HOUSING PIERCE COUNTY
11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

MINUTES FOR THE JULY 30TH, 2025, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: July 30th, 2025
3:30 PM

LOCATION: PCHA Main Campus and Hybrid over ZOOM

IN ATTENDANCE:
Chairperson Mark Martinez
Vice Chairperson Narva Walton
Commissioner Blaksley
Commissioner Stewart
Commissioner Winship

ALSO IN ATTENDANCE:
Jim Stretz, Executive Director
Christina McLeod, Director of Operations
Victor Lovelace, Director of Maintenance
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Ney Calhoun, Human Resources Manager
Joanna Nieto, Controller
Darcy Erwin, Business Development Coordinator
One (1) Member from the Public

***In Attendance Via Zoom/Phone**

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:35 PM with the presence of a quorum. All Commissioners were present at the start of the meeting except for Vice Chairperson Walton who arrived shortly after at 3:42 PM.

AGENDA

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

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the June 25th, 2025, Regular Meeting as presented. Commissioner Winship so moved. Commissioner Stewart seconded the motion. A vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
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 June 25th, 2025, Housing Successes Meeting as presented. Commissioner Winship so moved. Commissioner Stewart seconded the motion. A vocal vote was taken with the following result:

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

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for June 2024. Commissioner Winship so moved. Commissioner Blaksley seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met Tuesday, July 29th, and based on the information provided Commissioner Stewart recommends approval of the cash disbursements. A vocal vote was taken with the following result:

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

The cash disbursements from June 2024 were so approved.

NEW BUSINESS

Resolution 1971

Chairperson Martinez called for a motion to approve Resolution 1971, Approving the Updated 2025 Administrative Plan. Commissioner Stewart moved to approve, and Commissioner Blaksley seconded the motion. Manager Guerrero presented Resolution 1971 and outlined the regulatory changes

incorporated to ensure alignment with the Housing Opportunity Through Modernization Act (HOTMA), as passed in 2016 and has yet to be implemented. Chairperson Martinez confirmed that the changes are compliant with HOTMA. Manager Guerrero affirmed this and noted that implementation will occur once the HUD Form 50058 is finalized by HUD. Chairperson Martinez inquired regarding public comments received. Coordinator Erwin confirmed that all public comments were addressed by staff. Most comments were requests for assistance, which were directed to the appropriate personnel and responded to in a timely manner. With no further comment, a vocal vote was taken with the following result:

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

RESOLUTION 1971 was so approved.

STRATEGIC FOCUS

2026 Annual Plan

Manager Guerrero presented the Annual Plan, noting that the 45-day Public Comment Window was opened at the time of the meeting. The Annual Plan outlines the agency's goals, including progress on the disposition process and the placement of Project-Based Vouchers (PBVs). The Plan also includes the acquisition of property and the placement of RAD vouchers. Manager Guerrero provided insights on why these items were included in the Annual Plan. Chairperson Martinez inquired about the potential use of Tacoma Housing Authority (THA) vouchers at PCHA-owned properties. Manager Guerrero explained that THA holds RAD vouchers that are currently unable to be fully utilized whereas HPC has the opportunity to augment the RAD vouchers. Executive Director Stretz confirmed that the Board of Commissioners will continue to be updated throughout this process.

EXECUTIVE AND DIRECTOR REPORTS

Executive Director Stretz and Manager Guerrero presented the Supported Housing Division Report and the Two-Year Tool prepared by Deputy Executive Director Tamara Meade (pages 69 and 71 of the packet). Executive Director Stretz noted that Deputy Executive Director Meade was absent at the beginning of the meeting due to her participation in the VA Surge, a collaborative effort between the VA, local housing authorities, and nonprofit partners to secure housing for veterans who were without. Executive Director Stretz announced that the Supported Housing Division has posted a position for the HCV Manager. Manager Guerrero provided an update on federal funding allocations included in Director Meade's written report, noting that current outlooks are more slightly more favorable than originally anticipated. Executive Director Stretz added that HUD processing times are experiencing delays due to staff turnover and heavier workloads. Deputy Executive Director Meade joined the meeting and added to her report, stating that during the VA Surge event, nine vouchers were issued that day. Veterans unable to be housed immediately were placed into transitional housing. A total of 26 organizations participated, coordinating intake through VA DD-214 documentation, housing placement, deposits, and supportive services. The event garnered national attention and will serve as a model for other agencies, as both Housing Pierce County and Tacoma Housing Authority demonstrated that same-day voucher issuance is possible. She described the event as highly positive and emotionally impactful. Commissioner Walton emphasized the importance of sharing this success with the media. Executive

Director Stretz confirmed that the Tacoma News Tribune was notified of the agency's participation in the Surge. Deputy Executive Director Meade further noted that VA vouchers issued through this program are new allocations, and the event highlighted the urgent need for additional vouchers. The VA is providing a letter of support for more vouchers. Commissioner Winship inquired about VA funding formulas, and Deputy Executive Director Meade explained that agencies must maintain at least 60% utilization as part of the formula with Housing Pierce County currently above 90%. Both Housing Pierce County and Tacoma Housing Authority plan to apply for additional vouchers, with a target of at least 20 more per agency. Meade concluded it is possible to house every unhoused veteran in Pierce County and Housing Pierce County is resolved to help achieve this goal. No additional questions or comments were raised by the Commissioners.

