HOUSING PIERCE COUNTY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.housingpc.org

INFORMATION PACKET

REGULAR MEETING

OF THE

BOARD OF COMMISSIONERS

OF THE

PIERCE COUNTY HOUSING AUTHORITY

August 26th, 2026



HOUSING PIERCE COUNTY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pcha.org

REGULAR MEETING AGENDA

August 26th, 2026, 3:30 p.m.

HPC MAIN OFFICE
In Person at 11515 Canyon Road E, Puyallup, WA, 98373
& Online Microsoft Teams

ROLL CALL
APPROVAL OF REGULAR MEETING AGENDA
PUBLIC COMMENT (5 MINUTES PER SPEAKER)
CONSENT AGENDA
- Minutes from the July 29th, 2026, Regular Meeting, *page 4*
- July 2026 Cash Disbursements & Check Register, *page 8*

RESOLUTIONS FOR DISCUSSION
- *Resolution 1994: Ratify the Collective Bargaining Agreement Between HPC and the Union Local 8 (OPEIU), page 10*
- *Resolution 1995: Authorizing the Submission of Local, State, & Federal Funding Applications, page 41*
- *Resolution 1996: MRSC Small Works Roster, page 42*

AGENCY REPORTS
- Executive Report, *page* 47
  - Real Estate Report, *page 47-48*
- Deputy Executive Report, *page 49*
  - Supported Housing Report, *page 49*
  - Two-Year Tool, page *50-55*
- Property Management Report, *page 56-59*
- Finance Report
  - Cash Position, *page 60*
- Business Analytics Report, *page 61*
- Project Management Report, *page 62-63*

COMMISSIONERS CORNER
EXECUTIVE SESSION (If Applicable)

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.

ADJOURNMENT

HOUSING PIERCE COUNTY

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CONSENT AGENDA

August 26th, 2026

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

MINUTES OF THE JULY 29TH REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: July 29th, 2026
3:30 PM

LOCATION: HPC Main Campus and Hybrid over Microsoft Teams

IN ATTENDANCE:
Chairperson Mark Martinez
Commissioner Blaksley
Commissioner Stewart
Commissioner Schuler
Commissioner Winship

ALSO IN ATTENDANCE:
Victor Caesar, Executive Director
*Tamara Meade, Deputy Executive Director
Ebonique Moore, Director of Property Management
Sean McKenna, Director of Project Management
Riley Guerrero, Policy and Strategy Manager
Ney Calhoun, Human Resources Manager
Joanna Nieto, Controller
Darcy Erwin, Business Analytics Manager
Ariel Daniels, HCV Manager
Julie Foss, Quality Control Coordinator
Daisy Perez, Executive Administrative Assistant
*In Attendance Via Zoom/Phone

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:30 p.m. with the presence of a quorum. All Commissioners were present at the start of the meeting except for Commissioner Blaksley who arrived at 3:31 p.m.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Schuler seconded the motion. Chairperson 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 Schuler	☒	☐	☐	☐
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.

CONSENT AGENDA

Chairperson Martinez called for a motion to approve the minutes of the June 24th 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 Schuler	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐
Vice Chairperson Walton	☐	☐	☐	☒
Chairperson Martinez	☒	☐	☐	☐

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for June 2026. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Chairperson Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met Tuesday, July 28th and based on the information provided Commissioner Stewart recommends approval of the cash disbursements and voucher approval. A vocal vote was taken with the following result:
The cash disbursements from June 2026 were so approved.

RESOLUTIONS FOR DISCUSSION

Resolution 1993: Chateau Rainier Bond and Omnibus Resolution Amendment

Chairperson Martinez called for a motion to approve Resolution 1993, Chateau Rainier Bond and Omnibus Resolution Amendment. Commissioner Winship moved to approve, and Commissioner Schuler seconded the motion. Executive Director Victor Caesar presented Resolution 1993. Commissioner Schuler commented he didn't notice the Board of the Housing Authority is also the Board of the Housing Successes, LLC. Executive Director Caesar confirmed that in the bylaws, by default, the Board of the Housing Authority is also the Board of the Housing Successes, LLC.

With no further comment, a vocal vote was taken with the following result:

	In Favor	*Opposed*	*Abstain*	*Absent*
Commissioner Blaksley	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Schuler	☒	☐	☐	☐
Commissioner Winship	☒	☐	☐	☐

Vice Chairperson Walton	☐	☐	☐	☒
Chairperson Martinez	☒	☐	☐	☐

Resolution 1993 was so approved.

AGENCY REPORTS

Director of Project Management, Sean McKenna presented the Project Management Report (page 57-58) of the July 29th, 2026, Regular Board Information Packet as written. No additional questions or comments were raised by the Commissioners.

Executive Director Victor Caesar presented the Executive Report and Real Estate Report (page 23-24) of the July 29th, 2026, Regular Board Information Packet as written. Commissioner Winship inquired about the location of the University Place Multifamily Apartments. Executive Director Caesar stated the location the apartments. Commissioner Schuler inquired if there are no vouchers on the Mercy Housing property then tenants will still be screened for affordable needs. Executive Director Caesar stated that is correct. No additional questions or comments were raised by the Commissioners.

Deputy Executive Director Tamara Meade presented the Deputy Executive Report and Supported Housing & Family Self-Sufficiency Report, and Two-Year Tool Report (page 25-30) of the July 29th, 2026, Regular Board Information Packet as written. Commissioner Winship inquired about the PUC analysis graph decreased slope. Deputy Executive Director Meade stated the slope should be evened out by August 2026 or September 2026. Commissioner Schuler inquired about the definition of an "Exception Payment Standard." Deputy Executive Director Meade gave the definition. No additional questions or comments were raised by the Commissioners.

Director of Property Management Ebonique Moore presented the Property Management Report (page 31-34) of the July 29th, 2026, Regular Board Information Packet as written. Commissioner Schuler inquired about total delinquency and if the tenants were current or evicted. Director Moore stated the tenants are current. No additional questions or comments were raised by the Commissioners.

Controller Joanna Nieto presented the Finance Report (page 35-37) of the July 29th, 2026, Regular Board Information Packet as written. Chairperson Martinez commented on his appreciation for Nieto staying on deadline for the 2025 audit. Commissioner Schuler inquired about the total delinquency and what the collection net may look like. Controller Nieto stated not a lot is collected on past tenants. No additional questions or comments were raised by the Commissioners.

Human Resources Manager Ney Calhoun presented the Human Resources Quarterly Report (page 55-56) of the July 29th, 2026, Regular Board Information Packet as written. Commissioner Winship inquired if the employee handbook is negotiated with the union. Human Resource Manger Calhoun stated certain policies that directly affect represented employees are negotiated with the union. Commissioner Stewart inquired about the reasoning behind the separation of a couple employees. Human Resource Manager Calhoun stated both took other positions. Commissioner Winship inquired if accountants are part of the union. Human Resource Manager Calhoun confirmed accountants are part of the union. No additional questions or comments were raised by the Commissioners.

COMMISSIONERS CORNER

Chairperson Martinez opened Commissioners' Corner. Chairperson Martinez thanked leadership for allowing him to attend the NAHRO Summer Conference. Chairperson Martinez announced he will be absent for the August 2026 regular board meeting. With no additional business, Commissioners' Corner was then closed.

EXECUTIVE SESSION

An Executive Session was called to review the performance of a public employee for a duration of 15 minutes, from 4:13 p.m. to 4:28 p.m.

The Executive Session was closed, and the Board returned to regular session at 4:28 p.m. No action was taken following the Executive Session.

ADJOURNMENT

Having no further business to come before the Board, Chairperson Martinez called for a motion to adjourn the Regular Meeting of the Board of Commissioners. Commissioner Winship moved to adjourn, and Commissioner Schuler seconded the motion.

With all in favor and none opposed, the meeting was adjourned at 4:30 p.m.

HOUSING PIERCE COUNTY

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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:

$5,911,562.30 This 26th day of August 2026

Date Range	Transaction ID#	Bank Account	Total July 2026	Total June 2026	Change in Disbursements Month over Month	Notes
31-Jul-26	Check#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Jul-26	EFT#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Jul-26	VOID Check#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Jul-26	VOID EFT#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Jul-26	Check #: 359324-359484	Section 8	$384,405.99	$349,435.54	$34,970.45	Landlord change of ownership; rent increases; new move-ins in July
31-Jul-26	EFT#: 321579-322716	Section 8	$3,781,756.18	$3,654,272.92	$127,483.26	Landlord change of ownership; rent increases; new move-ins in July
31-Jul-26	VOID Check#: 359187,359261,359309	Section 8	-$8,755.35	-$9,392.35	$637.00	June voids Check#: 359187,359261,359309
31-Jul-26	VOID EFT#:	Section 8	$0.00	-$1,054.00	$1,054.00	June voids: EFT#: 320640
31-Jul-26	Check#:93301-934458	Gen Ops	$696,887.96	$352,890.87	$343,997.09	Increase in LIPH Dispo and CR LIHTC related expenses in July
31-Jul-26	EFT#: 10483-10556	Gen Ops	$589,867.32	$301,385.00	$288,482.32	Increase in LIPH Dispo and CR LIHTC related expenses in July
31-Jul-26	VOID Check#: 93215, 93242	Gen Ops	-$27,454.49	$0.00	-$27,454.49	PC Sewer
31-Jul-26	VOID EFT#:	Gen Ops	$0.00	$0.00	$0.00	
Jul-26	Greystone Transfers	Gen Ops	$140,484.00	$140,484.00	$0.00	
11-Jul-26	Payroll 14	Payroll	$199,264.12	$164,241.29	$35,022.83	
25-Jul-26	Payroll 15	Payroll	$155,106.57	$162,287.15	-$7,180.58	
		Payroll	$0.00	$0.00	$0.00	
		Totals	$5,911,562.30	$5,114,550.42	$797,011.88	

Auditing Officer: _____ Date: _____

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RESOLUTIONS FOR DISCUSSION

August 26th, 2026

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

RESOLUTION 1994

Date: August 26, 2026

To: HPC Board of Commissioners

From: Ney Calhoun, Human Resources Manager

Re: Ratify the Collective Bargaining Agreement between Housing Pierce County (HPC) and the Office and Professional Employees International Union Local 8 (OPEIU)

This resolution would authorize the Executive Director to sign the newly ratified Collective Bargaining Agreement (CBA) between Housing Pierce County (HPC) and the Office and Professional Employees International Union Local 8 (OPEIU).

Background

This resolution pertains to the ratification of the CBA between HPC and OPEIU. The bargaining unit, consisting of HPC's Administrative Assistants, Accounting Specialists, Staff Accountants, Maintenance Specialists, Maintenance Coordinator, Housing Specialists, Housing Coordinator, Landlord Liaison, Housing (HQS) Inspectors, Assistant Property Managers, and Property Managers voted to ratify these agreements on August 6, 2026. The new three-year contract term will be retroactive starting July 1, 2026- June 30, 2029.

