



## PIERCE COUNTY HOUSING AUTHORITY

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

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### MINUTES FOR THE 2 OCTOBER 2024 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: 2 October 2024  
3:30 PM

Location: PCHA Main Campus and  
Hybrid over ZOOM

In Attendance: Chairperson Mark Martinez  
Commissioner Tausha Blaksley  
Commissioner Willie Stewart\*  
Commissioner Scott Winship

Absent: Vice Chairperson Narva Walton

Also in Attendance: Jim Stretz, Executive Director  
Christina McLeod, Director of Operations  
Sean McKenna, Director of Project Management  
Victor Lovelace, Director of Maintenance  
Riley Guerrero, Planning, Policy, and Community Engagement Manager  
Ney Calhoun, Human Resources Manager

\*In Attendance Via Zoom/Phone

### **CALL TO ORDER**

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:36 PM. Vice Chairperson Walton was not present for the meeting.

### **AGENDA**

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Winship seconded the motion. With no changes or amendments 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"/>
Commissioner Winship	<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"/>

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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 August 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 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 August 2024. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that he was pleased with the reporting of the Finance Committee. Commissioner Martinez additionally shared that there were no findings in the Financial or Federal Audit and voiced his appreciation. Commissioner Martinez additionally commented that a budget comparison will be underway for development of the 2025 budget.

Chairperson Martinez entertained the motion to adopt the cash disbursements for August 2024. 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 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 August 2024 were so approved.

**NEW BUSINESS**

**Resolution 1948**

Chairperson Martinez called for a motion to approve Resolution 1948, to authorize the Executive Director to enter a Memorandum of Understanding (MOU) with Tacoma Housing Authority (THA) to expand jurisdictional boundaries with Pierce County. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

Executive Director Jim Stretz presented Resolution 1948. Commissioner Winship asked if the MOUD would be reciprocal. Stretz confirmed that the MOU would be reciprocal. Stretz emphasized the alignment with PCHAs mission to expand affordable housing solution within Pierce County. Commissioner Martinez inquired about additional potential impacts on PCHA program. Stretz explained the portability process and administrative fee. Winship inquired about the differences in subsidy between PCHA and THA’s Home Choice Vouchers (HCV). Executive Director Stretz, Director McKenna, and Manager Guerrero described the differences between PCHA and THA HCVs as set by their respective Administrative Plans. Commissioner Winship inquired about Move-to-Work (MTW) status of THA and the program differences, fair market value, and the geographic area of Pierce County. Manager Guerrero described the program differences, explained how HUD sets fair market value and how it is calculated, and confirmed the geographical boundaries. Commissioner Blaksley asked about additional impacts that may come from the MOU. Guerrero provided insights into potential challenges and options to overcome those challenges. Commissioner Winship asked about HUD funding structure and the impacts of political climate. Guerrero described the variability that comes from the political climate.

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 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"/>

RESOLUTION 1948 was so approved.

### Resolution 1949

Chairperson Martinez called for a motion to approve Resolution 1949, to establish a preference for selecting participants from the waitlist who are actively engaged with Family Promise Pierce County. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Manager Guerrero presented Resolution 1949. Chairperson Martinez confirmed that the preference applies to those already on the waitlist. Chairperson Martinez inquired about what additional preferences there are for individuals on the waitlist. Manager Guerrero described the other preferences PCHA has adopted to date. Commissioner Blaksley commented on the effectiveness of Family Promise Pierce County and voiced her support for PCHA to collaborate with them. Executive Stretz and Manager Guerrero added additional commentary on the positive impact of Family Promise. Commissioner Martinez confirmed that individuals on the waitlist would still have to meet all program requirements to enroll in PCHAs programs.

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 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"/>

RESOLUTION 1949 was so approved.

### Resolution 1950

Chairperson Martinez called for a motion to approve Resolution 1950, to authorize the Executive Director to borrow funds from First Citizen’s Bank for the Purchase of the office space in the Canyon Road Shopping Center. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Executive

Director Stretz presented Resolution 1950. Commissioner Winship inquired about the standards of financing and First Citizen’s Bank. Stretz provided insights on the terms of the loans and favorable terms along with some information about First Citizen’s Bank. Director McKenna, Executive Director Stretz, and Manager Guerrero shared additional information about property being purchased by PCHA as previously resolved by the PCHA Board of 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"/>
Commissioner Winship	<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"/>

RESOLUTION 1950 was so approved.

