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## MINUTES OF THE APRIL 29<sup>TH</sup> REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**DATE:** April 29<sup>th</sup>, 2026  
3:30 PM

**LOCATION:** PCHA Main Campus and Hybrid  
over ZOOM

**IN ATTENDANCE:** Chairperson Mark Martinez  
Commissioner Blaksley  
Commissioner Stewart  
Commissioner Schuler  
Commissioner Winship

**ALSO IN ATTENDANCE:**

Victor Caesar, Executive Director  
Tamara Meade, Deputy Executive Director  
Christina McLeod, Director of Operations  
Victor Lovelace, Director of Maintenance  
Sean McKenna, Director of Project Management  
Ney Calhoun, Human Resources Manager\*  
Joanna Nieto, Controller  
Darcy Erwin, Policy and Strategy Manager  
Julie Foss, Quality Control Coordinator  
Daisy Perez, Executive Administrative Assistant

\*In Attendance Via Zoom/Phone

### CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:30 p.m. with the presence of a quorum. All Commissioners were present at the start of the meeting except Commissioner Blaksley who arrived at 3:39 p.m.

### AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Schuler 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 Schuler</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"/>



Chairperson Martinez |

The agenda was so approved.

### PUBLIC COMMENT

Chairperson Martinez called for public comment. No comment was given. Public comment was thereby closed.

### CONSENT AGENDA

Chairperson Martinez called for a motion to approve the minutes of the March 25<sup>th</sup>, 2026, Regular Meeting as presented. Commissioner Schuler so moved. Commissioner Stewart 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 Schuler</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 March 2026. Commissioner Schuler so moved. Commissioner Stewart seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Schuler answered that the committee met April 28<sup>th</sup> and based on the information provided Commissioner Schuler recommends approval of the cash disbursements. 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 Schuler</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 March 2026 were so approved.

### RESOLUTIONS FOR DISCUSSION

#### *Resolution 1988: Procurement Policy*

Chairperson Martinez called for a motion to approve Resolution 1988, Approval of Revisions to Authority Procurement Policy. Commissioner Winship moved to approve, and Commissioner Stewart seconded the motion. Policy and Strategy Manager Darcy Erwin presented Resolution 1988.

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 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"/>



Commissioner Schuler	<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 1988 was so approved.

*Resolution 1990: Transfer of Authority for LGIP*

Chairperson Martinez called for a motion to approve Resolution 1990, Authorizing Investment of Pierce County Housing Authority Monies in the Local Government Investment Pool (LGIP). Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion. Executive Director Victor Caesar presented Resolution 1990. 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>
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 Schuler	<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 1990 was so approved.

**AGENCY REPORTS**

Executive Director Victor Caesar presented the Executive Report and Real Estate Development Update (page 16) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Executive Director Caesar stated he is working through his 90-day internal assessment of the agency. He has met with various agency teams, completed tours of all HPC’s properties, and will provide a report to Board of Commissioners. He also provided an update on external partner engagement. Chairperson Martinez asked about a county grant and if HPC will pursue it. Executive Director Caesar clarified that HPC will pursue the county grant. No additional questions or comments were raised by the Commissioners.

Deputy Executive Director Tamara Meade presented the Deputy Executive Report, Supported Housing Report, Family Self-Sufficiency Report and Two-Year-Tool Report (page 17-19) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Chairperson Martinez inquired about the VASH vouchers. Deputy Executive Director Meade clarified HPC was awarded 25 VASH vouchers. No additional questions or comments were raised by the Commissioners.

Director of Operations Christina McLeod presented the Affordable Housing Report (page 25) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Commissioner Schuler sought clarification on the maximum income limit and vouchers. Director McLeod clarified the income limit and vouchers. Commissioner Schuler inquired about not doing vouchers. Executive Director Caesar clarified HPC is in shortfall, therefore, HPC is not allowed to issue any vouchers, which includes project-based vouchers. Commissioner Schuler inquired about the effect of 30-day notices. Director McLeod clarified tenants who are two months behind will receive a 30-day notice. No additional questions or comments were raised by the Commissioners.



Controller Joanna Nieto presented the Finance Report (page 31) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Controller Nieto stated the SAO Accountability audit wrapped up and there were no deficiencies. No additional questions or comments were raised by the Commissioners.

Human Resources Manager Ney Calhoun presented the Human Resources Quarterly Report (page 51) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. She stated HPC will start the CBA negotiations in May 2026. The employee manual is in the final draft. Once the CBA is completed, the employee manual will be completed as well. No additional questions or comments were raised by the Commissioners.

Director of Maintenance Victor Lovelace presented the Maintenance Report (page 53) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. He stated there was an influx of work orders for Chateau Rainier, however most of those were created in-house. Commissioner Schuler inquired about the acronym of NSPIRE. Director Lovelace provided the definition (National Standards for the Physical Inspection for Real Estate). No additional questions or comments were raised by the Commissioners.

Policy and Strategy Manager Darcy Erwin presented Policy and Strategy Report (page 55) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. She stated concluding the updates to the procurement policy. Pivoting on working on record retention and proceeding with the draft of the record retention policy. The acquisition and development report (real estate report) has been transferred to the Executive Director. Chairperson Martinez inquired if the record retention included the destruction of documents. Policy and Strategy Manager Erwin clarified that it does. No additional questions or comments were raised by the Commissioners.

Director of Project Management Sean McKenna presented Project Management Report (page 56) of the March 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Commissioner Blaksley inquired how many units needed repairs and cost of the septic across the units. Director McKenna clarified most of the units' needed repairs and the cost of the septic tanks for the units. Commissioner Schuler inquired how many contractors worked on these repairs. Director McKenna clarified he chose one septic contractor. Commissioner Winship inquired if there is a standard for sampling. Director McKenna clarified that there is a standard. Commissioner Winship inquired what the remediation consists of. Director McKenna clarified it can include concentrated surface cleaning, but often it will be the removal of cabinets, bath fans, outlets and other products. Commissioner Blaksley commented there should be a report that documents the cost that shows exactly how much is spent for each house and a cost benefit analysis. No additional questions or comments were raised by the Commissioners.

## COMMISSIONERS CORNER

Chairperson Martinez opened Commissioners' Corner. With no additional business, Commissioners' Corner was then closed.

## EXECUTIVE SESSION

An Executive Session was not called.

## ADJOURNMENT

Having no further business to come before the Board, Chairperson Martinez called for a motion to



adjourn the Regular Meeting of the Board of Commissioners. Commissioner Winship moved to adjourn, and Commissioner Schuler seconded the motion.

With all in favor and none opposed, the meeting was adjourned at 4:57 p.m.