



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE 26 JUNE 2024 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: 26 JUNE 2024
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
Tamara Meade, Deputy Executive Director
Christina McLeod, Director of Operations
Sean McKenna, Director of Project Management
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 3:33 PM. All Commissioners were present.

AGENDA

Chairperson Martinez entertained a motion to amend the agenda to allow the Board to consider Resolution 1945 authorizing PCHA to enter a Purchase and Sale agreement for a new office location in Puyallup. Commissioner Stewart so moved, and Commissioner Walton seconded the motion. A vocal vote to adopt the amendment to the agenda occurred 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 amended 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 the May 29th, 2024, 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 May 2024. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the Finance Committee met the previous day, June 26th, 2024, and the outcome of that meeting included an update to the cash disbursements to capture the increased revenue from property sales. Commissioner Stewart advised that the Board of Commissioners approve the cash disbursements for May 2024.

Chairperson Martinez 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 May 2024 were so approved.

STRATEGIC FOCUS

General Development Request for Proposal (RFP)

Policy, Planning, and Community Engagement Manager Riley Guerrero presented the General Development RFP. PCHA Staff sought input from the Board of Commissioners, emphasizing the necessity for Board authorization for any development solicitations and/or proposals from developers that exceed a project cost of \$500,000. Chairperson Martinez sought clarification regarding the notation on page 7 and confirmed that the Board’s interest is to keep the scope of the RFP broad to capture creative solutions and opportunities with potential development partners. Chairperson Martinez went on to say that he appreciated the documents format, readability, and voiced support to proceed. No additional comments or questions from Commissioners.

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented the Affordable Housing Division Report, as written on page 110 of the June 2024 Regular Board Meeting Information Packet. In addition to the Division Report, Director McLeod informed the Board of an incident at a PCHA apartment complex where theft of a few resident vehicles occurred. Staff considered additional security protocols to ensure the safety of resident property. Commissioner Stewart inquired about the status of the stolen vehicles. Director McLeod responded that internal investigations are still underway. Commissioner Martinez inquired about the listed vacancies in the Division Report. Director McLeod confirmed that the vacant units are in the turn process. Director McLeod provided an update regarding the utilization of rent concessions for some available units. Commissioner Stewart asked during the Finance meeting how many vacancies were caused by evictions and this question was revisited. Director McLeod responded that the change in the number of vacancies was not due to evictions. McLeod provided additional context that the vacancies are explained by the increase of individuals who are transitioning to homeownership and willingly leaving. No additional questions or comments from Commissioners.

Director of Finance Tammy Moter was not present at the Regular Board Meeting. The Finance Department has provided Financial Statements, the Finance Department Report, page 113, as well as the 2024 Annual Financial Report on page 140 of the June 2024 Regular Board Meeting Information Packet. Chairperson Martinez commented that the end-of-year numbers reported in the Regular Board Meeting Information Packet were satisfactory.

Manager of Human Resources Ney Calhoun presented the Human Resources Report, as written on page 186 of the June 2024 Regular Board Meeting Information Packet. Commissioner Martinez inquired about the estimated deadline of the Employee Handbook. Manager Calhoun reported that completion should occur by Fall 2024. Commissioner Martinez requested that the complete Employee Handbook be provided after PCHA leadership complete the review process.

Director of Maintenance Victor Lovelace presented the Maintenance Report, as written on page 188 of the June 2024 Regular Board Meeting Information Packet. Executive Director Jim Stretz highlighted the progress of the Capital Needs Assessment which has been initiated at PCHA properties and that PCHA has received a proposal from JH Brawner & Company who have provided an opportunity for the water leak issue at the Chateau Rainier property to be resolved through tax-credit funding. No additional comments or questions from Commissioners.

Manager of Planning, Policy, and Community Engagement Riley Guerrero presented the PPCE Report, as written on page 191 of the June 2024 Regular Board Meeting Information Packet. No questions or comments from Commissioners.

Director of Project Management Sean McKenna presented the Project Management Report, as written on page 189 of the June 2024 Regular Board Meeting Information Packet. Commissioner Stewart requested clarification on the number of LIPH properties sold to date. Director McKenna confirmed twenty-six units sold with two additional units under contract and pending close. Director McKenna supplemented his report with the insight that PCHA is meeting deadlines as provided to the Department of Housing and Urban Development (HUD). Chairperson Martinez inquired if there was any resistance from tenants vacating the properties. Director McKenna answered that PCHA has been navigating resistance through interdepartmental collaboration. No additional questions or comments from

Commissioners.

Deputy Executive Director Tamara Meade presented the Supported Housing Division Report as written on page 193, the Family Self-Sufficiency (FSS) Report as written on page 195, and the Two-Year Tool (TYT) as written on page 196 of the June Regular Board Meeting Information Packet. No questions or comments from Commissioners.

COMMISSIONERS CORNER

Chair Martinez called Commissioners’ Corner. Chairperson Martinez confirmed with Commissioners that they received their NAHRO training certificates. Commissioner Walton inquired about PCHA business cards. Manager Guerrero confirmed that business cards and email accounts will be ready for Commissioners by the next Regular Board Meeting. With no additional comments or points of discussion, Commissioners’ Corner was thereby closed.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:19 PM for 23 minutes to discuss the performance of a public employee and the acquisition of real estate.

The Executive Session was closed and the Board returned to Regular Session at 4:42 PM.

Coming out of Executive Session, an action item was taken. The action item is Resolution 1945.

Chairperson Martinez called for a motion to approve Resolution 1945, To Approve The Submission of an Offer not to Exceed the Purchase Price of Two Million, Six Hundred and Fifty Thousand Dollars (\$2,650,000.00) for the Purchase of the Canyon Road Shopping Center. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

With no further comment, 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 1945 was so approved.

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 so moved. Commissioner Blaksley seconded the motion.

The meeting was adjourned at 4:45 PM.