



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 24, 2016

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:45 PM on Wednesday, August 24, 2016.

### 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 4:50 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Stanley Rumbaugh	
Vice Chair Arthur Banks	
Commissioner Janis Flauding (by phone)	
Commissioner Minh-Anh Hodge	
	Commissioner Derek Young
<b>Staff</b>	
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	

Vice Chair Banks declared there was a quorum present @ 4:50 pm and proceeded. Chair Stanley Rumbaugh arrived at 5:05 pm.

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

Vice Chair Banks asked for any corrections to, or discussion of minutes of the Regular Session of the Board of Commissioners for Wednesday, July 27, 2016. Commissioner Flauding moved to adopt the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

**Susan Harmon Payne—Tenant at 2302 6<sup>th</sup> Avenue, Unit 124**

Ms. Payne addressed the board. She wanted to thank THA for hiring new Property Manager Eric Owens for 6<sup>th</sup> Avenue. According to Ms. Payne, he has made a difference at 6<sup>th</sup> Avenue; he is helping with security concerns at the property and also helping with the overall look of the property. Property Management Director Pat Patterson will inform Eric of the wonderful comments from Ms. Payne.

Ms. Payne also shared that she heard a rumor that THA will be turning the 6<sup>th</sup> Avenue property into a commercial building. Executive Director Michael Mirra told her that Tacoma Housing Authority (THA) does not have plans to do that.

**5. COMMITTEE REPORTS**

***Real Estate Development Committee—Commissioner Rumbaugh***

Nothing to report.

***Finance Committee—Commissioner Hodge and Commissioner Young***

Nothing to report.

***Education Committee—Commissioner Hodge***

Nothing to report.

***Citizen Oversight Committee—Vice Chair Banks***

Nothing to report.

**6. COMMENTS FROM THE EXECUTIVE DIRECTOR**

Executive Director (ED) Michael Mirra’s report was in the board packet provided to the board.

## 7. ADMINISTRATIVE REPORTS

### Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance report. He reviewed the anticipated schedule for closing the RAD refinancing deals and what those deals will do to THA's budget. He commented on some line items, including the expenses for consultants and lawyers that THA has incurred that have not yet hit the books. He said that HA is in a healthy position and will end up this year under budget. He reviewed THA's cash reserves, which he declared to be adequate. He see no financial challenges for the remainder of 2016.

He led a discussed of HUD's new rules on "cash management". Under those new rules, THA's HUD reserves sit on HUD's shelf until we draw it down. Although the money sits with HUD, MTW agencies need the ability to show the funds on their books as accounts receivable. This is necessary to allow us to appaer credit worthy and financially healthy to lenders and investors. HUD has agreed not to offer an opinion on whether these funds can show on our books. Instead, it will defer to the MTW agencies and their auditors and accountants. Director Shalik said that the Finance Directors of the state's MTW agencies will be conferring on this question with state audtiors.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$6,494,802 for the month of July 2016. Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved.**

### Client Services

Client Services (CS) Director Grey Claycamp addressed the board and asked for questions regarding his report. There were none.

### Property Management

Property Management (PM) Director Pat Patterson directed the board to his report and asked for questions regarding the report. He noted that a Salishan tri-plex had a fire. It is boarded. Reconstruction will start this month.

## **Real Estate Development**

Real Estate Development (RED) Department Director Kathy McCormick was not in attendance. Associate Director Sandy Burgess addressed the board for questions. Chair Rumbaugh asked for RED to report periodically on the record on Bay Terrace construction for contracting with firms owned by Minorities and Women. Associate Director Burgess will relay the request to Director McCormick and RED project managers.

The City of Tacoma has found what it hopes to be the site for the shelter and day center for homeless youth and young adults. The City is quite intent not to accept THA's offer to put it at Arlington Drive because the City believes it belongs in a commercial area and not a residential one.. This would allow THA to focus Arlington Drive on the Crisis Residential Center, rental housing services.

## **Human Resources**

Human Resources (HR) Director Barbara Tanbara introduced THA's new HR Director Toby Kaheiki. Director Tanbara had filled that role for the last 12 years. Toby worked at Seattle Housing Authority and has proven to be innovative and dedicated to THA's mission and its employees. Chair Rumbaugh thanked Director Tanbara for her years of service to the agency and to the board. Director Kaheiki thanked the board and cabinet for their support and confidence in him. In particular, he thanked Director Tanbara for being a great mentor to him. Director Kaheiki hopes to focus on three areas: customer service, HR processes, and aligning HR with THA operations.

## **8. OLD BUSINESS**

None.

