



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, March 22, 2017

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at E.B. Wilson, 1202 South M. Street,, Tacoma, WA at 4:45 PM on Wednesday, March 22, 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 4:55 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
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	
Toby Kaheiki, Human Resources Director	
Frankie Johnson, Interim 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 @ 4:60 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Banks asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, February 22, 2017. According to Vice Chair Flauding, information under APPROVAL OF MINUTES OF THE PREVIOUS MEETING is incorrect.

Vice Chair Flauding motioned to amend the minutes, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Linda Campanoli, E.B. Wilson Tenant

Ms. Campanoli addressed the board to thank THA staff Denise Day-Joseph, Regina Rios, Steve Carr, and Ron Greeney for the great work they do for the tenants at E.B. Wilson.

Karen Scott, G Street Tenant

Ms. Scott addressed the board. She talked about the drug situation at G Street, which she had discussed before with former Property Management Director Pat Patterson.

Ms. Scott also talked about the renovations at G Street. Tenants have not heard specific information regarding the units. The Rental Assistance Demonstration (RAD) team does not spend enough time in the units. Tenants at G Street thought they were getting bigger kitchens but that is not possible with the size of the units. According to Ms. Scott, she is losing floor space and light. She submitted a request for Reasonable Accommodation (RA) that she asked to be brought to the attention of the board (copies were provided). She would like her RA reviewed before they start working on her unit on April 12th.

Former PM Director Patterson addressed the board. Next month, Property Management (PM) will be able to provide floor plans so tenants can see the renovations planned for their units. During the intake is when tenants should say what they need; Former Director Patterson encouraged Ms. Scott to provide her RA information during her intake. Associate Director Sandy Burgess will review Ms. Scott's RA tomorrow.

GGLO Presentation: Housing Hilltop Planning Work

Real Estate Development (RED) Director Kathy McCormick introduced GGLO's Senior Associate Jon Hall. Director McCormick also thanked RED staff Josh Jorgenson and Brittani Flowers for all their work. They have been talking to the community and are responsible for a lot of the Housing Hilltop Planning work. RED met last week with Chase bank regarding housing Hilltop initiative. Chase bank offered to provide THA with \$250,000 over the next two years to continue this great work.

Jon Hall presented on the Housing Hilltop Planning work. GGLO has done a lot of work with THA through the Bay Terrace development. They hosted meetings with a number of residents and business owners, which they called Homework Group Meetings. These meetings joined other events including at the Hilltop Street Fair. GGLO walked with Brittani through the whole Hilltop neighborhood and engaged local artists for Block Parties. Their Postcards From the Future in Twenty Years program allowed residents to explain what the Hilltop means to them. Homework Groups did mappings of what people liked and didn't like in the neighborhood. Homework Groups also discussed the alley by MLK. They did surveys at all the events and received a lot of feedback. A lot of strong opinions emerged regarding community identity, safety, and opportunity in general and for youth in particular. Four themes stood out from all this consultation:

- Housing and jobs
- Arts in the Hilltop
- Mobility
- Health and well-being

Housing values is increasing on the Hilltop. Jobs are needed to allow people to stay as costs rise. The numerous parks in the Hilltop need better approaches for pedestrians. The Hilltop needs daycare, incubators for small businesses, affordable rental housing, and crosswalks. Next steps in THA's own development on the Hilltop include funding applications, building design and construction, continued community dialogue, and community-based partnership initiatives.

Comments from the Board:

- Chair Banks asked if the Tacoma Link Light Rail had been taken into consideration. Yes, according to Director McCormick. It is one of the reasons we seek higher density.
- Commissioner Hodge really likes the community Postcards.
- Commissioner Young asked about the max height on buildings. 7-8 stories according to Director McCormick. If we go that high, however, we have to pay commercial wage rates. RED is trying to figure out if there is a way to change that. ED Mirra is actively engaging the City to see if we can develop all of Hilltop in three years.
- Vice Chair Flauding said it is really good to see and visualize the plan.

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) Mirra, along with Commissioner Rumbaugh, Deputy Executive Director April Black, and Client Services Director Greg Claycamp, are in Washington, D.C. for the Council of Large Public Housing Authority (CLPHA) Spring Meeting.

Director Shalik addressed the board on ED Mirra's behalf. The federal government is operating under a continuing resolution until April 28th. It is not clear what will happen after that. That continuing resolution cut THA's Section 8 appropriation by 5% or about \$1.7 million. Director Shalik reminded the board of its direction to cover shortfalls in 2017 with reserves. THA is also on a soft hiring freeze.

According to Director Shalik, ED Mirra wanted to announce the departure of Property Management (PM) Director Patterson. Frankie Johnson will be the Interim PM Director. Vice Chair Flauding introduced Frankie and welcomed her as the Interim PM Director.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the expense report. The finance team is making sure that THA has good financials in the new system. THA is in good shape financially--under budget and have additional funds set aside from capital fund program, which will assist in 2017 challenges. Moving to Work (MTW) cash balance has \$630k and \$9M in unencumbered funds.

Vice Chair Flauding moved to ratify the payment of cash disbursements totaling \$8,569,280 for the month of February, 2017. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Administration

Administration (AD) Director Todd Craven addressed the board. There is no AD report provided, but Director Craven wanted to provide a verbal report. THA is in week 3 of OpenDoor training. It is going well. This week is focused on finance. The other two weeks were focused on rental assistance. The more staff get training, the more they realize that this is a big shift for the agency. They started loading data. Starting next Wednesday, the Visual Homes system will be turned off and we will start the full data conversion. Staff are starting to feel comfortable with the new system but are feeling scared. Everyone is really engaged. THA is not yet where it needs to be with the intergration of Salesforce and financial system.

