



# PIERCE COUNTY HOUSING AUTHORITY

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

## MINUTES FOR THE DECEMBER 16, 2023 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Wednesday, December 16, 2023  
3:30 PM

Location: PCHA Main Campus and Hybrid  
over ZOOM

In Attendance: Chairperson Mark Martinez  
Commissioner Narva Walton  
Commissioner Blaksley  
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director  
Sean McKenna, Director of Project Management  
Tina McLeod, Director of Operations  
Tamara Meade, Director of Supported Housing  
Tammy Moter, Director of Finance  
Victor Lovelace, Director of Maintenance  
Riley Guerrero, Planning, Policy, and Community Engagement  
Manager Ney Calhoun, Human Resources Manager  
\*In Attendance Via Zoom/Phone

### CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:39 PM. Commissioner Blaksley, Commissioner Stewart, and Chairperson Martinez were present.

### PUBLIC COMMENT

Chairperson Martinez called for public comment. No public commenter came forward. Public comment was thereby closed.

### AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Vice Chair Walton seconded the motion. Commissioner Martinez asked for any changes to the Agenda. No changes were presented.

	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 agenda was so approved.

## **OLD BUSINESS**

Chairperson Martinez called for a motion to approve the minutes of the November 25, 2023 Regular Meeting as presented. Commissioner Stewart so moved. Commissioner 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 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 minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for November, 2023. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee recommended to accept it after briefly reviewing with the Executive Director and Director of Finance due to a scheduling conflict.

Chair entertained the motion to adopt. 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 cash disbursements from November 2023 were so approved.

## **NEW BUSINESS**

### **Resolution 1937:**

Staff introduced Resolution 1937: to approve the preliminary Operating Budget for 2024.

The Director of Finance and Deputy Executive Director Tamara Meade explained the Budgetary requirements and the current budget strategy.

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 1937 was so approved.

### Resolution 1938:

Staff introduced Resolution 1938: to approve the Cost Allocation Plan for 2024.

Chair Martiez called for a motion to approve. Vice Chair Walton so moved. Commissioner Blakesly seconded the motion.

The Director of Finance and Deputy Executive Director Tamara Meade explained the HUD requirement to develop a Cost Allocation Plan, and that the current Cost Allocation Plan was based on previous years' plans.

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 1938 was so approved.

### Resolution 1939:

Staff introduced Resolution 1939: to execute the updated 2024 contract of the Executive Director.

Chair Martinez tabled the resolution until after an Executive Session to discuss the performance of a public employee.

## STRATEGIC FOCUS

The Board discussed possible dates for the 2024 Board Retreat. It was determined that the Board would meet in February, on neither the first week nor the week of the 18<sup>th</sup>. Staff agreed to send an email to members of the Board to discuss possible dates.

## EXECUTIVE AND DIRECTOR REPORTS

Director McLeod briefly reviewed the Affordable Housing written report as presented in the packet.

Director Moter briefly reviewed the Finance Department written reports as presented in the packet.

Director Lovelace briefly reviewed the Maintenance Department written report as presented in the packet. Director Lovelace discussed the measures taken at one property to secure attic access points. Director Lovelace mentioned that unreported in his written report is a significant number of vacant LIPH security measures. Commissioner Stewart asked about the cost of boarding vacant LIPH units. Director Lovelace mentioned that it held significant cost, but that plywood was either reused when possible, but that the wood was usually included in the sale.

Deputy Executive Director Meade reviewed her written reports as presented in the packet. She discussed year-end activities, lease-ups, and Waitlist management/save-my-spot processes. Vice Chair Walton asked how many participants were pulled from the waitlist per year. DED Meade answered that it depended on attrition, but about 115 were pulled last year. She mentioned there was difficulty in contacting waitlist members, as many of those on the waitlist have contact information change. Vice Chair Walton asked how many Vice Chair Walton asked about the self-sufficiency metrics to have participants graduate off the program, or if there was a length of time that the program could last to motivate . Deputy Executive Director Meade answered that the HCV program had limitations for what kind of program could be implemented to that effect, and that although FSS and job training programs can be successful for some participants, and are being utilized, that many participants are elderly or disabled and will likely remain on-program for life. There are however other programs PCHA is interrogating, Meade answered. Vice Chair Walton asked how PCHA's waitlist compared to other housing authorities. Director Meade answered that PCHA was about average, with other nearby housing authorities having 15,000+ waitlisted, and that if there were additional vouchers available they would be immediately usable as the need greatly outweighs the resources. Commissioner Stewart asked if there was housing available for voucher-holders. Meade answered affirmatively, citing the HUD FMR's as a driving factor in housing participants. Commissioner Blaksley commented that it was likely helpful that the voucher provided a steady source of income for landlords, making out vouchers more valuable. DED Meade concurred, and complimented the work of the Landlord Liaison.

Director McKenna reviewed the Project Management written report as presented in the packet. Commissioner Blaksley asked if the LIPH tenants had paid security deposits. Director McKenna answered that the average deposit was roughly \$300. Vice Chair Walton asked if any got the deposits back. Director McKenna responded that he would estimate roughly half received deposits back. DED Meade added that the deposits were traditionally very low. Vice Chair Walton asked if offers on the LIPH homes were coming in at or above list price. Director McKenna answered that one REMAX unit had come in above, and the other two were at about 97-98% of list. Generally, Habitat for Humanity units were not exceeding list price but did not require repairs or touch-ups for listing, and offers were coming in at 94-98% Appraised value. Vice Chair Walton asked about the status of REMAX buyers. Director McKenna answered that as stated, all three will be owner occupied, and two were FHA homebuyers. FHA preparation required somewhat more money for repairs, but were not exceptional. Executive Director Stretz noted that the appraisals were several years old. Director McKenna concurred, and said that estimates still had roughly 43 million in gross proceeds.

## **COMMISSIONERS CORNER**

Chair Martinez called commissioners' corner. There were no comments.

## **EXECUTIVE SESSION**

An Executive Session was called to discuss the sale or acquisition of property and the performance or actions of a public employee.

The Executive Session began at 4:37 pm.

The Executive Session was closed and the Board returned to regular session at 6:22 PM. Coming out of Executive Session, Resolution 1939 was reintroduced by Chair Martinez.

### **Resolution 1939:**

Chair Martiez called for a motion to approve. Commissioner Stewart so moved. Commissioner Vice Chair 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 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 1939 was so approved

**ADJOURNMENT**

The meeting was adjourned at 6:23 pm.