



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

MINUTES FOR THE JANUARY 31, 2024 REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

Date: Wednesday, January 31, 2024  
After the Annual Meeting

Location: PCHA Main Campus and  
Hybrid over ZOOM

In Attendance: Chairperson Mark Martinez  
Commissioner Narva Walton\*  
Commissioner Blaksley  
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director  
Tina McLeod, Director of Operations  
Tamara Meade, Director of Supported Housing  
Tammy Moter, Director of Finance  
Victor Lovelace, Director of Maintenance  
Riley Guerrero, Planning, Policy, and Community Engagement Manager  
Ney Calhoun, Human Resources Manager  
Ted Sipila, Realtor\*

\*In Attendance Via Zoom/Phone

**CALL TO ORDER**

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:39 PM. All Commissioners were present.

**AGENDA**

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner so moved. Commissioner seconded the motion. Commissioner Martinez asked for any changes to the Agenda. The date was corrected to January 31.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The agenda was so approved.

### **PUBLIC COMMENT**

Chairperson Martinez called for public comment. A written public comment was provided in the Board Packet. Chairperson Martinez asked if the commenter had received a reply. Staff answered affirmatively. Chair Martinez asked how the response was taken. Staff responded that the response was received very positively and the commenter appreciated her questions being answered. No further public comment was provided, and public comment was thereby closed.

### **OLD BUSINESS**

Chairperson Martinez called for a motion to approve the minutes of the December 16, 2023 Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for December, 2023. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee recommended to adopt.

Chair entertained the motion to adopt. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The cash disbursements from December 2023 were so approved.

### **STRATEGIC FOCUS**

#### **THA Merger Response**

Staff reviewed and summarized the response to the Merger Analysis Response Letter.

Chair Martinez called for comment. Hearing none, Chair Martinez expressed his support for the Merger Analysis Response Letter and thanked staff for the composition. Chair Martinez also expressed support for PCHA work to lease up to the voucher cap.

### **Board Retreat**

Chair Martinez asked staff for the initial date for the PCHA Board Retreat. Staff answered the initial date for the Retreat was proposed to be February 9-10, from 9:00 AM – 5:00 PM both days, at the SeaTac Marriott. Chair Martinez asked for objections to the scheduling. There were no objections. All Commissioners requested an overnight room.

## **EXECUTIVE AND DIRECTOR REPORTS**

Director McLeod briefly reviewed the Affordable Housing written report as presented in the packet. Director McLeod added that a broken sprinkler pipe from the freeze in early January had led to significant repair work. Two new staff had begun in the Affordable Housing department. Vice Chair Walton asked about the meaning of the phrase, “cash for keys,” in regards to a voluntary move-out process. Director McLeod discussed the program and its relative advantages over eviction. Vice Chair Walton expressed concern over unit condition. Director McLeod responded that the damage to units incurred was less than the eviction process. Deputy Executive Director Meade added that the eviction process was extremely costly compared to a voluntary move-out. Director McLeod added she would include additional information in the February report.

Director Moter reviewed the Finance Department written reports as presented in the packet for YE 2023. After considering restricted funding, the financial reports show PCHA as making revenue despite large capital expenses and increased staffing over 2023. Executive Director Jim Stretz also highlighted increased business costs and the changes in accounting practices from the software conversion. Director Moter mentioned that there may be a payroll system change upcoming.

Manager Calhoun reviewed the HR report. She explained the format of the report and asked that if the Board want additional information, to please let her know. Commissioner Stewart asked the procedure for posting job opportunities. Manager Calhoun explained the process. Commissioner Stewart asked for clarification on temporary employees. Manager Calhoun and Director McKenna clarified that there were project-bounded employees, but temps were external organization employees.

Director Lovelace briefly reviewed the Maintenance Department written report as presented in the packet, and the damages sustained by the January freeze. There were four homes with broken pipes. Three of the homes experienced pipe breakage in the garage. Director Lovelace discussed the ongoing repaint of the DeMark hallways.

Director McKenna reviewed the Project Management written report as presented in the packet. 36 units had become vacant, including sold units. He discussed the AMP II Prioritization, along with the Duplex units. 11 units have been sold, with just under \$4,000,000 in proceeds. Several units were pending. Costs for REMAX sales are on-target. Septic and moving costs remain high. Total project cost budgets have been revised due to expenditures on a variety of topics, for a difference of approximately \$800,000. The TPU surplus lot work is ongoing, as is work to begin architectural feasibility studies. Commissioner Stewart asked how many homes Habitat for Humanity had expressed interest in. Director McKenna answered between 80 and 90 homes. Commissioner Stewart asked for the status of the septic tanks overall. Director McKenna answered the overall condition was fair. Vice Chair Walton asked if in the

septic situations pumping was only occurring once. Director McKenna answered affirmatively. Vice Chair Walton advised that there could be negotiations for septic pump fees. Director McKenna answered that the pump fees were minimal compared to the project timeline loss that would possibly come from septic negotiations such as that, due to Habitat's inspection process and land-lease program. Director McKenna answered questions about the septic inspection process. Vice Chair Walton asked about the percentage of purchase price for Habitat due to COVID property spikes. Director McKenna answered that the purchase prices were on average around 95% of appraised value in April 2022. Director McKenna added he would provide additional information at the February Meeting.

Deputy Executive Director Meade reviewed the Supported Housing report. She discussed the waitlist Save-My-Spot updates and efforts to issue vouchers from the waitlist, as well as the success rate increases. She also provided an update on the funds the board earmarked for causes relating to PIH Notice 2022-18, and that four families had been helped to date.

### **COMMISSIONERS CORNER**

Chair Martinez called commissioners' corner. Chair Martinez reminded the Board the NAHRO conference was upcoming. Commissioner Martinez thanked staff for inviting him on a property tour.

### **EXECUTIVE SESSION**

The Board of Commissioners went into Executive Session at 5:09 pm for 49 minutes to discuss the sale or acquisition of property and the performance of a public employee.

The Executive Session was closed and the Board returned to Regular Session at 5:58 PM. Coming out of Executive Session, no action was taken.

### **ADJOURNMENT**

Having no further business to come before the Board, Chair Martinez called for a motion to adjourn the Regular Meeting of the Board of Commissioners. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

The meeting was adjourned at 5:58pm.