## **9. NEW BUSINESS**

### **8.1 RESOLUTION 2016-08-24(1) (Authorize Investment Institutions and Authorized Signers)**

**WHEREAS**, The Board selects its chair and vice chair at its annual meeting. When these board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions; and

**WHEREAS**, This resolution does that and replaces Resolution 2014-08-27(1), which had authorized previous office holders as signers; and

**WHEREAS**, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts; now, therefore, be it

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA  
HERITAGE BANK  
KEY BANK  
J.P. MORGAN CHASE BANK  
U.S. BANK  
THE BANK OF NEW YORK MELLON TRUST CO.  
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

***Be it further resolved*** that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Arthur Banks, Chair \_\_\_\_\_  
Janis Flauding, Vice Chair \_\_\_\_\_  
Michael Mirra, Executive Director \_\_\_\_\_  
Kenneth Shalik, Director of Finance \_\_\_\_\_  
Duane Strom, Finance Manager \_\_\_\_\_

***Be it further resolved*** that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

***Be it further resolved*** that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

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

**Motion Approved:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.2 RESOLUTION 2016-08-24(2)  
(Updating THA’s Administrative Plan)**

**WHEREAS,** The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD; and

**WHEREAS,** The Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA’s Moving to Work Plan; and

**WHEREAS,** Changes to the Administrative Plan must be approved by THA Board of Commissioners; now, therefore, be it

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

<b>The Board authorizes THA staff to adopt the following updates to the Administrative Plan: Topic</b>	<b>Revision</b>
Violence Against Women Act (VAWA) Policies	<ul style="list-style-type: none"> <li>➤ Adds “sexual assault” to the list of allowable reasons someone can claim protection under VAWA</li> <li>➤ Provides protections for Domestic Violence (DV) victims in the event of a family break-up</li> <li>➤ All households must be provided a HUD form 50066 at the time of admission, denial or termination</li> <li>➤ Adds “mental health professional” to the list of authorized persons who might assist a DV victim and provide documentation vouching for the victim</li> </ul>
Discrimination Complaints	<ul style="list-style-type: none"> <li>➤ Within 10 business days, THA must send written notice to alleged violators, as well as a letter to the complainant telling of such notice, as well as how to complete and submit a discrimination form to Fair Housing Equal Opportunity (FHEO)</li> <li>➤ THA must conduct an investigation into all allegations of discrimination</li> <li>➤ THA must keep all records of such complaints as well as any corrective actions</li> </ul>
Limited English Proficiency (LEP) Requirements	<ul style="list-style-type: none"> <li>➤ Utilization of a language line (telephone service that provides interpretation services), free of charge</li> </ul>

The Board authorizes THA staff to adopt the following updates to the Administrative Plan: Topic	Revision
Definition of Extremely Low-Income	<ul style="list-style-type: none"> <li>➤ A family whose annual income does not exceed the federal poverty level or 30 percent of the median income for the area, adjusted for family size, whichever number is higher</li> </ul>
Arrest Record Policies	<ul style="list-style-type: none"> <li>➤ Clarifies that arrest records alone are not cause for eviction, termination or denial</li> </ul>
Briefing Packets	<ul style="list-style-type: none"> <li>➤ Include portability policies in oral briefings and briefing packets</li> <li>➤ Include materials on selecting a unit</li> <li>➤ Include “Is Fraud Worth It”?</li> <li>➤ Include “What You Should Know About Enterprise Income Verification (EIV)”?</li> </ul>
Suspensions of Voucher Term	<ul style="list-style-type: none"> <li>➤ Clarifies language in the Administrative Plan on the suspension of voucher terms during shopping and leasing periods. THA offers up to 120 days for shopping. “Suspension” of these days would mean excluding days counting toward the shopping time at certain times during the process. An example is the days it takes THA to schedule and complete a move-in inspection.</li> </ul>
Additional Exclusions from Annual Income	<ul style="list-style-type: none"> <li>➤ Adds 11 sources of income to the list of additional exclusions from annual income</li> </ul>
Housing Quality Standards (HQS) Inspection Protocol	<ul style="list-style-type: none"> <li>➤ Revises minimum space standards to reflect a person per bedroom occupancy standard.</li> </ul>
Portability Policies	<ul style="list-style-type: none"> <li>➤ Revises sections to address how PHAs must assist households wishing to port for allowable reasons</li> <li>➤ Clarifies PHA and RHA (receiving housing authority) roles in portability, including notification, billing deadlines and voucher extensions or suspensions</li> </ul>
Registered Sex Offenders	<ul style="list-style-type: none"> <li>➤ At annual reexaminations, PHAs are encouraged to ask whether the tenant or any household member is subject to a lifetime sex offender registration in any state</li> </ul>
Rental Assistance Demonstration Policies	<ul style="list-style-type: none"> <li>➤ Adds policies that pertain to Rental Assistance Demonstration Project Based Vouchers</li> </ul>

Vice Chair Banks motioned to approve the resolution. Commissioner Hodge seconded the motion.

