



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE DECEMBER 18, 2024, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: December 18, 2024
3:30 PM

Location: PCHA Main Campus and
Hybrid over ZOOM

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

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
Victor Lovelace, Director of Maintenance
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Ney Calhoun, Human Resources Manager*
Darcy Erwin, Business Development Coordinator
Ebonique Moore, Senior Property Manager
Sarah Tando, IT Specialist*
One member of the public*
Zak de Gorgue, Managing Director, Development at Brawner & Company

*In Attendance Via Zoom/Phone

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:40 PM. All Commissioners were present.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Winship so moved. Commissioner Stewart seconded the motion. Commissioner Martinez asked for any changes to the Agenda.



	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"/>
Commissioner Winship	<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 November 20, 2024, Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Winship 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"/>
Commissioner Winship	<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 November 2024. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met yesterday, that they were very pleased with the report, and recommended the adoption of the cash disbursements.

Chairperson Martinez entertained the motion to adopt. 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 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"/>
Commissioner Winship	<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 November, 2024, were so approved.

NEW BUSINESS

Resolution 1955

Chairperson Martinez called for a motion to approve Resolution 1955, for the formation of a limited liability limited partnership of which PCHA will be the sole general partner in connection with the acquisition, rehabilitation, construction, equipping, and operation of one residential rental housing project; declaring the Authority's intention to sell tax-exempt obligations to provide financing to such limited liability limited partnership in connection with the acquisition, rehabilitation, construction and equipping of such residential rental housing projects; and providing for other matters properly related thereto and authorize the execution of a contract with Brawner & Company as the development manager for the syndication of Chateau Rainier. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Executive Director Jim Stretz introduced Resolution 1955 and Zak from Brawner & Company presented on the proposed LIHTC Rehabilitation project of PCHA's Chateau Rainer, a multifamily community in Fife as provided in the Board information packet on page 120. Chairperson Martinez and Vice Chairperson Walton inquired about the initial inspection of Chateau Rainer completed by Brawner and inquired about the recommended plan to which Director de Gorgue provided clarification. Chairperson Martinez inquired about the placement of Project Based Vouchers to which Director de Gorgue described how this will preserve deep affordability at the site. Chairperson Martinez confirmed the timeline for next year of activities specific to this project. Commissioner Winship and Commissioner Blaksley inquired about the impact of tenants during the rehabilitation process. Director de Gorgue confirmed that the priority is to minimize any impact to the residents. Commissioner Blaksley inquired about the history of maintenance, the current value of the property, and inquired about the capital needs specific to the rehabilitation project for the property to which Director McLeod, Director Lovelace, Manager Guerrero, and Director de Gorgue provided insights and clarification. Manager Guerrero identified the incredible opportunity for the community. Commissioner Blaksley and Vice Chairperson Walton inquired about the ownership of the property throughout the property and the compliance needs, duration, and risk. Chairperson Martinez inquired about the partnership role to which Director McKenna and Director de Gorgue provided additional clarification. Director Winship and Vice Chairperson Walton inquired about the investing party in this transaction to which Director de Gorgue provided detailed insights and offered opportunities to provide training and information sessions regarding LIHTC and the investor.

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"/>
Commissioner Winship	<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 1955 was so approved.

Resolution 1956

Chairperson Martinez called for a motion to approve Resolution 1956, to amend Resolution 1940



and increase the submission of an offer not to exceed ten million and three hundred and fifty thousand dollars (\$10,350,000.00) for the purchase of the Hidden Firs Apartment Community. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Executive Director Stretz and Manager Guerrero present Resolution 1940 as written on page 141 of the December 2024 Information Packet for the Board of Commissioners. Manager Guerrero provided insight to the Environmental Review process and the delay's experienced. Commissioner Walton requested for clarity regarding the increase of the price and if we would need to increase our borrowing. Manager Guerrero described the calculation method that resulted in the amount proposed and confirmed that no additional financing would be necessary.

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"/>
Commissioner Winship	<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 1956 was so approved.

Resolution 1957

Chairperson Martinez called for a motion to approve Resolution 1957, to adopt the preliminary budget for fiscal year 2025. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Director Moter presented the preliminary budget as written on page 142 of the December 2024 Information Packet for the Board of Commissioners. Commissioner Winship inquired if the grant monies obtained for the Family Self-Sufficiency program roll over from year-to-year. Director Moter confirmed that they do not. Commissioner Martinez expressed his concern about the sizable drop in the maintenance budget, he requested that these costs be closely monitored. Director Moter confirmed that there will be revisions if needed. Executive Director Stretz confirmed that a large part of the maintenance budget is specific to the disposition of Section 18 public housing.

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"/>
Commissioner Winship	<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 1957 was so approved.

