



# BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION  
WEDNESDAY, JANUARY 24, 2024

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, January 24, 2024.

## 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 4:49 pm.

## 2. ROLL CALL

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

PRESENT	ABSENT
<b>COMMISSIONERS</b>	
Chair Dr. Minh-Anh Hodge	
Vice Chair Derek Young	
Commissioner Stanley Rumbaugh	
Commissioner Michael Purter (arrived late at 5:06 pm)	
Commissioner Shennetta Smith (left the meeting early at 5:30 pm)	
<b>STAFF</b>	
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 4:50 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, November 8, 2023. Vice Chair Young moved to adopt the minutes. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	X
<b>Abstain:</b>	X
<b>Absent:</b>	1

**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 did not meet.

#### COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee did meet but Commissioner Smith was unable to attend. Commissioner Porter met with Deputy Executive Director Aley Thompson and Manager of Communications and Marketing Nick Tolley, as well as others, and stated that the meeting went well.

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

The committee met and discussed Proposition 1 and other general updates on leasing efforts. They also previewed 8823s and its impact and discussed updates on Housing Hilltop.

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

The committee met and formally met the DEIB Strategic Advisor, Priya Saxena. The committee also discussed the 2024 goals and the direction the agency would like to go.

## 6. FINANCE REPORT

### FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. Insurance cost will creep up during the budget process. Maintenance salary expenditures budgeted increased and ends up hitting different areas, but generally under budget.

#### 6.1 RATIFYING CASH DISBURSEMENT FOR OCTOBER 2023

Vice Chair Young moved to ratify the payment of cash disbursements totaling \$7,247,500 for the month of October 2023. Commissioner Smith seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	X
<b>Abstain:</b>	X
<b>Absent:</b>	1

**Motion approved.**

#### 6.2 RATIFYING CASH DISBURSEMENT FOR NOVEMBER 2023

Vice Chair Young moved to ratify the payment of cash disbursements totaling \$10,133,347 for the month of November 2023. Commissioner Smith seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	X
<b>Abstain:</b>	X
<b>Absent:</b>	1

**Motion approved.**

#### 6.3 RATIFYING CASH DISBURSEMENT FOR DECEMBER 2023

Vice Chair Young moved to ratify the payment of cash disbursements totaling \$9,276,231 for the month of December 2023. Commissioner Smith seconded.

Upon roll call, the vote was as follows:

**AYES:** 4  
**NAYS:** X  
**Abstain:** X  
**Absent:** 1

**Motion approved.**

## 7. AGENCY MONTHLY REPORT

### 7.1 PRESENTATION: THA STAFFING

Executive Director (ED) April Black thanked Data Analyst Daniel Stutman for the data used for the staffing presentation. Overall, staff saw improvements. ED Black also thanked Commissioner Hodge for her suggestion to include data.

#### 2023 Accomplishments

- 100% of full-time staff are paid housing wage of \$32/hour or higher.
- Turnover has decreased from 25% to 13% in one year.
- Tacoma Housing Authority (THA) hired a Strategic Advisor for Diversity, Equity, Inclusion and Belonging.
- THA continues to make strides to be a great place to work.

#### 2024 Areas of Focus

- Establish system for counting lived experience when considering job candidates.
- Increase the number of black, indigenous, and other people of color (BIPOC) staff hired in 2024.
- Create a new performance evaluation system.
- Review and update all Human Resources (HR) policies.
- Increase employee engagement and measure/improve staff satisfaction.
- Complete software transition to Yardi.

#### Goals

- Demographics—THA customers will see themselves in THA staff and leadership. THA staff will be at least as diverse as the City of Tacoma.
- Tenure—Increase the number and percentage of new BIPOC staff to help increase the overall diversity of THA.
- Turnover—THA turnover will be less than 25% and equal to or better than state and local trends.

In 2023, THA made positive progress with filling vacant positions, improving employee pay, improving staff turnover, and diversifying the THA team. ED Black sees stabilizing in the number of staff and percentage of white staff decreasing. She noted that Black staff are still unrepresented compared to the people THA serves.

Chair Hodge thanked Daniel for his work. It took a lot of time and effort. ED Black thanked everyone because it took everyone to do this work. Chair Hodge would like to see THA's turnover compared with other similar agencies. Vice Chair Young agreed—compare the turnover with like non-profits. Commissioner Rumbaugh stated that the data is a pretty rich and thorough assessment. He impressed with the nature of the questions and scope of measurements. Commissioner Smith agreed and noted that for her, she especially liked seeing the scope in the last three years.

