



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, NOVEMBER 8, 2023

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, November 8, 2023.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:48 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Dr. Minh-Anh Hodge	
Vice Chair Derek Young	
Commissioner Stanley Rumbaugh	
	Commissioner Michael Purter
	Commissioner Shennetta Smith
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Adam Ydstie, Policy, Innovation, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Ken Short, Asset Management and Real Estate Development Director	
Marquis Jenkins, Property Management Director	
Richard Deitz, Finance Director	
Sharrall Madden, Human Resources Director	
William Morse, Director/CIO	

Chair Hodge declared there was a quorum present at 4:49 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, September 27, 2023. Commissioner Young moved to adopt the minutes. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—COMMISSIONER RUMBAUGH, COMMISSIONER SMITH

The committee did not meet.

FINANCE AND AUDIT COMMITTEE—CHAIR HODGE, VICE CHAIR YOUNG

The committee met and discussed insurance details that are coming up. Things have changed a little and the committee will have an update later in the meeting.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee did not meet.

EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—CHAIR HODGE, CHAIR YOUNG

The committee did not meet.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE—CHAIR HODGE, COMMISSIONER SMITH

The committee did not meet.

6. MEETING SCHEDULE MOTION

6.1 APPROVAL OF 2024 BOC MEETING SCHEDULE

Commissioner Rumbaugh moved to approve the 2024 Board of Commissioners' Meeting Schedule. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion approved.

7. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report.

7.1 RATIFYING CASH DISBURSEMENT FOR SEPTEMBER 2023

Cash Disbursement is over \$2M. Section 8 is at \$75,941 due to The Rise flood work. Tacoma Housing Authority (THA) fronted bills and now has been reimbursed from insurance. This is 100% reimbursed, and the shortfall is covered by the partnership.

Cash Position for August totals \$42,172,998 from prior month, which is a relatively typical flow. Moving to Work (MTW) Cash is down \$920k with just over \$4M. Cash Held by Housing and Urban Development (HUD) is at \$4.3M. Non-MTW Restricted is at \$23.5M. Finally, Unencumbered is at \$14.6M.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$8,216,048 for the month of September 2023. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion approved.

8. AGENCY MONTHLY REPORT

8.1 PRESENTATION: PAYMENT STANDARDS ANALYSIS

Policy, Innovation and Evaluation (PIE) Director Adam Ydstie presented the Payment Standards Analysis. This is a twice a year analysis where staff try to reduce rent burden, increase housing choice, reduce unplanned relocation and increase housing success. Payment standards set the value of a voucher and is used in calculation in THA tenant rent and max amount paid to landlords. Ydstie thanked Data Analyst Daniel Stutman for all his work on this analysis.

8.2 GENERAL AGENCY UPDATE

- Housing Hilltop is moving right along.
- THA had to delay the Yardi implementation due to incorrect rent calculation. THA will postpone the scheduled go-live for Yardi from October launch to May 2024.
- Over the past couple of months, Client Support and Empowerment (CSE) had events to provide rent and utility assistance to some households.
- Days before THA's insurance was set to expire, we received a bid from a second insurance company, Housing Authority Insurance Group. After negotiations with them and a few supplemental insurance carriers, we have secured insurance for all THA assets. The final rate increase was an average of 47% higher than last year. Staff will be tracking this closely. Risk Manager Erika Munoz and staff put in a lot of time to this work.

9. NEW BUSINESS

8.1 RESOLUTION 2023-11-08 (1)

2024 CONTRACT WITH PIERCE COUNTY RAPID RE-HOUSING CONTRACT HOMELESS HOUSING PROGRAM

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

WHEREAS, THA has been investing in the Pierce County Rapid Rehousing system and homeless housing programs since 2013; and

WHEREAS, A new contract must be executed to serve families and young adults in 2023; and

WHEREAS, The contract will be in effect through 2024; 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 negotiate and to sign a new Pierce County Human Services contract for up to \$1.1 million for housing for families and young adults experiencing homelessness.

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

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

**8.2 RESOLUTION 2023-11-08 (2)
APPROVAL OF PROPERTY-BASED SUBSIDY CONTRACT FOR PEOPLES SENIOR LIVING**

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

WHEREAS, THA held a competitive process for Property-Based subsidies; and

WHEREAS, Peoples Senior Living was the highest scoring respondent and will be awarded up to 124 units; and

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

WHEREAS, The contract term will be determined through negotiations with the respondent; 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 negotiate, and if those negotiations are successful, execute a Property-Based Subsidy contract with Peoples Senior Living.

