



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, December 14, 2016

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at Bay Terrace, 2550 South G. Street, Tacoma, WA at 4:45 PM on Wednesday, December 14, 2016.

1. CALL TO ORDER

Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:53 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Arthur Banks	
	Vice Chair Janis Flauding
Commissioner Stanley Rumbaugh (arrived at 5:01 pm)	
Commissioner Minh-Anh Hodge (arrived at 4:55 pm)	
Commissioner Derek Young	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Assistant	
	April Black, Deputy Executive Director
Ken Shalik, Finance Director	
Toby Kaheiki, 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 Banks declared there was a quorum present @ 5:01 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Banks asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners on Wednesday, November 26, 2016. Commissioner Young 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

Shammai Durette, 3201 Fawcett

Mr. Durette addressed the board. He asked if exterior painting is included in the renovation for Fawcett. Director Patterson will check to see if exterior painting / touch up is in the scope of work. Mr. Durette additionally commented that the windows are very dirty.

Senta McKnight, 3201 Fawcett

Ms. McKnight addressed the board. She asked if tenants are able to choose their hotel during tenant relocation. Director Patterson informed her that THA has a contract with a company that has two locations — one for day stays and one for extended stays. How long tenants will be out of their unit will determine which hotel they will stay in. If the two locations are full, THA will provide alternative accommodations.

Bettina Carson, 3201 Fawcett

Ms. Carson addressed the board on behalf of the other tenants at Fawcett who are afraid to speak up. Fawcett Property Manager Denise Day-Joseph is trying to get a final meeting with tenants to discuss their concerns about a particular tenant whose bad behavior has escalated, putting tenants in danger. This tenant is also allegedly prostituting 14 and 15-year-old girls. Ms. Carson is at Fawcett under special accommodation for a no-smoking building yet the tenant in question smokes constantly, filling the whole building with smoke. Tenants have written numerous complaint letters to THA. The tenants have made multiple calls to the Tacoma Police Department. They are scared for their safety. There are also concerns about security assigned to patrol the building. Director Patterson acknowledged Ms. Carson's complaints. He recounted how the due process governing evictions can make them difficult but he believed that THA is close to resolving the matter, thanks to Ms. Carson's help. Director Patterson will address the issues with

security. Director Patterson thanked Ms. Carson and cautioned her to not put herself in harm's way. He will provide more detailed information to the board. Board Chair Banks assured Ms. Carson that THA staff will address her concerns. ED Mirra added that there is a hearing scheduled with the problem tenant; he has ten days to have a formal hearing. If THA prevails but the tenant does not move out, the next step is to take him to court.

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 directed the Board to his report. ED Mirra asked the board to approve THA's 2017 budget. The budget was written based on the Housing and Urban Development (HUD) appropriations levels that the House Appropriation Committee approved earlier this year. Staff will plan for budget cuts of varying degrees as an exercise, starting in January.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance expense report.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$8,694,441 for the month of November, 2016. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Administration

THA Cabinet recently met to discuss postponing the OpenDoor live date to April 2017. ED Mirra thanked Director Craven and his team. This is disappointing news but the delay is the right decision.

Client Services

Client Services (CS) Assistant Director Julie LaRocque directed the board to the CS report. CS is focusing on leasing up and assisting clients with leasing up barriers.

Property Management

Property Management (PM) Director Pat Patterson directed the board to his report. As part of the Rental Assistance Demonstration Project (RAD), PM focused on finding tenants and turning aging units, on top of grinding through the waitlist. PM staff also devoted a lot of their time to the OpenDoor trainings. Director Patterson expressed appreciation for PM staff's hard work. Chair Banks asked Director Patterson to also pass on to staff the board's appreciation of their hard work, as well as all departments.

Real Estate Development

Real Estate Development (RED) Department Director Kathy McCormick directed the board to her report. RED is currently focusing on tax credit, New Look, and partnership with Community Youth Services (CYS). CYS is occupying one THA single family home for a Crisis Residential Center for homeless youth. It has been full since it opened. RED staff began negotiating with the City of Tacoma on the pre-development, development and operations agreement for a permanent Crisis Residential Center at Arlington Drive.

