



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE MAY 1ST, 2024, REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

Date: May 1st, 2024
3:30 PM

Location: Fife Community Center and
Hybrid over ZOOM

In Attendance: Chairperson Mark Martinez
Vice Chairperson Commissioner Narva Walton
Commissioner Blaksley
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director
Tamara Meade, Deputy Executive Director
Christina McLeod, Director of Operations
Tammy Moter, Director of Finance
Sean McKenna, Director of Project Management
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Ney Calhoun, Human Resources Manager
Darcy Erwin, Executive Assistant

*In Attendance Via Zoom/Phone

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:21 PM. All Commissioners were present.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Commissioner Martinez asked for any changes to the Agenda. Hearing none, a vote was called to adopt the Agenda as presented.

	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. The Board of Commissioners received a documented email exchange showing that PCHA staff efficiently addressed a public inquiry about resources, which did not necessitate any further action.

Chairperson Martinez called for further comment. No comment was given. Public comment was thereby closed.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the March 27th, 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 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 March 2024. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart confirmed the appointment of two new members to the Finance Department, highlighted the continuous progress in implementing a new Payroll System, and underscored the strength and high quality of the financial reporting. Commissioner Stewart stated that the committee recommended approval.

Chair Martinez 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 March 2024 were so approved.

NEW BUSINESS

Affordable Housing Department Staff Introductions

Director of Operations Christina McLeod introduced the Affordable Housing Department Staff who were present at the start of the Board Meeting. Senior Property Manager Ebonique Moore, Property

Manager Patti Carson, Assistant Property Manager George Ren, Assistant Property Manager Jennifer Foulkes, Property Manager Alicia Marshall, Resident Services Specialist Marie Fallon, Lead Property Manager Kiesha Triplet, Assistant Property Manager Juan Hernandez, and Resident Services Specialist Ty Boyd. The Board of Commissioners acknowledged their contributions and expressed appreciation for their service to the community.

Resolution 1942

Chairperson Martinez called for a motion to approve Resolution 1942, to enter negotiation for a new office location as found on page 99 of the May 1st, 2024, Regular Board Meeting Information Packet. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

Executive Director Jim Stretz led the discussion for Resolution 1942 and highlighted the current office's high usage and proposed a move to a new location that boasts modern furnishings and equipment. He noted the office's accessible location along a bus route and its welcoming atmosphere, which aligns with our service population's values. The intention is to secure a lease for the new premises for a period of 3 to 5 years, which includes a spacious board room suitable for Board meetings. Minimal enhancements are necessary for operational purposes, and the provision for 36 parking spaces has been fulfilled. Commissioner Stewart inquired about the history of the building and the other offices located within it. The Executive Director confirmed that the office space PCHA would be leasing is about 25% of the total space, and the other offices include health services and a dental office. Commissioner Stewart inquired about the moving timeline should negotiations be successful. Planning, Policy, and Community Engagement Manager Riley Guerrero stated that the move would be staggered with one department moving to the new location at a time. Commissioner Stewart inquired if there were plans for the current building that PCHA occupies. Executive Director Jim Stretz confirmed that the intention is to maximize affordable housing opportunities. No additional questions from Commissioners.

With no further comment, 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"/>

Resolution 1942 was so approved.

Resolution 1943

Chairperson Martinez called for a motion to approve Resolution 1943, to adopt the ROOTS Rent Concession Policy as found on page 102 of the May 1st, 2024, Regular Board Meeting Information Packet. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

Planning, Policy, and Community Engagement Manager Riley Guerrero introduced the policy which recognizes the need for affordable housing among many residents at PCHA properties that lack subsidies. To address this need, PCHA has established a rent concession policy to provide an



opportunity for those in need who are not recipients of vouchers to ensure their stability within the community. The policy involves text credit rent rates, where eligible individuals would receive support. Commissioner Stewart inquired about the rates and the target audiences. Director of Operations Christina McLeod and Manager Guerrero provided additional context. Commissioner Narva inquired about the risks. Director McLeod, Manager Guerrero, and Executive Director Stretz confirmed that individuals making medium income with not qualify as this specifically for those who fall within a specific criterion. Commissioner Stewart inquired if tenants would have to be in good standing as a qualifier for the program. Director McLeod confirmed. Project Manager Sean Mckenna identified that this is an incremental move towards utilize tax credits effectively. Chairperson Martinez inquired if additional staff would be needed to support this program. Manager Guerrero stated that additional staff would not be needed. Director McLeod shared steps to implementation and highlighted alignment with resolution to PCHA mission.

With no further comment, 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"/>

Resolution 1943 was so approved.

STRATEGIC FOCUS

Strategic Analysis: RAD Augmentation

Planning, Policy, and Community Engagement Manager Riley Guerrero introduced the Strategic Analysis: RAD Augmentation as found on page 129 of the Regular Board Meeting Packet. The Strategic Analysis supports a strategic amplification of RAD augmentation and collaboration with neighboring MTW Housing Authorities. The Analysis highlights the accumulated benefit per unit over a 20-year period which could lead to more comprehensive development plans. Commissioner Stewart commented on the challenges. Chairperson Martinez inquired about the implications of brokering fair cloth authority. Manager Guerrero stated that although verbal affirmation has been obtained, PCHA needs to present cases to HUD in partnership with THA to achieve written confirmation. Chair Martinez inquired if there was potential to collaborate with other MTW PHAs, including SHA. Manager Guerrero confirmed. Commissioner Walton commended the thoroughness of the Strategic Analysis. Chair Martinez commented on the innovative nature of the proposal. No additional questions or comments from the commissioners.

