HOUSING PIERCE COUNTY
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MINUTES OF THE DECEMBER 17TH, 2025, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: December 17th, 2025
3:30 PM

LOCATION: PCHA Main Campus and Hybrid over ZOOM

IN ATTENDANCE:
Chairperson Mark Martinez
Vice Chairperson Narva Walton
Commissioner Tausha Blaksley
Commissioner Ray Schuler
Commissioner Willie Stewart*
Commissioner Scott Winship

ALSO IN ATTENDANCE:
Jim Stretz, Executive Director
Tamara Meade, Deputy Executive Director
Victor Lovelace, Director of Maintenance
Sean McKenna, Director of Project Management
Ney Calhoun, Human Resources Manager
Darcy Erwin, Policy and Strategy Manager
Ariel Daniels, HCV Manager
Joanna Nieto, Controller
Consultant Michael Mirra, from GMP Consultants
*In Attendance Via Zoom/Phone

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:34 pm with the presence of a quorum. All Commissioners were present at the start of the meeting.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Walton so moved. Commissioner Winship 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:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☐	☐	☒	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

The agenda was so approved.

PUBLIC COMMENT

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

EXECUTIVE SESSION

An Executive Session was called to evaluate the qualifications of applicants for public employment for a duration of 57 minutes, from 3:36 p.m. to 4:33 p.m.

The Executive Session was closed and the Board returned to regular session at 3:36 p.m. Coming out of Executive Session, action was taken by the Board of Commissioners. Vice Chair Walton moved to present Resolution 1980, authorizing an offer of employment for the position of Executive Director of Housing Pierce County to Jeremy Runia. Commissioner Schuler seconded the motion. With no additional discussion from the Board of Commissioners. A vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☐	☒	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

Resolution 1980 was so approved.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the November 19th, 2025, Special Meeting as presented. Commissioner Stewart so moved. Commissioner Schuler seconded the motion. A vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☐	☐	☒	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

The minutes were so approved.

Chairperson Martinez called for a motion to approve the minutes of the November 20th, 2025, Special Meeting as presented. Commissioner Stewart so moved. Commissioner Schuler seconded the motion. A vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☐	☐	☒	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐

Chairperson Martinez	☒	☐	☐	☐

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements and check register for November 2025. Commissioner Stewart so moved. Commissioner Schuler seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met on Monday, December 15th, 2025. Commissioner Stewart reported on behalf of the Finance Committee and stated that the position of the Authority is solvent. Commissioner Stewart stated that he was very pleased with the cash flow and based on the financial report, he recommended approval of the cash disbursements and check register. A vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

The cash disbursements from November 2025 were so approved.

NEW BUSINESS

Resolution 1978: To Approve the Operating Budget for Fiscal Year 2026

Chairperson Martinez called for a motion to approve Resolution 1978. Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion. Controller Nieto presented Resolution 1978 as presented on page 13 of the December 17th, 2025, Information Packet. Commissioner Schuler inquired about the revenue neutrality between the income and expenses with regards to the HCV Program budget. Executive Director Stretz and Deputy Executive Director Meade provided an overview of the HCV Program and the funding cycles and explained that the Authority has projected expected funding based on information provided by the Federal government. Commissioner Schuler confirmed the methodology used to calculate the budget. With no further comment, a vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

Resolution 1978 was so approved.

Resolution 1979: To Adopt the Housing Mobility Plan

Chairperson Martinez called for a motion to approve Resolution 1979. Commissioner Schuler moved to approve, and Commissioner Winship seconded the motion. Deputy Executive Director Meade and Manager Erwin presented Resolution 1979 as presented on page 14 of the December 17th, 2025, Information Packet. Chair Martinez inquired about findings and results of the data analysis. Deputy

Executive Meade highlighted findings that were surprising to staff and how the findings can be used to advanced program development. Chairperson Martinez inquired about opportunities for overlap between programs including Emergency Housing Vouchers (EHV) participants and Housing Navigation opportunities. Deputy Executive Director confirmed multiple opportunities for Housing Mobility participation across existing programs. Chair Martinez inquired about voluntary participation in Housing Mobility. Deputy Executive Director confirmed that participation in Housing Mobility is 100% voluntary. With no further comment, a vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Schuler	☒	☐	☐	☐
Commissioner Stewart	☐	☐	☐	☒
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

Resolution 1978 was so approved.

