

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, August 26, 2020 3:30 p.m.
BUILDING "B", 603 SOUTH POLK STREET
TACOMA WA 98444**

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 July 29, 2020.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR JULY 2020
6. RESOLUTION 1893 APPROVING THE FORMATION OF A BOARD FINANCE COMMITTEE
7. RESOLUTION 1894 APPROVING THE FORMATION OF A BOARD COMPLIANCE COMMITTEE
8. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. INTERIM EXECUTIVE DIRECTOR
 - c. SECTION 8
 - d. MAINTENANCE
 - e. FINANCE
 - f. CONTRACTS AND PROCUREMENT
 - g. REPORTS OF COMMITTEES
9. COMMISSIONER'S CORNER
10. 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.

11. 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. 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 COMISSIONERS OF THE PIERCE
COUNTY HOUSING AUTHORITY

August 26, 2020
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall
Commissioner Smith
Chairperson Martinez

Also in attendance: Ellie Ottey, Interim Executive Director
Moreen Forde, Acting Chief Financial Officer
Rodd Kowalski, Project Administrator
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:30 pm. Roll call was taken.

There was no public comment.

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

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

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on July 29, 2020. Commissioner Brammall so moved. Commissioner Smith seconded the motion. A voice vote was taken with the following result:

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

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

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

Chairperson Martinez

Chairperson Martinez asked the Board to consider a motion approving Resolution 1893. Commissioner Smith so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

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

Chairperson Martinez asked the Board to consider a motion approving Resolution 1894. Commissioner Smith so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

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

Chairperson Martinez asked if there was an introduction of staff. Ellie introduced the new FSS Coordinator Nick Lowell.

Chairperson Martinez asked for the Acting Executive Director report. Ellie went over occupancy and leasing report. Maintenance is now going into units at Montgrove if tenant signs a form stating will be out of unit or in another room. This allows maintenance to turn units at Montgrove so they can be occupied. The Housing Authority is looking for other partnerships for units that must remain project based at Demark. Ellie went over debt report. Debt is higher than normal but we are still under a moratorium so no notices or evictions are being sent to tenants until moratorium is lifted. Eviction will be the last resort and the housing authority will offer payment arrangements for people who are behind. Chairperson Martinez asked what notifications have they been given. Several different notices have been sent out regarding the moratorium, resources, repayment agreements, etc. Commissioner Smith asked if a direct appeal from other staff and engaging in a conversation will help. Ellie thinks folks have the info they need and people are not shy about putting in change of circumstance request when income changes. Commissioner Smith stated she is concerned how it will affect cash flow. August rents are back up to where they should be. The new finance director accepted their offer and will start Monday morning at 9 am. Ellie went over her Rent Forgiveness PowerPoint presentation. Commissioner Smith wants to make sure the tenants knows it is a special circumstance only and will not continue. Ellie said yes, the rent forgiveness is only for June with proper documentation. Rent forgiveness would be a savings over eviction and give people chance to make it right and still have housing. Eviction is time consuming, and an expensive process. Chairperson Martinez stated when documentation is in place to have an official resolution next month to move forward. Ellie state there is nothing new on system update that was recommended by HUD and the SAO. Ellie submitted the FSS funding application for 2021 and it was accepted without errors. HUD came out with an application for shortfall funding and gave an amount the housing authority qualifies for. The application was submitted and accepted. It is time to review the insurance and Ellie is completing the preliminary documents for the insurance carrier.

Chairperson Martinez asked for the financial report. Moreen went over the finance, fraud collection, cash disbursement, and cash position reports.

Chairperson Martinez asked for the Section 8 report. Tamara Meade was not available to go over her report.

Chairperson Martinez asked for the maintenance report. Victor went over his written report.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his written report.

Chairperson Martinez asked for the Commissioner's Corner report. Cova Campbell's trial has been continued until November 2.

No Executive Session was needed.

Public meeting adjourned at 4:54 pm.