firm of Innova Architects if contract negotiations with the highest ranking firm fail.

**Approved: June 24, 2015**

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Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2015-6-24 (2), RAD-General Contractor/Construction Manager**

**WHEREAS**, On May 27, 2015, Tacoma Housing Authority (THA) staff issued a Request for Proposals (RFP) from firms interested in providing construction management and general contractor services for the RAD Conversion Project; and

**WHEREAS**, The RFP was posted on the Washington Electronic Business Solutions, the Bluebook, and THA's website on May 19, 2015; and

**WHEREAS**, One firm submitted a proposal by the deadline of June 9, 2015, and was deemed responsive; and

**WHEREAS**, An evaluation team of three THA staff members reviewed and scored the proposal according to the evaluation criteria listed in the RFP; and

**WHEREAS**, The evaluation team voted unanimously in favor of proceeding with contract negotiations with Walsh Construction; now, therefore, be it

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

Authorizes THA's Executive Director to negotiate -- and if those negotiations are successful -- award a contract for the Construction Manager/General Contractor Services for the RAD Conversion Project in an amount not to exceed \$100,000 to Walsh Construction.

**Approved: June 24, 2015**

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Stanley Rumbaugh, Chair

**8.3 RESOLUTION 2015-6-24 (3), Approval of Tenant Account Receivable Write Offs**

**WHEREAS**, Tacoma Housing Authority (THA) provided housing services to Public Housing and Housing Choice Voucher participants with discontinued housing assistance and debt owing to THA; and

**WHEREAS**, Tacoma Housing Authority provided housing assistance payments to property owners in excess of the amount the owners are entitled to receive, and the owners have not repaid this amount to THA; and

**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; therefore, be it

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

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
<b>W-O Collect</b>	N G Street	00000225	\$85.67
		00130850	\$609.11
		00146364	\$1,111.58
		<i>Subtotal</i>	<i>\$1,806.36</i>
6th Ave		00004775	\$1,519.96
		00006640	\$529.40
		00143069	\$214.41
		<i>Subtotal</i>	<i>\$2,263.77</i>
Dixon Village		00144619	\$2,943.05

	xx001002	\$1,042.50
	xx001017	\$509.80
	XX001058	\$2,222.22
<b>Salishan VII</b>	xx001071	\$2,741.78
	xx001075	\$2,286.50
	xx001088	\$725.00
	<i>Subtotal</i>	<i>\$9,527.80</i>
<b>S M Street (EB Wilson)</b>	00005805	\$404.12
	00000895	\$89.42
<b>S Fawcett</b>	00128184	\$2,289.49
	<i>Subtotal</i>	<i>\$2,378.91</i>
<b>S Wright Street</b>	00000313	\$44,033.27
<b>S Lawrence Street (Ludwig)</b>	00120522	\$369.00
	134446	\$1,021.00
<b>Section 8</b>	717614	\$1,124.00
	716333	\$3,566.00
	<i>Subtotal</i>	<i>\$5,711.00</i>
<b>W-O No Collect *</b>	<b>N G Street</b>	00117748 \$44.21
	<b>S M Street (EB Wilson)</b>	00125714 \$199.66
	00103289	\$101.26
<b>S Wright Street</b>	00119882	\$134.08
	<i>Subtotal</i>	<i>\$235.34</i>
<b>S Lawrence Street (Ludwig)</b>	00005117	\$742.88
<b>Grand Total</b>		<b>\$70,659.37</b>

Approved: June 24, 2015

Stanley Rumbaugh, Chair

#### 8.4 RESOLUTION 2015-6-24 (4), Scattered Site Public Housing Disposition

**WHEREAS**, Tacoma Housing Authority (THA) does not receive enough money from the Public Housing Capital Funds program or rents to adequately maintain the public housing portfolio, especially the single family scattered sites; and

**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; and

**WHEREAS**, THA is committed to investing in the remaining existing housing portfolio and could use the proceeds of sale to do so; and

**WHEREAS**, The Board of Commissioners approved a Section 32 disposition application to HUD in November 2014; and

**WHEREAS**, Selling these homes to low-income families provides them with a valuable and affordable chance at home ownership; and

**WHEREAS**, THA is also prepared to offer residents who do not purchase their homes housing in other parts of THA's portfolio or a tenant-based housing voucher; now, therefore, be it

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

Authorizes THA's Executive Director the authority to dispose of the thirty-four (34) single family scattered site public housing homes.

**Approved: June 24, 2015**

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Stanley Rumbaugh, Chair

**8.5 RESOLUTION 2015-6-24 (5), HVAC Maintenance and Repair**

**WHEREAS**, Tacoma Housing Authority (THA) issued a Request for Proposal (RFP) on May 22, 2015, for the Maintenance Repair of the Heating, Ventilating and Air Condition (HVAC) for all properties owned and managed by THA; and

**WHEREAS**, The proposals were due on June 16, 2015; and

**WHEREAS**, THA received four (4) proposals for the contract; and

**WHEREAS**, The THA evaluation committee reviewed the four (4) proposals; and

**WHEREAS**, The THA evaluation committee met and recommended that Holaday Parks, Inc. be awarded the contract; now, therefore, be it

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

Authorizes THA's Executive Director to negotiate, and if those negotiations are successful, to execute a new contract with Holaday Parks, Inc. for HVAC routine maintenance and repair on all properties owned and managed by THA.

**Approved: June 24, 2015**

  
Stanley Rumbaugh, Chair

**9. COMMENTS FROM COMMISSIONERS**

None.

**10. EXECUTIVE SESSION**

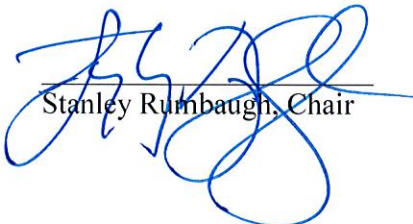
None.

**11. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 6:54 PM.

**APPROVED AS CORRECT**

**Adopted: July 30, 2015**

  
Stanley Rumbaugh, Chair