



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, March 23, 2016

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at Bay Terrace at 2550 South G Street, Tacoma, WA at 4:45 PM on Wednesday, March 23, 2016.

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 5:05 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	Vice Chair Arthur Banks
Commissioner Janis Flauding (by phone)	Commissioner Minh-Anh Hodge
Commissioner Derek Young	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Assistant	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	Barbara Tanbara, Human Resources Director
Pat Patterson, Property Management Director	
Kathy McCormick, Real Estate Development Director	
Todd Craven, Administration Director	Greg Claycamp, Client Services Director
Sandy Burgess, Associate Director for AD & Asset Management	

Chair Rumbaugh arrived at 4:55 pm and declared there was a quorum present @ 5:05 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, February 24, 2016. Commissioner Flauding moved to adopt the minutes, Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENT

Tacoma Housing Authority (THA) Executive Director (ED) Michael Mirra introduced Gabriel [add his last name] who is a graduate student of [Urban Planning at MIT](#) and doing his thesis on what Rental Assistance Demonstration (RAD) means to organizational development for housing authorities. Gabriel explained that he is studying the Cambridge Housing Authority and THA. He noted the interviews he has conducted of THA staff. He outlined the similarities and difference he has seen thus far between Cambridge and THA. In both cases, he noted, RAD is requiring changes in business practices.

5. COMMITTEE REPORTS

Real Estate Development Committee—Commissioner Rumbaugh

The committee did not meet this month. Nothing to report.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee did not meet this month. Nothing to report. ED Mirra asked Finance Director (FD) Ken Shalik when the finance committee should expect the proposed 2016 budget revision. According to FD Shalik, he will meet with the finance committee in early April and expects to have the proposed revision to the Board in June.

Education Committee—Commissioner Hodge

Commissioner Hodge was not in attendance.

Citizen Oversight Committee—Vice Chair Banks

Vice Chair Banks was not in attendance.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the Board to his report. According to ED Mirra, next Tuesday at Bay Terrace, THA will be hosting Senator Cantwell. She is convening a community discussion of the federal Low Income Housing Tax Credit program and he proposed in Congress to expand it by 50%. She would also like to highlight THA's Education Project. Her team will discuss credits, housing and education, and homelessness. Attendees will include Mayor Strickland, Kim Herman of the Washington State Housing Finance Commission, nonprofit developers who use tax credits, residents of Bay Terrace, school district officials and parents from the McCarver program.

ED Mirra informed the Board that at the April Board meeting he hopes to present for the Board's approval the interlocal cooperation agreement between THA and Tacoma School District. If it gets on the agenda, Tacoma School District Superintendent Carla Santorno will attend. I would then attend the TPS Board meeting the next day when that Board approves the agreement. At the THA Board meeting, the President and CEO of the Corporation for Enterprise Development (CFED) Andrea Levere will attend. She is visiting Tacoma for meetings about THA's Children Savings Account program, which CFED has helped to design. He hopes that all commissioners would be able to attend the April Board meeting.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the Board to the finance report. According to FD Director Shalik, things are going well for THA for the beginning of the year.

The biggest budget change is the transition to Rental Assistance Demonstration (RAD). He added that the budget process has started. The draft budget is not in balance, which is typical for the first part of the budgeting process.

One of agency goals is to reduce its Moving to Work (MTW) reserves. We are accomplishing this as part of the RAD refinancing. FD Director Shalik and Executive Director Mirra noted that it will be challenging this year to conform to the Board's budget principle that recurring income will cover recurring expenses. The main difficulty will be the RAD expenses, including the RAD staff we hired for at least a two year period. The Board will have to decide if it would consider their expense to be nonrecurring because they are temporary although their expense will persist through at least two budget cycles. Another challenge is that while THA expects an increase in its recurring income from RAD, that increase does not begin until 2017. Chair Rumbaugh

expressed his comfort with counting them as nonrecurring expenses. Commissioner Young also expressed his support for that characterization. They also acknowledged that this year and 2017 are unusual budget years as we spend money on RAD before its recurring and nonrecurring income begins.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$4,441,153 for the month of February, 2017. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Administration