The updated CBA, copy of which is attached hereto, includes several significant changes:

- Improvements and updates were made to contract language such as introductory employee, work schedule, retention bonus, general cost of living wage increase, longevity vacation, on-call compensation, holidays, death in an employee's family, jury duty, leave of absence without pay, performance evaluations, discipline and termination of employment, and artificial intelligence.

OPEIU has confirmed that all questions and concerns from the membership were addressed during the negotiation process. The membership, in turn, voted in favor of the proposed tentative agreements.

Recommendation

Approve Resolution 1994 authorizing the Executive Director to sign the new CBA between HPC and OPEIU.

OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL 8
www.opeiu8.org | opeiu8@opeiu8.org | (206) 441-8880 | (800) 600-2433

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

PIERCE COUNTY HOUSING AUTHORITY

AND

OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL NO. 8, AFL-CIO

FOR THE PERIOD OF

JULY 1, 2026 THROUGH JUNE 30, 2029

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TABLE OF CONTENTS

PAGE

ARTICLE 1 – Definition and Construction 1
ARTICLE 2 – Scope of Agreement 2
ARTICLE 3 – Union Business 3
ARTICLE 4 – Work Schedule 4
ARTICLE 5 – Maintenance of Agreement in Event of Substantial Adverse Conditions 6
ARTICLE 6 – Compensation 6
ARTICLE 7 – Insurance, Retirement and Deferred Compensation 10
ARTICLE 8 – Holidays, Vacation and Leave 11
ARTICLE 9 – Seniority 16
ARTICLE 10 – Job Vacancies 16
ARTICLE 11 – Performance Evaluations 17
ARTICLE 12 – Discipline and Termination of Employment 18
ARTICLE 13 – Layoffs 20
ARTICLE 14 – Discrimination 20
ARTICLE 15 – Dispute Resolution 20
ARTICLE 16 – Strikes, Work Stoppages and Lockouts 23
ARTICLE 17 – Effect of Other Laws 23
ARTICLE 18 - Artificial Intelligence (AI) and Automated Decision Making System 23
ARTICLE 19 – Term of Agreement 23
Schedule “A” – Hourly Base Wage Ranges 25

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COLLECTIVE BARGAINING AGREEMENT

PIERCE COUNTY HOUSING AUTHORITY

The Pierce County Housing Authority ("PCHA") and the Office and Professional Employees International Union, Local 8 (the "Union") agree as follows:

ARTICLE 1

DEFINITIONS AND CONSTRUCTION

As used in this Agreement:

Section 1.1 "Employee": any regular or introductory full-time or part-time employee but does not include any temporary employee.

Section 1.2 "Regular full-time employee": any employee who has successfully completed the introductory period and who is regularly scheduled to work forty (40) or more hours per week. Vacation, sick, floating holiday and holiday leave accruals will be prorated for employees compensated less than eighty (80) hours per pay period.

Section 1.3 "Regular part-time employee": any employee who has successfully completed the introductory period and who is regularly scheduled to work less than forty (40) hours per week. Vacation, sick, floating holiday and holiday leave accruals will be prorated for employees to the proportion of hours worked.

Section 1.4 "Introductory employee": any employee who has completed less than twelve (12) calendar months of continuous employment as a new hire. The introductory period shall be extended by the amount of any protected leave of absence taken (e.g., FMLA, WA PFML).

Section 1.5 "Provisional employee": any employee who has completed less than six (6) calendar months of continuous employment in a new, different or promotional position (see Section 10.3).

Section 1.6 "Temporary employee": any employee hired for a limited period of time, not to exceed six (6) months.

Section 1.7 "Lead worker": the temporary assignment of additional administrative duties to an employee. A Lead worker is not a position or job classification: see Section 6.6 for duties, requirements, and limitations of the Lead designation.

Section 1.8 "Continuous employment": continuous employment from the most recent date of hire or rehire.

Section 1.9 "Anniversary date of service": the same date each year as the date on which the employee first began continuous service.

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Section 1.10 "Hourly base rate": the gross hourly rate of pay for an employee under this Agreement.

Section 1.11 "Executive Director": the Executive Director of PCHA.

Section 1.12 "Management": a non-union PCHA position whose responsibilities include but are not limited to employee hiring, supervision, the assignment of duties, conducting performance evaluations, issuing discipline, and scheduling.

Section 1.13 "Grievance": disputes arising between PCHA employees or between PCHA and the Union with respect to the interpretation or application of the terms of this Agreement.

Section 1.14 The pronouns they/them/theirs will be used to refer to both singular and plural subjects, as determined by the context of a particular section.

ARTICLE 2

SCOPE OF AGREEMENT

Section 2.1 Union Recognition. Pierce County Housing Authority recognizes the Union as the exclusive collective bargaining agent for the employees covered by this Agreement.

Section 2.2 Coverage. This Agreement applies to the employees holding the job titles set forth in Schedule A to this Agreement but not to the Executive Director or to any deputy, manager, supervisor, administrative assistant, secretary or other employee whose duties imply a confidential relationship with the Executive Director or the PCHA Board of Commissioners.

Section 2.3 Management Rights. Except as expressly restricted or abridged by a specific provision of this Agreement, PCHA shall have and retain all rights to manage and direct the business of PCHA including but not limited to the right to (i) hire, assign, determine the qualifications and competency of, promote, demote, transfer, discipline, suspend, discharge and lay off employees; (ii) create or eliminate positions; (iii) implement and enforce reasonable rules and regulations and safety, production and performance standards; (iv) assign and direct employees and the methods, processes and schedules of doing work; and (v) subcontract work not covered by this Agreement according to the business needs of PCHA.

The foregoing recitation of specific management rights shall not be deemed to waive, limit or impair any rights of PCHA not so enumerated. The exercise of management rights is the exclusive prerogative of PCHA and its decisions in such matters shall not be subject to contest or review by the Union except to the extent inconsistent with the specific provisions of this Agreement.

Except for temporary work or contracting work, bargaining unit work shall not be performed by non-bargaining unit employees unless both the Employer and the Union agree. Any assignment of bargaining unit work to a non-bargaining unit employee will be for a mutually agreeable time. The Union will reasonably consider any such proposal provided that nothing in this Agreement shall preclude PCHA's use of work-study interns or students as long as such

use does displace or replace any regular employees.

ARTICLE 3

UNION BUSINESS

Section 3.1 Union Security and Membership.

Section 3.1(a) Union Membership. PCHA shall provide the Union with a list of new employees within five (5) business days of their hire date via email. Such notice shall include the new hire's name, job title, work location, work phone number and work email. A Union Representative and/or Shop Steward will be allowed one-half (½) hour during the first month of employment of newly hired staff to meet with them and introduce them to the Union and the Collective Bargaining Agreement. Every effort will be made to have this introduction occur in conjunction with the employee's new employee orientation. Such presentations shall take place at the worksite during the regular work hours of the new employee and the Shop Steward.

Section 3.1(b) Deduction of Union Dues. PCHA shall deduct monthly union dues from the pay of each employee having given PCHA prior written authorization to do so and shall forward all dues so deducted to the local office of the Union. The employee shall give the authorization in a form acceptable to PCHA prior to the preparation of the payroll for the first pay period for which the deduction is to be made, and the authorization shall remain in effect until revoked in writing by the employee to the Union.

Section 3.2 Union Representatives and Activity. The Union shall advise PCHA in writing of the names of all business representatives, agents and stewards authorized to represent the Union in dealings with PCHA. The Union shall also provide PCHA with written notice of any change in such business representatives, agents and stewards within a reasonable time of the change.

The Business Representative of the Union shall have access to PCHA's premises, at reasonable times and upon reasonable prior notice to the Executive Director or designee, to investigate specific employee complaints or grievances relating to this Agreement except that Union business, other than the adjustment of grievances directly between the Executive Director and the Business Representative, shall not involve PCHA's employees during their hours of work; and Union meetings shall not be conducted on PCHA's premises unless mutually agreed upon between the Union and PCHA.

A bulletin board shall be made available to the Union for the purpose of posting notices pertaining to Union business provided that such notices shall be submitted to the Executive Director of PCHA or designee for approval before being posted, which approval shall not be unreasonably withheld.

Section 3.3 Rosters. Each month PCHA shall provide a full roster of all union eligible employees to the Union which will include the last name, first name, middle initial, street address, city, state, zip, work email, date of hire, date of termination, date of rehire, job title,

department, rate of pay, and FTE status.

ARTICLE 4

WORK SCHEDULE

Section 4.1 Workweek – Workday. The workweek shall be Monday - Friday between the hours of 7:00 a.m. and 7:00 p.m. on a schedule established by management based on the needs of PCHA. A typical schedule for a regular full-time employee will consist of five (5) consecutive eight-hour days, unless PCHA business necessitates a different schedule, which may periodically include weekends.

A. **Summer Hours.** In order to reduce employee exposure to excessive heat and other hazardous weather conditions, Maintenance employees and Inspectors who work five 8-hour days shall be permitted to work a summer schedule from Memorial Day through Labor Day each year. During this period, the regular work schedule for Maintenance employees shall be from 6:30am to 3:00pm.

Section 4.2 Lunch and Break Periods. PCHA will comply with all applicable laws regarding breaks and lunches. Workdays that are more than five (5) hours long must include an unpaid lunch break of. Not less than thirty (30) minutes between the second (2^{nd}) and fifth (5^{th}) hour of the work shift. Whenever practicable, the lunch period shall be scheduled in the middle of the shift. A break period of fifteen (15) minutes is given for every four hours worked. The break should be scheduled as close to the midpoint of the work period as possible. Mini rest breaks can be taken instead of a scheduled rest break.

Section 4.3 Overtime. Without prior notice, PCHA may require overtime work according to its business needs.

However, PCHA will endeavor to give a minimum of forty-eight (48) hours notice when scheduling required overtime. Any hours required by PCHA to be worked by an employee in excess of forty (40) hours in any calendar workweek, shall be compensated at a rate one-and-one-half times (1 ½) the employee's hourly base rate. For the purposes of this section, "hours worked" includes hours compensated for PCHA-observed holidays but does not include hours compensated for vacation, sick or other leave. Unless in an emergency situation, no overtime will be permitted unless it has been specifically approved in advance by management.

Overtime resulting from unplanned tasks/projects or the continuation of completing an already started task or project will not be subject to seniority but rather site-based assignments. Overtime resulting from planned projects will be based on seniority.

