



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION

WEDNESDAY, DECEMBER 11, 2024

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902n South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, December 11, 2024.

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:50 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Derek Young	
Vice Chair Stanley Rumbaugh (arrived late at 4:51 pm)	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Michael Purter	
	Commissioner Shennetta Smith
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Adam Ydstie, Policy, Improvement, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
	Cacey Hanauer, Client Support and Empowerment Director
Ken Short, Asset Management and Real Estate Development Director	
Lynette Scott, Interim Human Resources Director	
	Marquis Jenkins, Property Management Director
Richard Deitz, Finance Director	
	William Morse, Director/CIO
Priya Saxena, Strategic Advisor	

Chair Young declared there was a quorum present at 4:50 pm and proceeded.

3. EXECUTIVE SESSION

The Board went into Executive Session at 5:00 pm for 17 minutes to review the performance of a public employee and came back into regular session at 5:17 pm.

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING AND MOTION

4.1 Approval of Minutes

Chair Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, October 23, 2024. Commissioner Hodge moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

4.2 Approval of Motion

Commissioner Purter moved to adopt the motion to approve the 2025 BOC Schedule. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

5. GUEST COMMENTS

None.

6. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—VICE CHAIR RUMBAUGH, COMMISSIONER SMITH

The committee met this month and discussed Housing Hilltop and lease up which is not as robust. According to Executive Director (ED) Black, Housing Hilltop South is still at 79 leased out of 94. More move ins are scheduled this week. Vice Chair Rumbaugh added that there is penalty if Housing Hilltop does not meet its mark. Walsh hit their 25% goal for Section 3 and exceeded minority.

FINANCE AND AUDIT COMMITTEE—COMMISSIONER HODGE, CHAIR YOUNG

The committee met and discussed Housing Hilltop lease up. There will be a budget presentation at tonight's meeting.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee met and discussed similar agenda items as the other committees. They also discussed oversight for Resyndication.

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

The committee did not meet.

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

The committee did not meet.

7. FINANCE REPORT

FINANCE

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

7.1 RATIFYING CASH DISBURSEMENT FOR OCTOBER 2024

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$8,775,863 for the month of October 2024. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 1

Motion approved.

8. AGENCY MONTHLY REPORT

- THA's waitlist opened on November 14th and received 5,000 applications within the first 24 hours.
- The Policy, Improvement, and Evaluation (PIE) Department along with Rental Assistance and Finance have reviewed the analysis of THA's payment standards and utility allowance schedule. Below are the recommendations:

Utility Allowances

- **Annual Review Requirement:** Utility allowances must be reviewed annually, and any changes exceeding ten percent must be revised and approved by the Board of Commissioners.
- **Analysis Methodology:** The analysis for the updated utility allowances was conducted using 2023 utility consumption data and published 2024 rates for energy, water, sewer, and garbage, following the approved methodology developed with Seasholtz Consulting Inc.
- **Partnership with Tacoma Public Utilities (TPU):** THA collaborates with TPU to collect regular updates on electrical consumption and rates, allowing for accurate and timely updates to the utility allowance schedule.
- **Proposed Changes:** The chart below shows the proposed utility allowances for different bedroom sizes, with specific amounts depending on who pays sewer and water.

Payment Standards

- The interdepartmental work group recommends increasing THA's current payment standards by the same amount of the utility allowance increase. This will ensure families do not see an increase in their portion.
- Client Support and Empowerment (CSE) fielded 375 new referrals from both Property Management and Rental Assistance and made at least 436 contacts with those referred. 300

were families living at THA owned/operated properties and 230 were for housing stability needs.

- The Employee Appreciation Celebration is scheduled for December 6th at the Star Center. This event is dedicated to honoring the milestones of THA staff.
- The Benefits Fair and Vaccination Clinic was held on October 30th and over 70 employees participated and received vaccinations.
- Commissioners Young, Smith and Rumbaugh traveled to Washington DC with Aley Thompson, Marquis Jenkins and April Black for the Council of Large Public Housing Authorities Conference.

9. NEW BUSINESS

9.1 PIERCE COUNTY RAPID REHOUSING CONTRACT-HOMELESS HOUSING PROGRAM

RESOLUTION 2024-12-11 (1)

2025 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 2025; and

WHEREAS, The contract will be in effect through 2026; 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 \$900,000 for housing for families and young adults experiencing homelessness.