Administration Department (AD) Director Todd Craven directed the Board to his report. He went over the first track of the OpenDoor software update that went live March 1st. He reported that there are currently 72 active users in the system. Chair Rumbaugh asked if there were any commonalities in requests for help received. According to AD Director Craven, the issues they have seen are more for complicated workflows rather than just user questions or errors. They have also received requests for improvements. He informed the Board that he is impressed with how quickly THA's IT staff have responded to issues. Commissioner Young is also impressed. AD Director Craven added that eightCloud has been tremendous in digging in to what THA does and understanding what we do. He outlined the scope of the system and the amount of data it will collect. He reviewed the parallel uses THA is making of its present system and the new system.

Associate Director (AD) of Administration and Asset Management Sandy Burgess addressed the Board to provide an update for RAD. The new closing date for RAD is April 19th. Chair Rumbaugh asked if THA still has the same terms and conditions. Yes according to AD Burgess. Real Estate Development (RED) is ready to start construction. AD Burgess informed the Board that THA hired its new Asset Manager Jason Karpen .

ED Mirra pointed out how the software conversion and RAD have been preoccupations for THA staff over the past two years or so. Chair Rumbaugh expressed his appreciation to staff for the work he knows this has required.

Client Services

Associate Director (AD) of Rental Assistance Julie LaRocque addressed the Board. According to AD LaRocque, track one of OpenDoor is going very well. She noted the effort to purge the THA's public housing waitlist. THA sent out approximately one thousand letters and received 17% back. Commissioner Young asked how long the people have been on the waitlist. According to AD LaRocque, the people have been on the waitlist since 2008. Chair Rumbaugh asked what it would look like if the waitlist was eliminated. According to AD LaRocque, THA would then operate more like a private sector landlord. Chair Rumbaugh asked if all applications are electronic. AD LaRocque confirmed that they are but noted that THA makes considerable effort to help people who do not have access to a computer or who do not feel comfortable using one. This includes providing staff to assist and accepting paper applications that staff then types into the computer.

Property Management

Property Management (PM) Director Pat Patterson directed the Board to his report. PM Director Patterson mentioned filling his open property management position. LeFonz Clark, formerly with the US Marine Corps, was hired as THA's Facilities Manager. He will help improve PM department's processes.

According to PM Director Patterson things are trending in the right direction. ED Mirra stated that the main remaining problem with our unit turn time is the time it takes PM to find a new tenant for a vacant unit. It is too long. PM Director Patterson responded stating that they are working on this process. They will be making decisions on how to improve their processes and will present them to the Board. Chair Rumbaugh asked what processes PM uses to verify that a unit is hot with meth. PM Director Patterson informed him that they follow the procedures worked out with the health department, which he outlined.

Real Estate Development

Real Estate Development (RED) Department Director Kathy McCormick directed the Board to her report. RED is focusing on RAD closing. She also mentioned the effort to close Bay Terrace Phase 2.

She reported that the Washington State Housing Finance Commissioner approved a 1% loan to THA for \$775,250 for THA's purchase of the Key Bank site. They noted THA's interest in purchasing additional parcels along the light rail line.

8. OLD BUSINESS

None.

9. NEW BUSINESS

**8.1 RESOLUTION 2016-03-23 (1)
Approval of Tenant Account Receivable Write Offs**

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, and

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, 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, now, therefore, be it

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

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	6th Ave		
		00111436	\$646.34
	Bergerson Terrace		
		00143099	\$611.81
	Dixon Village		
		00004277	\$538.74
	Scattered Sites		
		00124260	\$193.59
		00139524	\$804.00
		<i>Subtotal S/Sites</i>	<i>\$997.59</i>
	Salishan VII		
		XX001345	\$2,111.11