Section 4.4 Alternate Schedules. New schedules must be demonstrably able to meet all the business requirements of the position, including customer service requirements. This schedule must be presented to and approved by management before being practiced. An Employee's permission for an alternate schedule may be revoked by management, in writing and with two week's advance notice, if business requirements are not met. Schedule changes, including start and end times and/or workdays of the week, are intended to be infrequent and

must be approved by the work Supervisor. This does not apply to insignificant time variations of ten (10) minutes or less (i.e., a grace period).

A. Alternate Work Schedules:

Employees may request an on-going alternate schedule from management. New schedules must be demonstrably able to meet all the business requirements of the position, including customer service requirements.

PCHA alternate schedule options:

(1) 4-ten hour days
(2) 4-nine hour days and a 4-hour day

Section 4.5 On-Call. On-Call is the term for the work of fielding and/or responding to emergencies affecting the maintenance and/or upkeep of PCHA property/properties during non-business hours of nights, weekends, holidays, and/or other PCHA closures. On-Call coverage is expected and scheduled work for both the Maintenance Division and Affordable Housing Division, as included in the job descriptions.

Management will develop a master On-Call list – for the Maintenance and Affordable Housing Divisions where employees will be assigned using an equitable rotation. Each Division requiring On-Call work schedules will create and share their list with all employees of that Division at least one (1) month in advance. Management will assign a Primary employee and a Secondary ("Back Up") employee for each On-Call week, which consists of seven (7) consecutive nights. The start and end days/times of the On-Call week will be determined by each Division based on business need.

When an employee is designated as the Primary On-Call employee for a week and something unexpected occurs within their assigned week, wherein they are unable to fulfill their On-Call duties; then the Secondary employee will cover part to all of the remaining On-Call week dependent on circumstances.

Prior to an On-Call assignment, if the Primary or Secondary employee knows, in advance, they are unavailable to work a week as assigned, then they may seek another employee to take their assigned week with the approval of management.

The On-Call list will be utilized on a rotational basis for all employees and the rotation will be such that the Secondary On-Call employee will become the Primary On-Call employee the following week. No employee will be permitted to be Primary On-Call for more than two (2) consecutive weeks.

Employees are expected to respond to a call for emergency assistance as soon as possible after the call is received. On-call employees will be compensated for time spent responding to phone calls, either for a minimum of fifteen (15) minutes per call or for the actual time spent on the situation, whichever is higher. Then, hourly wages will commence when the employee is en route to the emergency site and will end when the employee returns to their point of origin. Please reference Section 6.5 On Call Compensation.

No employee will be assigned to On-Call status two consecutive years in a row for the weeks that include the following holidays: Thanksgiving Day, Christmas Day, or Independence Day. That is, an employee will not be designated to work on-call the week of Thanksgiving two years in a row, or to work on-call the week of Christmas two years in a row, or to work on-call the week of Independence Day two years in a row.

Section 4.6 Inclement Weather.

Section 4.6(a) An employee is expected to report to work regardless of weather conditions if the employee can safely do so. In the event that an employee feels that they are unable to travel safely to work due to inclement weather, they may use accrued vacation for hours missed on a regularly scheduled workday. If Pierce County Government operations are suspended or delayed, Pierce County Housing Authority operations will be similarly suspended or delayed. PCHA employees may access information regarding Pierce County Government weather related closures and delays by calling the pre-recorded message line at 253.798.3100. When operations are delayed or suspended, employees will receive paid administrative leave for scheduled work hours missed (unless the employee was previously scheduled for other leave on that date, such as sick, vacation, or floating holiday).

Section 4.6(b) An inclement weather response team will be mobilized by management during inclement weather conditions deemed critical to the safety and business needs of PCHA.

The response team will remove snow and ice. Training on equipment and procedures will be provided. The team will be created each season from employees who sign-up. Seniority will be the determining factor if there is more interest than need.

ARTICLE 5

MAINTENANCE OF AGREEMENT IN EVENT OF SUBSTANTIAL ADVERSE CONDITIONS

All benefits now being extended to the employees shall remain in force and shall not be rescinded during the life of this Agreement. However, the parties agree that if there is any substantial adverse change in the costs of benefits or PCHA's financial position, PCHA and the Union shall meet to discuss such changes and the appropriate action, if any, to be taken.

ARTICLE 6

COMPENSATION

Section 6.1 Base Rates of Pay. The rate of a regular full-time employee, including an introductory employee, shall not be less than the minimum of the range set for the employee's job title as listed in Schedule A. Any employee whose wage rate is below the minimum of their position's pay range as of July 1, 2023 will be brought up to the minimum of their range. Any employee whose pay rate is higher than the maximum of their position's pay range on July 1, 2023 will not receive any reduction in pay.

A regular part-time employee shall be compensated for each hour worked at the hourly base rate as set forth in Schedule A.

A temporary employee shall be compensated for each hour worked at the hourly base rate for the employee's job title as scheduled in Schedule A.

Employees who are transferred to a position in the same pay grade shall not be paid less than in their current position.

An employee who moves to a position in a higher pay grade shall receive an increase in their previous wage upon promotion.

Regardless of any other provision of this Agreement, PCHA is not required to pay more than the maximum of the range for any job title.

Employees shall be paid every other week.

Nothing in this Agreement shall be deemed to prevent PCHA, at its sole discretion, from granting increases greater than those authorized in this Section.

Section 6.2 Retention Bonus. For each year of the Agreement, a lump sum retention bonus will be awarded to all regular employees who are actively employed on their anniversary date and receiving compensation for hours worked on the scheduled pay date each year.

YEAR 1 (July 1, 2026 to June 30, 2027) – three percent (3%) of employee's regular, straight time compensation paid for hours worked, Holidays, and vacation paid from their previous year anniversary date to current year anniversary date.

YEAR 2 (July 1, 2027 to June 30, 2028) – three percent (3%) of employee's regular, straight time compensation paid for hours worked, Holidays, and vacation paid from their previous year anniversary date to current year anniversary date.

YEAR 3 (July 1, 2028 to June 30, 2029) – three percent (3%) of employee's regular, straight time compensation paid for hours worked, Holidays, and vacation paid from their previous year anniversary date to current year anniversary date.

Section 6.3 Longevity Vacation. On their twentieth (20^{th}) year of service, employees shall receive an additional week of vacation, subject to schedule approval by their supervisor, or may sell the week back to the Authority for compensation.

Section 6.4 General Cost of Living Wage Increase.

YEAR 1 (July 1, 2026 to June 30, 2027) – Effective on each employee's anniversary date, the employee will receive a three percent (3%) increase in hourly wages.

For any employees who had previously reached the maximum of their pay range

and was receiving a differential, they will have their base wage rate before the 3% increase calculated by adding their hourly rate and hourly differential.

If the increase in general wages would result in the employee making a wage rate outside of their position range, PCHA will honor their hourly wage rate up to the maximum of their position range.

YEAR 2 (July 1, 2027 to June 30, 2028) – Effective on each employee's anniversary date, the employee will receive a three percent (3%) increase in hourly wages.

YEAR 3 (July 1, 2028 to June 30, 2029) – Effective on each employee's anniversary date, the employee will receive a three percent (3%) increase in hourly wages.

Section 6.5 On-Call Compensation. An employee assigned as the Assistant Property Manager Primary will be compensated at the rate of two hundred dollars ($200) per week.

An employee assigned as the Maintenance Primary will be compensated at the rate of two hundred dollars ($200) per week. An employee assigned as the Maintenance Secondary or "back-up" will be compensated at the rate of one hundred dollars ($100) per week, but if contacted for primary role at any point in the week, will also be compensated at a rate of $200 per week, not prorated.

It is the responsibility of the on-call employee to notify their supervisor in a timely manner if they are unable to fulfill this obligation prior to or at any point during their scheduled on-call week.

Section 6.6 Lead Workers. In order to conduct the work of PCHA and to coordinate the performance of work, from time-to-time, it may be necessary for PCHA to establish Lead duties.

- Leads are assigned by management and are able to explain or perform all duties and responsibilities of the employees they lead.

- Lead is not a position or job classification, it is the temporary assignment of additional administrative duties to an employee.

- Leads should be selected on the basis of their ability to perform the lead tasks assigned and not on the basis of seniority. Experience with PCHA regulations, communication skills, technical expertise and work history should be considered in making a lead assignment.

- Lead assignment should be based on business need and should not be viewed as a reward for performance.

PCHA will evaluate the continued need for a Lead assignment at their discretion, and/or at 90-day intervals subsequent to the assignment of Lead duties.

- If Lead Assignments are removed, PCHA will notify the employee at least one complete pay cycle in advance.–

- The decision to initiate or terminate a lead assignment should be discussed privately with the affected employee prior to a public announcement.

- An employee may decline to accept the Lead position or may step down from being a Lead upon delivery of written notice to their supervisor.

In addition to performing all the duties required by the job description appropriate to the job description, Leads are routinely required to:

- Serve as a resource person or problem solver for other employees performing similar functions within the department.

- Leads should be working leads. Leads should continue to perform the work of their job classification in the department and should be able to assist their co-workers in times of increased workload or temporarily reduced staffing.

- Leads should monitor the workflow, prioritize and direct activities of other employees within the department, assisting with scheduling work and task assignment.

The Lead worker does not have full formal supervisory authority for staff assigned to projects, however, in order to complete project / assignments must be able to schedule and control the daily working arrangements for a specified group of employees.

- Keeps management appraised of overall project performance (i.e. staffing or resource needs, completion dates, change / delays in scheduling etc.).

- Distributes and reviews work performed on a regular basis.

Informal Problem Solving:

- Provides general input on employee's performance to higher level manager / supervisor. Reports observed behavior of employees they lead whether favorable or unfavorable, submit incidents reports to supervisors.

- Refers and provides information to higher lever manager / supervisor regarding issues or concerns which may result in a disciplinary action on an employee assigned to their project.

- Leads may work with an individual employee to train or enhance work performance. They may provide input to the supervisors for evaluations.

The Lead Worker does not have full authority or exercise full decision-making authority in the following areas:

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- Hiring
- Complaint / grievance resolution
- Disciplinary action up to and including dismissals
- Formal written performance evaluations
- Reclassification, promotion, merit increases
- Lead should not act as management's representative in the grievance process

Leads may attend management planning meetings as the supervisor feels appropriate, but it should be made clear to the staff that the lead is not a member of management.

Lead Compensation. Employees designated as a lead by PCHA shall receive two dollars ($2.00) per hour in addition to their hourly wage rate on all hours compensated.

Section 6.7 Washington Paid Family and Medical Leave. PCHA will pay the employee portion of the Washington Paid Family and Medical Leave premiums for the length of this agreement or until PCHA has fifty (50) or more total employees as defined by the Act, whichever is soonest. If the latter occurs, wherein PCHA has a total of fifty (50) or more employees, then the responsibility for the employee portion of this state tax will be the sole responsibility of the employee in accordance with the law and guidance; and PCHA will provide at least a forty-five (45) calendar days' notice of this change of responsibility.