## 7.2 2023 SUMMARY OF PROGRESS ON AGENCY GOALS

ED Black reviewed the 2023 progress toward agency goals.

### Goals

- Increase the amount of available housing for low-income families.
- Increase housing access and stability.
- Embed principles of diversity, equity, inclusion and belonging (DEIB) in THA's programs, culture, and priorities.
- Make THA a great place to work.

## 7.3 GENERAL AGENCY UPDATE

ED Black provided agency highlights for January 2024:

- THA added 75 affordable housing units to the community through a new Property Based Subsidy agreement in early January.
- Construction of the residential and commercial portions of Housing Hilltop are still on schedule. Development and construction are projected to be completed within budget, currently trending at approximately \$350k under budget.
- Property Management accomplished many department goals in 2023—they completed 10,500 work orders, did 145 unit turns, did 1,800 recertifications, and helped collect over \$150k in COVID rent arrears.
- Rental Assistance housed 548 new households in 2023. All voucher utilization is at 94.15%.
- IT completed the last trial conversion for Yardi data in early December. The new go live is scheduled for April 2024.
- THA's new Strategic Advisor for DEIB started on November 27. Priya Saxena is focusing their time on learning about THA's overall business; developing roles, responsibilities, and tasks that fall under this new role. She is also supporting the DEIB Committee, planning for their 2024 Annual Retreat.
- A survey of other public housing authorities shows that THA's environment is now one of the most advanced, if not the most advanced of any housing authority nationwide while also being more cost effective.

- On January 18, Congress passed legislation to keep funding Housing and Urban Development (HUD) through a Continuing Resolution (CR) through March 1, 2024. This is a positive progress as THA will continue to be funded at 2023 levels.

**8. NEW BUSINESS**

**8.1 NIMS ASSOCIATES CONTRACT FOR YARDI**

**RESOLUTION 2024-01-24 (1)**

(Executive Director approval to execute Nims & Associates Contract)

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

**WHEREAS**, Tacoma Housing Authority approved the expenditure for Yardi Consulting services in the 2024 budget; and

**WHEREAS**, on March 23, 2022, THA Board of Commissioners approved Resolution 2022-03-23 (1) which authorized THA’s Executive Director to execute a contract with Wise Consulting Services; and

**WHEREAS**, on November 8, 2023, THA Board of Commissioners approved Resolution 2023-11-08 (4) for THA to enter into an Interlocal agreement with King County Housing Authority to rely on KCHA’s formal procurement of Nims & Associates; and

**WHEREAS**, THA recommends entering into a contract with Nims & Associates for costs associated with the Yardi conversion; and

**WHEREAS**, THA is still within the Yardi implementation budget; now, therefore, be it

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

Approve THA’s Executive Director to execute a contract with Nims & Associates not to exceed \$500,000.00.

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

**AYES:** 4  
**NAYS:** X  
**Abstain:** X  
**Absent:** 1

**Motion approved:** January 24, 2024

Dr. Minh-Anh Hodge, Chair

8.2 LINE OF CREDIT INTEREST REVISION

**RESOLUTION 2024-1-24 (2)**

**Amendment to note rate index and maximum maturity date for the \$2 million Heritage Bank Taxable Revolving Line of Credit Revenue Note, 2014**

**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 (the "Authority") seeks to encourage the provision of housing for low-income persons residing in the City of Tacoma, Washington; and

**WHEREAS**, on December 17, 2014, the Board approved Resolution 2014-12-17(4) approving an unsecured line of credit of \$2 million with Heritage Bank and authorizing the Executive Director to extend the Maturity Date through October 31, 2024; and

**WHEREAS**, on December 12, 2018, the Board approved Resolution 2018-12-12(4) approving increasing the cap of the interest rate to 10% per annum on the LIBOR Note Rate to accommodate changing market conditions; and

**WHEREAS**, banks no longer use the LIBOR rate index, and Heritage Bank defines its Prime Rate as the Wall Street Journal Prime Rate, minus 0.65% per annum; and

**WHEREAS**, the Authority continues to have a need to use the Taxable Revolving Line of Credit Revenue Note, 2014, beyond the maximum maturity date of October 31, 2024; 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 execute documents allowing Heritage Bank to modify the Note interest rate index used to determine Heritage Bank's Prime Rate from the LIBOR Note Rate to the Wall Street Journal Prime Note Rate index to where any modification does not cause the Note to bear interest at a rate in excess of 10% per annum as of the effective date of such modification.

