

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS ANNUAL GENERAL MEETING
January 31, 2018
LOCATION: BUILDING "B", 603 SOUTH POLK STREET
TACOMA WA 98444**

AGENDA

1. ROLL CALL
2. ESTABLISH A 2018 REGULAR MEETING SCHEDULE
3. ADJOURNMENT

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, January 31, 2018, 3:00 p.m.
BUILDING "B", 603 SOUTH POLK STREET
TACOMA WA 98444**

AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING TODAY'S AGENDA
4. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON December 27, 2017.
5. CONSIDER A MOTION APPROVING THE CASH DISBURSEMENTS TOTALING \$4,303,836.05 FOR OCTOBER 2017
6. CONSIDER A MOTION APPROVING THE CASH DISBURSEMENTS TOTALING \$5,023, 476.90 FOR NOVEMBER 2017.
7. CONSIDER A MOTION APPROVING THE CASH DISBURSEMENTS TOTALING \$6,277,654.52 FOR DECEMBER 2017.
8. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. EXECUTIVE DIRECTOR
 - c. DEPUTY EXECUTIVE DIRECTOR:
 - i. LOW INCOME PUBLIC HOUSING
 - ii. COMMUNITY SERVICES
 - iii. HOUSING - DELINQUENCY AND COMPLIANCE
 - iv. HOUSING - OCCUPANCY AND LEASING
 - d. SECTION 8
 - e. MAINTENANCE
 - f. FINANCE
 - g. CONTRACTS AND PROCUREMENT
 - h. REPORTS OF COMMITTEES
9. COMMISSIONER'S CORNER
10. RESOLUTION #1846 ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN **Please note that the resolution was actually number 1847 and was typed incorrectly on the agenda.

11. EXECUTIVE SESSION

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act.

Legal purposes include: to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for

public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for the executive session and the time when the executive session is expected to conclude.

Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

12. ADJOURNMENT

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
 BOARD OF COMMISSIONERS OF THE PIERCE
 COUNTY HOUSING AUTHORITY

January 31, 2018
 603 SOUTH POLK STREET
 TACOMA WA 98445

Location: BUILDING "B"

In attendance: Commissioner Brammall
 Commissioner Smith
 Chairperson Telahun

Also in attendance Charlie Gray, Executive Director
 Ellie Ottey, Deputy Executive Director
 Cova Hunter, Finance
 Tamara, Section 8 Manager
 Victor Lovelace, Maintenance Supervisor
 Rodd Kowalski, Contract and Procurement

Chairperson Telahun called the meeting to order. Roll call was taken.

It was requested that the meeting continue to be on the last Wednesday at 3 pm. Commissioner Brammall so moved. Chairperson Smith seconded the nomination. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The board meeting will continue to be on the last Wednesday of the month at 3 pm. The location will remain at 603 Polk St. S. Tacoma, WA 98444 Building B.

There being no further business, the 2018 Annual General Meeting of the Board of Commissioners of Pierce County Housing Authority adjourned.

MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF COMISSIONERS OF THE PIERCE
 COUNTY HOUSING AUTHORITY

January 31, 2018
 603 SOUTH POLK STREET
 TACOMA WA 98445

Location: BUILDING "B"

In attendance: Commissioner Brammall
 Commissioner Smith
 Commissioner Walton arrived late
 Chairperson Telahun

Also in attendance Charlie Gray, Executive Director
 Ellie Ottey, Community Services Director
 Cova Hunter, Finance Director
 Tamara Meade, Section 8 Manager
 Victor Lovelace, Maintenance Supervisor
 Rodd Kowalski, Contract and Procurement

Chairperson Telahun called the meeting to order. Roll call was taken

Chairperson Telahun asked if there was any public comment. There were no members of the public wanting to comment at the meeting.

Chairperson Telahun asked to review and approve the agenda. Commissioner Smith so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Telahun asked the Board to consider a motion approving the minutes of the Regular Meeting held on December 27, 2017. Commissioner Brammall so moved. Commissioner Smith seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Telahun asked the Board to consider a motion ratifying the payment of cash disbursements totaling \$4,303,836.05 for the month of October 2017. Commissioner Smith so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Telahun asked the Board to consider a motion ratifying the payment of cash disbursements totaling \$5,023,476.90 for the month of November 2017. Commissioner Brammall so moved. Commissioner Smith seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Telahun asked the Board to consider a motion ratifying the payment of cash disbursements totaling \$6,277,654.52 for the month of December 2017. Commissioner Smith so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Telahun then asked for reports beginning with introduction of new staff. There was no new staff in attendance.