Section 6.8 Inclement Weather Response Team Compensation. Employees will be compensated $250/day in addition to regularly applicable wages.

ARTICLE 7

INSURANCE, RETIREMENT AND DEFERRED COMPENSATION

Section 7.1 Health Insurance. For all regular full-time employees, their spouses, domestic partners and dependents, PCHA shall pay Washington Health Care Authority under the Public Employees Benefits Board (PEBB) for one hundred percent (100%) of all medical, dental and vision coverage premiums of the health plan from July 1, 2023 through December 31, 2023.

Starting January 1, 2024, PCHA shall pay one hundred percent (100%) of the Subscriber/Employee Only premium of all plans. For employees that select the Uniform Medical Plan Classic, regardless of whether or not they have dependents insured, PCHA will pay one hundred percent (100%) of the premium (i.e., Subscriber/Employee, Subscriber and Spouse, Subscriber and Child(ren), Full Family).

If an employee selects any insurance plan other than the Uniform Medical Plan Classic, PCHA will pay a portion of their premium equal to the total premium of the Uniform Medical Plan Classic. If an employee selects a plan with a higher premium than the Uniform Medical Plan

Classic, the employee will be responsible for the difference.

No rebate shall be given to employees for plans with lower premiums.

Any employee premium due will be equally divided between the first two paychecks of the month.

The Employee shall be responsible for all PEBB surcharges required by the Washington State Legislature, including but not limited to the Tobacco Use Premium surcharge and the Spouse/State Registered domestic Partner Coverage Premium Surcharge.

Section 7.2 Retirement and Pension Program. PCHA shall continue during the term of this Agreement, to participate in the Washington State Retirement Systems (DRS).

Section 7.3 Deferred Compensation Program. PCHA will match employee's contribution in any deferred compensation program implemented by the Authority up to a maximum of six percent (6%) of each employee's annual base salary effective WA State DRS DCP Deferral Amount Change Report, not to include overtime, bonus payments, and cash leave payouts. Your changes can take up to thirty (30) days to go in to effect depending on payroll cycle. This arrangement will be for the life of this Agreement only.

Section 7.4 Life, AD&D and Disability Insurance. For each regular full-time employee, PCHA shall provide, at its sole expense, group term life insurance equal to the employee's annual base salary, accidental death and dismemberment insurance, and long term income disability insurance coverage.

ARTICLE 8

HOLIDAYS, VACATION AND LEAVE

Section 8.1 Holidays

Observed Holidays. PCHA shall observe the following holidays:

Three Floating Holidays
New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples' Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day (December 25)

Employees identified by the Executive Director as “essential personnel” (primarily finance and non on call staff) may be required to work holidays as determined by the needs of the PCHA. PCHA will endeavor to provide employees a thirty (30) day notice of the requirement to work on a holiday. Employees who work on a holiday will be entitled to a floating holiday added to their leave accruals. Essential personnel does not include the regularly scheduled On-Call staff.

A regular full-time employee shall be compensated for each PCHA holiday, which occurs while the employee is active on the payroll, at what would be the equivalent to the employee’s regular scheduled workday computed by using the employee’s regular number of scheduled weekly hours and prorated as if worked on a five (5) day work week. A regular part-time employee shall be compensated at an amount equal to what would be equivalent to the employee’s regular scheduled workday computed by using the employee’s regular number of scheduled weekly hours and prorated as if worked on a five (5) day work week.

Employees who work on a holiday will be compensated at a rate of two (2) times their hourly rate of pay.

Floating holidays will not be earned by an employee until the completion of their introductory period.

A holiday occurring during an employee’s regular scheduled vacation shall not be charged against the employee’s accrued vacation.

If a designated holiday falls on a Saturday, the preceding Friday will be observed. If the designated holiday falls on a Sunday, the following Monday shall be observed.

Possible disciplinary action may be taken if PCHA discovers a trend where an employee calls in sick the day before or after the holiday.

Section 8.2 Vacations

Accrual. For employees hired prior to January 23, 2003, during the first year of employment, a regular full-time employee shall accrue vacation leave at the rate of 3.08 hours per pay period during continuous employment beginning with the 1st day of the first full month of employment, up to a maximum of ten (10) days (eighty (80) hours) except that an employee who is not compensated eighty (80) hours in a pay period shall earn a prorated amount based on the amount of hours compensated. After the first year of employment, a regular full-time employee shall accrue vacation at the rate of 4.62 hours per pay period, up to a maximum of fifteen (15) days except that an employee who is not compensated eighty (80) hours in a pay period shall earn a prorated amount based on the amount of hours compensated. After the second year of employment, a regular full-time employee shall accrue vacation leave on the following schedule except that an employee who is not compensated eighty (80) hours in a pay period shall earn a prorated amount based on the amount of hours compensated:

YEAR OF EMPLOYMENT	ACCRUAL (Hours per Pay Period)	APPROXIMATE DAYS PER YEAR
3 – 4	5.54	18
5 – 8	5.85	19
9 – 13	6.47	21
14 – 18	7.08	23
19	7.39	24
20	7.70	25
21	8.00	26
22	8.31	27
23 or more	8.62	28

Employees hired after January 23, 2003 shall have vacation accruals as follows:

YEAR OF EMPLOYMENT	ACCRUAL (Hours per Pay Period)	APPROXIMATE DAYS PER YEAR
1	3.07	10
2 – 4	3.85	12.5
5 – 9	4.62	15
10 – 19	6.15	20
20 and over	7.70	25

A regular part-time employee shall accrue vacation on a pro-rated basis based on the actual number of hours compensated.

Vacation leave shall not accrue during a leave of absence without pay or an unpaid suspension. When an employee is using accrued sick leave, they will continue to accrue vacation time if it is a paid leave.

An employee may cash out up to eighty (80) hours of vacation per calendar year provided that the employee will be left with a minimum of forty (40) hours of vacation and two hundred (200) hours of combined leave (sick and vacation) after the cash out. An employee wishing to cash out vacation may do so once each calendar year.

Use of Accrued Vacation. An employee still within their initial introductory period, may use vacation as it is accrued and be paid at their hourly base rate of pay for their regularly scheduled hours per day. An employee who does not successfully complete their introductory period and is terminated, is not entitled to any vacation leave. No employee may carry forward, beyond any calendar year, more than one hundred twenty (120) hours of vacation. All excess accrued vacation will be lost. Employees may file a written request with management for an

extension of vacation accruals. The Executive Director or their designee may grant an extension based on extenuating circumstances. This extension is at the sole discretion of PCHA and is not subject to grievance.

An employee who is separated from employment who has provided a minimum of two (2) weeks notice shall be paid their accumulated vacation in a lump sum payment on the next regular scheduled pay date. An employee, who is separated for cause or who does not provide a minimum two (2) weeks notice of their separation from employment will not be reimbursed for unused vacation time.

Under no circumstances may an employee elect to take unpaid time off when vacation or floating holiday leave are available, except as required by law.

PCHA recognizes the fact that an employee may be justified, under some circumstances, in accepting casual outside employment to be performed outside of working hours if no conflict with PCHA's interest is involved.

Vacation Schedules. Vacation requests will be taken on a first-come, first-serve basis, meaning a more senior employee may not bump a less senior employee with an approved vacation request. If more than one vacation request is pending then seniority shall be the determining factor. The supervisor shall review and respond to vacation requests within ten (10) business days of the request. Once a vacation is approved, the employee shall have the right to take their vacation as scheduled. Any changes in vacation must be approved by the department supervisor. Vacations will be scheduled as permitted by the business needs of PCHA and in accordance with Article 9 – Seniority.

Section 8.3 Sick Leave.

Accrual. A regular full-time employee shall accrue sick leave at the rate of four (4) hours per two (2) week pay period, to a maximum of sixty (60) days, four hundred eighty (480) hours except an employee who is not compensated for eighty (80) hours in a pay period shall accrue leave on a prorated basis based on the amount of hours compensated. A regular part-time employee shall accrue sick leave on a pro-rated basis. This subsection shall not reduce sick leave accrued by an employee under prior Agreements.

Use of Accrued Sick Leave. An employee who is unable, for health reasons, including illness, injury and medical and dental care for either the employee or a child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status, a parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child, a spouse, registered domestic partner, grandparent, grandchild, or sibling, to report to work as scheduled may use sick leave and be paid at the employee's hourly base rate for each hour of sick absence not to exceed their regular scheduled daily work hours.

Immediate Notice of Absences. An employee, who is unable to report to work as scheduled

for personal or family medical reasons, shall notify management prior to their regularly scheduled work start time or as soon as is possible. Notification may be made by phone message or email. An absence not reported by this subsection may be recorded as an absence without pay, although, PCHA may, at its sole discretion, waive this requirement for good cause. PCHA will require a physician's statement or other proof of the necessity for the medical absence of more than three (3) consecutive work days.

Compensation for Unused Sick Leave. Upon termination of employment, an employee shall be paid for accrued sick leave at the rate of twenty-five percent (25%) of their accrued leave balance provided they have given two (2) weeks notice of their resignation. Employees terminated for cause or who do not provide a minimum of two (2) weeks notice of their separation from employment will not receive any pay out of their sick leave.

PCHA will comply with all applicable FMLA and Washington State Paid Family and Medical Leave Act requirements and any other statutes of law governing the use of leave.

Section 8.4 Pregnancy Leave/Paternity Leave. PCHA will comply with all applicable State, Federal and local laws regarding Pregnancy and Paternity leaves.

Section 8.5 Death in Employee's Family. PCHA shall grant forty (40) hours leave with pay to any full-time employee who suffers a death in the immediate family, which, as used in this section, means the employee's spouse, child or foster child, parent, step parent or foster parent, brother or sister, grandparent and grandchild, or the employee's spouse's child or foster child, parent, step parent or foster parent, brother or sister, grandparent and grandchild. Employees will be required to provide adequate proof of the need for bereavement leave as determined by PCHA.

Section 8.6 Jury Duty. Paid leave shall be granted to regular full and part-time employees called for jury duty.

Absence shall be held to a minimum and employees shall report for work on partial days when service is not required. Employees who find themselves in a situation where the service falls on a PCHA observed holiday, will receive regular holiday pay. The employee will not be eligible to take another day off to make up for the holiday missed while on jury duty. Immediately upon receipt of a subpoena and prior to the leave for jury duty, the employee shall provide a copy of the subpoena to management. Upon completion of jury duty, the employee is required to provide proof of jury service to PCHA. If employee is unable to provide proof of jury service to PCHA this may be considered discharge without notice for serious offenses. See Section 12.1(b).