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

Upon roll call, the vote was as follows:

AYES:	X
NAYS:	X
Abstain:	X
Absent:	1

Motion approved: December 11, 2024

9.2 UTILITY ALLOWANCE SCHEDULE

RESOLUTION 2024-12-11 (2)

(UTILITY ALLOWANCE SCHEDULE UPDATE)

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

WHEREAS,; Utility allowances must be reviewed annually; and

WHEREAS,; PHAs must revise utility allowances if they change more than ten percent; and

WHEREAS, Changes to the utility allowances must be approved by the Board of Commissioners; now, therefore, be it

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

Authorizes THA to adopt all bedroom size utility allowances, effective January 01, 2024, according to the chart below.

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

9.3 PAYMENT STANDARDS UPDATE

RESOLUTION 2024-12-11(3)

(PAYMENT STANDARDS UPDATE)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to increase THA's payment standards.

WHEREAS,; HUD sets fair market rents annually; and

WHEREAS,; the housing authority sets payment standards based on market and participant data; and

WHEREAS, changes to the payment standards must be approved by the Board of Commissioners; now, therefore, be it

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

Bedroom Size	Payment Standard	Exception PS
0	\$1252	\$1428
1	\$1392	\$1589
2	\$1743	\$1990
3	\$2474	\$2824
4	\$2761	\$3309
5	\$3172	\$3802

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

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.4 RECOMMENDATION TO SELL 5320 S. TYLER STREET

RESOLUTION 2024-12-11 (4)

(Sell 5320 S. Tyler St. Tacoma WA 98409)

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

WHEREAS, THA finds the parcel unsuitable for affordable housing development; and

WHEREAS, THA concluded due diligence for the property’s disposals that includes an appraisal, legal review, cost assessments, marketing efforts; and

WHEREAS, THA wishes to sell 5320 S. Tyler; and

WHEREAS THA has a suitable offer from GBH to buy the land for \$24,000; and

WHEREAS, THA has the discretionary authority to sell the property at the best price achievable through an arm’s length negotiation after reasonable marketing efforts even if that price is lower than what was presented in an appraisal; now,

THEREFORE, be it resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

THA’s Executive Director sell parcel 3740000066, whose address is 5320 S. Tyler St., to Green Property Holdings for \$24,000.

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

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.5 REVISION TO POLICY HR-10.30 WORKPLACE ATTIRE AND ASSIGNED UNIFORMS

RESOLUTION 2024-12-11 (5)

(Update to THA Policy HR-10.30, “Workplace Attire”)

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

WHEREAS, the Tacoma Housing Authority endeavors to be a great employer; and

WHEREAS, THA is committed to embedding a DEIB lens in all its practices and programs; and

WHEREAS, THA staff have shared feedback about the original version of THA policy HR-10.30; and

WHEREAS, THA staff and Union representatives participated in a comprehensive engagement process to review draft policy updates and share feedback; now, therefore, be it

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

1. Employees who are not required to wear uniforms to perform their job functions follow updated values, standards, and prohibitions regarding workplace attire.
2. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
3. This resolution shall take effect immediately upon its adoption.

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

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.6 CREATION AND ADDITION OF THA POLICY HR.10.30.01 ASSIGNED UNIFORMS

This resolution will be resubmitted at the January 2025 Board meeting.

9.7 ADDITIONAL REST AND WELLNESS DAY FOR STAFF

RESOLUTION 2024-12-11 (7)

(Additional Rest and Wellness Day for THA Staff)

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

WHEREAS, THA may provide additional paid time off; and

WHEREAS, THA will provide an additional Rest and Wellness day in 2024; and

WHEREAS, there is no financial impact to THA; 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 provide December 23, 2024, as an additional Rest and Wellness Day.

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

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.8 FISCAL YEAR 2025 BUDGET

RESOLUTION 2024-12-11 (8)

(FISCAL YEAR 2025 ANNUAL BUDGET)

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 (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2025; and

WHEREAS, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma has reviewed and provided input to the proposed Fiscal Year 2025 annual budget; now, therefore, be it

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2025 Agency wide budget. Expenses and other cash outflows are projected as follows:

Expenses - Operations

Asset Management & Real Estate Development	\$	2,843,804
Client Support & Empowerment		5,180,766
Executive		2,423,948
Finance		2,579,636
Human Resources		1,201,165

Information Technology	4,173,216
Policy, Innovation and Evaluation	2,403,453
Rental Assistance	72,163,475
Property Management Overhead	3,966,174
Property Budgets	<u>3,190,707</u>
Subtotal	\$100,126,344