Chairperson Telahun asked for the Executive Director’s report. Charlie Gray talked about and answered questions regarding the “Get Ready” letter. He announced that Tamara Meade has been named Director of Supportive Housing. Charlie also discussed the government shutdown. He gave an update on the Laurelwood property in Gig Harbor. There was a discussion on the NAHRO poster contest that happens every year. PCHA is going to participate this year. Charlie discussed house bill 2437.

Chairperson Telahun asked for the Deputy Executive Director’s report. Ellie went over her written report.

Chairperson Telahun asked for the Section 8 report. Tamara Meade went over her written report.

Chairperson Telahun asked for the Maintenance report. Victor Lovelace went over his written report.

Chairperson Telahun asked for the Finance Report. Cova Hunter went over her written report.

Chairperson Telahun asked for the Contracts and Procurement report. Rodd Kowalski went over and updated his written report.

Commissioner Brammall talked the mental health first aid program expanding to landlords.

Chairperson Telahun talked about Lakewood affordable housing properties he is seeing being built.

Chairperson Telahun asked the Board to consider Resolution 1847 approving a motion to adopt amendments to the Pierce County Housing Authority Section 8 Administrative Plan. Commissioner Brammall so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Telahun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No executive session was needed.

Meeting adjourned at 4:30 pm.

PIERCE COUNTY HOUSING AUTHORITY
Report of Cash Disbursements
Period Ending December 31, 2017

Below are the cash disbursements and transfers, including voided checks (net of void dollar amounts) for the month of December 2017

Account Name	Bank	Check Number / Type		Amount
		From	To	
Apts General	Key Bank	6092-6099	& Electronic	\$532,297.02
Apts Security Deposit	Key Bank	Electronic	Transfer	3,000.00
Apts Security Deposit Investments	KeyBank-MS	Electronic	Transfer	100,437.50
General Operation	Key Bank	81487-81657	& Electronic	1,763,076.42
Payroll	Key Bank	Electronic	Transfer	179,988.00
PHA Reserved Investments	USBank-TVI	Electronic	Transfer	1,570,052.63
US Bank Municipal Investment	USBank-TVI	Electronic	Transfer	39.00
Section 8 HAP	Key Bank	327698-327712	& Electronic	1,959,163.56
S8 FSS	Key Bank	1314-1320	& Electronic	3,884.14
LIPH Management	Key Bank	5287-5314	& Electronic	24,862.25
LIPH Damage Deposits	Key Bank	Electronic	Transfer	300.00
FNMA T&I Ecsrow	Greystone	Electronic	Transfer	140,554.00
			Total	<u>\$6,277,654.52</u>

DISBURSEMENTS audited by the Auditing Officer as required by RCW 42-24-090, have been recorded on a listing which has been made available to the Board of Commissioners of the Housing Authority of Pierce County.

Dated this day, January 31, 2018, the Board of Commissioners of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: **\$6,277,654.52**

<http://www.leg.wa.gov/>



[42.24.080](#) << [42.24.090](#) >> [42.24.100](#)

RCW 42.24.090

Municipal corporations and political subdivisions -- Reimbursement claims by officers and employees.

No claim for reimbursement of any expenditures by officers or employees of any municipal corporation or political subdivision of the state for transportation, lodging, meals or any other purpose shall be allowed by any officer, employee or board charged with auditing accounts unless the same shall be presented in a detailed account: PROVIDED, That, unless otherwise authorized by law, the legislative body of any municipal corporation or political subdivision of the state may prescribe by ordinance or resolution the amounts to be paid officers or employees thereof as reimbursement for the use of their personal automobiles or other transportation equipment in connection with officially assigned duties and other travel for approved public purposes, or as reimbursement to such officers or employees in lieu of actual expenses incurred for lodging, meals or other purposes. The rates for such reimbursements may be computed on a mileage, hourly, per diem, monthly, or other basis as the respective legislative bodies shall determine to be proper in each instance: PROVIDED, That in lieu of such reimbursements, payments for the use of personal automobiles for official travel may be established if the legislative body determines that these payments would be less costly to the municipal corporation or political subdivision of the state than providing automobiles for official travel.