The pay of an employee, who has received a subpoena for jury duty or as a witness, will continue at the regular rate. All reimbursements received shall be turned over to PCHA to be credited against regular salary. The employee may retain payment by the court for travel expenses.

Section 8.7 Military Duty. The employee shall present a copy of the order to report for active duty to the Executive Director immediately upon receipt. PCHA will comply with all

applicable federal laws regarding Military leave.

Section 8.8 Leave of Absence Without Pay. Employees are expected to work all scheduled hours each workweek. PCHA may grant leaves of absence without pay for purposes other than medical leave when an employee has exhausted all accrued sick and vacation time. An employee who wishes to take a leave of absence without pay must obtain advance approval to do so from their manager and Human Resources.

Requests for a leave of absence without pay must be submitted at least two weeks in advance, or as soon as possible if two-week notice is not feasible. The request for a leave of absence must be in writing and include a specific return date. Managers and Human Resources retain the right to deny requests for a leave of absence without pay based on operational and staffing needs.

Under no circumstances may an employee work for another company while on a leave of absence from PCHA, paid or unpaid.

An employee, on an approved leave of absence without pay, shall retain all seniority rights and shall be entitled to the same or a comparable position upon returning to employment. An employee on leave of absence without pay, shall not be entitled to, or accrue any of the benefits of this Agreement provided, however, that employees on leave of absence without pay may self-pay health insurance premiums in accordance with the policies of the provider.

ARTICLE 9

SENIORITY

Section 9.1 Application of Seniority. If two (2) or more employees have substantially the same qualifications, seniority shall be observed in promotions, layoffs, transfers and recalls.

Seniority shall apply for the scheduling of vacations and overtime.

Section 9.2 Accrual of Seniority. Seniority shall accrue for each calendar day of continuous employment from the most recent date of hire.

Section 9.3 Loss of Seniority. Seniority shall be lost one (1) year after resignation or retirement.

Section 9.4 Seniority After Promotion. An employee who is transferred to a position not covered by this Agreement shall not continue to accrue seniority but shall regain all previously accrued seniority if returned to a position covered by this Agreement.

ARTICLE 10

JOB VACANCIES

Section 10.1 Vacancy Posting. All bargaining unit positions covered by this Agreement

shall be electronically distributed for first consideration to all bargaining unit employees covered under this Agreement for a period of three (3) days prior to public release. The posting shall include job title, pay range and a statement of minimum qualifications.

After the end of the three (3) day period, notifications of existing openings may be released publicly.

Employees who wish to apply for posted positions must apply in accordance with the specifications of the posting.

PCHA has the final choice as to who is hired.

Section 10.2 Qualifications. The Executive Director, or their designee, has the primary authority for the recruitment and screening of applicants for the vacant positions, as well as for transfers or promotional opportunities. The Executive Director or designee shall decide the relative qualifications, skills and abilities. The Executive Director will review all attendance records, evaluations and disciplinary records of an applicant for a position. Preference will be given to a bargaining unit employee provided they have the qualifications, skills, attendance performance and disciplinary records for the position.

When these factors for two or more applicants for a given position are substantially equal, seniority shall be the determining factor.

PCHA has the final determination of who is hired.

Section 10.3 Provisional Period After Position Change. The first six (6) months in a position to which an employee has moved shall be a provisional period. In the event that an employee has been promoted or transferred to a new or different position and their performance is unsatisfactory and they are unable to meet the essential functions of the position, the employee has no right to return to their old position if the position has been filled. If the position has been filled, the employee will be placed on a recall list for a twelve (12) month period. If the position has not been filled, the employee may return to their previous role with their most recent rate of pay in that role.

Section 10.4 Temporary Employment. PCHA may hire temporary employees for peak workloads or leave replacement. Such temporary employment shall not exceed six (6) months except that temporary employment may be extended by mutual agreement between PCHA and the Union. Any in-house temporary employee will have all of their time worked counted toward their introductory period if they are hired as a regular employee within the same position.

ARTICLE 11

PERFORMANCE EVALUATIONS

Section 11.1 When Performed. PCHA shall conduct a performance evaluation immediately prior to the end of the twelve (12) month introductory period following an

employee's date of hire or recall or in six (6) months following an employee's reclassification. PCHA shall conduct annual performance evaluations for all employees. PCHA agrees to conduct performance reviews for regular employees at least annually by June 1 of each year.

Section 11.2 Procedure. The Employer shall provide to employees the Performance Review Employee Self Evaluation form at least one (1) month prior to the employee's actual review and which shall be submitted to the employees Supervisor two (2) weeks prior to their annual review date. Performance reviews shall be completed by the employee's Supervisor within thirty (30) days of the employee's annual review date. Exceptions may be made for delays due to time off, delay of employee self-evaluation completion, and other mitigating circumstances. Performance reviews delayed beyond the sixty (60) days of the annual review date shall be reported to the Union and the Executive Director. If the employee has transferred from one Supervisor to another within the last six (6) months, the employee's immediate Supervisor and the past immediate Supervisor shall collaborate on the evaluation.

The employee shall sign the evaluation. The employee's signature thereon shall not be construed as agreement, but rather as an indication they received it and that management reviewed it with them. Refusal to sign may be deemed insubordination and could lead to disciplinary action. The employee may discuss the evaluation with the Executive Director and shall have the right to have a shop steward present.

Any employee may write a rebuttal to or appeal of their performance review. Performance reviews, including employee comments and reasonable rebuttal materials shall be retained as part of the employee's personnel file. The Employer shall strictly guard the confidentiality of employee's performance evaluation subject to the state and federal public records requirements.

ARTICLE 12

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Section 12.1 Discharge.

Section 12.1(a) Just Cause. The right to terminate employees for just cause shall be the sole prerogative of PCHA. Only introductory employees may be discharged without just cause.

Section 12.1(b) Discharge Without Notice for Serious Offenses. PCHA may discharge an employee without prior warning or notice to the employee for serious violations of PCHA Policy including but not limited to:

- dishonesty
- falsification of any PCHA record
- disclosure of confidential information relating to PCHA business
- acts of discrimination or harassment
- theft

- flagrant or repeated insubordination
- violations of the Drug Free Workplace Policy
- physical violence or intentional abuse of delegated authority (actual or threatened)
- destruction or sabotage of PCHA equipment or facilities (actual or threatened)
- any other serious infraction of PCHA rules and regulations or other conduct which may adversely affect PCHA.

PCHA shall not pay any compensation other than salary for hours actually worked for any employee discharged under this subsection.

Section 12.1(c) Discharge Only After Warning. PCHA may terminate an employee for incompetence, failure to meet production standards, failure to discharge job responsibilities, unexcused or excessive absence or tardiness, breach of PCHA rules or regulations or for any other business reason, provided the terms of Section 12.3, Progressive Discipline, are fulfilled.

Section 12.1(d) Statement of Reasons for Discharge. At the time of discharge an employee shall be given a written statement of the reasons for discharge. No employee shall be discharged or given notice of discharge while on approved leave unless discharged under 12.1(b).

Section 12.2 Resignation. An employee may resign upon advance written notice of not less than two (2) calendar weeks to management. PCHA shall not pay any compensation other than for hours actually worked to any employee who resigns without giving the two (2) weeks notice.

Section 12.3 Just Cause and Progressive Discipline. No regular employee shall be disciplined without just cause. PCHA shall use a uniform, progressive discipline system for work performance, attendance, and violations of PCHA policies. Progressive discipline may include documented verbal warnings with note to file, documented written warnings with note to file, performance improvement plans (PIP), suspensions without pay, and discharge. There may be circumstances where the employee's misconduct is severe enough to warrant skipping steps of progressive discipline. All disciplinary actions shall be stated in writing with the reason stated, at the time of issuance. An employee shall be given an opportunity to read, sign and respond to all disciplinary documents within five (5) calendar days of receipt before placement of such materials in the employee's personnel file. The employee shall sign the discipline. The employee's signature thereon shall not be construed as agreement, but rather as an indication they received it and that management reviewed it with them. Refusal to sign may be deemed insubordination and could lead to disciplinary action. An employee shall have the right to examine the contents of the employee's personnel file consistent with state law. An employee shall have the right to have a union representation present at all disciplinary meetings and shall be so informed when summoned to such meetings, provided the shop steward or union representative's presence doesn't delay the meeting more than five (5) calendar days. Disciplinary actions shall not remain in effect for more than twelve (12) months from the date of issue, unless two (2) or more incidences occur within the consecutive twelve (12) month period, based on the most recent event.

ARTICLE 13

LAYOFFS

Section 13.1 Reduction in Force. Management will carefully consider volunteer requests within the job titles for layoff before proceeding to lay off employees with the least seniority. If there are no volunteers, PCHA will assess the current relative existing qualifications, skills, abilities, attendance records and disciplinary records. If PCHA determines that these factors are not substantially equal, it may make the selection for layoff without regard to seniority. A displaced employee may bump an employee in another job title covered by this Agreement provided they have substantially equal qualifications, skills and abilities, suitable attendance record, evaluations and disciplinary histories if: (1) PCHA determines that the bumping employee has substantially equal qualifications, skills, abilities, attendance records and discipline records to perform the job function and (2) The bumping employee has more seniority than the bumped employee. An employee to be laid off, will be provided two (2) weeks notice or two (2) weeks pay in lieu of notice.

Section 13.2 Recall. Any regular employee laid off shall be placed on a recall list for a period of twelve (12) months. PCHA shall recall in inverse order of seniority from the recall list. The last employee laid off shall be the first recalled if the employee is competent to perform the work efficiently and has suitable attendance, disciplinary records and evaluations as determined by PCHA. An employee who is recalled and reinstated to the former or comparable position shall receive the former rate of pay as adjusted by wage increases applicable to the job title during the period the employee was on the recall list.

Any notice of re-employment to a laid off employee shall be by USPS Priority mail, return receipt requested, to the last known address of such laid off employee. It is the responsibility of each employee to keep PCHA advised of any changes in telephone number or address.

ARTICLE 14

DISCRIMINATION

PCHA and the Union shall not discriminate on the basis of race, color, creed, national origin, sex, age, religion, political affiliation, sexual orientation, gender identity, gender expression, genetic information, political ideology, status as a breastfeeding mother, victim of sexual assault or domestic violence, marital status, veteran status or the presence of any sensory, mental or physical disability or familial status or otherwise in violation of applicable local, state, and federal employment laws.