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Collection Status	M-O Project #	Client #	Balance
W-O Collect			
	North K Street		
		5350	\$138.15
		5377	\$898.46
		<i>Subtotal N K Str</i>	<i>\$1,036.61</i>
	S M Str (EB Wilson)		
		295	\$215.08
	Section 8		
		714613	\$306.00
		715158	\$643.00
		717797	\$712.00
		<i>Subtotal S8</i>	<i>\$1,661.00</i>
*W-O No Collect			
	North K Street		
		143346	\$217.10
	Grand Total		\$8,035.38

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

Approved: March 23, 2016

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2016-03-23 (2) LINCOLN MOVING AND STORAGE SERVICES CONTRACT AMENDMENT

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

WHEREAS, On March 5, 2015, Tacoma Housing Authority (THA) entered into a contract with Lincoln Moving and Storage to meet THA wide moving and storage needs; and

WHEREAS, The original contract maximum is \$100,000; and

WHEREAS, THA needs a lot more moving and storage services over the next four years of the contract term. It will need about \$200,000 for normal business needs. It will need \$700,000 as part of the tenant relocation that will occur as part of the RAD Conversion Rehabilitation (This amount is part of the RAD budget); and

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

Authorize THA's Executive Director to execute the amendment to the Lincoln Moving and Storage Services Contract to increase the contract maximum to one million dollars, \$1,000,000.

Approved: March 23, 2016

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2016-03-23 (3)

Amend the Fire Alarm and Suppression Contract with Simplex Grinnell

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

WHEREAS, Tacoma Housing Authority (THA) used the National Joint Powers Alliance (NJPA) Master Contract 031913-SGL/RFP 031913 for a new contract for fire alarm and suppression services in June 2015; and

WHEREAS, The contract was used for replacing phone lines to AES radios due to Tacoma Fire Department disbanding the direct alarms at some of our properties and for routine repairs and services at all of our properties; and

WHEREAS, The current contract with Simplex Grinnell cannot exceed \$100,000; and

WHEREAS, The accumulative budget from services rendered are near the contract limit of \$100,000, authorized by the Executive Director; and

WHEREAS, This contract term is for three years; and

WHEREAS, THA's will need more current and future fire alarm and suppression services for the next two years, for all its properties; and

WHEREAS, The amended contract amount with Simplex Grinnell will be a Not to Exceed \$200,000; now, therefore, be it

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

The Executive Director is authorized to amend the existing Fire Alarm and Suppression Services contract with Simplex Grinnell to increase the contract value to a Not to Exceed \$200,000.

Approved: March 23, 2016

Stanley Rumbaugh, Chair

**8.4 RESOLUTION 2016-03-23 (4)
Architectural & Engineering Services THA Hilltop Properties Master Plan**

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

WHEREAS, The Tacoma Housing Authority is committed to investment in Tacoma's Hilltop Neighborhood and has acquired properties for this purpose; and

WHEREAS, January 13, 2016, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) seeking firms interested in providing architectural and engineering services for parcels comprising "the THA Hilltop Properties Master Plan"; and

WHEREAS, THA posted the RFQ on the Washington Electronic Business Solutions, Bluebook and THA's website on February 13, 2016; and

WHEREAS, Three (3) firms submitted proposals by the deadline of February 4th, 2016; THA deemed Two (2) responsive; and

WHEREAS, An evaluation team, composed of three (3) THA staff reviewed and scored the proposal according to evaluation criteria listed in the RFQ;

WHEREAS, The interview panel included three community representatives who recommended that THA negotiate with GGLO for planning services; and

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

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

THA's executive director may negotiate, and if those negotiations are successful, award a contract to GGLO for the predevelopment architectural and engineering services for the THA Hilltop Properties Master Plan in an amount not-to-exceed of \$250,000. If those negotiations are not successful, he may seek and award a contract for these services with Casey + DeChant.

Approved: March 23, 2016

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 6:44 PM.

APPROVED AS CORRECT

Adopted: April 27, 2016


Stanley Rumbaugh, Chair