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

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

8.3 RESOLUTION 2023-11-08 (3)

APPROVAL OF REVISION TO THA'S ADMINISTRATIVE PLAN: UPDATE TO LOCAL
WAITLIST PREFERENCES

APPROVAL OF REVISION TO THA'S ADMINISTRATIVE PLAN: UPDATE TO LOCAL WAITLIST PREFERENCES

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

WHEREAS, the Administrative Plan related to administration of THA's housing programs and is required by HUD; and

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

WHEREAS, THA seeks to accept referrals from supportive service providers to fill next-available units within THA's portfolio and for its voucher programs; 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 as follows:

Authorize revisions to THA's Administrative Plan (Chapter 4 Section III.C) to expand THA's waitlist preference policy so it may begin receiving referrals from supportive service providers to fill next-available units within THA's portfolio and for its voucher programs.

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

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

8.4 RESOLUTION 2023-11-08 (4)

INTERLOCAL AGREEMENT WITH KING COUNTY HOUSING AUTHORITY FOR YARDI
CONVERSION PROJECT MANAGEMENT

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

WHEREAS, THA wishes to seek a consultant to assist with the project management of the Yardi software conversion; and

WHEREAS, KCHA followed the Housing and Urban Development (HUD) procurement process 24 CFR 85.36 in procuring Nims & Associates; 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 Interlocal Cooperative Agreement with King County Housing Authority so that THA may rely on KCHA's procurement of Nims & Associates.

Commissioner XXX motioned to approve the resolution. Commissioner XXX seconded the motion.

AYES: X
NAYS: None
Abstain: None
Absent: 1

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

8.5 RESOLUTION 2023-11-08 (5)
FISCAL YEAR 2024 ANNUAL BUDGET

Richard Deitz presented the Budget Approach (ask Rich for the presentation).

Expected Changes:

- Housing Assistance Payments
- Property Budgets
- Grants
- Salaries and Benefits
- Capital Items

Unexpected:

- Insurance Increase
- Over 20% incase in HUD
- Etc.

Expenses - Operations

Asset Management & Real Estate Development

2,199,732

Client Support & Empowerment	5,188,552
Executive	2,305,857
Finance	2,390,608
Human Resources	1,195,166
Information Technology	4,591,591
Policy, Innovation and Evaluation	2,577,797
Rental Assistance	66,221,002
Property Management Overhead	3,435,355
Property Budgets	<u>3,311,429</u>
Subtotal	\$93,417,089

Additional Cash Outflows

Debt Service	258,748
Loan Payoffs	3,670,000
Capital Expenditures	4,475,000
Replacement Reserves	<u>175,852</u>
Subtotal	\$8,579,600

TOTAL APPROVED BUDGET

\$101,996,689

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

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

8.6 RESOLUTION 2023-11-08 (6)

COMMITMENT OF AGENCY AND MOVING TO WORK RESERVES

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

WHEREAS, For THA has to be effective in its mission it must plan its use of financial resources over multi-year periods and have 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 2022-12-14 (2) and reflects the Authority's current plans for such capital and operational expenditures of THA reserves, both MTW and Non-MTW; and

WHEREAS, The Authority has submitted an initial MTW commitment of Reserves in the 2024 MTW plan, and intends to include an updated Schedule of Board 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 Reserves as outlined in the attached Schedule of THA Reserve Commitments, subject to adjustment in future budgets and budget revisions.
2. The Board authorizes the Executive Director to include the latest THA Reserve Commitments in the annual MTW Report submitted to HUD.

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

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

8.7 RESOLUTION 2023-11-08 (7)
APPROVAL OF ACCOUNTS 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 assistance payments to property owners in excess of the amount the owner is entitled to receive, and the owner has not repaid this amount to THA.

WHEREAS, each individual included in this property owner's write-off has been notified of their debt and given the opportunity to pay prior to this resolution.

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

Authorizes THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

Ledger #	Balance
LD-2020-047013	\$2,032.00
LD-2018-038264	\$1,187.00
LD-2017-036654	\$3,026.00
LD-2017-006085	\$1,246.00
LD-2017-027896	\$600.00*
LD-2017-028305	\$571.00*
LD-2017-028471	\$557.00*
LD-2020-048917	\$3,048.00
	<u>\$12,267.00</u>
Total THA Write Off	<u>\$1,728.00</u>
Total THA to Collections	<u>\$10,539.00</u>

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

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair

10. EXECUTIVE SESSION

The Board went into executive session at 6:09 pm for 16 minutes to discuss the performance of a public employee and came back into regular session at 6:25 pm.

11. COMMENTS FROM COMMISSIONERS

ED Black requested to forgo a December Board meeting. The Board unanimously agreed.

12. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:25 pm.

APPROVED AS CORRECT

Adopted: January 24, 2024



Dr. Minh-Anh Hodge, Chair