ARTICLE 15

DISPUTE RESOLUTION

A grievance shall mean a claim or dispute by an employee, group of employees, or the Union with respect to the interpretation or application of this Agreement. The Employer and the Union

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endorse the general proposition that whenever possible, grievances, complaints, and disputes shall be resolved at the lowest possible level of authority, and specifically directly among the employee, shop steward, and immediate supervisor whenever possible. Both parties will extend efforts to establish a working relationship between the stewards and the immediate supervisor. The following grievance procedure shall be used to resolve a grievance. Time limits in this article may be extended by mutual agreement of the parties, in writing. The steps provided herein may be waived by a mutual agreement of the parties, in writing.

Section 15.1 Informal Resolution of Complaints. An employee shall discuss any complaint with their immediate supervisor as soon as possible after the occurrence or circumstances giving rise to the complaint. Any resolution of the complaint at this informal stage shall not be a binding precedent in the resolution of similar complaints or grievances.

Section 15.2 Grievance Procedure. Grievances are defined as disputes arising between PCHA employees or between PCHA and the Union with respect to the interpretation or application of the terms of this Agreement. Disputes shall be settled according to the following procedures:

Step 1: Division Director

A. Written Grievance:
Grievances shall be submitted to the Division Director by the employee and/or a shop steward/Union Representative within fourteen (14) calendar days after the act or occurrence giving rise to the grievance or within fourteen (14) calendar days of the time when the employee knew or should have known of the act or occurrence, whichever is later. If a grievance isn't submitted during this timeframe, it will be considered untimely and won't have standing.

Grievances shall be in writing and must include the following points:

1. Name of grievant or grievants, and hire date.
2. Approximate date of alleged violations.
3. Citation of the section or subsections of the contract alleged to have been violated.
4. A brief summary of the facts giving rise to the alleged violation.
5. Specific remedy requested.

B. Meeting:
Assuming all of the above provisions have been met, a meeting with the Division Director will occur within fourteen (14) calendar days from the receipt of the grievance.

C. Grievance Response:
The Division Director will respond with their grievance decision within fourteen (14) calendar days of the meeting.

If the grievance is resolved, the resolution will be put in writing and all parties will be notified that the grievance is resolved.

Step 2: Executive Director

A. Written Grievance:
Grievances not resolved at Step 1 may be submitted to the Executive Director within fourteen (14) calendar days from the date the grievance was responded to by the Division Director. Grievances not so referred, shall no longer be considered in dispute.

B. Meeting:
Upon receipt of the grievance at Step 2, the Executive Director will meet to hear the grievance within fourteen (14) calendar days.

C. Response:
The Executive Director will respond with their grievance decision within fourteen (14) calendar days of the meeting.

If the grievance is resolved, the resolution will be put in writing and all parties will be notified that the grievance is resolved.

Step 3: Mediation

If the grievance is not resolved at Step 2, either the Union or PCHA may request mediation through the Public Employees Relations Commission (PERC). Such request shall be made to the Public Employees Relations Commission (PERC) requesting a mediator within fourteen (14) calendar days after providing/receiving the Step 2 response. The mediator's recommendation shall be considered non-binding. If neither party requests mediation, then mediation will not be a required step of the grievance process.

If the grievance is resolved, the resolution will be put in writing and all parties will be notified that the grievance is resolved.

Step 4: Arbitration

If the grievance is not settled at Step 2 or by PERC mediation, arbitration through PERC shall be initiated by the Union or Employer's designee (if the Employer was the grievant requestor). Such action shall be in writing not more than fourteen (14) calendar days after PERC mediation concludes. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the terms of this Agreement and shall not have the authority to add to or detract from or alter in any way the provisions of this Agreement. The decision of the arbitrator shall be final and binding upon both parties. Any expenses owed to the arbitrator shall be shared equally between PCHA and the Union.

ARTICLE 16

STRIKES, WORK STOPPAGES AND LOCKOUTS

During the term of this Agreement, there shall be no lockouts and the Union and its members shall not cause, sanction, condone or take part in any strike except that it is not a violation of this Agreement for an employee to refuse to pass a bona fide picket line established by any union.

ARTICLE 17

EFFECT OF OTHER LAWS

If any part of provision of this Agreement is determined by a court or other tribunal, acting within its jurisdiction, to be invalid or unenforceable, the remainder of the Agreement shall remain in effect. PCHA shall have the right to modify any term or condition of employment in order to comply with an order of such court or tribunal or to conform to any other applicable legal requirement, and such modification shall not be deemed a breach of this Agreement.

ARTICLE 18

ARTIFICIAL INTELLIGENCE (AI) AND AUTOMATED DECISION-MAKING SYSTEMS

The Employer shall notify the Union before implementing substantive Artificial Intelligence (AI) programming or technology, except where it is an involuntary addition to a program currently utilized. For purposes of this section, “substantive AI programming or technology” means new AI systems that function to replace or alter substantial workflows or job functions traditionally assigned to members of the bargaining unit.

ARTICLE 19

TERM OF AGREEMENT

This Agreement shall be in effect from July 1, 2026 through June 30, 2029 and shall continue in effect thereafter on a year-to-year basis unless terminated by written notice from one party to the other not less than sixty (60) days prior to the termination date or any subsequent annual termination date.

DRAFT

EXECUTED in Tacoma, Washington this _____ day of _____ 2026.

PIERCE COUNTY HOUSING AUTHORITY	**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL 8, AFL-CIO**
By_____?	By_____ Valarie Peaphon Director of Field Representation
By_____?	By_____ Rose Powers Union Representative
By_____?	By_____ Corinne Cosentino Business Manager
By_____?	By_____? Bargaining Committee
By_____?	By_____? Bargaining Committee

DRAFT

SCHEDULE "A"

July 1, 2026 to June 30, 2027

POSITION	PAY RANGE MINIMUM	PAY RANGE MAXIMUM
Office Assistant/Administrative Assistant/Data Entry/Reception/Housing Clerk	$23.00	$33.00
Procurement and Contracts Specialist	$26.00	$36.00
Accounting Specialist	$26.00	$36.00
Staff Accountant	$36.00	$46.00
Maintenance Specialist	$26.00	$41.00
Maintenance Coordinator	$36.00	$46.00
Housing Specialist	$26.00	$36.00
Housing Coordinator	$36.00	$46.00
Landlord Liaison	$26.00	$36.00
Housing (HQS) Inspector	$26.00	$37.00
Assistant Property Manager	$26.00	$41.00

DRAFT

SCHEDULE "A"

July 1, 2027 to June 30, 2028 (3% increase to maximum)

POSITION	PAY RANGE MINIMUM	PAY RANGE MAXIMUM
Office Assistant/Administrative Assistant/Data Entry/Reception/Housing Clerk	$23.00	$33.99
Procurement and Contracts Specialist	$26.00	$37.08
Accounting Specialist	$26.00	$37.08
Staff Accountant	$36.00	$47.38
Maintenance Specialist	$26.00	$42.23
Maintenance Coordinator	$36.00	$47.38
Housing Specialist	$26.00	$37.08
Housing Coordinator	$36.00	$47.38
Landlord Liaison	$26.00	$37.08
Housing (HQS) Inspector	$26.00	$38.11
Assistant Property Manager	$26.00	$42.23

DRAFT

SCHEDULE "A"

July 1, 2028 to June 30, 2029 (3% increase to maximum)

POSITION	PAY RANGE MINIMUM	PAY RANGE MAXIMUM
Office Assistant/Administrative Assistant/Data Entry/Reception/Housing Clerk	$23.00	$35.01
Procurement and Contracts Specialist	$26.00	$38.19
Accounting Specialist	$26.00	$38.19
Staff Accountant	$36.00	$48.80
Maintenance Specialist	$26.00	$43.50
Maintenance Coordinator	$36.00	$48.80
Housing Specialist	$26.00	$38.19
Housing Coordinator	$36.00	$48.80
Landlord Liaison	$26.00	$38.19
Housing (HQS) Inspector	$26.00	$39.25
Assistant Property Manager	$26.00	$43.50

DRAFT

HOUSING PIERCE COUNTY

RESOLUTION 1994

A RESOLUTION TO RATIFY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HOUSING AUTHORITY OF PIERCE COUNTY (HPC) AND THE OFFICE AND PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION LOCAL 8 (OPEIU)

WHEREAS, a subsect of staff at HPC is represented by OPEIU and governed by a Collective Bargaining Agreement (CBA) **that is periodically updated; and**

WHEREAS, on August 6, 2026, the OPEIU membership of HPC voted to ratify the newly negotiated CBA; and

WHEREAS, the new CBA includes improvements and updates to contract language; and

WHEREAS, the new contract term will be retroactive and govern the period of July 1, 2026- July 30, 2029; and

WHEREAS, OPEIU, after meeting with the membership of HPC, has confirmed that all questions and concerns were addressed and that the membership voted in favor of the proposed tentative agreements, now, therefore, be it

NOW THEREFORE LET IT BE RESOLVED by the Board of Commissioners of the Housing Authority of Pierce County as follows:

1. That the Board of Commissioners, having reviewed the new CBA, hereby ratify and approve the said agreements in their entirety.
2. That the Board of Commissioners acknowledges the collective efforts of all parties involved in the negotiation process, recognizing their commitment to promoting the welfare of the employees and the goals of the agency.
3. That the Board authorizes the Executive Director to execute and deliver the CBA on behalf of the agency, and to take all necessary actions to implement the terms and conditions set forth in these agreements.
4. That this resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by a majority of the Board of Commissioners at an open public meeting on this 26th day of August 2026.

_____
Mark Martinez
Chair of the Board

_____
Victor Caesar
Executive Director

HOUSING PIERCE COUNTY

RESOLUTION 1995

A RESOLUTION OF THE HOUSING AUTHORITY OF PIERCE COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT RESPONSES TO LOCAL STATE AND FEDERAL FUNDING OPPORTUNITIES FOR A NEW CONSTRUCTION PROJECT

WHEREAS, the Housing Authority of Pierce County (the "Authority") seeks to encourage the provision of housing for low-income persons residing within Pierce County, Washington; and,

WHEREAS, RCW 35.82.070(2) provides that a housing authority has the power to "acquire, lease and operate housing projects" and to "provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof", and

WHEREAS, to develop new housing opportunities the Authority applies for competitive funding opportunities; and

WHEREAS, certain funding opportunities require authorization from the Authority's Board Commissioners to submit for funding; and

WHEREAS, the Authority intends to submit responses to the following funding applications to the Washington State Department of Commerce, Washington State Housing Finance Commission, Pierce County, and any other local, state, and federal opportunities that may present itself.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Pierce County authorizes the Executive Director to submit responses to local, state and federal funding opportunities for a new construction project.

PASSED AND ADOPTED by a majority of the Board of Commissioners at an open public meeting on this 26th day of August 2026.