With the consent and approval of Heritage Bank, the Executive Director is authorized to extend the then-current Maturity Date of the Note to any date on or before October 31, 2034.

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

**AYES:** 4  
**NAYS:** X  
**Abstain:** X  
**Absent:** 1

**Motion approved:** January 24, 2024

Dr. Minh-Anh Hodge, Chair

8.3 LASA TRANSFER

RESOLUTION 2024-01-24 (3)

(LASA Transfer)

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

**WHEREAS**, a resolution authorizes THA’s Executive Director to facilitate, negotiate and execute the transfer physical and financial assets, and debt associated with Prairie Oaks to LASA; and

**WHEREAS**, the partners, THA and LASA support the transfer of the 15 Prairie Oaks permanent supportive housing building to LASA to own and operate; and

**WHEREAS**, THA desires to transfer the building to LASA at no cost to LASA except for fees associated with closing and the transfer process; and

**WHEREAS**, THA desires to transfer the debt and property and financial assets associated with Prairie Oaks to LASA; and

**WHEREAS**, LASA desires to receive all financial and property assets related to Prairie Oaks; and

**WHEREAS**, LASA desires to operate Prairie Oaks according to the uses prescribed in the Dept. of Commerce’s use covenants, now, therefore be it

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

*THA’s Executive Director is authorized to negotiate and execute the transfer of the physical and financial assets and debt associated with Prairie Oaks to LASA’s ownership.*

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

<b>AYES:</b>	4
<b>NAYS:</b>	X
<b>Abstain:</b>	X
<b>Absent:</b>	1

**Motion approved:** January 24, 2024

Dr. Minh-Anh Hodge, Chair

8.4 RBC EXITS SALISHAN 4, 5, AND 6

RESOLUTION 2024-01-24 (4)

(RBC Exits Salishan 4, 5, and 6)

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

**WHEREAS**, this resolution authorizes THA's Executive Director to engage a consultant to establish an exit structure and prepare an offer to buy back RBC's partnership interests in Salishan 4, 5, and 6 in 2024;  
*and*

**WHEREAS**, RBC desires to sell its partnership interests in Salishan, 4, 5, and 6 at the end of the compliance periods; and

**WHEREAS**, THA can buy back the partnership interests; and

**WHEREAS**, THA would gain 100% ownership of the physical and fiscal assets of these properties;  
and

**WHEREAS**, THA would gain full benefit of cashflow; and now, therefore, be it

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

*This resolution authorizes THA's Executive Director to engage a consultant to establish an exit structure and prepare an offer to buy back RBC's partnership interests in Salishan 4, 5, and 6 in 2024.*

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

**AYES:** 4  
**NAYS:** X  
**Abstain:** X  
**Absent:** 1

**Motion approved:** January 24, 2024

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**Dr. Minh-Anh Hodge, Chair**

## 8.5 AVIVA KOZ SALE

### RESOLUTION 2024-01-24 (5)

(Aviva Koz Sale)

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

**WHEREAS**, on October 27, 2021, the board approved resolution 2021-10-27 (2) which authorized the Executive Director to negotiate and execute a Purchase and Sale Agreement (PSA) with Koz Development for lot 1 at James Center North / Aviva Crossings; and

**WHEREAS**, resolution 2021-10-27 (2) referenced a Koz Development purchase price of \$1,250,000, the lot size and price have now been reduced; and

**WHEREAS**, a resolution authorizes THA's Executive Director to finalize the Koz Development Purchase and Sale Agreement (PSA) lot 1 at James Center North / Aviva Crossings at the revised price; now, therefore, be it

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

THA's Executive Director is authorized to negotiate and execute the transfer of the physical and financial assets and debt associated with Prairie Oaks to LASA's ownership.

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

**AYES:** 4  
**NAYS:** X  
**Abstain:** X  
**Absent:** 1

**Motion approved:** January 24, 2024

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**Dr. Minh-Anh Hodge, Chair**

## 9. EXECUTIVE SESSION

The Board went into executive session at 6:00 pm for 32 minutes to discuss legal matters with legal counsel representing the agency, and to review the performance of a public employee. The Board came back into regular session at 6:31 pm.

## 10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:34 pm.

**APPROVED AS CORRECT**

**Adopted:** February 28, 2024

  
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**Dr. Minh-Anh Hodge, Chair**