



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

MINUTES FROM THE OCTOBER 29TH, 2025, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: October 29th, 2025
3:30 PM

LOCATION: PCHA Main Campus and Hybrid
over ZOOM

IN ATTENDANCE: Chairperson Mark Martinez
Commissioner Willie Stewart
Commissioner Scott Winship

IN ABSENCE: Commissioner Tausha Blaksley
Vice Chairperson Narva Walton

ALSO IN ATTENDANCE: Jim Stretz, Executive Director
Christina McLeod, Director of Operations
Victor Lovelace, Director of Maintenance
Sean McKenna, Director of Project Management
Riley Guerrero, Policy and Strategy Manager
Ney Calhoun, Human Resources Manager
Ariel Daniels, HCV Manager
Joanna Nieto, Controller
Darcy Erwin, Business Development Coordinator
One (1) Member from the Public*

***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 with the presence of a quorum. Chairperson Martinez, Commissioner Stewart, and Commissioner Winship were present at the start of the meeting.

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. With no changes proposed a vocal vote was taken with the following result:

	<i>In Favor</i>	<i>Opposed</i>	<i>Abstain</i>	<i>Absent</i>
<i>Commissioner Blaksley</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Commissioner Stewart</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Commissioner Winship</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vice Chairperson Walton</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Chairperson Martinez</i>	<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 September 24th, 2025, Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Winship seconded the motion. A vocal vote was taken with the following result:

	<i>In Favor</i>	<i>Opposed</i>	<i>Abstain</i>	<i>Absent</i>
<i>Commissioner Blaksley</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Commissioner Stewart</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Commissioner Winship</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vice Chairperson Walton</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Chairperson Martinez</i>	<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 September 2025. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met Tuesday, October 28th, and based on the information provided Commissioner Stewart recommends the approval of the cash disbursements on behalf of the Finance Committee. A vocal vote was taken with the following result:

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

The cash disbursements from September 2025 were so approved.

NEW BUSINESS

Resolution 1975

Chairperson Martinez called for a motion to approve Resolution 1975, *To Approve Updates to the Administrative Plan*. Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion. Manager Guerrero presented Resolution 1975 as written on page 10 of October 29th, 2025, Information Packet. Manager Guerrero explained that the update pertains to the Project-Based Voucher (PBV) waitlist, allowing Emergency Housing Voucher (EHV) participants to transition into PBV units with preference due to the early discontinuation of EHV funding by HUD. Chairperson Martinez confirmed that these were participants already with vouchers issued and asked whether new vouchers may be issued. Guerrero responded that new PBVs may be deployed through upcoming acquisition and development activities. Commissioner Stewart asked for clarification on the definition of “extremely low income,” which Guerrero noted refers to households earning 30% or below the Area Median Income (AMI). Executive Director Stretz added that, with funding ending sooner than expected, this change provides an alternative housing option under the Voucher program. Guerrero emphasized that new PBVs may create movement on the waitlist and potential availability for these families. With no further comment, a vocal vote was taken with the following result:



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

RESOLUTION 1971 was so approved.

STRATEGIC FOCUS

Board Report Research and Overview

Chairperson Martinez called for Strategic Focus. Manager Guerrero presented the Strategic Focus: Board Report Research and Overview as written on page 15 of the October 29, 2025, Information Packet. Manager Guerrero explained that the initiative responds to ongoing Board discussions over the past several years regarding modernization of software systems and the desire for more dashboard-style reports. The reports presented are designed to leverage data collected through Yardi to more accurately track agency performance. The report remains under development as staff continue to work with software consultants to ensure data accuracy and a consistent, printable format. Future iterations will include performance targets and visual indicators to clearly show whether goals are being met, making information easier to interpret for both the Board and the public. Manager Guerrero stated that the process also helps validate data accuracy, ensures proper system inputs, and supports the agency's commitment to transparency and accountability by generating reports directly from system outputs to the Board Packet. Commissioner Stewart inquired about research into other housing authorities. Guerrero shared that staff reviewed approximately six local agencies and found that most do not publish detailed operational data or dashboard reports, with Bremerton Housing Authority being a partial exception, offering departmental highlights. Commissioner Winship asked whether HPC experiences public scrutiny of its operations in including such information in the publicly released Information Packet. Guerrero responded that while public scrutiny has been limited, the agency undergoes review by the State Auditor's Office, with additional oversight typically occurring only when broader public issues arise. Chairperson Martinez expressed appreciation for the dashboard format, noting that it allows the reader to quickly focus on key information and easily locate specific details within reports. No additional questions or comments from Commissioners.

