



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JANUARY 25, 2017

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 602 South Wright Avenue, Tacoma, WA at 4:45 PM on Wednesday, January 25, 2017.

### 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 4:45 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Arthur Banks	
Vice Chair Janis Flauding	
Commissioner Stanley Rumbaugh (arrived at 5:13 pm)	
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	
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 @ 4:50 pm and proceeded.

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

Chair Banks asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Wednesday, December 7, 2016. Commissioner Flauding moved to adopt the minutes, Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 5  
NAYS: None  
Abstain: None  
Absent: None

**Motion approved.**

Chair Banks asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, December 14, 2016. Commissioner Flauding moved to adopt the minutes, Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 5  
NAYS: None  
Abstain: None  
Absent: None

**Motion approved.**

### 4. GUEST COMMENTS

#### **Bettina Carson—North K. Street Apartments**

Ms. Carson addressed the board. She thanked THA for resolving the issue with a former tenant. She also informed the board that Ms. Donna Miller, who was a tenant at North K passed away; her family will be holding a Celebration of Life on January 29.

Ms. Carson spoke on behalf of Mr. Flynn who is requesting to move to Ms. Miller's apartment, which will be vacated February 1. According to Property Manager Denise Day-Joseph, Mr. Flynn will need to submit a Reasonable Accommodation request, but due to Reasonable Accommodation and Fair Housing regulations, it may take up to 6 months for his request to be processed. He would then be provided a voucher. Mr. Flynn feels that he will find peace in Ms. Miller's apartment and is willing to pay the relocation fee. Director Pat Patterson will look into Mr. Flynn's request.

## **Dwight Parker—Dixon Village**

Mr. Parker addressed the board regarding his concerns with the recent renovations at Dixon Village. He is concerned about convenience and safety. Tenants at Dixon Village thought that they would receive more parking consideration. He also mentioned that parents are concerned about the playground construction. His son injured himself due to the hard concrete. Mr. Parker is also concerned about the windows in the apartments, the security brackets on the first floor in particular. If there are emergencies and the front and back doors are not accessible, it would be good to have the windows as a safe exit. That option has since been taken away. Lastly, the type of lock used for the doors are not good. Children could easily go out the door or open the door to strangers. Mr. Parker will submit a list of his concerns to Director Patterson. According to Director McCormick, the playground has a soft fall and all the work at Dixon Village were done to code.

## **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. THA's current voucher utilization rate is at 98% and continues to decline. Voucher holders are experiencing difficulties using their vouchers due to the tightening rental market. Rents are rising and landlords can afford to be choosier, picking tenants with stronger rental and credit histories. THA needs to be careful about issuing more vouchers on the eve of likely budget cuts. THA would not wish to issue vouchers only to have to terminate them or others to manage the budget cuts.

## **7. ADMINISTRATIVE REPORTS**

### **Finance**

Finance Department (FD) Director Ken Shalik directed the board to his report. The next financial report will be presented in February, 2017. THA remains under budget and should end the year in good financial shape. THA has enough funds to be able to get through 2017 and into 2018, but will need to watch out for budgetary impacts under the new federal administration, and determine what adjustments will be necessary.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$10,476,398 for the month of December 2016. Commissioner Flauding seconded. Upon roll call, the vote was as follows:

AYES: 5  
NAYS: None  
Abstain: None  
Absent: None

**Motion Approved.**

### **Administration**

Administration (AD) Director Todd Craven directed the board to his report. He noted that last month he announced a delay in the “go live” for OpenDoor. The THA team has gone through exercises with eightCloud to determine the length of the delay. He announced that April 1<sup>st</sup> is the new “go live” date. There are roughly 1,100 hours of work left to complete the project. THA is responsible for \$56k of new items and eightCloud is responsible for \$114k. AD also needs to add an additional \$75k back on the contract with eightCloud. The parties inadvertently left it out. Resolution 2017-01-25 (1) will do that.