Client Services

Client Services (CS) Associate Director Julie LaRocque addressed the board on behalf of Director Claycamp and directed the board to the CS report. Staff has been working hard with OpenDoor training. Everyone feels a lot better about the new system.

Property Management

Former Property Management (PM) Director Pat Patterson addressed the board. He thanked the board for allowing him to be a steward for THA's mission in the community. He introduced Frankie Johnson who will be the Interim PM Director. Frankie thanked Patterson for his role with the board.

Patterson assured the board that Ms. Scott's concerns would be addressed. Chair Banks asked if another space would work better for Ms. Scott. According to Director McCormick, the Real Estate Development (RED) team has Ms. Scott's list of concerns. The Relocation team will do a 10-day work with her April 13th. Associate Director Burgess will also double check Ms. Scott's RA and see if she has other RA requests. Director McCormick is confident that the unit will work for Ms. Scott. According to Patterson, tenants see other units and think that their unit will look the same. Each unit is specific. He also does not think there is a lot of issue out there since PM has not heard complaints.

Vice Chair Flauding asked about security reporting. The board had requested PM to report on this quarterly. According to Patterson, it will be provided next quarter.

Finally, Chair Banks welcomed Interim PM Director Frankie Johnson.

Real Estate Development

Real Estate Development (RED) Department Director Kathy McCormick directed the board to her report. She reviewed the recent RFP for legal services.

8. OLD BUSINESS

None.

9. NEW BUSINESS

**9.1 RESOLUTION 2017-03-22 (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 No Collect	S Wright Str		
		00010291	\$136.71
W-O Collect	Section 8		
		717769	\$985.00
Grand Total			\$1,121.71

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

Vice Chair Flauding 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: March 22, 2017

Dr. Arthur C. Banks, Chair

9.2 RESOLUTION 2017-03-22 (2)
(Modernization of Two Elevators at 902 South L. Street (Administration Building))

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

WHEREAS, Tacoma Housing Authority (THA) procured for a consultant to perform an audit of the two elevators at 902 South L. Street due to the number of service calls; and

WHEREAS, Based on the outcome of the elevator audit, it was determined that both elevators were past its life by 8 to 10 years and needs a complete modernization; and

WHEREAS, THA advertised on WEBS for the modernization of two elevators at 902 South L. Street, the advertisement was sent to elevator vendors on the State of Washington contract and past vendors that have done business with THA; and

WHEREAS, THA hosted a pre-bid meeting at which only two vendors attended; and

WHEREAS, Bids were due on March 2, 2017, of which only one bid was received by R.C. Zeigler Company in the amount of \$417,377.00. It should be noted that R.C. Zeigler is a general contractor and will be using ThyssenKrupp as their subcontractor doing the elevator portion of the scope. Both of these companies were the only vendors in attendance at the pre-bid meeting; and

WHEREAS, Due to the age of both elevators, THA is building into the budget and asking for an additional \$50,000 for contingency and unforeseen work making the total amount of the project amount of \$467,377.00; 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 to execute a contract with R.C. Zeigler Company in the amount not to exceed \$417,377.00 for the modernization of the two elevators at 902 South L. Street (Administration Building) and the additional contingency amount of \$50,000 making the total project amount not-to-exceed \$467,377.00.

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

Upon roll call, the vote was as follows:

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

Motion Approved: March 22, 2017

Dr. Arthur C. Banks, Chair

**9.3 RESOLUTION 2017-03-22 (3)
(Interlocal Agreement with the Housing Authority of Grays Harbor County
(HAGHC))**

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

WHEREAS, The Housing Authority of Grays Harbor County seeks to secure a consultant to assist in financial consulting services; and

WHEREAS, THA followed the Housing and Urban Development (HUD) procurement process 24 CFR 85.36 and THA's Procurement policy in procuring financial consultation services with J.H. Brawner & Company (Brawner) in August, 2016; and

WHEREAS, The THA Board of Commissioners approved resolution 2016-8-24 (3) authorizing a contract with Brawner for financial services; and

WHEREAS, The HAGHC wishes to use the services of Brawner to provide financial consulting services for the repositioning of its Public Housing Portfolio under the Rental Assistance Demonstration (RAD) program; and

WHEREAS, Chapter 39.34 RCW (The Interlocal Cooperation Act) permits public agencies to cooperate and exercise joint powers in carrying out their public purposes, includes the purchase of goods and services; 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 enter into an Intergovernmental Cooperative Purchasing Agreement with the Housing Authority of Grays Harbor County so that housing authority may rely on THA's procurement of Brawner & Company to contract with Brawner & Company for financial services provided.

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

Upon roll call, the vote was as follows:

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

Motion Approved: March 22, 2017

Dr. Arthur C. Banks, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Flauding asked about the status of Heritage Bank at the Family Investment Center (FIC). She said it's a good idea to have Heritage Bank along with the Children's Savings Account at the FIC. Director McCormick responded that Heritage Bank will be included in the FIC remodel. The architect is under contract and planning work is expected to begin within the next 60 days. RED has been in contact with Heritage Bank.

10. EXECUTIVE SESSION

The board went into Executive Session at 5:50 pm for 19 minutes to discuss a real estate transaction. The board came back to regular session at 6:09 pm.

Commissioner Hodge motioned to authorize ED Mirra to issue a letter of intent to purchase James Center North with the understanding that the board will approve a final purchase and sale contract. Vice Chair Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: March 22, 2017

Dr. Arthur C. Banks
Dr. Arthur C. Banks, Chair

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:13 PM.

APPROVED AS CORRECT

Adopted: April 26, 2017

Dr. Arthur C. Banks
Dr. Arthur C. Banks, Chair