_____

Mark Martinez
Chair of the Board

_____

Victor Caesar
Executive Director

HOUSING PIERCE COUNTY

RESOLUTION 1996

A RESOLUTION OF HOUSING AUTHORITY OF PIERCE COUNTY ESTABLISHING A SMALL WORKS ROSTER AND AUTHORITY TO USE THE SMALL WORKS ROSTER PROCESS ADMINISTERED BY THE MUNICIPAL RESEARCH SERVICES CENTER OF WASHINGTON TO AWARD PUBLIC WORKS CONTRACTS

WHEREAS, the Housing Authority of Pierce County [doing business as Housing Pierce County ("HPC")] has a mission to provide safe, decent, and affordable housing; and

WHEREAS, the Board of Commissioners has adopted procurement policies to guide the acquisition of goods and services in a manner that ensures transparency, fairness, accountability, and responsible stewardship of public resources; and

WHEREAS, the most recent update to the Procurement Policy was adopted by the Board of Commissioners through Resolution 1927 on March 9, 2023; and,

WHEREAS RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded using a small works roster process; and

WHEREAS to be able to implement a small works roster and process, HPCHPC is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS to be able to use Direct Contracting on occasion, HPCHPC is required to develop a Business Utilization Plan.

NOW THEREFORE LET IT BE RESOLVED by the Board of Commissioners of the Housing Authority of Pierce County as follows:

Section 1: Resolution 1271 adopted in 1995 is hereby repealed and replaced with this Resolution.

Section 2: MRSC Rosters. HPC hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 3: Small Works Roster. HPC adopts the following to use in managing procurement and awards of public works contracts using the statewide small works roster.

A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost $350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.

B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with [AGENCY] under selected project types and (work) categories.

C. The Small Works Roster process is an alternative to publicly advertising public work projects.

D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution or the incorporated policies or procedures.

E. Small Works procurements will be facilitated by HPC's procurement processes except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))

F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.

G. Invitations for bid or direct contracting negotiations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

H. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.

I. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster award.

J. Small Works bidding and award data will be part of the HPC's procurement files and records and all documents will be available for review by the Executive Director or designee.

K. Annual Notification and Invitation. At least once a year, MRSC shall, on behalf of the HPC publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.

L. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

Section 4: Direct Contracting

HPC intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost $150,000 or less, excluding sales tax. HPC has developed additional policies and procedures to ensure HPC uses Direct Contracting with the spirit and intent of the statute; and are incorporated herein as follows:

A. Direct Contracting Procedures

B. Business Utilization Plan

Section 5: Delegated Authority

HPC has delegated authority to oversee and manage the use and outcomes of the small works roster to the Contracting Officer. As the delegated authority, the Contracting Officer, will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Further, the Contracting Officer, will be responsible for establishing and implementing HPC's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the established goals for small business utilization through the Direct Contracting opportunities.

The Contracting Officer, will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

Section 6: Definitions Used

"Contracting Officer" means the Executive Director or the person(s) designated in writing by the Executive Director to administer this Policy or portions thereof, develop procedures to effectuate the Procurement Policy or portions of this Resolution, or the authority to contract and act as the authorized agent of HPC in all dealings with Contractors.

"Contractor" means the person or entity entering into the contract with HPC to perform the services or provide the goods required under the contract documents.

"Public Works" refers to all construction, alteration, enlargement, improvement, repair, and/or demolition that is executed by contract, purchase order, or any other legal agreement executed at the cost of the state or any municipality, or which by law constitutes a lien or charge on any property of the state or of a municipality. For purposes of prevailing wages, "public works" also includes maintenance when performed by contract on properties owned or leased by HPC in its own name and janitorial and building service maintenance as defined by WAC 296-127-023, when performed by contract, on public buildings and/or assets. This covers only work performed by

janitors, waxers, shampooers, and window cleaners. Note that pursuant to state law, ordinary maintenance on subsidized HPC projects, not to include replacement capital repairs or scheduled regular maintenance work on plumbing, electrical, or HVAC/R systems or their components, that is performed by a property management services company and funded by rental or other project revenues collected by the company from tenants under the terms of the contract with HPC is not a public work.

“Procurement,” means and includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

“Small Business” for state public works projects, refers to a business meeting certification criteria for size, ownership, control, and personal net worth adopted by the Office of Minority and Women’s Business Enterprises in accordance with Chapter 39.19 RCW.

“Women’s Business Enterprise” for state public works projects, means a business certified as women-owned by the office of Minority and Women’s Business Enterprises in accordance with Chapter 39.19 RCW. Otherwise, this refers to a business which is at least fifty-one percent (51%) owned by a woman or women who are U.S. citizens and who control and operate the business.

PASSED AND ADOPTED by a majority of the Board of Commissioners at an open public meeting on this 26th day of August 2026.

_____

Mark Martinez
Chair of the Board

_____

Victor Caesar
Executive Director

HOUSING PIERCE COUNTY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.housingpc.org

AGENCY REPORTS

August 26th, 2026

REAL ESTATE REPORT

Victor Caesar | *Executive Director*

PROJECT	ACTIVITY	ESTIMATED DEVELOPMENT COSTS
Chateau Rainier (248 Units) Fife, Washington	Financing closed on July 30, 2026, and Notice to Proceed was issued on July 31, 2026. Construction has commenced on Building G and Building A. All units in Phase I are 100% demolished. The City of Fife is reviewing amendments to the original plans that incorporate seismic upgrades.	TDC: ~$140,400,000 HPC Investment: $10,000,000
HPC Portfolio Rehab - Brook Ridge (68 Units) - Hidden Firs (56 Units) - DeMark (92 Units)	Potential 4% LIHTC Acquisition/Rehab project to modernize an additional 216 units of the agency portfolio. Staff is working with the development consultant to finalize the program.	TDC: ~$99,600,000 HPC Investment: $5,000,000
Hidden Villages (30 Units)	Staff and development consultants are determining feasibility of including this property in the HPC Portfolio Rehab.	TDC: TBD HPC Investment: TBD
Orting (USDA) (20 Units)	Executed MOU with the Office of Rural and Farmworker Housing to begin feasibility assessment.	TDC: TBD HPC Investment: TBD
ACQUISITIONS		
Tahoma View (50 Units)	Seller accepted the price reduction and we're to finalize an Amended and Restated Purchase and Sale Agreement. WA State Department of Commerce and the Washington State Housing Finance Commission have tentatively approved the transfer, but the seller is awaiting final approval.	TDC: ~2,400,000 HPC Costs: ~$1,100,000
University Place Multifamily Apartments	LOI accepted actively negotiating Purchase and Sale Agreement. Briefed University Place Councilmember on project and reviewing Early Access Agreement to begin Due Diligence.	Active Negotiations
Parkland Vacant Parcel	LOI accepted and working with legal team to finalize a Purchase and Sale Agreement. Staff are working on a Housing Trust Fund Application, CHIP Application, & LAP Loan Application.	Active Negotiations
Ainsworth Parcel	Finalizing terms with Pierce County on PSA.	Active Negotiations

Red Font = New Updates

TDC = Total Development Cost

Updated as of August 20, 2026

Chateau Rainier – Progress Photos













DEPUTY EXECUTIVE REPORT

Tamara Meade | *Deputy Executive Director*

SUPPORTED HOUSING REPORT & TWO-YEAR TOOL

Staff Training and HOTMA Implementation

Over the last month my focus has been on personnel matters, policy development, staff development, and ensuring Housing Pierce County remains on track for the final stages of HOTMA implementation.

I have continued to work closely with staff across the programs and departments under my leadership. I have completed several one-on-one meetings with staff to discuss program operations, current challenges, workload, professional development, and opportunities for improvement. These meetings have provided an opportunity to remain engaged with staff and identify areas where additional guidance, training, or process improvements may be beneficial.

A significant area of ongoing work is policy development and preparation for the final stage of HOTMA implementation, with the remaining requirements becoming effective January 1, 2027. Work is continuing to review policies, procedures, and internal processes to ensure HPC is prepared for the upcoming implementation requirements and that staff have the necessary guidance and tools to administer the programs consistently.

I led two staff trainings for the HCV and Compliance departments during this reporting period:

- Informal Hearings – training focused on the informal hearing process, staff responsibilities, documentation, and ensuring hearings are handled consistently and in accordance with applicable requirements.
- Tenant Repayment Agreements – training focused on the establishment, administration, monitoring, and oversight of repayment agreements, with an emphasis on consistent processes and appropriate documentation.

Staff have also completed the Ready to Rent course. As a result, HPC now has several employees who are certified to teach the Ready to Rent program both internally and externally.

The course also provided several tools, concepts, and training techniques that I believe can be adapted and incorporated into other HPC programs and processes. I see an opportunity to use portions of the curriculum to strengthen staff education, participant education, and consistent program practices across the organization.

Overall, my focus continues to be strengthening internal processes, supporting staff, developing consistent policies and procedures, and positioning HPC for successful implementation of upcoming regulatory requirements.

TWO YEAR TOOL

Tamara Meade | *Deputy Executive Director*

Utilization Report: *UtilizationReport(1)*

ACC/Funding Information			
ACC	Current Year (2026)	Year 2 (2027)	Year 3 (2028)
Beginning ACC Vouchers	3,148	3,148	3,148
Funding Components	Current Year (2026)	Year 2 (2027)	Year 3 (2028)
Estimated VO Funding	$44,981,233	$46,404,791	$43,371,381
Offset history detail message Shortfall history detail message	**Offset of HAP Reserves and Set Aside information are available on the Program Overview tab**		
New ACC Units Funding	$0	$0	$0
Est. Total ABA Funding Provided	$44,981,233	$46,404,791	$43,371,381
PHA Income	$1,166	$0	
Total Cash-Supported Prior Year-End Reserves	$0	$0	$3,033,411
Total Funding			
Est. Total Funding Available	$44,982,399	$46,404,791	$46,404,791

Leasing and Spending Outcomes: Current and Following Year Projections		
	2025	*2026*
UML % of ACC (UMA)	87.1%	85.6%
HAP Exp as % of All Funds	100.7%	99.7%
HAP Exp as % of Eligibility only	104.2%	99.7%
End of Year Results		
Projected 12/31 Total HAP Reserves	-$300,279	$142,000
HAP Reserves as % of ABA (Start: 3.5%)	*-0.7%*	*0.3%*

End of Year 3 Results (2027)		
$1,511,792	3.4%	Projected Total HAP Reserves ========= Reserves % BA

HUD-Held Reconciliation - 12/31/2025 Cash Sufficiency Check			
HUD-established CYE HHR	$122,178		HUD-established CYE HHR
HUD-Calculated Restricted Net Position	($295,816)	$2,755,089	PHA-Held Cash 12/31/2025 (VMS)
HUD-Reconciled	*($173,638)*	*$2,877,267*	*HUD-Reconciled (Cash Capped)*
Lower of H17/I17 (May Override)	$0		Lower of H17/I17 (May Override)
HUD-Reconciled RNP v PHA-Reported RNP			
HUD v. PHA difference: $230,430.00 or 0.5% of Eligibility	($526,246)	<--EOY VMS RNP ========== HUD-estimated RNP-->	($295,816)

Reserve Adjustment due to PY VMS Changes.