### **Client Services**

Client Services (CS) Director Greg Claycamp directed the board to his report. He spoke of the challenge to lease up vouchers. CS staff were able to reach out to households on the waiting list. CS staff are also connecting with new shoppers for leasing up. CS is considering allocating more Project Based Vouchers to community partners. The board is okay with the current utilization rate pending budget clarity. Recent data shows that THA’s voucher value is about right for the market. The challenge lies in voucher holders finding landlords. Director Claycamp is hopeful that hiring a Landlord Liaison would help with this problem.

### **Property Management**

Property Management (PM) Director Pat Patterson directed the board to his report. Back in October, PM staff were asked to have 456 units in the RAD fix up turned and filled by the end of the year. Staff got it done. They housed 455 out of the 456 units. Pat expressed his appreciation for the efforts of staff and in particular Portfolio Manager Gretchen Sinkula.

Salishan is experimenting with a 24-hour patrol that allows residents to call any time for service. It has been two months since this started and residents seem to appreciate it. For future PM reports, the board would like to see how many total calls are received and how many resulted in arrests. Some sort of trending data would also be useful. ED Mirra suggested acquiring a report from TPD for all THA properties. He recounted TPD previous reports that show Salishan to be one of the safest neighborhoods in Tacoma.

PM staff are working with Client Services to locate units that tenants want. Director Patterson is hoping this will speed up the process of going through the waitlist.

Elevators at the 902 building are outdated and need to be replaced, which will cost \$300k.

THA is updating its Control System for staff security badges. Board Assistant Sha Peterson will set-up appointments for the board to acquire new badges.

## **Real Estate Development**

Real Estate Development (RED) Department Director Kathy McCormick directed the board to her report. RED staff are focused on tax credit applications. The Request for Proposal (RFP) for New Look will go out to tax creditors this week. RED staff are also watching the tax credit market closely. If the value of tax credit declines as our advisors tell us to expect New Look may have a financing gap. In that event, THA will reassess. RED hopes to have a resolution in February to authorize the executive director to sign a development agreement with the City for THA's development at City expense of the Crisis Residential Center (CRC) at Arlington Drive. THA has selected SMR Architects out of Seattle, with Buffalo Designs being the second choice.

## **Human Resources**

Human Resources (HR) Department Director Toby Kaheiki directed the board to his report. HR has been working with Client Services and Property Management in restructuring their departments. HR continues to provide in-house training and coaching for supervisors and managers. All performance evaluations in 2016 were completed on time.

## **8. OLD BUSINESS**

None.

## **9. NEW BUSINESS**

### **9.1 RESOLUTION 2017-01-25 (1) (Third Amendment to eightCloud Contract for Salesforce Development)**

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

**WHEREAS**, Tacoma Housing Authority's (THA's) Board of Commissioners authorized THA's Executive Director to execute a contract for custom Salesforce development with eightCloud on January 28, 2015, and THA's Executive Director

signed the contract on March 9, 2015, authorizing the initial planning and analysis phase of the project; and

**WHREAS**, THA executed a first amendment to the eightCloud contract on July 10, 2015, authorizing work to commence on Track One of the contract; and

**WHREAS**, THA executed a second amendment to the eightCloud contract on February 23, 2016, authorizing work to commence on Track Two of the contract; and

**WHEREAS**, staff estimates that the value of the remaining work on the contract to be \$150,000, bringing the total value of the contract from \$1,136,000 to \$1,286,000; and

**WHEREAS**, the total amount budgeted for Salesforce development work in 2017 is \$150,000; now, therefore, be it

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

The Executive Director has the authority to amend the contract with eightCloud, authorizing the completion of the remaining software development work up to an amount of \$1,286,000.

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

AYES: 5  
NAYS: None  
Abstain: None  
Absent: None

**Motion Approved:** January 25, 2017

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Dr. Arthur C. Banks, Chair

## **9. COMMENTS FROM COMMISSIONERS**

Commissioner Hodge asked about the Federal Grant to encourage partnerships with housing and school districts. THA has not made a decision whether to apply.

## **10. EXECUTIVE SESSION**

None.

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 5:59 PM.

**APPROVED AS CORRECT**

**Adopted:** February 22, 2017

  
Dr. Arthur C. Banks, Chair