



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE SEPTEMBER 27TH, 2023 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Wednesday, September 27th, 2023
3:30 PM

Location: PCHA Building B
603 Polk St S
Parkland, WA, 98444
& Hybrid Via Zoom

In Attendance: Chairperson Mark Martinez
Commissioner Blaksley
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director
Tina McLeod, Director of Operations
Tamara Meade, Director of Supported Housing
Tammy Moter, Director of Finance
Sean McKenna, Director of Project Management
Victor Lovelace, Director of Maintenance
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Michelle S. Taft, Attorney at Law*

*In Attendance Via Zoom

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:31 PM. Commissioners Blaksley, Stewart, and Chair Martinez were present.

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Blaksley 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"/>
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 agenda was so approved.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the August 30, 2023 Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley 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"/>
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, 2023.

Commissioner Stewart so moved. Commissioner Blaksley seconded.

Chairperson Martinez called for the Finance Committee to give its report. Commissioner Stewart confirmed that nothing appeared out of order.

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"/>
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 2023 were so approved.

Commissioner Narva Walton arrived at 3:33 PM.

NEW BUSINESS

RESOLUTION 1933:

Chairperson Martinez entertained a motion to approve Resolution 1933. Commissioner Stewart so moved. Commissioner Blaksley seconded.

Director Meade explained that this Plan was a routine submission to HUD that had previously been provided to the Board on August 30, 2023 for their review and comments. No changes were recommended.

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"/>
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 1933 was so approved.

RESOLUTION 1934:

Chairperson Martinez entertained a motion to approve Resolution 1934. Commissioner Stewart so moved. Commissioner Blaksley seconded.

Director Meade explained that this Plan was a routine submission to HUD that had previously been provided to the Board on August 30, 2023, for their review and comments. No changes were recommended.

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"/>
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 1934 was so approved.

RESOLUTION 1935:

Chairperson Martinez entertained a motion to approve Resolution 1935. Commissioner Stewart so moved. Commissioner Walton seconded.

Director McKenna explained that this shift from Capital Fund to Operating, to continue to fund relocation efforts, transaction costs, and necessary post-move out cleanup work.

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"/>
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 1935 was so approved.

STRATEGIC FOCUS

Staff provided a report as to the ongoing process on the architectural RFQ process. Interviews were in the process of being scheduled with the three highest-scoring firms.

EXECUTIVE AND DIRECTOR REPORTS

Executive Director Stretz gave a brief update on coordination with Tacoma Public Utilities on the vacant water parcel bordering the warehouse lot. He also delivered a brief update noting that conversations were ongoing with a consultant hired by Tacoma Housing Authority to explore benefits of a merger between THA and PCHA.

Director Christina McLeod introduced new staff in the Affordable Housing Department. These included Mary Cunningham, the new Property Manager at Chateau Rainier, Keisha Triplett, Assistant Property Manager, and Josh Carrillo, Resident Services Specialist. Recruiting was ongoing for an additional 2 RSS positions, and the fully-staffed department would have nine employees. Angela Del-Grosso Thompson was also introduced as the new Fair Housing and Compliance Specialist.

Director Moter introduced her new staff; Amelia Schimkus, Staff Accountant, and Cindy Grienke, Accounting Specialist.

Director of Operations Christina McLeod delivered her oral report. Ten units had been leased with new move-ins expected, and six households were scheduled to enter their units on Friday, September 29.

Director of Finance Tammy Moter delivered her oral report. Progress was being made towards the implementation of P2P and the closeout of PayLease software for accounts receivable. Director Moter commented on the preparations made for the possible government shutdown and the capacity to continue payments through or potentially beyond December 2023. Chair Marinez thanked Director Moter for her work on the audit and appreciated the timeliness on the completion and submission of audit materials to HUD.

Director of Maintenance Victor Lovelace delivered his oral report. Unit turns were proceeding ahead of schedule and work was being completed at older apartment complexes addressing more difficult and high-intensity turns. The monthly safety training was to be held on bloodborne pathogens. The Maintenance department was seeking to hire an apprentice as per the 2023-2026 CBA.

Director of Project Management Sean McKenna delivered his oral report. The CDBG project at Village Square and Oakleaf is in the closeout process. The vacant property at Tacoma Public Utilities required relinquishment from both TPU and the County Council's boards, and that process was underway. The warehouse project represents the first project that an architect selected through the DECV-23-01 solicitation would be asked to explore. The relocation project is showing lease-ups on schedule anticipated. The septic systems solicitation SEC18-23-07 was proceeding on track to be under contract shortly. Sales on unoccupied LIPH properties were also proceeding. Director McKenna reported that PCHA was currently engaged in counter-offers with Habitat for Humanity on several properties due to funder stipulations. An additional 4 homes were also under review. Director McKenna specified that Habitat for Humanity homes would not need significant renovations, however to meet the goal of selling to market clients utilizing down-payment or First-time Homebuyer assistance, renovations would likely be necessary. Approximately 14 residents were searching for units in the current batch.

Director Tamara Meade delivered her oral report. Voucher issuance was progressing with a goal to notify at least 300 from the waitlist by the end of 2023.

Michelle Taft, Attorney at Law, joined the meeting at 4:13 PM.

Natasha Richards joined the meeting at 4:14 PM

COMMISSIONERS CORNER

Chairperson Martinez again thanked and congratulated staff on the completion of the SAO audit for 2023.

Executive Director Jim Stretz commented that an HR Manager had been hired.

EXECUTIVE SESSION

An Executive Session was called to discuss a pending legal matter and consider the acquisition or purchase of property. Attorney at Law Michelle S. Taft was present to conduct the legal portion of the session. The Executive Session began at 4:19 PM.

The Executive Session was closed and the Board returned to regular session at 5:13 PM.

ADJOURNMENT

Chair Martinez entertained a motion to adjourn the meeting. Commissioner Stewart so moved. Commissioner Blaksley 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"/>
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 September 27, 2023 meeting of the Pierce County Board of Commissioners was so adjourned at 5:14 PM.