



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Tuesday, June 14th, 2022

Location: Chateau Rainier Apartments
4600 16th Street E,
Fife, WA 98424

In Attendance: Chairperson Mark Martinez
Vice Chairperson Navra Walton
Commissioner Miller*
Commissioner Blaksley*
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director
Moreen Forde, Acting Chief Financial Officer*
Victor Lovelace, Maintenance Director
Tina McLeod, Director of Operations
Sean Mckenna, Director of Project Management
Tamara Meade, Director of Supported Housing Programs*
Riley Guerrero, Administrative Assistant
Greg Byrne, Greg Byrne Consulting
Mr. Bates, Helping Hand House

* In Attendance Via Zoom

Chairperson Martinez called the meeting to order at 4:03 PM.

PUBLIC COMMENT

Chairperson Martinez asked for public comment.

Mr. Bates, CEO of Helping Hand House stepped forward. He reintroduced himself and his organization to the board, as well as spoke of the long relationship between PCHA and HHH in the past. He had an MOU to deliver to Executive Director Jim Stretz for a signature, and passed it along at the meeting. The board clarified that Mr. Bates' programs were affiliated with single family housing.

There was no further public comment.

OLD BUSINESS

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on May 25th, 2022. Commissioner Stewart so moved. Commissioner Walton seconded the motion. A voice 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 Miller	<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"/>

Chairperson Martinez asked the board to consider a motion ratifying the payment of cash disbursements for May 2022, totaling \$3,605,024.17.

Commissioner Stewart inquired as to whether these were routine expenses, or if any specifics needed to be addressed by the board. Executive Director Stretz replied that these were routine disbursements.

Commissioner Stewart moved to approve the disbursements. Vice Chairperson 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 Miller	<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 1915

Director Sean McKenna went over the details of Resolution 1915, authorizing the Executive Director to approve, execute and deliver all documents relating to the CRP 5764 Canyon Road Southerly Extension (hereafter: Project) including, but not limited to Contracts, Easements, Agreements or other documents related to the Project. He clarified that the County was asking for an Easement extending into a piece of PCHA land for approximately 5 feet, with a 250 sq. ft. area. A Letter of No Effect was delivered in late April for the project.

Commissioner Martinez commented that this was an unusual situation for PCHA properties. Director McKenna agreed, and noted that significant steps had been taken on part of the county already. A nominal financial agreement in the vicinity of \$750 had been reached for the easement. Commissioner Martinez asked if this would change the valuation of the property.

Director McKenna stated that he would ask the representative from the County, and that a further appraisal of the property after the easement is completed might be necessary.

A vocal vote was taken on Resolution 1915 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 Miller	<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"/>

REPORTS

There were no new staff to introduce.

Acting CFO Moreen Forde went over her written report. There were no questions on her written report, as detailed in the June 14th Board Packet. There was a mention made of scheduling issues with the State Auditor’s Office in the past. Executive Director Stretz clarified that the State Auditor’s office was in contact on June 12th, and there were already arrangements to meet on the last week of June.

Director of Operations Tina McLeod gave her report on affordable housing. Her oral report focused on the recent spate of delinquencies being faced at PCHA’s affordable housing campuses and the work being done to equilibrate rental income with budget projections. Since 1/1/2022, PCHA has begun issuing 14 day pay or quit notices. Director McLeod specified that these notices have been legal since the eviction moratorium ended in August, but that PCHA had putting out notices immediately in order to give tenants more time to reach a mutually agreeable resolution. Many residents who have received pay-or-quit notices have entered into repayment plans, but Director McLeod clarified that for those who refuse, PCHA must begin an Eviction Resolution Program (ERP), which is a months-long process that involves many steps before court proceedings can begin. On one such ERP, a Dialogue and Resolution session that was begun in January was only issued a Certificate of Failure on June 9th, which has resulted in a 6 month delay thus far in clearing an outstanding tenant balance of \$16,000. Commissioner Walton inquired as to the average balance of those who were entering D&R sessions. McLeod answered that there were a few outliers, but that \$11,000-\$12,000 balances were not uncommon. Commissioner Stewart asked if there were many decisions to exit prior to formal eviction proceedings. Director McLeod answered that there were a few such cases, and that in abandonment cases no payment from a repayment plan is recouped.

