



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE FEBRUARY 28, 2024 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: WEDNESDAY, FEBRUARY 28, 2024
3:30 PM

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
Christina McLeod, Director of Operations
Tamara Meade, Director of Supported Housing
Tammy Moter, Director of Finance
Sean McKenna, Director of Project Management
Victor Lovelace, Director of Maintenance
Ney Calhoun, Human Resources Manager
Riley Guerrero, Planning, Policy, and Community Engagement Manager

*In Attendance Via Zoom/Phone

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:35 PM. Commissioners Blakesly and Stewart, and Chair Martinez, were present. Vice Chair Walton was absent.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Blaksley so moved. Commissioner Stewart seconded the motion. Commissioner Martinez asked for any changes to the Agenda. 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

No comment was given. Public comment was thereby closed.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the Wednesday, January 31, 2024 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 January, 2024. Commissioner Blaksley so moved. Commissioner Stewart seconded the motion.

Chair Martinez asked what a prepaid advance referred to on the balance sheet. Director Moter answered that a prepaid advance referred to insurance premiums.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The cash disbursements from January, 2024 were so approved.

Vice Chair Walton arrived at 3:39 PM.

STRATEGIC FOCUS

BOARD RETREAT SUMMARY AND PRELIMINARY DEV/AQC RUBRIC

PPCE Manager Riley Guerrero presented the Board Retreat Summary and Preliminary



Development/Acquisition Rubric found on Page 104 of the February 28, 2024 Board Meeting Packet. Director McKenna added that the final product of the rubric must be defensible and reproduceable. Vice Chair Walto asked about the continuation of the preliminary Fit Test created by contracted architects. Director McKenna responded that further feasibility studies were being pursued, and adjoining properties were still being teased out. Values of adjoining parcels to be presented at March Board Meeting. Vice Chair Walton asked if there was a definitive design to review. Director McKenna answered in the negative, additional opportunities may be available in the event of additional parcel acquisition. Chair Martinez asked if different ranking numbers for different categories complicated scoring for staff. Director McKenna responded regarding criteria for new development opportunities. Chair Martinez clarified his question was about numerical differentiation. PPCE Manager Guerrero answered there was no administrative difference. Chair Martinez asked for any additional staff comment and as to whether staff found the retreat helpful. Executive Director Stretz answered that staff found the Retreat helpful and thanked PPCE Manager Guerrero for her work putting the retreat together. Director McKenna concurred and added that as the work of the Disposition continues more complicated decisions are to be made. Chair Martinez answered that final decisions would be made at the March meeting.

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented her written report, found on page 119 of the February Board Meeting Information Packet. Commissioner Walton asked if a tenant who moved out after being served a three-day Waste and Nuisance notice would be flagged if they reapplied for tenancy. Director McLeod answered they were flagged. Executive Director Stretz noted higher vacancies than usual, and Director McLeod noted staffing improvements and updated advertising strategies. Director of Maintenance Victor Lovelace noted the updates to visual features, public spaces, and grounds and the difficulty of unit turns post-COVID. Director McLeod noted that procurement activity was ongoing to lower costs.

Director of Finance Tammy Moter presented her written report, found on page 121 of the Board Meeting Information Packet. No commissioner questions.

HR Manager Ney Calhoun presented her written report found on page 147 of the Board Meeting Information Packet. No commissioner questions.

Director of Maintenance Victor Lovelace presented his written report, found on page 149 of the Board Meeting Information Packet. Commissioner Walton asked if PCHA had a contact who could manage insurance for roofing-related issues. Director Lovelace and McKenna asked for her to follow up if she had such a contact in order to streamline this process. Chair Martinez noted his appreciation for the ladder safety training for Maintenance Staff.

Director of Project Management Sean McKenna presented his written report, found on page 150 of the Board Meeting Information Packet. Vice Chair Walton asked for confirmation on the total proceeds being relatively even between the Habitat for Humanity sales and Realtor sales. Director McKenna confirmed. Vice Chair Walton inquired as to whether this implied sale price was too low for Habitat for Humanity sales given the presence of commission on Realtor sales. Director Lovelace added that the cost of selling at RE/MAX was greater than H4H as well. Director McKenna supported that statement, and that the time commitment was higher as well. ED Stretz stated that this concern was well-noted and PCHA negotiates strongly with all buyers. Vice Chair Walton inquired as to the price difference in dollars per sale. Director McKenna stated that the houses themselves were different and so the houses were provided as dollars per square foot. Chair Martinez stated that the intent for the sale was not to kill the market, but to keep as many



homes as possible affordable. Vice Chair Walton inquired as to whether PCHA was using 2022 appraisal values. Director McKenna answered in the affirmative, and that he was open to questions outside of the Board Meeting as well. He supported Chair Martinez's statement that the H4H homes were competitively priced compared to the market sales. Commissioner Blaksley added that the cost of reappraising the homes would be prohibitive. Director McKenna concurred. ED Stretz added that technically, through selling to H4H, 80 new affordable units were being created. Director McKenna added that he would continue reporting on these data points. Commissioner Blaksley asked if there was a report on the number of individuals on program who had bought homes. Director McKenna added that yes, three had been sold and one was currently sending information including a pre-approval letter received that day. Additional survey materials had been sent out that have been compiled of folks who were interested in purchasing. He added that PCHA was also referring to Habitat for Humanity's program as well. Commissioner Blaksley expressed a wish that there were more folks on program who were capable of affording the homes. DED Meade added that many FSS graduates chose to pursue non-homeownership goals with their escrow balances, and that unfortunately, folks who qualify for program were usually not qualifying for loans. Director McKenna added that interest rates were decimating opportunities for affordability. Commissioner Blaksley asked if there was interest. DED Meade answered that there was a group of roughly seven who the FSS coordinator was working with who were consistently close to achieving homeownership, but were still unable to move forward. Commissioner Blaksley requested FSS reports. DED Meade answered that previously FSS activities were curtailed due to COVID, but reports would be forthcoming.

Deputy Executive Director Tamara Meade presented her written report, as found on page 153 of the Board Meeting Information Packet. No commissioner questions.

COMMISSIONERS CORNER

Chair Martinez called commissioners' corner. Chair Martinez asked about the Washington DC Conference. PPCE Guerrero answered that communication was ongoing with NAHRO.

ED James Stretz reviewed the Accountability Audit findings with the Board, regarding the CPA firm oversight and division of duties, and the tenant subledgers, from 2021-2022.

Commissioners' Corner was thereby closed.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:51pm for a duration of 6 minutes to discuss the sale or acquisition of property.

The Executive Session was closed and the Board returned to Regular Session at 4:57 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 Blaksley so moved. Commissioner Walton seconded the motion.

The meeting was adjourned at 4:57 PM.