EXECUTIVE AND DIRECTOR REPORTS

Family Self Sufficiency (FSS) report was presented as written on page 22 of the October 29th, 2025, Information Packet. Executive Director Stretz presented the report on behalf of Deputy Executive Director Tamara Meade. No questions or comments from Commissioners.

The Two-Year Tool was presented as written on page 24 of the October 29th, 2025, Information Packet. Manager Guerrero presented the report on behalf of Deputy Executive Director Tamara Meade. No questions or comments from Commissioners. Chairperson Martinez inquired whether specialized training is available to better understand the Two-Year Tool, and Commissioner Winship asked if such training is available online. The Business Development Coordinator will provide training resources to Commissioners prior to the next Board Meeting. No additional questions or comments from Commissioners.

The Affordable Housing Report was presented as written on page 31 of October 29th, 2025, Information



Packet. Commissioner Winship inquired about the nature of the delinquency payment report00. Director McLeod provided insight into the process and timeline with consideration to regulations. Commissioner Stewart inquired about the start of the eviction process. Director McLeod confirmed that it generally occurs when the tenant enters 60+ days of delinquency. Commissioner Stewart noted the volume of current residents and the amounts in the report. Director McLeod commented on where certain cases were in the eviction process. No additional questions or comments from Commissioners.

The Finance Report was presented as written on page 34 of the October 29, 2025, Information Packet. Controller Nieto noted minimal changes this period aside from the gain on sales. Commissioner Winship inquired about the LGIP, and Controller Nieto explained that auditors directed the LGIP be reclassified from Other Current Assets to Restricted Cash and Equivalents. Chairperson Martinez commented that he appreciated the format of the new reporting packet. No additional questions or comments were received from Commissioners.

The Human Resources Report was presented as written on page 75 of the October 29, 2025, Information Packet. Commissioner Stewart inquired about the benefits offered to employees. Manager Calhoun explained that employer contribution for medical plans and provided an overview of the full benefits package. Commissioner Stewart inquired about the open positions and whether those positions are new positions or vacancies for existing positions. Manager Calhoun confirmed that there are both new positions and vacancies resulting from voluntary separations. Commissioner Winship inquired whether healthcare premiums have increased. Manager Calhoun noted that premiums have risen slightly but not as much as anticipated. No additional questions or comments were received from Commissioners.

The Maintenance Report was presented as written on page 76 of the October 29, 2025, Information Packet. Commissioner Stewart asked whether the make-ready work orders are performed by internal staff or contracted out. Director Lovelace confirmed that most of the turn process work is completed internally and provided insights into operations of unit turns. Commissioner Martinez inquired whether unit turns would be reported in the new Board packet, including the number completed and turnaround times. Director Lovelace confirmed that they would be. Commissioner Martinez recommended that benchmarking for unit turns be aligned with private-sector standards.

The Policy and Strategy Report was presented as written on page 77 of the October 29, 2025, Information Packet. No questions or comments from Commissioners. The Acquisition and Development Reports were presented as written on pages 78 and 79 of the October 29, 2025, Information Packet. Commissioner Martinez inquired when the Acquisition and Development consultants' engagement with staff. Manager Guerrero responded that there are weekly meetings and there is an upcoming internal information session scheduled for November 5. After providing the Policy and Strategy Report and the Acquisition and Development Reports, Manager Guerrero informed the Board that this would be her final Board Meeting and her last day is November 13th, with all active projects and responsibilities to be transitioned to staff. Commissioner Winship inquired about her future plans, and Manager Guerrero responded with her future plans. Executive Director Stretz expressed appreciation for her contributions, noting that she has been an exceptional asset to the agency. Chairperson Martinez also stated that the Board is sorry to see her go. No additional questions or comments were received from Commissioners.

The Project Management Report was presented as written on page 80 of the Board Information Packet. Director McKenna requested that the Board authorize the Executive Director to sign above his standard



signature authority for two specific units exceeding the previously authorized threshold. Commissioner Winship asked if this action could occur at this time. Director McKenna confirmed it could, as the amount was within a small margin. Chairperson Martinez declined, noting that the item was not on the agenda and that the Board would be more comfortable with a formal resolution. He directed staff to schedule a new special meeting in November to address the matter. Director McKenna shared a success story of a resident preparing to purchase her home after receiving support from HPC programs, including the Family Self-Sufficiency (FSS) program. He also commended Manager Daniels for voucher issuance efforts, noting that many residents are now in active housing searches and multiple move-outs are forthcoming. Commissioner Winship inquired whether Habitat for Humanity continues to purchase fewer units, and Director McKenna confirmed. Commissioner Martinez asked if Section 18 Disposition proceeds could be used to prepare homes for sale, and Director McKenna responded with when Section 18 Disposition funds can be used. Commissioner Winship inquired about contacts at Pierce County, to which Director McKenna responded and identified his primary contacts at Pierce County. Chairperson Martinez advised that if communication challenges with Pierce County arise, the Board should be informed so Commissioners can assist in facilitating discussions. No additional questions or comments were received from Commissioners.