Request for Qualification (RFQ) No. PCHA Scoring

Planning, Policy, and Community Engagement Manager Riley Guerrero presented the RFQ rating criteria to the Board, following the February Board Retreat. The Board was asked to review and provide feedback on the rating and scoring guidelines outlined on pages 197 and 198 of the Board Information Packet. Chair Martinez favored a balanced approach as the most advantageous and sought a recommendation from the staff. In response, staff recommended the first rubric, prioritizing risk-to-



reward ratio, and decentralization, while placing a lesser emphasis on cost efficiency and a greater focus on the quality of amenities. Commissioner Stewart raised questions regarding the distinctions and potential risks which each presented rubric. Commissioner Martinez identified a gap in expertise and suggested consulting specialists to guarantee precision in the initial RFQ issuance. The Board considered the fundamental objectives and aims. Additionally, Commissioner Martinez questioned whether the assessment criteria incorporated the novel RAD boost approach, to which Manager Riley confirmed a slight alteration in the criteria. Commissioner Martinez then urged the consultant to pinpoint the key scoring elements that align with the RAD Boost initiative. No additional comments or questions from Commissioners.

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented her written Affordable Housing Report found on page 200 of the May 1st, 2024, Board Meeting Information Packet. She corrected the record, noting that the Montgrove units total 94, contrary to the previously reported 64. McLeod stressed the importance of forming a dedicated team for capital planning to proactively manage future challenges, including appliance replacements. Additionally, she addressed the progress of rent escalation and development of standardizing operational procedures. No commissioner comments or questions.

Director of Finance Tammy Moter presented her written report, found on page 203 of the Board Meeting Information Packet. Moter stated that an updated budget is in the works for June, with plans to utilize YARDI for more efficient tracking. The primary cost increases are attributed to maintenance and repairs. The finance team is focused on reducing expenses in the upcoming budget to ensure fiscal control and maximize purchasing power. Moter stated that the Finance Committee has requested the inclusion of charts in the next report to better illustrate the cash position. No commissioner comments or questions.

Human Resources Manager Ney Calhoun presented her written report, found on page 229 of the Board Meeting Information Packet. Manager Calhoun reported on collaboration with Everett Housing Authority as a peer participant in compensation and benefits survey to mutually develop and ensure fair and competitive compensation and benefits packages. Commissioner Stewart inquired about the union's role in this survey, to which Manager Calhoun clarified that the union's participation would occur after the fact-finding phase. No additional commissioner comments or questions.

Director of Maintenance Victor Lovelace was not present for the Regular Board Meeting. His Maintenance Report was found on page 232 of the Board Meeting Packet Information Packet.

Planning, Policy, and Community Engagement Manager Riley Guerrero presented her written report, found on 233 of the Board Meeting Information Packet. Manager Guerrero inquired for the Board member's availability for the next Board retreat. The Board members identified October as an optimal month for their availability and requested the retreat be held locally without the need for much travel planning. The next Board retreat was tentatively scheduled for October 12th, 2024. No additional comments or questions from Commissioners.

Director of Project Management Sean McKenna presented his written report, found on page 235 of the Board Meeting Information Packet. Director McKenna presented preliminary development for the Board to review. Director McKenna acknowledged the success of FSS Coordinator Keyla Moore assisting a client in pursuing the purchase of her home. Director McKenna also shared some insights obtained from the NAHRO conference. Commissioner Stewart inquired about the process of selling the LIPH properties and how many of such properties have been purchased by Habitat for Humanity thus far. Director Mckenna noted that around 85% have been purchased by Habitat for Humanity. No additional questions or comments from Commissioners.

Deputy Executive Director Tamara Meade presented her written Supported Housing Programs Report found on page 242 of the Board Meeting Information Packet. Deputy Director Meade emphasized the significant changes that HUD is undergoing, including their Housing Information Portal (HIP), the consolidation of inspection protocols under the new NSPIRE system, and the current VMS system being replaced by an eVMS system. Deputy Executive Director Meade emphasized the opportunities and challenges that arise with these changes. No commissioner comments or questions.

COMMISSIONERS CORNER

Chair Martinez called commissioners’ corner. The Board of Commissioner’s reflected on the recent DC trip highlighting the team-building aspect and Senator Cantwell's remembrance of Commissioner Blaksley. Valuable insights were gained at the conference, and the experience was deemed positive for networking. Executive Director Stretz mentioned future conferences for smaller and medium-sized housing authorities. Commissioner Blaksley inquiry about PCHA merchandise and business cards led to a consideration of options by the Executive Director. The session concluded without further comments.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 5:28 PM for 59 minutes to discuss the purchase and or disposition of property and the performance of public employees.

The Executive Session was closed and the Board returned to Regular Session at 6:27 PM.

Coming out of Executive Session, the Chair has entertained the motion for Resolution 1944: to approve the submission of an offer not to exceed three million dollars (\$3,000,000.00) for the purchase of the Tahoma View apartment community. Steward moved and Blaksley 2nded. With no further comment, 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"/>

Resolution 1944 was so approved.

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 6:29 PM.