All claims authorized under this section shall be duly certified by the officer or employee submitting such claims on forms and in the manner prescribed by the state auditor.

[1995 c 301 § 73; 1981 c 56 § 1; 1965 c 116 § 2.]

Date: 01/23/2018
Time: 12:26:07 PM
By: cvh

A/P Trade Report

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A/Employee				
Name	Check Date	Check #	Check Amount	
Charlie Gray	12/04/2017	4509	\$310.50	
Ebonique M Moore	12/04/2017	4511	\$53.50	
Lashawn Johnson	12/11/2017	4521	\$200.00	
Coralie Busek	12/18/2017	4531	\$47.62	
Christa Haugen	12/21/2017	4543	\$4.82	
Lashawn Johnson	12/21/2017	4544	\$337.05	
Ebonique M Moore	12/21/2017	4547	\$23.54	
Deshawna Veasley	12/28/2017	4560	\$48.15	
Total For : A/Employee			\$1,025.18	

PIERCE COUNTY HOUSING AUTHORITY
Report of Cash Disbursements
Period Ending November 30, 2017

Below are the cash disbursements and transfers, including voided checks (net of void dollar amounts) for the month of November 2018

Account Name	Bank	Check Number / Type		Amount
		From	To	
Apts General	Key Bank	6085-6091	& Electronic	\$468,619.35
Apts Security Deposit	Key Bank	Electronic	Transfer	1,800.00
General Operation	Key Bank	81343-81486	& Electronic	1,254,117.50
Payroll	Key Bank	Electronic	Transfer	134,787.06
US Bank Municipal Investment	USBank-TVI	Electronic	Transfer	39.00
Section 8 HAP	Key Bank	327689-327697	& Electronic	2,746,165.50
S8 FSS	Key Bank	1314-1320	& Electronic	597.56
LIPH Management	Key Bank	5260-5286	& Electronic	417,350.93
			Total	\$5,023,476.90

DISBURSEMENTS audited by the Auditing Officer as required by RCW 42-24-090, have been recorded on a listing which has been made available to the Board of Commissioners of the Housing Authority of Pierce County.

Dated this day, January 31, 2018, the Board of Commissioners of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: \$5,023,476.90

<http://www.leg.wa.gov/>



[42.24.080](#) << [42.24.090](#) >> [42.24.100](#)

RCW 42.24.090

Municipal corporations and political subdivisions -- Reimbursement claims by officers and employees.

No claim for reimbursement of any expenditures by officers or employees of any municipal corporation or political subdivision of the state for transportation, lodging, meals or any other purpose shall be allowed by any officer, employee or board charged with auditing accounts unless the same shall be presented in a detailed account: PROVIDED, That, unless otherwise authorized by law, the legislative body of any municipal corporation or political subdivision of the state may prescribe by ordinance or resolution the amounts to be paid officers or employees thereof as reimbursement for the use of their personal automobiles or other transportation equipment in connection with officially assigned duties and other travel for approved public purposes, or as reimbursement to such officers or employees in lieu of actual expenses incurred for lodging, meals or other purposes. The rates for such reimbursements may be computed on a mileage, hourly, per diem, monthly, or other basis as the respective legislative bodies shall determine to be proper in each instance: PROVIDED, That in lieu of such reimbursements, payments for the use of personal automobiles for official travel may be established if the legislative body determines that these payments would be less costly to the municipal corporation or political subdivision of the state than providing automobiles for official travel.

All claims authorized under this section shall be duly certified by the officer or employee submitting such claims on forms and in the manner prescribed by the state auditor.

[1995 c 301 § 73; 1981 c 56 § 1; 1965 c 116 § 2.]

