

## Board Minutes

### PIERCE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING

Wednesday, March 31, 2021 3:30 p.m.

Via Zoom

#### AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING TODAY’S AGENDA
4. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON February 24, 2021.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON March 5, 2021.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,448,273.71 FOR FEBRUARY 2021
7. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. FINANCE
  - c. EXECUTIVE DIRECTOR
  - d. SECTION 8
  - e. MAINTENANCE
  - f. CONTRACTS AND PROCUREMENT
  - g. REPORTS OF COMMITTEES
8. COMMISSIONER’S CORNER
9. EXECUTIVE SESSION

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act.

Legal purposes include: to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for the executive session and the time when the executive session is expected to conclude.

Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

#### 10. ADJOURNMENT

The Pierce County Housing Authority Board of Commissioner will hold its meetings to ensure essential Housing Authority functions continue, however due to Governor Inslee’s [Emergency Proclamation 20-25 Stay Home – Stay Healthy](#) issued on March 23, 2020, in-person attendance by members of the public is NOT permitted at this time.

During this public health emergency, we will only accept public comment at [Director@pchawa.org](mailto:Director@pchawa.org). Submit public comments any time before the Board of Commissioner’s meeting adjourns. All written comments will be part of the record. If you make public comments before noon on the day of the Board meeting, Board members will receive them prior to the meeting.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE PIERCE  
COUNTY HOUSING AUTHORITY

February 24, 2021  
603 SOUTH POLK STREET  
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Smith  
Commissioner Walton  
Chairperson Martinez

Also in attendance: Jim Stretz, Executive Director  
Moreen Forde, Acting Financial Officer  
Rodd Kowalski, Director of Operations  
Tamara Meade, Director of Supported Housing Programs  
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:33 pm. Roll call was taken.

There was public comment. Bianca Williams commented that she disapproves on how her annual income is being calculated.

Chairperson Martinez asked to review and approve the agenda. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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"/>

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on February 24, 2021. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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"/>

Chairperson Martinez asked the Board to consider a motion approving the minutes of the special board meeting held on March 5, 2021. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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"/>

Chairperson Martinez asked the Board to consider a motion ratifying the payment of cash disbursements for February. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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"/>

Chairperson Martinez asked for the introduction of staff. Thomas Gaynor, the new maintenance specialist was introduced. Laurie Cruz & Stephanie Neuman, both housing specialists were introduced.

Chairperson Martinez asked for the finance report. Moreen went over the cash positions for the period ending in February 2021. Commissioner Walton wanted to know about apartments general fund. Moreen said the new software was paid out of that and the general fund. Commissioner Walton wanted to know how much comes out of each area? Moreen said it is based on units per property. Moreen then went over disbursements for the period ending in February 2021. Chairperson Martinez said funds for insurance are paid yearly. Commissioner Walton asked what was general operation? Moreen said those are the vendor bills. Commissioner Walton wanted to know why it is different from previous. Moreen said she will need to look up the information. Commissioner Smith said there was a big insurance payment for malfeasance. She said last month there was several large bills that were reviewed. Commissioner Smith said we will need to look at last month's narrative for an explanation. Chairperson Martinez said we will need more clarity. Moreen said she will need to look into it. Moreen then went over the January financial statement. Jim is working on a more detailed budget report for each property. Printout says November in error. It should say January.

Chairperson Martinez asked for the Executive Director report. The response was turned in to the auditors in time. Jim put in an ad for a financial controller.

Chairperson Martinez asked for the Section 8 report. Tamara went over breakdown of Yardi charges. Tamara went over her two-year tool. HUD is projected to fund us 30 million for the year. 350 applicants were notified last week and are going through the process of eligibility. Tamara gave an update on the Orting tiny homes - 5 will be for VASH vouchers of the 30. With the CARES funding, we will supply all of the mini fridges for the units since it is a community kitchen on site. Looking to add roughly 400 vouchers to the program this year. Yardi is going well, set up is almost complete. Will have the first conversion soon. Commissioner Smith asked about FMC tab red section is this the impact of the admin fee not being 100%? The red is HAP expenses but they just got the schedule and it hasn't been updated yet. Tamara went over her summary report.

Chairperson Martinez asked for the maintenance report. Victor went over his maintenance report. Commissioner Smith asked if there is any work at Montgrove? She sees that occupancy is a little low. Victor the smaller properties are covered by one staff member and they are currently hiring for that position.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his contracting/procurement, affordable housing, and delinquency and occupancy report.

Chairperson Martinez asked for the report of committees. There was none.

Chairperson Martinez asked for the Commissioner's Corner report. Commissioner Smith and Jeanne have begun work on the anonymous reporting system. Walton got message from Bianca and public comments. what is the expectation for the board on follow-up? It is the Boards prerogative regarding public comment. There is a policy and procedure in place but tenant wants to work outside of those policy procedures which the Housing Authority cannot do. Tamara explained in broad strokes the procedure. It is up to the board on how to handle. It is a difficult situation due to confidential information involved. A third party review is the next step. It has been offered and declined by the tenant.

No executive session was needed.

Meeting adjourned at 5:05 pm.