Additional Cash Outflows

Debt Service	230,491
Loan Payoffs	1,284,900
Loans	10,187,500
Capital Expenditures	6,720,500
Replacement Reserves	<u>170,723</u>
Subtotal	\$18,594,114

TOTAL APPROVED BUDGET \$118,720,458

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.9 COMMITMENT OF AGENCY & MOVING TO WORK RESERVES

RESOLUTION 2024-12-11 (9)

(COMMITMENT OF AGENCY & 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 2023-11-08 (6) and reflects the Authority's current plans for such capital and operational expenditures of THA' reserve's, both MTW and Non-MTW; and

WHEREAS, The Authority has submitted an initial MTW commitment of Reserves in the 2025 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 Hodge motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.10 ACCOUNTS RECEIVABLE WRITE-OFFS-TENANTS

RESOLUTION 2024-12-11 (10)

(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 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 of 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, as follows:

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

	Account #	Balance
Salishan Seven	t0026805	\$1,782.00
	t0026796	\$361.00
	t0026696	\$191.00
	t0026700	\$7,236.00
	t0026703	\$906.52
	t0026719	\$5,742.00
	t0026714	\$4,340.00
		<u>Total Write-off</u>
	<u>Write-off only*</u>	<u>\$0.00</u>
	Total to Collections	<u>\$20,558.52</u>

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

9.11 ACCOUNT RECEIVABLE WRITE-OFFS-LANDLORDS

RESOLUTION 2024-12-11 (11)

(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; and

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; now, therefore, be it

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
v0000377	\$ 410.00
v0000688	\$ 687.00
v0000690	\$ 1,712.00
v0001368	\$ 1,027.00
v0001798	\$ 1,614.00
v0002669	\$ 2,556.00
v0002764	\$ 671.00
v0002889	\$ 185.34
v0002987	\$ 827.00
v0004124	\$ 4,852.00
v0004180	\$ 1,099.00
v0004201	\$ 1,185.00
v0005126	\$ 1,924.00
v0006501	\$ 861.00
v0007141	\$ 82.00
v0007408	\$ 7,260.00
v0008163	\$ 992.00
v0009119	\$ 842.00
v0009244	\$ 538.00
v0000647	\$ 918.00
v0002735	\$ 870.00
v0006028	\$ 2,360.00
v0007213	\$ 766.00
v0008177	\$ 966.00
v0000521	\$ 695.00*
v0001223	\$ 1,038.00*
v0000419	\$ 2,668.00*
v0001794	\$ 2,841.00*
v0003537	\$ 3,660.00*

v0001885	\$	772.00*
v0003688	\$	4,004.00*
v0004376	\$	2,052.00*
v0004766	\$	9,372.00*
v0004891	\$	1,142.00*
v0005210	\$	1,076.00*
v0005285	\$	278.00*
v0005586	\$	662.00*
v0002724	\$	443.00*
v0006148	\$	757.00*
v0003551	\$	2,400.00*
v0007222	\$	676.00*
v0007575	\$	20.00*
v0005468	\$	529.00*
v0007818	\$	753.00*
v0007982	\$	699.00*
v0007984	\$	1,234.00*
v0007884	\$	1,329.00*
v0008322	\$	443.00*
v0008652	\$	429.00*
v0009130	\$	429.00*
v0009143	\$	543.00*
v0009406	\$	695.08*
Total Write-off		\$76,843.34
Write-off only*		\$41,639.00
Total to Collections		\$35,204.34

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

Upon roll call, the vote was as follows:

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

Motion approved: December 11, 2024

Derek Young, Chair

10. COMMENTS FROM COMMISSIONERS

Vice Chair Rumbaugh stated that it has been a great year. Commissioner Hodge wasn't able to attend the Employee Appreciation event, but noted that the menu looked good and thanked the planning

committee. Commissioner Purter thanked staff for their great work and apologized for missing the event as well. He wished everyone a Merry Christmas. Chair Young noted that the Employee Appreciation event was a fun event. "Nice work." He had great conversations with staff. "It was a great time to celebrate." He thanked Executive Initiatives Officer, Sha Peterson and the committee. Vice Chair Rumbaugh was gone last weekend and was also sorry he missed the event.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:08 pm.

APPROVED AS CORRECT

Adopted: January 22, 2025



Derek Young, Chair