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

MINUTES FOR THE SEPTEMBER 24TH, 2025, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: September 24th, 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
Tamara Meade, Deputy 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
Ariel Daniels, HCV Manager
Erika Davis, Housing Specialist
Sarah Tando, IT Specialist*

***In Attendance Via Zoom/Phone**

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:33 PM with the presence of a quorum. Commissioner Blaksley arrived at 3:36pm and Commissioner Winship arrived at 3:52pm, at which time all Commissioners were present.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Walton 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 August 27, 2025, Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Walton seconded the motion. With no comments from Commissioners, 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 August 2024. Commissioner Stewart so moved. Commissioner Walton seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met Tuesday, September 23rd, and after relaying information provided, Commissioner Stewart stated that he recommended 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 August 2024 were so approved.

NEW BUSINESS

Staff Introductions

Chairperson Martinez called for new staff introductions.
Deputy Executive Director Meade introduced Ariel Daniels, recently promoted to HCV Manager for the Supported Housing Division, and Erika Davis, a Housing Specialist joining Housing Pierce County from another housing authority. The Board of Commissioners welcomed both staff members and congratulated Manager Daniels on her promotion.

Resolution 1973: To Approve Submission of 2025 Annual Plan to HUD

Chairperson Martinez called for a motion to approve Resolution 1973: To Approve Submission of the 2025 Annual Plan to the U.S. Department of Housing and Urban Development (HUD). Commissioner

Stewart so moved, and Commissioner Walton seconded the motion. Chairperson Martinez invited staff to present. Deputy Executive Director Meade presented Resolution 1973, explaining that it authorizes submission of the 2025 Annual Plan to HUD. The Board previously reviewed the draft Annual Plan, and following the required public comment period, it was then presented for final approval. With no questions or comments from the Commissioners, 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	☒	☐	☐	☐

RESOLUTION 1973 was so approved.

Resolution 1974: To Execute New Contract with Executive Director

Chairperson Martinez called for a motion to approve Resolution 1974: To Execute a New Contract with the Executive Director. Commissioner Stewart moved to approve, and Commissioner Walton seconded the motion. Commissioner Stewart expressed appreciation to Chairperson Martinez for his work in executing the contract. Chairperson Martinez thanked Executive Director Stretz for his patience and understanding while the Board addressed outstanding issues and finalized the agreement. Executive Director Stretz expressed his appreciation to the Board. With no further questions or comments from the Commissioners, 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 1974 was so approved.

EXECUTIVE REPORTS AND DIVISION UPDATES

Chairperson Martinez called for Executive Reports and Division Updates.

Deputy Executive Director Meade presented the Executive Report and Supported Housing Division Report as written on page 50 of the 9/24/2025 Board Information Packet. Chairperson Martinez inquired whether, with upcoming administrative changes at the federal level, if VASH vouchers are transitioned to the VA from HUD, if the VA could subcontract administration of those vouchers to Housing Pierce County. Deputy Executive Director Meade responded that this is not yet known; however, if possible, HPC would be willing to assist with administration. No additional questions or comments from Commissioners.

Director of Operations McLeod presented the Affordable Housing Division Report as written on page 54 and the Available Unit Schedule as written on page 56 of the 9/24/2025 Board Information Packet. Director McLeod provided additional insights regarding current vacancy rates in the community and how Housing Pierce County's rates compare. No additional questions or comments from Commissioners.

Controller Nieto presented the Finance Report as written on page 57 of the 9/24/2025 Board Information Packet.

Controller Nieto reported no major updates regarding the audit, which is nearing completion and will include a management letter only. She noted that the budgeting process will begin this month and continue into next month. No additional questions or comments from Commissioners.

Human Resources Manager Calhoun was not present. Deputy Executive Director Meade presented the Human Resources Report on her behalf, as written on page 89 of the 9/24/2025 Board Information Packet. No questions or comments from Commissioners.

