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## MINUTES OF THE MARCH 25<sup>TH</sup> REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**DATE:** March 25<sup>th</sup>, 2026  
3:30 PM

**LOCATION:** PCHA Main Campus

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

**ALSO IN ATTENDANCE:** Victor Caesar, Executive Director  
Tamara Meade, Deputy Executive Director  
Victor Lovelace, Director of Maintenance  
Sean McKenna, Director of Project Management  
Ney Calhoun, Human Resources Manager  
Ariel Daniels, HCV Manager  
Joanna Nieto, Controller  
Daisy Perez, Executive Administrative Assistant

### 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.

### AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Schuler seconded the motion. Chairperson 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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. A written public comment was provided for the Housing Pierce County Administrative Plan.

## OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the February 9<sup>th</sup>, 2026, Special Meeting as presented. Vice Chairperson Walton 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 called for a motion to approve the minutes of the February 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 February 2026. Commissioner Stewart so moved. Commissioner Schuler seconded the motion. Chairperson Martinez asked for the recommendation of the Finance Committee. Commissioner Schuler answered that the committee met March 24<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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Chairperson Martinez</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The cash disbursements from February 2026 were so approved.



## NEW BUSINESS

### *Resolution 1985: Administrative Plan Updates*

Chairperson Martinez called for a motion to approve Resolution 1985, To Approve Updates to the Housing Pierce County Administrative Plan. Commissioner Stewart moved to approve, and Commissioner Schuler seconded the motion. Commissioner Schuler sought clarification of the Housing Choice Voucher Program. Deputy Executive Director Tamara Meade provided clarification.

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Chairperson Martinez</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution 1985 was so approved.

### *Resolution 1986: Transfer of Authority for LGIP*

Chairperson Martinez called for a motion to approve Resolution 1986, To Authorize the Transfer of Authority to the Newly Appointed Executive Director for the Local Government Investment Pool [LGIP]. Commissioner Blaksley moved to approve, and Commissioner Stewart seconded the motion. Commissioner Schuler sought clarification of Resolution 1986. Controller Joanna Nieto provided clarification.

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Chairperson Martinez</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution 1986 was so approved.

### *Resolution 1987: Transfer of Authority for Kitsap Bank*

Chairperson Martinez called for a motion to approve Resolution 1987, To Authorize the Transfer of Authority to the Newly Appointed Executive Director for Kitsap Bank. Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion. Vice Chairperson Walton sought clarification of Resolution 1987. Controller Nieto provided clarification.

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"/>



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 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 1987 was so approved.

### Resolution 1988: Procurement Policy

Chairperson Martinez called for a motion to approve Resolution 1988, To Approve Revisions to the Authority Procurement Policy. Deputy Executive Director Meade presented Resolution 1988. Commissioner Winship and Commissioner Schuler sought clarification on the micro purchase threshold and purchase order system. Executive Director Victor Caesar clarified the micro purchase threshold and purchase order system. Chairperson Martinez inquired about dollar amounts. Executive Director Caesar provided clarity on dollar amounts. Commissioner Schuler recommended including dollar amounts in Resolution 1988. Chairperson Martinez added if changes need to be made to future dollar amounts in the procurement policy, bring the changes to the board for approval. Commissioner Schuler moved to table Resolution 1988 for the next regular board meeting on April 29<sup>th</sup>, 2026, to include dollar amounts. Commissioner Stewart seconded the motion.

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 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 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 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 1988 was tabled for the next Regular Board meeting on April 29<sup>th</sup>, 2026.

### Resolution 1989: Authorize Executive Director

Chairperson Martinez called for a motion to approve Resolution 1989, To Confirm Executive Director Authority and Authorizing the Executive Director to Carry out all Functions of the Office. Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion.

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 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 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 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 1989 was so approved.



## EXECUTIVE AND DIRECTOR REPORTS

Executive Director Caesar gave an update on his onboarding process, meeting with the HPC teams, and integrating within Pierce County.

Deputy Executive Director Meade presented the Two-Year Tool Report (page 22) of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Commissioner Schuler sought clarification on potential shortfall. Deputy Executive Director Meade clarified the potential shortfall. No additional questions or comments were raised by the Commissioners.

Director of Operations McLeod was not present. Executive Director Caesar presented the Affordable Housing Report on her behalf (page 28) of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Chairperson Martinez sought clarification of “vacant rented.” Executive Director Caesar provided clarification. Chairperson Martinez sought clarification about the vacant rates and locations, and how to address them. Director of Maintenance Lovelace clarified the vacant rates and locations. No additional questions or comments were raised by the Commissioners.

Controller Nieto presented the Finance Report (page 32) of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Vice Chairperson Walton sought clarification on “other tenant revenue.” Controller Nieto provided clarification. Vice Chairperson Walton sought clarification on the laundry machines. Executive Director Caesar provided clarification on the laundry machines. No additional questions or comments were raised by the Commissioners.

Human Resources Manager Calhoun presented the Human Resource Report (page 91) of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Commissioner Schuler sought clarification on the dollar amount spent on legal services. Executive Director Caesar will provide the legal services dollar amount spent for legal services. Controller Nieto added that she will provide a breakdown. No additional questions or comments were raised by the Commissioners.

Director of Maintenance Lovelace presented the Maintenance Report (page 95) of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Commissioner Schuler sought clarification for HQS and NSpire acronyms. Director Lovelace provided clarification on the acronyms. No additional questions or comments were raised by the Commissioners.

Policy and Strategy Manager Erwin was not present. Executive Director Caesar presented the Policy and Strategy Report (page 98) and Acquisition and Development Report (page 100) on her behalf of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. No additional questions or comments were raised by the Commissioners.

Director of Project Management McKenna presented the Project Management Report (page 102) of the February 25<sup>th</sup>, 2026, Regular Board Information Packet as written. Commissioner Blaksley sought clarification on the inability to remediate houses. Director McKenna clarified the obstacles of the cost of testing and cost of remediation. Commissioner Blaksley commented that the houses that have been remediated should be sold. Commissioner Schuler sought clarification on whether HPC should have staff at units to help remediate. Director McKenna clarified it is being considered to have staff on-site to support with small scale remediation. Chairperson added that the remediated houses must be sold. Commissioner Schuler sought clarification on the number of properties that were fixed and remediated.



Director McKenna clarified the number of properties. No additional questions or comments were raised by the Commissioners.

## COMMISSIONERS CORNER

Chairperson Martinez opened Commissioners' Corner. Chairperson Martinez thanked Housing Pierce County for sending three commissioners to the NAHRO Washington Conference. Commissioner Schuler noted commissioners met with senators and congressmen. Commissioner Blaksley encouraged leadership and Executive Director Caesar to attend future conferences with commissioners. Executive Director Caesar will attend future conferences. Vice Chairperson Walton congratulated Executive Director Caesar on his first board meeting.

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 Stewart seconded the motion.

With all in favor and none opposed, the meeting was adjourned at 5:14 p.m.