8. NEW BUSINESS

8.1 RESOLUTION 2016-12-14 (1) (Approval of Tenant Account Receivable Write-Offs)

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

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	00011984	\$1,657.82
		00139772	\$1,442.84
		Subtotal	\$3,100.66
	Bergerson Terrace	00005947	\$2,659.97
		00006365	\$300.59
		Subtotal	\$2,960.56
		S M Str (EB Wilson)	00000626
	00009721		\$1,341.76
	00012014		\$3,876.39
	00131599		\$816.23
Subtotal	\$8,750.90		
Collection Status	S Fawcett	00010076	\$443.27
		00013933	\$504.93
		00144715	\$255.00
		Subtotal	\$1,203.20
	S Wright Str	00007424	\$81.77
		S Lawrence Str (Ludwig)	00013506
	00139772		\$478.35
	Subtotal		\$2,158.52
	Section 8	00014932	\$781.00
		00133220	\$839.00

713738	\$737.00
714727	\$654.00
Subtotal	\$3,011.00
Write off Total	\$21,266.61

Commissioner Young motioned to approve the resolution. Commissioner Hodge seconded the motion.

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

Motion Approved: December 14, 2016

 Dr. Arthur C. Banks, Chair

8.2 RESOLUTION 2016-12-14 (2)
(Extension of Project Based Voucher Contract: Tyler Square)

WHEREAS, THA has been providing project based voucher assistance to Tacoma Rescue Mission’s Tyler Square property since 2005; and

WHEREAS, Tyler Square 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 Tacoma Rescue Mission’s Tyler Square Project Based Voucher Housing Assistance Payment Contract. The contract will have the conditions set forth in the cover memo to this resolution.

Tacoma Rescue Mission

ED Mirra introduced Tacoma Rescue Mission Executive Director Mike Johnson. He is very grateful for the board’s consideration of the resolution to extend Tacoma Rescue Mission’s Tyler Square Project Based Voucher Housing Assistance Payment contract. Tyler Square was a transitional housing but people are no longer excited about this housing model. Under the current transitional housing system, people generally move out after 18 months. It is very unusual for people to move out in less than a year. Referrals for transitional housing come from a variety of sources including Access Point. Tacoma Rescue Mission staff go through a process to determine if housing is a good fit for families.

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

Upon roll call, the vote was as follows:

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

**8.3 RESOLUTION 2016-12-14 (3)
(Architectural and Engineering (A&E) Services for THA Administrative
Offices Space Study and Design - FIC Tenant Improvement and Salishan
Maintenance Shop upgrades)**

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

WHEREAS, On March 23, 2011, the Board of Commissioners authorized the Executive Director to award a contract to Buffalo Design for Architectural and Engineering Services for THA's administrative buildings; and

WHEREAS, The FIC Tenant Improvement/Salishan Maintenance Shop project improvements are needed to create more functional and useable space; and

WHEREAS, The conceptual design is complete and cost \$17,420; and

WHEREAS, The remaining work which includes Design Development through Construction Administration for the FIC and Salishan Maintenance Shop improvements will cost \$109,894; now, therefore, be it

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

Authorize THA's Executive Director to increase the contract amount with Buffalo Design by \$109,894 for a total not to exceed of \$127,314.

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

AYES: 4
NAYS: None

Abstain: None
Absent: 1

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

**8.4 RESOLUTION 2016-12-14 (4)
(Architectural and Engineering (A&E) Services for Key Bank Tenant
Improvement Project)**

More discussion is needed regarding this resolution. This resolution has been pulled until the January board meeting.

**8.5 RESOLUTION 2016-12-14 (5)
(Authorization to Award Contract to Robinson Noble for Supplemental
Remedial Investigation and Feasibility Study at 602 South Wright Street and
911 North K Street)**

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

WHEREAS, On December 16, 2015, the Board of Commissioners approved Resolution 2015-12-16 (5) authorizing THA's Executive Director to award a contract to Robinson Noble for additional environmental investigation at 602 South Wright Street and environmental cleanup at 2302 6th Avenue Apartments; and

WHEREAS, Robinson Noble completed the work on both properties and submitted to Department of Ecology reports describing the results of that work; and

WHEREAS, On July 13, 2016, the Department of Ecology issued a No Further Action letter for the environmental cleanup at 2302 6th Avenue; and

WHEREAS, On July 25, 2016, the Department of Ecology issued a Further Action required letter for the environmental issues at 602 South Wright Street; and

WHEREAS, In December, 2015 Robinson Noble submitted to Department of Ecology a Request for an Opinion letter on THA's 911 North K Street Property; and

WHEREAS, In June, 2016 DOE issued a Further Action letter for THA's 911 North K Street property; and

WHEREAS, In October, 2016 Robinson Noble prepared a supplemental Remedial Investigation and Feasibility Study plan for the environmental issues at THA's 911 North K Street property, and a Work Plan for 602 South Wright Street property; and

WHEREAS, DOE has indicated the proposed scope of work to remediate environmental concerns at both properties addressed DOE's prior comments; and

WHEREAS, Robinson Noble is familiar with both properties and the remedial work needed to address the DOE concerns; and

WHEREAS, THA's procurement policy PCI-01 allows the noncompetitive procurement under circumstances that are present in this case and THA has received a proposal to perform the work from Robinson Noble in the amount of \$142,872 that THA has determined is reasonable; and

WHEREAS, The work will be funded through the RAD project; now, therefore be it

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 a contract for the Work Plan at 602 South Wright Street and the Remedial Investigation and Feasibility study for 911 North K Street in the amount of \$142,872 to Robinson Noble.