Victor Lovelace presented the Maintenance Report as written on page 91 of the 9/24/2025 Board Information Packet. No questions or comments from Commissioners.

Policy and Strategy Manager Riley Guerrero presented the Policy and Strategy report as written on page 92 of the 9/24/2025 Board Information Packet. No questions or comments from Commissioners.

Director of Project Management McKenna presented the Project Management Report as written on page 95 of the 9/24/2025 Board Information Packet. Commissioner Stewart inquired about the condition of the units still occupied as part of the Section 18 Disposition process. Director McKenna provided an overview of current information, noting what is known and unknown regarding unit conditions, as well as additional considerations for preparing the units for sale. No additional questions or comments from the Commissioners.

COMMISSIONERS CORNER

Chairperson Martinez requested that a public-facing Open House Ceremony be organized for January to allow the current Executive Director to receive recognition for his service, introduce the incoming Executive Director, and showcase Housing Pierce County's new building while reaffirming the agency's presence in the community. Commissioner Stewart voiced his support, and Commissioner Walton confirmed that the event would occur after the new Executive Director assumes the role. All Commissioners expressed support for the proposal. Chairperson Martinez requested the formation of a Committee to plan the event. Chairperson Martinez and Commissioner Blaksley were appointed to serve on this committee.

Commissioner Winship and Chairperson Martinez will attend the NAHRO National Conference and Exhibition in Arizona and will provide an update at the next Board Meeting.

Having no additional business, Commissioners' Corner was closed.

ADJOURNMENT

With no Executive Session needed and 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 so moved. Commissioner Walton seconded the motion. With all in favor and none opposed, the meeting was adjourned at 4:11 PM.

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VOUCHER APPROVAL REPORT

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Pierce County Housing Authority, and that I am authorized to authenticate and certify to said claim in the amount of:

$5,776,617.04 This 29th day of October 2025

Date Range	Transaction ID#	Bank Account	Total September 2025	Total August 2025	Change in Disbursements Month over Month	Notes
30-Sep-25	Check# 6542	LIPH Mgmt.	$1,500.00	$0.00	$1,500.00	
30-Sep-25	EFT#1197-1200	LIPH Mgmt.	$459.00	$573.00	-$114.00	
30-Sep-25	VOID Check #	LIPH Mgmt.	$0.00	$0.00	$0.00	
30-Sep-25	VOID EFT #	LIPH Mgmt.	$0.00	$0.00	$0.00	
30-Sep-25	Check# 357694-357870	Section 8	$351,545.17	$382,262.51	-$30,717.34	
30-Sep-25	EFT#309941-311106	Section 8	$3,584,385.53	$3,618,310.96	-$33,925.43	
30-Sep-25	VOID Check #: 357827	Section 8	-$697.00	-$19,202.00	$18,505.00	
30-Sep-25	VOID EFT # 311077-311098	Section 8	-$3,156.00	$0.00	-$3,156.00	
30-Sep-25	Check#92198-92292	Gen Ops	$449,216.88	$499,970.00	-$50,753.12	CR Flooding
30-Sep-25	EFT #10016-10065	Gen Ops	$970,108.95	$1,650,084.90	-$679,975.95	LGIP: September transfer of $686k and August transfer $1.38m
30-Sep-25	VOID Check # 92266-92289	Gen Ops	-$15,271.94	$0.00	-$15,271.94	
30-Sep-25	VOID EFT #	Gen Ops	$0.00	-$2,762.85	$2,762.85	
Sep-25	Greystone Transfers	Gen Ops	$137,939.00	$137,939.00	$0.00	
5-Sep-25	Payroll Period	Payroll	$150,835.17	$171,205.91	-$20,370.74	Retention bonuses
19-Sep-25	Payroll Period	Payroll	$149,752.28	$162,287.47	-$12,535.19	Retention bonuses
	Payroll Period	Payroll	$0.00	$0.00	$0.00	
		Totals	$5,776,617.04	$6,600,668.90	-$824,051.86	

Auditing Officer: _____ Date: _____