



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE JUNE 28TH, 2023 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

Date: Wednesday, June 28th, 2023
3:30 PM

Location: PCHA Building B
& Hybrid Via Zoom

In Attendance: Chairperson Mark Martinez
Commissioner Blaksley
Commissioner Stewart

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

*In Attendance Via Zoom

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:33 PM. Chairperson Martinez, Commissioner Stewart, and Commissioner Blaksley were in attendance. Commissioner Ken Miller and Vice Chairperson Narva Walton were absent.

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Blaksley so moved. Commissioner Stewart 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

The agenda was so approved.

Chairperson Martinez called for a motion to approve the minutes of the May 20, 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 May, 2023. 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Resolution 1927, Approving the Executive Director to Execute the Sale of Scattered Site Properties. Commissioner Stewart so moved. Commissioner Blakesly seconded the motion.

Executive Director gave a brief description of the necessity of the motion to ensure the speedy and appropriate sale of the LIPH properties.

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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

Resolution 1927 was so approved.

The Board of Commissioners reviewed the Pierce County Housing Authority Board Retreat Action Plan. There were no comments.

The Pierce County Board of Commissioners reviewed the Architectural Services Request for Proposals. The commissioners were asked to provide any suggestions to Riley Guerrero prior to the posting date.

Board heard the Scattered Site Initial Feasibility Report from Director Sean McKenna on the potential to turn scattered site units into multiplexes. The vast majority of PCHA properties are on septic tanks, and are not eligible for four- or six-plex development. Staff developed a rough pro forma estimate for what was determined to be the one site where a four-plex redevelopment was feasible, and found the cost to develop would be significantly above other forms of new development, at a cost of \$1.4 million to net two units above the existing two units on site. Chairperson Martinez confirmed that only one site was feasible. Director McKenna replied in the affirmative, although possible changes in the future may add the possibility of more sites in Parkland/Midland for duplexes and ADU's. Director McKenna also discussed that the pre-development costs of federal development did not scale well, as the initial costs of a duplex or fourplex were not significantly cheaper than the initial costs of a twenty-plex or a sixteen-plex. Vice Chair Walton arrived at 3:48 PM. Scattered Site redevelopment was not recommended by staff.

The Board Chair called for a report from Vice Chair Walton on the Committee Review of the Architectural Services RFP. Vice Chair Walton expressed that she was comfortable moving forward. Chairperson Martinez expressed comfort moving forward and stated he was interested in ensuring that all appropriate processes were followed, but did not want to second-guess staff decisions. Vice Chair Walton asked Riley Guerrero to deliver a report on the discussions with the Committee on selection criteria. Guerrero reported that staff were altering procurement practices to more heavily favor mission-oriented vendors. Chair Martinez asked that Guerrero write a Resolution to formally pass RFP #SEC18-23-02 for Real Estate Brokerage Services.

Director Christina McLeod delivered her oral report.

Director Tammy Moter delivered her oral report. Commissioner Stewart inquired as to the Reliacard program. Director Moter answered that paper checks for low amounts were creating a burden for PCHA Section 8 participants. Chairperson Martinez asked if the State Auditor's Office had reached out for their annual report. Director Moter replied in the negative.

Director McKenna delivered his oral report. Director McKenna specified the nature of the CDBG project currently underway at Village Square and Oakleaf, and staffing challenges in the Project Management department. Two homes were closing with tenant occupants. Chairperson Martinez expressed profound excitement and that we should express interest with the households on giving formal interviews to the press.

Chairperson Martinez reviewed his experience at the Housing Credit Connect conference in Seattle and invited Executive Director Stretz and Riley Guerrero for their comments as well. All expressed numerous learning opportunities and interest in further exploration of LIHTC programs.

Chairperson Martinez asked if Resolution 1928, Approving the Executive Director to Execute a Contract for Real Estate Brokerage Services was ready for a vote. Guerrero answered in the affirmative.

The Chair entertained a motion to approve Resolution 1928. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. The Chair called for discussion of the motion. Commissioner Blaksley asked about the second language requirement on the RFP for Real Estate Brokerage Services not being included on the Architectural services. Guerrero answered that the Real Estate Broker being able to market homes in multiple languages would be considered a boon, and that further guidance had been received at the time of the Architectural Services proposal on PHA’s capacity to encourage WMBE participation.

A vocal vote was taken on Resolution 1928 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 1928 was so approved.

No Executive Session was called.

Executive Director Stretz stated that the Union Negotiations had closed and the Union was intending to schedule a vote on ratification in the early weeks of July.

Chair Martinez entertained a motion to adjourn the meeting. Commissioner Blakesly so moved. Commissioner Stewart 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 June 28, 2023 meeting of the Pierce County Board of Commissioners was so adjourned.