Chair Rumbaugh led a discussion about the use of criminal convictions. In particular, he was concerned that THA would use a conviction to terminate or deny assistance if the conviction was later vacated. Executive Director noted that THA may make its decisions upon a preponderance of the evidence even if such evidence would not support a criminal conviction. Chair Rumbaugh noted, however, that if THA is relying on a conviction to make that judgment without a separate assessment of the evidence, that reliance is no longer appropriate when the conviction is vacated. He asked staff to propose a process to allow for a review of terminations or denials in such cases.

Upon roll call, the vote was as follows:

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

**Motion Approved:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.3 RESOLUTION 2016-08-24(3)  
(Stable of Financial Advisors)**

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

**WHEREAS**, On July 28, 2016, Tacoma Housing Authority (THA) staff issued a Request for Proposals (RFP) from firms interested to provide Financial Advisor Service for THA's Real Estate Development and Asset Management; and

**WHEREAS**, The RFP was posted on the Washington Electronic Business Solutions and THA's websites on July 28, 2016; and

**WHEREAS**, Two firms submitted proposals by the deadline of August 12, 2016, both were deemed responsive and responsible; and

**WHEREAS**, An evaluation team, comprised of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFP; and

**WHEREAS**, The evaluation team voted unanimously in favor of awarding contracts to the firms of CSG Advisors and Brawner and company; 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 negotiate, and if those negotiations are successful, to execute separate contracts for the finance advising services with CSG Advisors for \$200,000 and Brawner & Company for \$300,000. Each will have an initial three (3) year term and the potential for two (2) twelve month extensions.

Commissioner Flauding motioned to approve the resolution. Vice Chair Banks seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion Approved:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.4 RESOLUTION 2016-08-24(4)  
(Purchase and Sale Agreement for the Klatt Building)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to enter into negotiations to purchase a property located at 1307 South 11th Street, Tacoma, WA.

**WHEREAS**, THA owns and manages affordable rental housing in Tacoma; and

**WHEREAS**, THA is interested in acquiring property in the Hilltop to meet short and long term financial and community goals; and

**WHEREAS**, THA will be a partner agency in the Center for Strong Families; and

**WHEREAS**, THA believes time is of the essence and that support of the Center for Strong Families will strengthen the Hilltop Neighborhood and provide needed services to THA residents; and

**WHEREAS**, There is potential that future development in the Hilltop Neighborhood will impact affordably priced rental housing in the future and acquisition of this property will preserve a future redevelopment project; now, therefore, be it

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

Authorizing THA's Executive Director to negotiate, and if those negotiations are successful to execute a purchase and sale agreement for THA's purchase of the Klatt Medical Building consistent with the terms discussed during closed session, including a contingency that the final purchase is subject to final approval by the THA board.

Vice Chair 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:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.5 RESOLUTION 2016-08-24(5)  
(Purchase and Sale Agreement for 613 S. 19<sup>th</sup> Street and 617 S. 19th Street)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing THA's Executive Director to finalize negotiations to purchase the property at 613 S. 19th Street and 617 S. 19th Street

**WHEREAS**, THA owns and manages affordable rental housing in Tacoma; and

**WHEREAS**, THA is interested in completing the final phase of Bay Terrace; and

**WHEREAS**, Acquisition of the property will result in a better site plan and additional affordable units; and

**WHEREAS**, Time is of the essence as THA plans to finalize a development strategy and seek tax credit equity for the project in 2017; and

**WHEREAS**, There is potential that development in the Hilltop Neighborhood will impact affordably priced rental housing in the future and there will be a growing need for affordably priced rental housing; now, therefore, be it

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

1. Ratify the purchase and sale agreement executed by the Executive Director to acquire 613 S. 19th Street and authorize THA's Executive Director to enter into further negotiations as needed to consummate the purchase of this property; and,
2. Authorize THA's Executive Director to negotiate, and if those negotiations are successful to execute an agreement to purchase the property at 617 S. 19th Street.