Resolution 1958

Chairperson Martinez called for a motion to approve Resolution 1958, to adopt the Cost Allocation Plan for 2025. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Director Moter presented the Cost Allocation Plan for 2025 as written on page 144 of the December 2024 Information Packet for the Board of Commissioners. Commissioner Winship requested clarification regarding specific assets to which Director Moter and Deputy Executive

Director Meade confirmed.

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"/>
Commissioner Winship	<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 1958 was so approved.

Resolution 1959

Chairperson Martinez called for a motion to approve Resolution 1959, to adopt amendments to the Pierce County Housing Authority Section 8 Administrative Plan. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Manager Guerrero presented Resolution 1959 as written on page 154 of the December 2024 Information Packet for the Board of Commissioners. Commissioner Martinez confirmed the language utilized specific to program engagement. Manager Guerrero and Deputy Director Meade confirmed that per the Department of Housing and Urban Development, you cannot require the tenant to participate in the program associated with the Project-Based Vouchers. Commissioner Martinez inquired about the services described. Manager Guerrero confirmed that it was not all-inclusive, only "such-as".

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"/>
Commissioner Winship	<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 1959 was so approved.

STRATEGIC FOCUS

Mission, Vision, and Values Report

Manager Riley Guerrero presented the Mission, Vision, and Values (MVV) Report as provided in the December 2024 Information Packet for the Regular Board Meeting on page 159 which recaps the November 2024 Board Retreat session. Commissioner Stewart expressed his appreciation for the assembly of these materials and the presentation of them from the Board. Commissioner Martinez inquired about the Board's next steps. Manager Guerrero requested insight from the Commissioners on the direction of the choices. Commissioner Blaksley and Commissioner Walton expressed their approval of the utilization of the word SERVICE. Commissioner Walton inquired if she could send some additional value language. Manager Guerrero informed that she would appreciate any contributions to the MVV work from the Board.

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented the Affordable Housing Division Report as



written on page 165 of the December 2024 Information Packet for the Regular Board Meeting. Director McLeod amended the updated move-ins since the report was drafted the prior week and additionally provided a shout out of staff that spoke at TRENDS in Seattle. Commissioner Stewart inquired about the staffing update for the Affordable Housing Division. Director McLeod informed Commissioner Stewart that there were interviews and new hires projected for January 2025. No additional questions or comments from Commissioners.

Director of Finance Tammy Moter presented the Finance Report as written on page 168 of the December 2024 Information Packet for the Regular Board Meeting. No additional questions or comments from Commissioners.

Manager of Human Resources Ney Calhoun presented the Human Resources Report as written on page 195 of the December 2024 Information Packet for the Regular Board Meeting. Commissioner Martinez expressed appreciation for the visuals provided in the report. No additional questions or comments from Commissioners.

Director of Maintenance Victor Lovelace presented the Maintenance Report as written on page 197 of the December 2024 Information Packet for the Regular Board Meeting. Commissioner Martinez inquired about the frequency of the turns. Director Lovelace confirmed that there have been increased turns due to evictions and project graduation. No additional questions or comments from Commissioners.

Manager of Planning, Policy, and Community Engagement (PPCE) Riley Guerrero presented the PPCE Report as written on page 198 of the December 2024 Information Packet for the Regular Board Meeting. Manager Guerrero invited Commissioners to attend the December 2024 All Staff Event. Deputy Director McLeod recognized Manager Guerrero for coordination and achievement of the office move to Canyon Road. Commissioners congratulated the staff on the move. No additional questions or comments from Commissioners.

Director of Project Management, Sean McKenna presented the Project Management report as written on page 201 of the December 2024 Information Packet for the Regular Board Meeting. Commissioner Stewart expressed his support of working with Habitat for Humanity and called out the excellent work completed by their organization, including their positive impact in the community. No additional questions or comments from Commissioners.

COMMISSIONERS CORNER

Chair Martinez called the commissioners' corner. Commissioner Martinez inquired about Commissioner interest in attending the NAHRO Washington Conference. Manager Guerrero informed the Board of the funds allocated for the year. Director McKenna provided insights into the additional conference during the year. Commissioner Blaksley described the Conference to Commissioner to Winship and the opportunity to advocate. Manager Guerrero provided insights into the various conferences that will occur in 2025. Commissioner Walton requested a list of the potential conferences to attend in 2025 to which staff will send out via email after the Regular Board Meeting concludes. With no additional business to come forth, Commissioners' Corner was thereby closed.



EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 6:14 PM for 41 minutes to discuss the performance of a public employee.

The Executive Session was closed and the Board returned to the Regular Session at 6:55 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 Winship so moved. Commissioner Stewart seconded the motion.

The meeting was adjourned at 6:57 PM.