EXECUTIVE AND DIRECTOR REPORTS

Project Management Director Sean Mckenna presented the Project Management Report (page 70) of the December 17th, 2025, Special Board Meeting Information Packet as written. Commissioner Schuler inquired about the conditions of the Low-Income Public Housing (LIPH) units in preparation for sale. Director McKenna provided an overview of the conditions of the remaining units that are being prepared for sale. Commissioner Winship and Vice Chairperson Walton inquired about the findings in the Phase 1 Environmental Review. Director McKenna provided insights into the results of the Environmental Review. Chair Martinez requested Director McKenna provide advanced notice on any major procurement activities that may be in the pipeline. No additional questions or comments were raised by the Commissioners.

Deputy Executive Director Tamara Meade presented the Executive Report (page 18), the Supported Housing Division Report (page 18) and the Two-Year Tool (page 19) as written in the December 17th, 2025, Special Board Meeting Information Packet. No questions or comments were raised by the Commissioners.

Executive Director Jim Stretz presented the Affordable Housing Division Report (page 20) on behalf of Director of Operations Christina McLeod, as written in the December 17th, 2025, Special Board Meeting Information Packet. Executive Director Stretz invited Maintenance Director Victor Lovelace to provide updates on HPC-owned communities given the weather conditions that were impacting the Pierce County region at the time of the report. Director Lovelace informed the Board of Commissioners that there was minimal impact to communities. Director Lovelace shared insights to preventative actions taken by the Housing Authority to minimize impact of adverse weather conditions. Chair Martinez expressed relief that HPC residents were not significantly impacted by the weather and that communities did not experience damage. No additional questions or comments were raised by the Commissioners.

Controller Joanna Nieto presented the Finance Report (page 24) and the Financial Statements (page 26) as written in the December 17th, 2025, Special Board Meeting Information Packet. Controller Nieto

provided an update on the audit completed by the Office of the Washington State Auditor (SAO). Chair Martinez inquired about the results of the audit. Executive Director Jim Stretz and Controller Nieto confirmed that SAO provided recommendations for HPC to better processes that HPC will adopt. Controller Nieto additionally provided an update about our contracted financial consultants for 2026. Commissioner Schuler inquired which agency holds the contract for financial consulting. Controller Nieto confirmed the current contract is with CliftonLarsonAllen (CLA). No additional questions or comments were raised by the Commissioners.

Human Resources Manager Ney Calhoun presented the Human Resources Report (page 66) as written in the December 17th, 2025, Special Board Meeting Information Packet. No questions or comments were raised by the Commissioners.

Maintenance Director Victor Lovelace presented the Maintenance Report (page 67) as written in the December 17th, 2025, Special Board Meeting Information Packet as written. Director Lovelace provided insights into renovation projects. Commissioner Winship inquired about third-party contractors that support renovations of HPC units. Director Lovelace confirmed that third-party companies are contracted when the scope of work is outside of normal wear and tear. Chair Martinez stated that he was pleased with the volume of unit turns that were completed the previous month. No additional questions or comments were raised by the Commissioners.

Manager Erwin presented the Policy and Strategy Report (page 68) and the Acquisition and Development Reports (page 69) as written in the December 17th, 2025, Special Board Meeting Information Packet as written. Chair Martinez was pleased to hear that the City of Fife adopted Resolution No. 2232 which formally authorized the Authority to operate within the City limits as of December 9th, 2025. Commissioner Winship and Commissioner Schuler commented on the City of Fife and collaboration opportunities. No additional questions or comments were raised by the Commissioners.

COMMISSIONERS CORNER

Chair Martinez opened Commissioners' Corner.

Chair Martinez shared with the Board additional insights about the Open House and Ribbon Cutting Public Event which was scheduled to occur January 15th, 2026. Commissioner Schuler inquired about the purpose of the event. Chair Martinez confirmed that this event is our reintroduction into the community and to celebrate the accomplishments of the Authority.

Chair Martinez expressed his great appreciation for the service and tenure of Executive Director Jim Stretz. Chair Martinez stated that in five years, the Authority has grown to be an emerging leader for Affordable Housing in Pierce County. Chair Martinez commented on the successes and milestones the Authority has achieved under Executive Director Jim Stretz's leadership. Chair Martinez stated that Executive Director Stretz led with skill and determination after a time when there was great uncertainty for the Authority. Chair Martinez commented on the future trajectory and future milestones the Authority will continue to achieve as its continues its pursuit to best serve the community. Chair Martinez stated that it was an honor to work with Executive Director Stretz and that he wishes him the best in his future endeavors. Executive Director Stretz expressed his appreciation for the kind words and

shared that he would not have been able to achieve what he has without the support of staff and the leadership of Deputy Executive Director Meade.

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 Schuler moved to adjourn, and Commissioner Winship seconded the motion.

With all in favor and none opposed, the meeting was adjourned at 5:41 p.m.