Director of Maintenance Operations Victor Lovelace gave his report. He focused on the All-Hands strategy discussed at the May 25th, 2022 Board Meeting and reiterated the cost increases for a unit turnover.

Director of Project Management Sean McKenna began his report on current Feasibility Studies being conducted on PCHA’s 108th St & Ainsworth property. He also mentioned the potential for acquiring a vacant lot adjacent to the property for future expansion or medium-density housing. Vice Chairperson Walton inquired as to whether there had ever been a formal investigation

several years ago into whether the Polk Street Campus could be expanded to accommodate more staff. Director McKenna answered that there had never been a formal study done. Commissioner Miller asked how an investment in PCHA property could be explained to the public given the current difficulties being faced by those seeking housing. Chairperson Martinez answered that there had been no significant investment in PCHA's office properties since the beginning of his tenure in approximately 1995, and that the staff were in need of a more functional working space to accomplish their mission. Commissioner Navra inquired as to whether the Polk Street Campus might be better suited to remodeling than the 108th street campus. Director Tamara answered that the Polk Street Campus, spread over three converted buildings, was not only at its total capacity but also was not laid out in such a way that could support expansion, and would require significant construction and updating to accommodate more staff. Commissioner Stewart inquired as to the potential completion date for the feasibility study. Director McKenna answered that more data needed to be gathered for the architect, but that the feasibility study could be completed within 2-4 weeks. Commissioner Miller stressed that though he understood the need for safe working conditions and camaraderie, that the timing of this proposal was not ideal. Commissioner Stewart opined that further discussion could take place after the feasibility study was completed. Commissioner Blaksley stated that as a former employee and as a program recipient, that some change was necessary to allow PCHA employees to work in conditions that reflected to the community and to landlord partners the importance of our role and the respectability the PCHA and our voucher recipients are due. Commissioner Walton highlighted that functional obsolescence seemed to be the appropriate term for the current office building of PCHA, and that productivity was naturally impacted by having outdated working conditions.

Director of Supported Housing Tamara Meade gave her oral report. She focused on VASH vouchers, and current work being done at hotels in Fife and on Hosmer Street to convert rooms into one-bedroom units. Up to 75 veterans will be housed when these units come online, which is scheduled to be before October 2022. Commissioner Stewart asked if PCHA had any specific demographic information or service records for the veterans it serves. Director Meade answered that she did not currently have that information.

Executive Director Jim Stretz reported that he had been in contact with BDO about an upcoming economic study of the effects of a potential merger with the Tacoma Housing Authority, and was scheduled to meet with the THA Executive Director on June 15th. He also reported that while at the Tacoma Housing Authority's new offices, he met with HUD representatives who mentioned that there was still \$100,000 of bad debt from 2018-2019. Executive Director Stretz then reported that he had contracted with a local CPA firm for the Yardi conversion and was hopeful that they could eventually expand their role. He also recently met with the Tacoma Rescue Village in their new facility, and spoke to them about their voucher contribution. He also discussed a recent MOU signed for Habitat for Humanity. He then introduced Greg Byrne, of Greg Byrne Consulting, to give his report on PCHA's potential disposition strategies.

STUDY SESSION

Greg Byrne outlined the details of his report and took questions from the commissioners.

COMMISSIONER’S CORNER

Commissioner Stewart stated that he was grateful for the luncheon, tour, and board meeting.

Commissioner Miller issued an apology for the events of the May 25th, 2022 meeting.

Chairperson Martinez reiterated appreciation for the tour, and informed the board that meetings were moving forward with the Board of Directors for THA, although slowly.

EXECUTIVE SESSION

No Executive Session was called.

ADJOURNEMENT

Chairperson Martinez asked the Board to consider a motion to adjourn the meeting. Commissioner Stewart so moved. Vice Chairperson Walton seconded. 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 Miller	<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 meeting was so adjourned at 6:02 PM.