Date: 01/10/2018
Time: 12:44:50 PM
By: dxs

A/P Trade Report

Page:1
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A/Employee				
Name	Check Date	Check #	Check Amount	
Patti Carson	11/06/2017	4449	\$3.84	
Timothy Cheslik	11/06/2017	4450	\$9.63	
Deshawna Veasley	11/06/2017	4461	\$34.24	
Coralie Busek	11/14/2017	4463	\$3.75	
Deshawna Veasley	11/14/2017	4475	\$42.74	
Christa Haugen	11/20/2017	4478	\$40.66	
Jeanne Claunch	11/20/2017	4480	\$26.75	
Shaquila Moore	11/20/2017	4483	\$5.00	
Tamara Meade	11/27/2017	4500	\$169.80	
Total For : A/Employee			\$336.41	

PIERCE COUNTY HOUSING AUTHORITY
Report of Cash Disbursements
Period Ending October 31, 2017

Below are the cash disbursements and transfers, including voided checks (net of void dollar amounts) for the month of October 2017

Account Name	Bank	Check Number / Type		Amount
		From	To	
Apts General	Key Bank	6082-6084	& Electronic	\$1,033,082.82
Apts Security Deposit	Key Bank	Electronic	Transfer	3,575.00
General Operation	Key Bank	81161-81342	& Electronic	1,151,305.37
Payroll	Key Bank	Electronic	Transfer	129,161.02
US Bank Municipal Investment	USBank-TVI	Electronic	Transfer	39.00
Section 8 HAP	Key Bank	327675-327688	& Electronic	1,958,713.90
LIPH Management	Key Bank	5234-5259	& Electronic	16,612.37
FNMA T&I Ecsrow	Greystone	Electronic	Transfer	11,346.57
			Total	<u>\$4,303,836.05</u>

DISBURSEMENTS audited by the Auditing Officer as required by RCW 42-24-090, have been recorded on a listing which has been made available to the Board of Commissioners of the Housing Authority of Pierce County.

Dated this day, ~~December 27, 2017~~ January 31, 2018, the Board of Commissioners of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: **\$4,303,836.05**

<http://www.leg.wa.gov/>



<http://www.leg.wa.gov/>

[42.24.080](#) << [42.24.090](#) >> [42.24.100](#)

RCW 42.24.090

Municipal corporations and political subdivisions -- Reimbursement claims by officers and employees.

No claim for reimbursement of any expenditures by officers or employees of any municipal corporation or political subdivision of the state for transportation, lodging, meals or any other purpose shall be allowed by any officer, employee or board charged with auditing accounts unless the same shall be presented in a detailed account: PROVIDED, That, unless otherwise authorized by law, the legislative body of any municipal corporation or political subdivision of the state may prescribe by ordinance or resolution the amounts to be paid officers or employees thereof as reimbursement for the use of their personal automobiles or other transportation equipment in connection with officially assigned duties and other travel for approved public purposes, or as reimbursement to such officers or employees in lieu of actual expenses incurred for lodging, meals or other purposes. The rates for such reimbursements may be computed on a mileage, hourly, per diem, monthly, or other basis as the respective legislative bodies shall determine to be proper in each instance: PROVIDED, That in lieu of such reimbursements, payments for the use of personal automobiles for official travel may be established if the legislative body determines that these payments would be less costly to the municipal corporation or political subdivision of the state than providing automobiles for official travel.

All claims authorized under this section shall be duly certified by the officer or employee submitting such claims on forms and in the manner prescribed by the state auditor.

[1995 c 301 § 73; 1981 c 56 § 1; 1965 c 116 § 2.]

Date: 12/19/2017
Time: 7:02:04 AM
By: dxs

A/P Trade Report

A/Employee	Name	Check Date	Check #	Check Amount
	Jeanne Claunch	10/02/2017	4381	\$5.35
	Almalinda Koerber	10/02/2017	4382	\$75.97
	Victor Lovelace	10/02/2017	4384	\$84.00
	Desuari Y Sanchez	10/02/2017	4392	\$155.00
	Deshawna Veasley	10/02/2017	4394	\$31.03
	Margaret Brammall	10/16/2017	4405	\$297.00
	Coralie Busek	10/16/2017	4406	\$30.50
	Sisay Telahun	10/16/2017	4417	\$297.00
	Breezi W Williams	10/18/2017	81263	\$500.00
	Jeanne Claunch	10/23/2017	4422	\$10.70
	Rodd Kowalski	10/30/2017	4438	\$66.88
	Miguel Wallingford	10/30/2017	4447	\$200.00
	Breezi W Williams	10/30/2017	81340	\$700.00
	Total For : A/Employee			\$2,453.43