



## PIERCE COUNTY HOUSING AUTHORITY

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

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### MINUTES FOR THE MAY 29<sup>TH</sup> REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: May 29<sup>th</sup>, 2024  
3:30 PM

Location: PCHA Main Campus and Hybrid  
over ZOOM

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

Also in Attendance: Jim Stretz, Executive Director  
Tamara Meade, Deputy Executive Director  
Tammy Moter, Director of Finance  
Sean McKenna, Director of Project Management  
Victor Lovelace, Director of Maintenance  
Riley Guerrero, Planning, Policy, and Community Engagement Manager  
Ney Calhoun, Human Resources Manager\*  
Darcy Erwin, Executive Assistant  
Laurel Brown, Attorney

Total number of attendees: 16 individuals

\*In Attendance Via Zoom/Phone

#### CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:30 PM. Commissioner Walton, Martinez, and Stewart were present at 3:30 PM with Commissioner Blaksley arriving at approximately 3:36 PM.

#### AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Walton seconded the motion. Commissioner Martinez asked for any changes to the Agenda. No changes were requested of the agenda and a vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. No comment was given. Public comment was thereby closed.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the May 1<sup>st</sup>, 2024, Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Walton seconded the motion.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 April 2024. Chairperson Martinez entertained the motion to adopt. Commissioner Stewart so moved. Commissioner Walton seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee recommends adopting cash disbursements for April 2024. Chair Martinez expressed appreciation to the Director of Finance on behalf of the Board for the thorough reporting and explanations. A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 April 2024 were so approved.

STRATEGIC FOCUS

*Warehouse Developer Solicitation*

Planning, Policy, and Community Engagement Manager Riley Guerrero presented the Warehouse Developer Solicitation as detailed on page 114 of the May 29th, 2024, Board Meeting Information Packet. Chairperson Martinez expressed the Board’s gratitude for the updated scoring system developed by PCHA staff and confirmed that no further action was required at this time. Commissioner Stewart sought clarification on one of the scoring items, which Manager Guerrero addressed, providing a reference on page 134. No additional comments or questions from Commissioners.



### *General Development Request For Proposal*

Manager Guerrero introduced the General Development Request for Proposal Initial Draft as found on page 135 of the May 29th, 2024, Board Meeting Information Packet. She requested the Board review the scope and scoring rubric of the RFP and come prepared with comments at the next Regular Board Meeting. Chairperson Martinez inquired about the protocol if PCHA received numerous partnership requests from community vendors. Manager Guerrero assured that PCHA would transparently manage requests according to their capacity and scope alignment in reference to the RFP Draft. Executive Director Stretz emphasized that as a housing authority, PCHA values partnering opportunities and is keen to collaborate on community vendors' innovative ideas. No additional comments for questions from Commissioners.

### *Mission, Vision, and Values Initial Report*

Manager Guerrero presented the initial findings of the Mission, Vision, and Values survey, located on page 140 of the May 29th, 2024, Board Meeting Information Packet. She outlined the next steps, including brand repositioning, a website overhaul, monthly staff newsletters, and enhanced digital marketing strategies. Chairperson Martinez confirmed the process and timeline, which Manager Guerrero estimated to be 3-4 months. Commissioner Narva asked about the proposed equity study on wage standings, which Manager Guerrero confirmed was underway. Commissioner Narva noted the Board's interest in the study's findings. No additional comments for questions from Commissioners.

### EXECUTIVE AND DIRECTOR REPORTS

In the absence of Director of Operations Christina McLeod, Executive Director Jim Stretz presented the Affordable Housing Report, found on page 175 of the May 29th, 2024, Board Meeting Information Packet. He discussed current vacancies, evictions, and the transition of smoking units to nonsmoking. Commissioner Narva inquired about the percentage of residents who smoke, with Director of Maintenance Victor Lovelace estimating 35-40%. No further comments or questions from Commissioners.

Director of Finance Tammy Moter presented her written report, found on page 178 of the Board Meeting Information Packet. No questions or comments from commissioners.

Human Resources Manager Ney Calhoun presented her report on page 205 of the Board Meeting Information Packet, discussing the new rule on minimum salary requirements as issued by the U.S. Department of Labor. She confirmed PCHA's compliance with both federal and state requirements. Executive Director Stretz highlighted the requirement for computer professionals to earn three times the minimum wage if salaried, noting PCHA's efforts to meet these guidelines. No questions or comments from Commissioners.

Director of Maintenance Victor Lovelace presented his report, found on page 207 of the Board Meeting Information Packet. No questions or comments from Commissioners.

Planning, Policy, and Community Engagement Manager Riley Guerrero presented her report on page 208 of the Board Meeting Information Packet. No questions or comments from Commissioners.

Director of Project Management Sean McKenna presented his report on page 210 of the Board Meeting



Information Packet. Commissioner Walton confirmed with Director McKenna that Section 18 properties are not listed significantly underpriced. Director McKenna emphasized the goal of maintaining the listed properties as part of the affordable pool while ensuring fair pricing. He mentioned ongoing negotiations with a parcel property agent, noting site visits and price discussions. Commissioner Stewart confirmed the properties' sale to PCHA residents. Commissioner Walton inquired about buyers, learning they use FHA loans, and verified that PCHA ensures sales are owner-occupied. She also inquired about market duration, with Director McKenna confirming four offers within six days, noting that the latest successful bid exceeded the property's appraised value. Chairperson Martinez inquired about property security during vacancies, with Director McKenna reporting minimal issues and daily maintenance staff checks. No additional comments or questions from Commissioners were noted.

Deputy Executive Director Tamara Meade presented her Supported Housing Programs Report on page 227, her FSS Program Review on page 228, and the Two-Year Tool on page 229 of the Board Meeting Information Packet. No questions or comments from Commissioners.

#### COMMISSIONERS CORNER

Chairperson Martinez called for Commissioners' Corner, where future absences were disclosed. Chairperson Martinez informed the Board of his unavailability for the July Board Meeting. No additional business was raised, and Commissioners' Corner was closed.

#### EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:58 PM for 33 minutes to review the employment of a public employee. Executive Session was closed and the Board returned to Regular Session at 5:31 PM, with no actions taken.

#### ADJOURNMENT

With no further business, Chairperson Martinez called for a motion to adjourn the Regular Meeting of the Board of Commissioners. Commissioner Stewart moved, and Commissioner Blaksley seconded. The meeting was adjourned at 5:33 PM.