**EXECUTIVE AND DIRECTOR REPORTS**

Director of Operations Christina McLeod presented the Affordable Housing Division Report, as written on page 105 of the September 2024 Regular Board Meeting Information Packet. Commissioner Stewart asked if PCHA obtains insights on where individuals relocate to when eviction occurs, to which McLeod replied that PCHA does not at this time. Commissioner Martinez inquired about the turnaround time from when a unit becomes available to being rented out, and McLeod responded that it takes about 2-3 weeks. Martinez also asked about marketing effectiveness, and McLeod confirmed that Zillow has been helpful in attracting tenants and that marketing signs for unit availability are easily put out. No additional questions or comments from commissioners.

Executive Director Jim Stretz presented the Finance Report and Financial Statements as prepared on page 108 of the September 2024 Regular Board Meeting Information Packet. Commissioner Winship inquired about lease-up rates. Executive Director Stretz, Director McLeod, and Manager Guerrero provided insights into the lease-up process and costs associated with rent. No additional questions or comments from commissioners.

Manager of Human Resources Ney Calhoun presented the Human Resources Report, as written on page 136 of the September 2024 Regular Board Meeting Information Packet. Manager Calhoun added to her report information regarding PCHA employee benefits open enrollment period and the changes occurring with PEBB. No additional questions or comments from commissioners.

Director of Maintenance Victor Lovelace presented the Maintenance Report, as written on page 138 of the September 2024 Regular Board Meeting Information Packet. Director Lovelace added that supply chain issues are affecting unit turnovers. Commissioner Stewart inquired about supply chain barriers, and maintenance noted a recent increase in difficulties. Winship asked if there were impacts from strikes in the community. Director Lovelace reported that they have not noted a supply chain delay due to strikes. Director McLeod described the relationship between work orders and supply chain. Commissioner Stewart inquired about municipality approvals. Director Lovelace replies that the need for municipality approvals depends on the work, citing a recent permit-required stair project. Commissioner Blaksley inquired about “trash outs”, and Lovelace and McLeod describe the process of removing items left by vacating residents. Executive Director Stretz and Director McKenna described the vendor and funding



utilized to complete “trash outs” and noted that there is a budget allocation for the LIPH Disposition project. 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 139 of the September 2024 Regular Board Meeting Information Packet. Manager Guerrero thanked the board for engaging with PPCE to capture their vision and goals for the organization. Manager Guerrero and Executive Director Stretz provided an update on the acquisitions of two multi-family properties in Pierce County. Commissioner Winship inquired about financing the acquisitions. Stretz and Guerrero confirmed low interest rates and the utilization of augmented RAD to generate cashflow while deepening subsidy for program participants. Commissioner Winship inquired about RAD Vouchers. Stretz and Guerrero described RAD Vouchers, how PCHA is transitioning away from LIPH and towards RAD. Commissioner Blaksley inquired about property management at acquired properties. Guerrero responded that depending on which property, PCHA may maintain current property management, as the acquisition will come with the contract, and is a LIHTC Building with reporting requirements. Commissioner Winship inquired about LIHTC projects. Stretz and Guerrero described LIHTC properties and their compliance period and the risk of non-compliance. Director McKenna supplemented a comparison between LIHTC and LIPH compliance requirements. No additional questions or comments from commissioners.

Director of Project Management Sean McKenna presented the Project Management Report, as written on page 142 of the September 2024 Regular Board Meeting Information Packet. Commissioner Winship confirmed the definition of remediation. Winship inquired about the Habitat for Humanity and the role in the Section 18 Disposition project. Director McKenna provided additional information regarding Habitat for Humanity and their role. Commissioner Martinez and Commissioner Blaksley inquired about the acquisition of the new office building. McKenna provided an update and some of the work that will have to be completed after the close date. No additional questions or comments from commissioners.

Executive Director Jim Stretz presented the Supported Housing Division Report as written on page 144, the Family Self-Sufficiency (FSS) Report as written on page 145, and the Two-Year Tool (TYT) as written on page 146 of the September 2024 Regular Board Meeting Information Packet. Commissioner Winship inquired about the transition to Housing Information Portal. Stretz provided insights as to what PCHA knows at this time. Commissioner Winship inquired about HQS. Executive Director Stretz and Director McKenna described HQS and the transition to NSPIRE. No additional questions or comments from commissioners.

## **COMMISSIONERS CORNER**

Chair Martinez called commissioners’ corner. The Pierce County Board of Commissioners re-scheduled the Board of Commissioner Fall Retreat to October 24<sup>th</sup> and 25<sup>th</sup>. Commissioners re-scheduled the October Regular Board meeting to October 25<sup>th</sup>. Commissioners rescheduled the November Board Meeting to November 20<sup>th</sup> at 3:30pm. With no further comment, Commissioners’ Corner was thereby closed.

## **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 Blaksley seconded the motion.

The meeting was adjourned at 5:18 PM.