Director McLeod presented the Affordable Housing Division Report (page 78) and the Available Units Schedule (page 80) of the Board Meeting Information Packet. She noted an amendment regarding the completion date for the PBV separation in Housing Pierce County's software from Market Rate units, with a new effective date of January 1, 2026, to avoid mid-year financial implications. Director McLeod expressed her praise for the readiness of market units at Chateau Rainier. Commissioner Stewart inquired about the flood incident in Building F referenced in the written report. Director McLeod provided a timeline of the events and described the repairs currently underway. Commissioner Stewart also inquired about safety concerns at outdoor pools. Director McLeod responded with information on property pool operations and related liability considerations. No additional questions or comments were raised by the Commissioners.

Controller Nieto presented the Finance Report (page 81), the Cash Position (page 83), and the Financial Statements (page 84) of the Board Meeting Information Packet. Commissioner Martinez inquired about the implementation of the Purchase Order (PO) system. Controller Nieto reported that Yardi training is scheduled for September, which will be attended by the Accounts Payable staff member who also has a technical background. Nieto emphasized that the PO system is a significant implementation that will require a learning curve. She further noted that the agency's CLA is currently conducting an IT audit to ensure the system transfer from the old platform to Yardi was successful on the backend. No additional questions or comments were raised by the Commissioners.

Manager Calhoun presented the Human Resources Report (page 128) of the Board Meeting Information Packet. Commissioner Stewart inquired about the HAI Group Training Portal. Manager Calhoun provided insights into the training calendar currently under development. No additional questions or comments were raised by the Commissioners.

Director Lovelace presented the Maintenance Department Report (page 122) of the Regular Board Information Packet. Commissioner Stewart noted that the Maintenance activities are over budget and asked for clarification. Executive Director Stretz and Director Lovelace explained that the variance is due to the LIPH Disposition project, where additional spending has been required to prepare units for sale. Executive Director Stretz added that Habitat for Humanity is purchasing fewer units than originally anticipated, resulting in additional work being undertaken to prepare the remaining units for market readiness. No additional questions or comments were raised by the Commissioners.

Manager Guerrero presented the Policy and Strategy Report (page 125) of the Regular Board Information Packet. Guerrero highlighted the agency's ongoing work with Sound Transit to mitigate the

impact on residents at Chateau Rainier, where the Light Rail project will trigger eminent domain. Through continued communication, Sound Transit has agreed to reduce the amount of property affected, resulting in a substantial improvement for the agency and residents. This update was reported to the syndicator in preparation for the LIHTC Rehabilitation and was met with a favorable response, placing the Chateau Rainier Rehabilitation project back into feasibility. No additional questions or comments were raised by the Commissioners.

Executive Director Stretz presented the Project Management Report, prepared by Director Sean McKenna (page 130) of the Regular Board Information Packet. No questions or comments were raised by the Commissioners.

COMMISSIONERS CORNER

Chair Martinez opened Commissioners' Corner. Chair Martinez noted that the Annual Work Plan included two retreats. The Board decided that one retreat will be held with consultants to review interviews and/or other materials related to the selection of the new Executive Director. A second retreat will be held with PCHA staff to discuss organizational direction and goals for the upcoming year. The Board requested that the staff retreat occur after the Executive Director review/interview retreat.

Commissioner Blaksley reported receiving a phone call from a community member on HPC's HCV waitlist. The individual expressed concerns about calls and emails not being returned and frustration that doors were not being opened. Commissioner Blaksley explained that, aside from passing along the concern, there was little she could do directly. The individual also questioned why there was no formal policy for waitlist communication. Commissioner Blaksley noted that HUD funding is designated for participants of the HCV program and reiterated that the caller is one of thousands potentially reaching out. The caller had also previously been contacted for a voucher but was later informed that funding was unavailable. Deputy Executive Director Meade responded that the applicant portal is regularly updated with information and that staff will be reaching out the following week to discuss possible scenarios for applicants. Commissioner Blaksley will pass this information along to the individual and passed the individual's contact information to Deputy Executive Director Meade. With no additional business, Commissioners' Corner was then closed.

EXECUTIVE SESSION

An Executive Session was called to discuss the performance of a public employee for a duration of 30 minutes, from 4:35 p.m. to 5:05 p.m. The Executive Session was closed, and the Board returned to regular session at 5:05 p.m. No action was taken following the Executive Session.

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

At this time, a member of the public requested to speak before the Board. Chair Martinez noted that public comment is heard at the beginning of the meeting and welcomed the individual to provide comment at the next scheduled meeting. The member of the public confirmed she would do so.

Chair Martinez resumed adjournment. With all in favor and none opposed, the meeting was adjourned at 5:06 p.m.