



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, July 26, 2017

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 401 North G. Street, Tacoma, WA at 4:45 PM on Wednesday, July 26, 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 4:51 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 late at )	
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
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 a quorum present @ 4:52 and proceeded.

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

Chair Banks asked for any corrections to, or discussion of the minutes of the Study Session of the Board of Commissioners on Wednesday, June 14, 2017. Vice Chair Flauding moved to adopt the minutes, Commissioner Rumbaugh 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 the minutes of the Regular Session of the Board of Commissioners on Wednesday, June 28, 2017. Commissioner Rumbaugh moved to adopt the minutes, Vice Chair Flauding seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

Greg Tanbara addressed the board. His father was Dr. George Tanbara, a Tacoma pediatrician and civic leader. In particular, Greg noted that Dr. Tanbara founded the Community Health Care clinic at Salishan, which is now named for Dr. Tanbara and his wife, Kimi. Dr. Tanbara passed away on July 1. Greg thanked the board and THA for the support they provided to his father and his father’s work throughout the years.

**5. COMMITTEE REPORTS**

***Real Estate Development Committee—Commissioner Rumbaugh***  
Although the committee did not have a formal meeting this week, there were informal communications regarding a couple of properties and a few significant opportunities. The committee will try to have a meeting by the end of summer.

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

The committee held an entrance conference with the auditors last Monday. Finance is working hard with the auditors to make sure everything is in order and also working on an upcoming REAC audit.

***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. As the board works towards the 2018 budget, ED Mirra wants the board to be aware that THA faces some budget dilemmas mostly related to Congressional appropriations and Housing and Urban Development (HUD) rules, and to uncertainty about those appropriations and rules. THA is being squeezed by three factors: (1) a rising rental market that makes THA's rental assistance programs more expensive per household, (2) flat-lined appropriations, and (3) HUD's requirement that THA serve the same number of households. Doing all these at the same time is arithmatically impossible without cuts somewhere else.

The main puzzle for the 2018 budget is finding a reasonable balance among several strategies: (1) thin the soup further by lowering the value of the voucher, which, however, would make those vouchers less competitive in this market; (2) increase the value of vouchers to make them more competitive in the rising market, which, however, would mean we would serve fewer households; or (3) shift MTW dollars from other expenditures to pay for vouchers, which, however, would weaken other services or programs. THA's answers for 2018 will arise from the budget process. Perhaps the Congressional budget appropriations and HUD's rules will clarify, and perhaps further, the clarification will be helpful.

Commissioner Rumbaugh inquired about THA's Rapid Rehousing investment and Pierce County's efforts to show that it can utilize THA's assistance. Pierce County is presently using only 67% of THA's money. Commissioner Rumbaugh is concerned that THA will have this yearly under-utilization. He also asked about the rate of THA's utilization of its own vouchers. Director Claycamp will present his utilization recommendation to the board in time for the budget process.

Vice Chair Flauding inquired about providing incentives to entice landlords to participate in the voucher program.

The Bay Terrace II Ribbon Cutting celebration is scheduled for August 7 at 1 pm. Senator Murray and Representatives Derek Kilmer and Danny Heck are expected to attend.

ED Mirra reported that HUD representatives told him to anticipate a call from the White House HUD transition team regarding THA's education project and rent reform programs. ED Mirra said that he may need help from the board.

## **7. ADMINISTRATIVE REPORTS**

### **Finance**

Finance Department (FD) Director Ken Shalik directed the board to the expense report. The good news is that the new OpenDoor system is now able to generate the necessary financial information. The bad news is that there is a 97% Congressional Housing Assistance Program (HAP) proration of funds for 2017, which is a \$1.1M reduction in funds. At the same time, because of rising rents in the markets, THA's HAP payment continues to increase.

Finance is getting ready to start the 2018 budget process. The Bay Terrace development is on budget and Rental Assistance Demonstration (RAD) is on track. Cash is in good shape for 2018.

THA requested \$3M for Arlington Drive from the state legislature. The Senate and the House version of the capital budget contains this appropriation, but the legislature was not able to approve a capital budget before adjourning.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,758,526 for the month of June 2017. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved.**

### **Client Services**

Client Services (CS) Director Greg Claycamp directed the board to his report. Pierce County Housing Authority wants THA to absorb those of its vouchers in use in Tacoma. THA is continuing its discussion with PCHA. Absorbing the vouchers will increase THA's utilization rate to about 98% without opening the waitlist. Director Claycamp will have a voucher utilization recommendation to the board soon.

- Director McCormick is reviewing the final Arlington Drive Campus plan with the City. The first Arlington Drive Advisory Committee meeting went well; the committee will meet four times in total. Chair Banks recommends bringing the plan to the churches around the area to acquire input and get buy in. BDS Planning and Urban design was selected as the consultant for community engagement and consultation effort and will be making the initial contact. Vice Chair Flauding thinks the neighborhood will express concerns about safety. According to Commissioner Hodge, The Wallace Foundation awarded \$20M to Tacoma Public Schools and Greater Tacoma Foundation to pilot a program in collaboration with after-school programs to expand social and emotional learning.

## 8. OLD BUSINESS

None.

## 9. NEW BUSINESS

### 9.1 RESOLUTION 2017-07-26 (1) (RAD A&E Work Addendum #8, Casey + DeChant Architects)

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

**WHEREAS**, On June 24, 2015, THA's Board of Commissioners approved Resolution 2015-06-24 (1) authorizing THA's Executive Director to award a contract for the Architectural and Engineering Services for the RAD Conversion Project to Casey + DeChant Architects in an amount not-to-exceed of \$500,000; and

**WHEREAS**, On January 27, 2016, THA's Board of Commissioners approved Resolution 2016-01-27 (1) in the amount of \$531,000 for additional A&E work scope for the project; and

**WHEREAS**, THA has estimated an additional \$240,500 in A&E services will be needed for the RAD Conversion 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 increase the contract amount with Casey + DeChant Architects by \$240,500 for a total not-to-exceed of \$1,271,500.00.

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

AYES: 5  
NAYS: None

Abstain: None  
Absent: None

**Motion Approved: 2017-07-26**

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Dr. Arthur C. Banks, Chair

**9. COMMENTS FROM COMMISSIONERS**

National Night Out is scheduled for August 1, from 4-8 pm, and will be held at the Family Investment Center.

**10. EXECUTIVE SESSION**

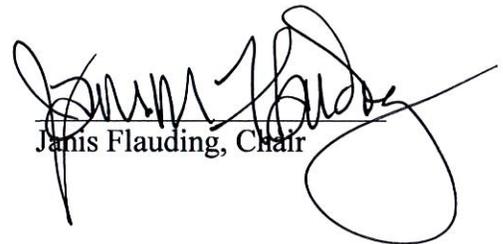
None

**11. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 6:23 PM.

**APPROVED AS CORRECT**

**Adopted: August 23, 2017**

  
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Janis Flauding, Chair