Commissioner Hodge motioned to approve the resolution. Vice Chair Banks seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion Approved:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.6 RESOLUTION 2016-08-24(6)  
(THA Hilltop Related Planning Events for THA Properties Master Plan)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the Executive Director to make decisions about THA involvement in community events and activities that the agency will participate in and fund as part of its consultation process for development projects.

**WHEREAS**, The Tacoma Housing Authority is committed to authentic community engagement and consultation; and

**WHEREAS**, Community events are a proven way to solicit feedback and ideas from local residents, neighbors, businesses and others; and

**WHEREAS**, Community events hosted by the Tacoma Housing Authority are open to the general public; and

**WHEREAS**, THA consistently seeks input from a cross section of residents, neighbors and business; and

**WHEREAS**, Leading community events is in keeping with the Tacoma Housing Authority's mission of supporting neighborhoods to be attractive places to live, work, attend school, shop and play; 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 has the authority to approve community events that THA may sponsor as part of its community engagement and consultation processes for its programs, services and new development.

Vice Chair 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:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.7 RESOLUTION 2016-08-24 (7)**  
**(Extension of Project Based Voucher Contract: Flett Meadows)**

**WHEREAS**, THA has been providing project based voucher assistance to LASA's Flett Meadows property since 2004; and

**WHEREAS**, Flett Meadows houses formerly homeless families; and

**WHEREAS**, Failure to extend this contract would lead to a loss of affordable housing units; now, therefore, be it

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

The Board authorizes THA's Executive Director to negotiate, and if those negotiations are successful to execute, a ten (10) year extension to the LASA Flett Meadows Project Based Voucher Housing Assistance Payment Contract and add one additional unit to the contract, for a total of fourteen (14) units. The contract will have the conditions set forth in the cover memo to this resolution.

Vice Chair 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:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.8 RESOLUTION 2016-08-24(8)  
(Alternative Use of Public Housing Homes)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to negotiate with HUD regarding the alternative use of two public housing units.

**WHEREAS**, THA owns and manages single family public housing; and

**WHEREAS**, THA is interested intervening in the crisis of unhoused foster and other unaccompanied youth; and

**WHEREAS**, THA will partner with high-capacity partners for services; now, therefore, be it

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

The Board authorizes THA's Executive Director to seek HUD approval to use two (2) scattered site public housing homes for use by community partners to provide housing to unaccompanied youth for up to three years.

Vice Chair 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:** August 24, 2016

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

**8.9 RESOLUTION 2016-08-24(9)**  
**(Project Based Rental Assistance for MLK New Look, LLC)**

**WHEREAS**, the present project based voucher contract subsidizing the rents at New Look Apartments will expire at the end of August;

**WHEREAS**, THA and HUD are discussing the transfer to the New Look Apartments of the Project Based Rental Assistance (non-voucher) contract from the Enclave Property (formerly Wedgewood). This transfer will free up the present voucher subsidy from New Look and allow its use to serve other households and keep the Enclave subsidy in the City;

**WHEREAS**, those discussions with HUD may not conclude by the end of August and we need a continuation of the project-based subsidy in the meantime to protect the tenants;

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

Authorize THA's Executive Director to execute the agreements necessary to continue the project based voucher subsidy in the New Look Apartments pending the transfer to New Look of the alternative non-voucher Project Based Rental Assistance contract.

Vice Chair 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:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.10 RESOLUTION 2016-08-24(10)**  
**(Project Based Voucher Contract Approval – Hillside Terrace 1500 Block)**

**WHEREAS**, The effective date of each contract will be up to the discretion of the Executive Director; and

**WHEREAS**, Each contract will be negotiated with the property and will be in effect for up to fifteen (15) years; now, therefore, be it

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

Authorize THA's Executive Director to execute a Housing Assistance Payment (HAP) contract with Hillside Terrace 1500 Block.

Vice Chair 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:** August 24, 2016

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

**8.11 RESOLUTION 2016-08-24(11)  
(Project Based Voucher Contract Approval – Hillside Terrace 2300 Block)**

**WHEREAS,** The effective date of each contract will be up to the discretion of the Executive Director; and

**WHEREAS,** Each contract will be negotiated with the property and will be in effect for up to fifteen (15) years; now, therefore, be it

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

Authorize THA's Executive Director to execute a Housing Assistance Payment (HAP) contract with Hillside Terrace 2300 Block.