Commissioner Young motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

**8.6 RESOLUTION 2016-12-14 (6)
(Saravida Property Acquisition in Hilltop-1011 South L. Street)**

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

WHEREAS, Tacoma Housing Authority (THA) completed a community planning process to develop THA owned properties in the Hilltop neighborhood; and

WHEREAS, Development options identified the property located at 1011 S. L Street as an important site for creating a cohesive plan and activating the alley; and

WHEREAS, Acquisition of this parcel will result in an up to 36 additional affordable rental units; and

WHEREAS, The existing home offers affordable office and small business space that provide neighborhood services; now, therefore be it

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

Authorize THA's Executive Director to negotiate and acquire the property located at 1011 S. L Street.

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

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

**8.7 RESOLUTION 2016-12-14 (7)
(Architectural and Engineering (A&E) Services for - New Look Property)**

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

WHEREAS, THA acquired the managing member interest in the MLK New Look Partnership in October, 2015 with the intention of maintaining affordable housing and making needed property improvements; and

WHEREAS, On May 1, 2016, the Board of Commissioners authorized THA's Executive Director to award a contract to Buffalo Design for Architectural and Engineering Services for New Look Property, with a cost not to exceed \$150,000.00; and

WHEREAS, THA is committed to developing the hilltop neighborhood and this property; and

WHEREAS, Upgrades to New Look would benefit not only the residents, but increase the value of the property and act as a stepping stone for the hilltop sub area plan, and revitalization of the neighborhood; and

WHEREAS, The conceptual design is complete and cost \$144,311.00; and

WHEREAS, Design Development through Construction Administration will cost \$237,404.00; and

WHEREAS, The work will be funded through THA revenues and reimbursed as part of the Low Income Housing Tax Credit project financing; now, therefore be it

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

Authorize THA's Executive Director to negotiate, and if those negotiations are successful, execute an amendment to the contract with Buffalo Design for the A&E Services for the New Look Building in a new contract amount not-to-exceed \$381,715.00.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Young seconded the motion.

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

**8.8 RESOLUTION 2016-12-14 (8)
(FISCAL YEAR 2017 ANNUAL BUDGET)**

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

WHEREAS, The Housing Authority of the City of Tacoma ("Authority") intends to incur expenses and other cash outflows for Fiscal Year 2017; and

WHEREAS, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Fiscal Year 2017 annual budget; now, therefore be it

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

The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2017 agency wide budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 1,040,784

Human Resources	600,306
Finance	1,247,856
Administration	1,836,968
Community Services	2,262,024
Real Estate Development	2,589,550
Policy, Innovation and Evaluation	1,055,421
Property Management Overhead	808,452
Rental Assistance	39,626,808
Property Management	<u>2,310,729</u>
Subtotal	53,379,898

Additional Cash Outflows

Capital Expenditures	7,458,370
Debt Service	<u>67,581</u>
Subtotal	7,525,951

TOTAL APPROVED BUDGET \$60,905,849

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

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

Motion Approved: December 14, 2016

 Dr. Arthur C. Banks, Chair

**8.9 RESOLUTION 2017-12-14 (9)
 (COMMITMENT OF MOVING TO WORK RESERVES)**

WHEREAS, For THA has to be effective in its mission it must plan its use of financial resources over multi-year periods and has assembled reserves for those purposes; and

WHEREAS, The Authority has assembled adequate reserves for those purposes through its responsible prudent, and patient management and budgeting; and

WHEREAS, The attached Schedule of MTW Reserve Commitments updates Resolution 2016-06-22 (2), and reflects the Authority's current plans for such capital and operational expenditures of MTW reserves; and

WHEREAS, The Authority intends to include a Schedule of MTW Reserve Commitments in the MTW annual report, including language that allows for shifting monies between the identified commitments; now, therefore, be it

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

1. The Board authorizes commitments of the Authority's MTW Reserves as outlined in the attached Schedule of MTW Reserve Commitments, subject to adjustment in future budgets and budget revisions.
2. The Board authorizes the Executive Director to include the latest MTW Reserve Commitments in the annual MTW Report submitted to HUD.

