



## PIERCE COUNTY HOUSING AUTHORITY

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

### MINUTES OF THE FEBRUARY 5<sup>TH</sup>, 2025, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: February 5<sup>th</sup>, 2025  
3:30 PM

Location: PCHA Main Campus and  
Hybrid over ZOOM

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

Absent: Commissioner Blaksley

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  
Business Development Coordinator, Darcy Erwin  
Gia Valentine, Apprentice Housing Specialist  
Joanna Nieto, Senior Staff Accountant

\*In Attendance Via Zoom/Phone

### **CALL TO ORDER**

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:42 PM.

### **AGENDA**

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

	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"/>
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 December 2025 Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Winship seconded the motion.

A vocal vote was taken with the following result:

	<b>In Favor</b>	<b>Opposed</b>	<b>Abstain</b>	<b>Absent</b>
<b>Commissioner Blaksley</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Commissioner Stewart</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commissioner Winship</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vice Chairperson Walton</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chairperson Martinez</b>	<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 2024. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met the day prior, was pleased with the reporting, and recommended proceed with the motion to adopt.

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

A vocal vote was taken with the following result:

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

The cash disbursements from December 2024 were so approved.

## **NEW BUSINESS**

### **Resolution 1960**

Chairperson Martinez called for a motion to approve Resolution 1960, to authorize the Executive Director to enter an interlocal agreement with King County Housing Authority (KCHA) to acquire lab testing and decontamination services. Commissioner Stewart so moved. Commissioner Winship seconded the motion.

Director McKenna introduced Resolution 1960 as written on page 105 of the February 5<sup>th</sup> Information

Packet. Commissioner Winship advised adjustment to a document header for Resolution 1960 which was accepted. Commissioner Martinez inquired if this would streamline the selling of the properties. Director McKenna responded in the affirmative. Commissioner Winship confirmed that testing is part of the terms of the purchase. McKenna responded in the affirmative and informed the Board of additional resources. Executive Director Stretz provided additional insights into the selling process and all costs associated, along with market insights.

With no further comment, a vocal vote was taken with the following result:

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

Resolution 1960 was so approved.74/

## Resolution 1961

Chairperson Martinez called for a motion to approve Resolution 1961, to authorize the Executive Director to borrow funds from Kitsap Bank for the purchase of Hidden Firs Apartment Community. Commissioner Stewart so moved. Commissioner Watson seconded the motion.

Executive Director Stretz presented Resolution 1961 as written. Commissioner Martinez inquired about the timeline for the purchase of Hidden Firs. Manager Guerrero provided insight into the timeline and confirmed that we are at this time meeting the timeline.

With no further comment, a vocal vote was taken with the following result:

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

Resolution 1961 was so approved.

## STAFF INTRODUCTIONS

Deputy Executive Director Tamara Meade introduced the new staff Gia Valentine as a Housing Specialist joining the Supported Housing Division.

Director Tammy Moter introduced new staff Joanna Nieto as a Senior Staff Accountant joining the Finance Department.

The Board of Commissioners welcomed Nieto and Valentine to PCHA.

## EXECUTIVE AND DIRECTOR REPORTS

Director of Project Management Sean McKenna presented Project Management report as written on page 145 of the February 5<sup>th</sup>, 2025, Information Packet. Director McKenna provided an update to his Board



report, as an additional LIPH home was sold to its residents, a major success for PCHA. Commissioner Winship inquired about how the price was set for the sale of these homes. Director McKenna responded with insights into the appraisal process. Commissioner Walton inquired about closing costs. Director McKenna informed Commissioner Walton the ways PCHA has approached closing costs. Commissioner Walton inquired about appraisals and comparative market analysis. Director McKenna provided insights into how PCHA calculated fair market value. Commissioner Walton confirmed with Director McKenna that all LIPH houses have been sold to homeowners, not investors. Commissioner Walton inquired about the agents involved and Director McKenna supplied that information. Commissioner Stewart inquired about Gig Harbor units. Director McKenna provided insights into the Gig Harbor units. Commissioner Stewart inquired about development opportunities. Director McKenna and Executive Director Stretz responded with insights regarding development opportunities and the consideration for parcels and PCHA's previous main campus location. No additional questions or comments from Commissioners.

Director of Operations Christina McLeod presented the Affordable Housing Division Report as written on page 109 of the February 5<sup>th</sup>, 2025, Information Packet. Director McLeod provided up an additional update regarding staffing. Commissioner Stewart inquired about evictions. Director McLeod provided insights into the eviction process and reiterated that PCHA is committed to keeping people housed. Commissioner Stewart inquired about physical evictions and PCHA staff to which Director McLeod provided insights for. No additional questions or comments from Commissioners.

Director of Finance Tammy Moter presented the Finance Report as written on page 112 of the February 5<sup>th</sup>, 2025, Information Packet. Director Moter added to her report that there were corrections to the Financial Statements. No additional questions or comments from Commissioners.

Manager of Human Resources Ney Calhoun presented the Human Resources Report as written on page 139 of the February 5<sup>th</sup>, 2025, Information Packet. No additional questions or comments from Commissioners.

Director of Maintenance Victor Lovelace presented the Maintenance Report as written on page 141 of the February 5<sup>th</sup>, 2025, Information Packet. Commissioner Stewart inquired about Training and Development and what that looks like for staff. Director Lovelace confirmed that the Training and Development is a compliance requirement and is currently in webinar format, which PCHA has been utilizing the webinar format since 2020 with the impact of COVID-19. Director Lovelace would like to transition back to Training and Development in the office now that PCHA has a new centralized office space. 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 142 of the February 5<sup>th</sup>, 2025, Information Packet. Chairperson Martinez inquired about one of the grant funds that were noted in Manager Guerrero's report. Manager Guerrero provided an update that PCHA was recommended for award and the process for award. No additional questions or comments from Commissioners.

Deputy Executive Director Tamara Meade presented the Supported Housing Division Report as written on page 147, the FSS Program Report as written on page 149, and the Two-Year Tool as written on page 150 of the February 5<sup>th</sup>, 2025, Information Packet. Commissioner Walton inquired about the percentage of PHAs that enter shortfall. The Executive Director described the trends as communicated by HUD. Commissioner Winship inquired about inflation factors and HUD determined funding asked about the definition of sequestration. Director Meade explained that the funding factors are determined by housing authority and



the area the PHA serves, defined sequestration, and explained how both could impact Housing Authorities based on previous experience. Executive Director Stretz and Director Meade additionally provided insights into portability and HOTMA. No additional questions or comments from Commissioners.

### **COMMISSIONERS CORNER**

Chair Martinez called commissioners' corner. With no comments from comments from Commissioners, Commissioners' Corner was thereby closed.

### **EXECUTIVE SESSION**

The Board of Commissioners went into Executive Session at 4:51 PM for 17 minutes to discuss the performance of a public employee. The Executive Session was concluded and the Regular Session resumed at 5:08 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 Winship seconded the motion. All were in favor, none opposed. The meeting was adjourned at 5:09 PM.