Vice Chair 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:** August 24, 2016

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

**8.12 RESOLUTION 2016-08-24(12)  
(Tacoma Public Schools Interlocal Cooperation Agreements)**

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

**WHEREAS**, Since 2006 the Tacoma Housing Authority and the Tacoma Public School District (TPS) have collaborated to improve outcomes for the children and community they serve in common; and

**WHEREAS**, This collaboration has grown in scope and elaboration and promises continued growth; and

**WHEREAS**, A successful collaboration between a school district and a housing authority requires the following elements:

- a shared acknowledgement that they serve the same children and families for complementary purposes;
- a shared commitment to work together for those purposes;
- an agreement on performance measures for their common efforts;
- an effective way to exchange the data necessary to design, implement and evaluate their efforts.

**WHEREAS**, THA and TPS seek agreements that in an authoritative way memorialize these elements for the DISTRICT and THA collaboration; 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 sign the following agreements in substantially the form of the attached drafts:

- Interlocal Cooperation Agreement – Partnership
- Interlocal Cooperation Agreement – Contract for Services

Commissioner Flauding motioned to approve the resolution. Vice Chair Banks seconded the motion.

Executive Director Mirra introduced Superintendent Carla Santorno of Tacoma Public Schools (TPS). He did so as part of the discussion about Resolution 2016-8-24(12) approving two Interlocal Cooperation Agreements between the school district and THA. He reviewed the history of the partnership between THA and TSP. He recounted how it has grown in elaboration and has attracted national attention. He outlined the proposed agreements and, in particular, how they will

further strengthen the partnership by the authoritative commitments of the Boards of the two organizations. Superintendent Santorno addressed the Board and expressed her own appreciation for the partnership. She discussed the importance of stable housing for students' success. She too noted the national attention the partnership has received. She thanked the Commissioners for their support.

Upon roll call, the vote was as follows:

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

**Motion Approved:** August 24, 2016

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

**8.13 RESOLUTION 2016-08-24(13)  
(New Security Services That Serve THA, Renew Tacoma, Hillside and Bay Terrace)**

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

**WHEREAS**, Tacoma Housing Authority (THA) staff issued a Request for Proposal (RFP) from firms interested in providing unarmed security services at all of the properties owned and/or managed by THA on June 2, 2016; and

**WHEREAS**, The proposals were due June 30, 2016; and

**WHEREAS**, THA received six (6) proposals and all six proposals were scored by the review committee; and

**WHEREAS**, The top five scoring proposals were called for the oral interview with the two top scoring firms were called back for a 2<sup>nd</sup> interview to demonstrate their security reporting software; and

**WHEREAS**, Based on the final presentation of security reporting software, the review committee presented final scores. The final scoring and winning proposal was Pacific Security; and

**WHEREAS**, THA has provided budget authority within each of the Properties to allow for unarmed security services; now, therefore, be it

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

1. Authorize THA's Executive Director to negotiate, and if those negotiations are successful, award and execute a contract with Pacific Security for unarmed security services at properties managed and/or owned by THA in an amount not to exceed \$400,000 for a period of three (3) years with an option to extend the contract an additional two (2), 12 month extensions. If those negotiations are not successful, the Executive Director is authorized to negotiate, and execute, such a contract with the ranked proposers in turn as reflected in the scoring.

Vice Chair 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:** August 24, 2016

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Dr. Arthur C. Banks, Chair

**8.14 RESOLUTION 2016-08-24(14)  
(Purchase and Sale Agreement for Parcels Along M Street)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to enter into negotiations to purchase lots located on S. M Street, adjacent to the Klatt Medical Building;

**WHEREAS**, THA owns and manages affordable rental housing in Tacoma; and

**WHEREAS**, THA is interested in acquiring property in the Hilltop to meet short and long term financial and community goals; and

**WHEREAS**, THA is contemplating the purchase of the Klatt building which has redevelopment potential; and

**WHEREAS**, Three lots located on M Street are adjacent to the Klatt Medical Building which could enhance future redevelopment; and

**WHEREAS**, There is potential that future development in the Hilltop Neighborhood will impact affordably priced rental housing in the future and acquisition of this property will preserve a future redevelopment project; now, therefore, be it

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

Approve Resolution 2016-08-24(14) authorizing THA's Executive Director to make an offer to purchase the lots adjacent to and enter into negotiations that are consistent with the terms discussed during closed session.

Vice Chair 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:** August 24, 2016

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Dr. Arthur C. Banks, Chair

#### **9. COMMENTS FROM COMMISSIONERS**

None.

#### **10. EXECUTIVE SESSION**

The board went into executive session at 6:35 pm and came back to regular session at 6:59 pm.

#### **11. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 7:06 PM.

**APPROVED AS CORRECT**

**Adopted:** September 28, 2016

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Dr. Arthur C. Banks, Chair