COMMISSIONERS CORNER

Chairperson Martinez provided an update on the Executive Director search, noting that forty-seven applications were received. He shared that Michael Mirra of GMP Consultants, has reported positive progress with this recruitment process thus far. Chair Martinez continued, stating that Initial interviews are underway, and approximately twenty candidates will be reviewed by the Board, with six to eight finalists to be recommended for further consideration. Chairperson Martinez explained that finalists will participate in interviews with both the Board of Commissioners and selected groups. Preliminary plans include a potential meet-and-greet event prior to the final interviews, though this has not yet been finalized. The Board is expected to receive additional information by next week. The Business Development Coordinator will assist in scheduling on-site interviews. Executive Director Stretz shared with the Board of Commissioners that a Transition Plan will be updated and provided to the Board to assist with this process. Executive Director Stretz also recommended cancelling the Regular Board Meetings and scheduling Special Meetings earlier in November and December due to the impact of the holidays. The Board of Commissioner expressed support of this approach.

Commissioner Winship expressed appreciation for the opportunity to attend the Commissioners Fundamentals training in Phoenix, noting that it was a valuable experience and sharing insights gained from the sessions. Chairperson Martinez also reflected on key takeaways from the panels, emphasizing the importance of strong asset management practices and considerations related to LIHTC-funded projects and planning.

EXECUTIVE SESSION

The Board of Commissioners determined that there was no need for Executive Session.

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 moved to adjourn, and Commissioner Winship seconded the motion. With all in favor and none opposed, the meeting was adjourned at 4:44 pm.



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VOUCHER APPROVAL REPORT

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Pierce County Housing Authority, and that I am authorized to authenticate and certify to said claim in the amount of:

\$5,776,617.04 This 29th day of October 2025

Date Range	Transaction ID#	Bank Account	Total May 2025	Total April 2025	Change in Disbursements Month over Month	Notes
30-Sep-25	Check# 6542	LIPH Mgmt.	\$1,500.00	\$0.00	\$1,500.00	
30-Sep-25	EFT#1197-1200	LIPH Mgmt.	\$459.00	\$573.00	-\$114.00	
30-Sep-25	VOID Check #	LIPH Mgmt.	\$0.00	\$0.00	\$0.00	
30-Sep-25	VOID EFT #	LIPH Mgmt.	\$0.00	\$0.00	\$0.00	
30-Sep-25	Check# 357694-357870	Section 8	\$351,545.17	\$382,262.51	-\$30,717.34	
30-Sep-25	EFT#309941-311106	Section 8	\$3,584,385.53	\$3,618,310.96	-\$33,925.43	
30-Sep-25	VOID Check #: 357827	Section 8	-\$697.00	-\$19,202.00	\$18,505.00	
30-Sep-25	VOID EFT # 311077-311098	Section 8	-\$3,156.00	\$0.00	-\$3,156.00	
30-Sep-25	Check#92198-92292	Gen Ops	\$449,216.88	\$499,970.00	-\$50,753.12	CR Flooding
30-Sep-25	EFT #10016-10065	Gen Ops	\$970,108.95	\$1,650,084.90	-\$679,975.95	LGIP: September transfer of \$686k and August transfer \$1.38m
30-Sep-25	VOID Check # 92266-92289	Gen Ops	-\$15,271.94	\$0.00	-\$15,271.94	
30-Sep-25	VOID EFT #	Gen Ops	\$0.00	-\$2,762.85	\$2,762.85	
Sep-25	Greystone Transfers	Gen Ops	\$137,939.00	\$137,939.00	\$0.00	
5-Sep-25	Payroll Period	Payroll	\$150,835.17	\$171,205.91	-\$20,370.74	Retention bonuses
19-Sep-25	Payroll Period	Payroll	\$149,752.28	\$162,287.47	-\$12,535.19	Retention bonuses
	Payroll Period	Payroll	\$0.00	\$0.00	\$0.00	
	Totals		\$5,776,617.04	\$6,600,668.90	-\$824,051.86	

Auditing Officer: _____

Date: _____