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

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

**8.10 Tacoma Housing Authority 2016-12-14 (10)
(Amendment of Procurement Policy)**

A **RESOLUTION** approving amendments to the Tacoma Housing Authority's Procurement Policy

WHEREAS, The Housing Authority of the City of Tacoma (the "Authority") is the recipient of Federal funding through various instruments issued by the Department of Housing and Urban Development ("HUD"); and

WHEREAS, HUD has adopted 2 CFR 200, which includes certain administrative requirements, cost principles, audit requirements, and requirements for procurements conducted by recipients of Federal funding; and

WHEREAS, Public housing authorities, including the Authority, are required to amend their procurement policies to comply with the requirements of 2 CFR 200 by December 26, 2016; and

WHEREAS, Federal awards made prior to December 26, 2014, may continue to be governed by Part 85 as codified in the 2013 edition of the Code of Federal Regulations (CFR) or as provided under the terms of the Federal award, Federal awards after December 26, 2014 must comply with 2 CFR §200.317 through §200.326 in procurement matters; and

WHEREAS, Proposed amendments to the Procurement Policy that satisfy the requirements of 2 CFR 200 are attached as Attachment A; now, therefore be it

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

1. The THA Policy PCI-01 is amended in substantially the form set forth in the attached redlined version of the policy.
2. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.
3. This resolution shall be in full force and effect from and after its adoption and approval.

Commissioner Young motioned to approve the resolution. Commissioner Hodge seconded the motion.

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2016-12-14 (10) (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on December 14, 2016, and duly recorded in the minute books of the Authority.
2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand on December 14, 2016.

HOUSING AUTHORITY OF THE CITY OF TACOMA

By: _____
Michael Mirra, Executive Director

**8.11 RESOLUTION 2016-12-14 (11)
(Development of 1120/1124 MLK Jr Way (Hilltop Lofts))**

A **RESOLUTION** of the Housing Authority of the City of Tacoma authorizing (i) the formation of a limited liability limited partnership of which the Authority will be the sole general partner in connection with the acquisition, construction and operation of an affordable multifamily rental housing project located at 1120 and 1124 MLK Jr Way in the City of Tacoma, Washington; (ii) the submission of applications for funding and credit enhancement for such housing project; and (iii) the disposition by sale or lease of all or portions of the project site to the partnership; and providing for other matters properly related thereto.

WHEREAS, The Housing Authority of the City of Tacoma (the “Authority”) seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington (the “City”); and

WHEREAS, The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); and (v) “make . . . loans for the . . . acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing persons of low income” (RCW 35.82.070(18); and

WHEREAS, The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income”; and

WHEREAS, The Authority expects to develop an affordable multifamily rental housing project consisting new dwelling units, to be located at 1120 and 1124 MLK Jr Way in the City of Tacoma (the “Project”). The total financing for the project will require the use of various funding sources, which may include low-income housing tax credits, the issuance of tax-exempt bonds, loans from public and private lenders, and/or grants. Certain of those sources will require the creation of a limited liability limited partnership or limited liability company to maximize the benefits and minimize the risks to the Authority; and

WHEREAS, The Board finds and determines that both the Partnership (as defined below) and the Project will provide for the necessary support of the poor within the City; and

WHEREAS, Based on its consideration of the funding sources available for the Project, the need for affordable housing in the City, and other matters, the Authority's Board of Commissioners (the "Board") has deemed it necessary to proceed with the transactions described in this resolution; now, therefore, be it

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

1. The Authority is authorized to: (i) participate in the formation of, and become the sole general partner in, a Washington limited liability limited partnership (the "Partnership"), which Partnership shall have an initial limited partnership agreement (the "Partnership Agreement") and a certificate of limited partnership (the "Certificate of Limited Partnership") substantially in the forms on file with the Authority's Executive Director (the "Executive Director"), with such changes as the Executive Director may deem necessary or advisable (and not inconsistent with the terms of this resolution). The Board intends that the Partnership will develop the Project and receive low income housing tax credits in connection therewith.
2. The Executive Director and his designee (each, an "Authorized Officer" and, together, the "Authorized Officers"), and each of them acting alone, are authorized on behalf of the Authority to: (i) execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, and cause the Authority to perform its duties under, the Partnership Agreement, the Certificate of Limited Partnership, all such forms, certificates, applications and other documents that are necessary to form the Partnership; (ii) approve any changes to the Partnership Agreement and the Certificate of Limited Partnership, including any material changes, that any Authorized Officer may deem necessary or advisable (and not inconsistent with the terms of this resolution); (iii) determine the name of the Partnership (it being understood that the words "Court F" should appear in the name to the greatest extent feasible); and (iv) take any other action that they deem necessary and advisable to give effect to this resolution and the transactions contemplated herein. The Authority's Executive Director is delegated the authority to cause, in his discretion, the Partnership to be created as a Washington limited liability company, in which case all references in this resolution to limited liability limited partnership, partnership agreement, general partner, limited partner, and certificate of limited partnership shall be deemed to be references to limited liability company, operating agreement, managing member, investor member, and certificate of formation, respectively.

3. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the Partnership's general partner) to: (i) apply for, and enter into contracts relating to, such funding for the Project as they deem necessary or desirable, including without limitation public and/or private sector financing, an allocation of private activity bond volume cap from the Washington State Department of Commerce (if it is determined that tax-exempt bonds should be issued to finance the Project), Washington State Housing Trust Fund grant(s) and/or loans(s), and other federal, state and local funds; (ii) apply for any and all necessary approvals from the U.S. Department of Housing and Urban Development in connection with such funding; (iii) lend or grant all or any portion of the money derived from such funding sources to the Partnership, and/or cause any contracts relating to such funding to be assigned to the Partnership; (iv) apply to the Washington State Housing Finance Commission for an allocation of (or approval of the use of) low income housing tax credits for the Project (depending on whether the Authorized Officers determine to pursue "9%" or "4%" tax credits), prepare, execute and enter into such agreements (including a credit reservation and carryover allocation contract), provide such documents (including cost certifications) necessary to secure such allocation, and cause such allocation (or any portion thereof) to be assigned to the Partnership if the allocation is initially made to the Authority; (v) seek and approve investors to serve as subsequent limited partners in the Partnership in connection with the receipt of low income housing tax credits for the Project; (vi) negotiate with potential investors regarding their acquisition of limited partnership interests in the Partnership and, if the Executive Director determines the same to be advisable, limited partner or member interests in limited liability limited partnerships and/or limited liability companies formed to finance other Authority tax credit projects; (vii) prepare all appropriate resolutions for Board review and approval; (viii) prepare all documents required so that the Authority and the Partnership comply with state and federal securities laws; (ix) negotiate contracts relating to the use, management and naming of Project buildings; (x) take all necessary and appropriate actions to dispose of the Project by sale or lease to the Partnership (including entering into any option to lease, or lease, necessary to provide the Partnership with control of the Project site); (xi) apply for bond insurance and other credit enhancement for any bonds to be issued by the Authority for the Project (but only if the Authority's Executive Director determines such credit enhancement to be cost effective); (xii) solicit investment banking firms to serve as the lead underwriter(s) and as members of a selling group (if any) for any bonds to be issued for the Project, and select such lead underwriter(s) and the members of any selling group (if the Executive Director determines that a selling group is desirable); (xiii) apply for ratings of any bonds to be issued by the Authority for the Project (but only if the Authority's Executive Director determines such ratings to be desirable); (xiv) assist in

the preparation of any official statement to be used in connection with the offering of any bonds by the Authority for the Project; and (xv) otherwise execute the Authority's rights under the Partnership Agreement. Nothing herein shall commit the Authority to issuing bonds to finance the Project.

4. The Authorized Officers, and each of them acting alone, are hereby directed, and granted the discretionary authority, to execute and deliver any and all other certificates, documents, agreements and instruments that are necessary or appropriate in their discretion to give effect to this resolution and to consummate the transactions contemplated herein, including, but not limited to, a development services agreement between the Partnership and the Authority (and/or others) providing for the development of the Project, contracts with architects, engineers and other consultants, and construction contracts.
5. The Authority is authorized to expend such funds as may be necessary to be paid by the Authority in connection with filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution. To the extent any fees or predevelopment costs are incurred and payable by the Partnership prior to the time the Authority enters into a formal loan agreement, the Authority may lend up to \$1.5 million to the Partnership to pay such costs, with the loan bearing interest at such rate that the Executive Director determines, in his discretion (which may be 0% *per annum*).
6. Any action required by this resolution to be taken by the Executive Director of the Authority may, in his absence, be taken by the duly authorized acting Executive Director of the Authority.
7. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.
8. This resolution shall be in full force and effect from and after its adoption and approval.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Young seconded the motion.

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

Motion Approved: December 14, 2016

Dr. Arthur C. Banks, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:12 PM.

APPROVED AS CORRECT

Adopted: January 25, 2017


Dr. Arthur C. Banks, Chair