



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE MAY 20TH, 2023 ANNUAL MEETING
OF THE BOARD OF COMMISSIONERS

Date: Wednesday, May 20th, 2023

Location: SeaTac Airport Marriott
& Hybrid Via Zoom

In Attendance: Commissioner Blaksley
Commissioner Miller
Commissioner Stewart
Vice Chairperson Narva Walton
Chairperson Mark Martinez

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, Administrative Coordinator
Greg Byrne, Consultant

Chairperson Martinez called the meeting to order at 3:30 PM.

Chairperson Martinez asked the Secretary to call the role. All members were present.

Chairperson Martinez asked for a motion to approve the agenda. Commissioner Stewart so moved.
Commissioner Miller 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 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 agenda for the May 20, 2023 meeting was thus approved.

PUBLIC COMMENT

Chairperson Martinez asked for public comment. None was given.

OLD BUSINESS

Chairperson Martinez asked for a motion to approve the minutes from the Regular Meeting held on March 29, 2023. Commissioner Miller so moved. Commissioner Stewart seconded the motion. Chairperson Martinez asked for any corrections or comments on the minutes. None were given. 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 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 of the March 29, 2023 Regular Meeting were thus approved.

The Finance Committee then delivered their report on the Cash Disbursements for February, totaling \$3,437,693.69. Commissioner Miller recommended adoption on behalf of the Finance Committee and was seconded by Commissioner Stewart. 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 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 for March, 2023 were thus approved.

EXECUTIVE & DIRECTOR REPORTS

Executive Director Jim Stretz presented the Affordable Housing Credit Improvement Act, which is currently gathering sponsors in the Senate. Commissioner Miller asked whether outreach should be done to advocate for this bill. It was clarified that staff are under certain lobbying restrictions that make such outreach difficult, but that members of the Board are not so bound. Executive Director Stretz confirmed that outreach would be done to the extent feasible under regulations. Commissioner Stewart noted the bipartisan support for the AHCIA. Chair Mark Martinez spoke to the continuing effort on behalf of the bill sponsors to get cosponsors to sign from across both sides of the aisle, and pledged to speak with the County Council about the bill’s strengths.

Director of Operations Christina McLeod presented her report. In response to security concerns at several Affordable Housing properties, the property management team has investigated the emergent procurement of portable solar-powered camera systems. Chair Martinez and Vice Chair Walton inquired as to the retention requirements for the video system. Director McLeod answered that a policy could be put in place for retention and deletion of video records, which would not have to be maintained for long-term access as subject to a blanket policy.

Maintenance Director Victor Lovelace presented his report. Director Lovelace reported that several basic turns were done for vacated LIPH properties. Commissioner Stewart asked if the unoccupied units showed no activity. Director Lovelace answered that no activity had been reported at the vacant properties, and that they had been secured with bars, chirp alarms, and plywood.

Finance Director Tammy Moter delivered her report. The Finance Department had been reduced to two staff, who were continuing to correct Yardi inputs. Director Moter reported that she was continuing work to establish the Section 18 Disposition bank account.

Director of Project Management Sean McKenna delivered an update on the repositioning process. The Board inquired as to the timeline with regard to Habitat for Humanity or other Negotiated Sale Partners to submit offers and close escrow for vacant homes. Director McKenna reiterated that the homes had to be sold at or above 80% of Fair Market Value, which for the sake of this process was equivalent to the appraised value, and that the open market would only be engaged after there was no interest or action from the Negotiated Sale Process. There was no currently established firm deadline for the time between first viewing and required offer. Vice Chair Walton inquired as to whether Habitat for Humanity could view the homes and make determinations prior to the home being vacated by the tenant. Director McKenna responded that that was not currently being offered due to the protracted timeline of disposition meaning that the home would not necessarily be in the same condition at the time of vacate, meaning a bidder would be obligated to return for an inspection at the vacation of the home regardless of a pre-viewing. Discussion ensued. Commissioner Miller and Walton expressed concern at the timeline of sale for each property. Staff responded that this timeline accounted for the complex nature of the sales and the funding arrangements of the buyers, and that not every sale was expected to reach the 90-day escrow window that was offered as the ultimate deadline to close.

[STRATEGIC FOCUS](#)

The Board of Commissioners reviewed the Procurement Selection Recommendation for Solicitation #SEC18-23-02, as requested during the Board Retreat. Vice Chair Walton stated that she did not see enough material to feel confident in a recommendation and requested a committee be formed to review the procurement materials in more depth. Vice Chair Walton and Chair Martinez agreed to form the review committee and report at the next board meeting.

COMMISSIONERS' CORNER

Chair Martinez thanked the staff for their time during the Board Retreat.

EXECUTIVE SESSION

An executive session was called to discuss personnel matters at 4:17 PM.

Regular Meeting resumed at 5:07.

ADJOURNMENT

Chairperson Martinez asked the board to consider a motion to adjourn. Commissioner Stewart so moved. Vice Chairperson Narva seconded the motion. The meeting was adjourned at 5:09 PM.