Time from Issuance to HAP Effective Date (Current: 2.11 months)	
% leased in 30 days	38%
% leased in 30 to 60 days	32%
% leased in 60 to 90 days	15%
% leased in 90 to 120 days	11%
% leased in 120 to 150 days	4%

Program Projection Variables			
Success Rate	65%	Non-PBV Annual Turnover Rate	6.9%

EOP Rate as of 05/31/2026 (187 TB.PB EOPs): 6.89%

Administrative Fees Analysis			2026	2027
<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: $3,085,874)	$2,878,289	$2,831,417
$117.58	$109.76	Expense	$1,077,358	$1,826,220
		Expense %	37.4%	64.5%

WA054 has a cost per UML of $80.27 compared to its Earnings/UML & Size peer group of $98.66 (a difference of -22.9%) and its state peer group (of all PHAs in the state) of $82.61 (a difference of -2.9%).

Based on the most recent, official (end of fiscal year) UNP, WA054 has a 2026 Calendar Year-End (CYE) UNP of $2,772,651 (or 96.3% of CY 2026 Earned Admin Fees) and a 2027 CYE UNP of $4,573,583 (or 161.5% of CY 2027 Earned Admin Fees).

Funding Proration Levels	
HAP	
Year 2 (2027) Rebenchmark	103.1%
Year 3 (2028) Rebenchmark	100.0%
Administrative Fees	
Year 1 (2026)	88.0%
Year 2 (2027)	90.0%

TWO YEAR TOOL

Tamara Meade | *Deputy Executive Director*

Utilization Report:	*UtilizationReport(1)*

Program Overview Outcomes

Year-End Outcomes

	2026
UML % of ACC (UMA)	85.4%
HAP Exp as % All Funds	100.1%
HAP Exp as % of Elig.	100.1%
Proj. 12/31 Total Reserves	($43,112)
HAP Reserves - % ABA	-0.10%

2026	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected to be Issued	Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Year-to-Date % UML	Year-to-Date % ABA Expended	Monthly % UMA	Monthly % ABA Expended
Jan-26	3,148	2,716	$3,839,793					2,716	$3,839,793	$1,414		86.3%	102.4%	86.3%	102.4%
Feb-26	3,148	2,708	$3,830,701					2,708	$3,830,701	$1,415		86.1%	102.3%	86.0%	102.2%
Mar-26	3,148	2,694	$3,796,452					2,694	$3,796,452	$1,409		86.0%	102.0%	85.6%	101.3%
Apr-26	3,148	2,699	$3,775,538					2,699	$3,775,538	$1,399		85.9%	101.7%	85.7%	100.7%
May-26	3,148	2,699	$3,706,738					2,699	$3,706,738	$1,373		85.9%	101.1%	85.7%	98.9%
Jun-26	3,148	2,676	$3,718,012					2,676	$3,718,012	$1,389		85.7%	100.8%	85.0%	99.2%
Jul-26	3,148	2,680	$3,723,013					2,680	$3,723,013	$1,389		85.6%	100.6%	85.1%	99.3%
Aug-26	3,148	2,680	$3,723,013					2,680	$3,723,013	$1,389		85.6%	100.4%	85.1%	99.3%
Sep-26	3,148	**0**	**$0**	40	8	0	-15.4	2,673	$3,717,619	$1,391	$1,391	85.5%	100.3%	84.9%	99.2%
Oct-26	3,148	**0**	**$0**		8	10	-15.3	2,675	$3,726,510	$1,393	$1,393	85.5%	100.2%	85.0%	99.4%
Nov-26	3,148	**0**	**$0**		8	8	-15.3	2,676	$3,733,215	$1,395	$1,395	85.4%	100.1%	85.0%	99.6%
Dec-26	3,148	**0**	**$0**	0	8	4	-15.4	2,673	$3,733,741	$1,397	$1,397	85.4%	100.1%	84.9%	99.6%
Total	*37,776*	*21,552*	*$30,113,260*	*40*	*32*	*22*	*-61.4*	*32,249*	*$45,024,345*	*$1,396*		*85.4%*	*100.1%*		
2027															
Jan-27	3,148			0	1	3	-15.3	2,662	$3,718,157	$1,397	$1,397	84.5%	96.1%	84.5%	96.1%
Feb-27	3,148			0	1	1	-15.3	2,649	$3,700,120	$1,397	$1,397	84.3%	95.9%	84.1%	95.7%
Mar-27	3,148			0	1	0	-15.2	2,635	$3,680,734	$1,397	$1,397	84.1%	95.7%	83.7%	95.2%
Apr-27	3,148			0	1	0	-15.1	2,621	$3,661,459	$1,397	$1,397	83.9%	95.4%	83.3%	94.7%
May-27	3,148			0	1	0	-15.0	2,607	$3,642,295	$1,397	$1,397	83.7%	95.2%	82.8%	94.2%
Jun-27	3,148			0	1	0	-15.0	2,594	$3,623,240	$1,397	$1,397	83.5%	94.9%	82.4%	93.7%
Jul-27	3,148			0	1	0	-14.9	2,580	$3,604,295	$1,397	$1,397	83.3%	94.7%	82.0%	93.2%
Aug-27	3,148			0	1	0	-14.8	2,567	$3,585,458	$1,397	$1,397	83.0%	94.4%	81.5%	92.7%
Sep-27	3,148			0	1	0	-14.7	2,553	$3,566,730	$1,397	$1,397	82.8%	94.2%	81.1%	92.2%
Oct-27	3,148			0	1	0	-14.6	2,540	$3,548,109	$1,397	$1,397	82.6%	93.9%	80.7%	91.8%
Nov-27	3,148			0	1	0	-14.6	2,527	$3,529,595	$1,397	$1,397	82.4%	93.7%	80.3%	91.3%
Dec-27	3,148			0	1	0	-14.5	2,513	$3,511,187	$1,397	$1,397	82.2%	93.5%	79.8%	90.8%
Total	*37,776*	*0*	*$0*	*0*	*16*	*4*	*-179.0*	*31,046*	*$43,371,381*	*$1,397*		*82.2%*	*93.5%*		

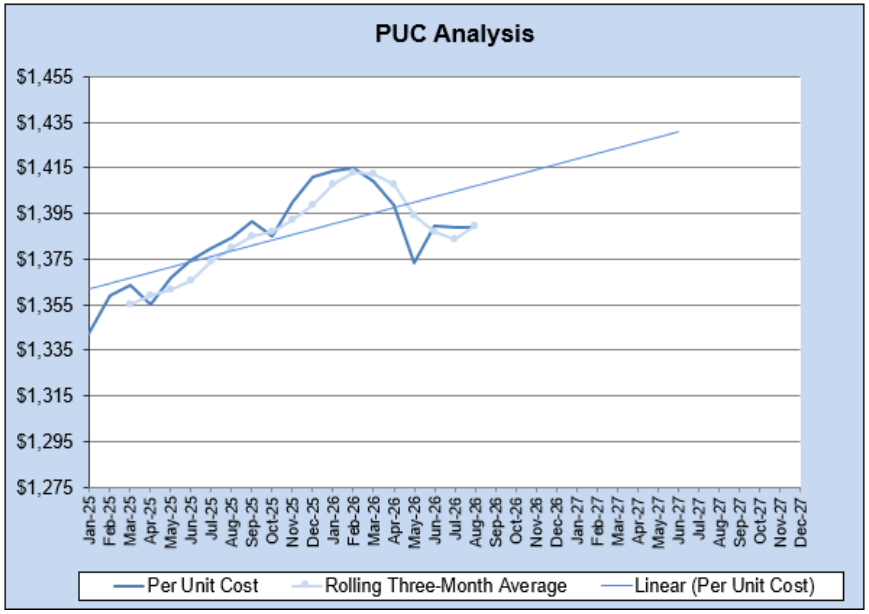
SPVs: Additional SPV Leasing should focus on the 53 unleased VASH vouchers and the 9 unleased NED vouchers. FINANCIAL - Beginning Year: Cash & Investments (VMS) of $2,755,089 compares to RNP (VMS) of $-526,246. Current: VMS Cash & Investments of $2,222,040 compares to VMS RNP plus UNP of $-970,982. PBVs: Currently, the PHA reports 230 leased PBVs, for a leased PBV rate of 94%. Additional leasing should focus on the 15 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 0 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.

Comments (Hover for VMS Comments)

PUC Analysis

PUC Analysis						
Year	Month	ACTUAL Leased Units	Actual HAP	Per Unit Cost	Monthly Change	Rolling Three-Month Average
2025	January	2,724	$3,656,198	$1,342.22		
2025	February	2,723	$3,699,867	$1,358.75	1.23%	
2025	March	2,749	$3,748,350	$1,363.53	0.35%	$1,354.83
2025	April	2,763	$3,743,775	$1,354.97	-0.63%	$1,359.08
2025	May	2,754	$3,764,983	$1,367.10	0.90%	$1,361.87
2025	June	2,736	$3,761,671	$1,374.88	0.57%	$1,365.65
2025	July	2,742	$3,783,382	$1,379.79	0.36%	$1,373.92
2025	August	2,742	$3,795,289	$1,384.13	0.31%	$1,379.60
2025	September	2,720	$3,785,205	$1,391.62	0.54%	$1,385.18
2025	October	2,731	$3,782,612	$1,385.06	-0.47%	$1,386.94
2025	November	2,714	$3,798,794	$1,399.70	1.06%	$1,392.13
2025	December	2,709	$3,821,558	$1,410.69	0.78%	$1,398.49
2026	January	2,716	$3,839,793	$1,413.77	0.22%	$1,408.05
2026	February	2,708	$3,830,701	$1,414.59	0.06%	$1,413.01
2026	March	2,694	$3,796,452	$1,409.22	-0.38%	$1,412.53
2026	April	2,699	$3,775,538	$1,398.87	-0.74%	$1,407.56
2026	May	2,699	$3,706,738	$1,373.37	-1.82%	$1,393.82
2026	June	2,676	$3,718,012	$1,389.39	1.17%	$1,387.21
2026	July	2,680	$3,723,013	$1,389.18	-0.01%	$1,383.98
2026	August	2,680	$3,723,013	$1,389.18	0.00%	$1,389.25
2026	September					
2026	October					
2026	November					
2026	December					
2027	January					
2027	February					
2027	March					
2027	April					
2027	May					
2027	June					
2027	July					
2027	August					
2027	September					
2027	October					
2027	November					
2027	December					

Count of Areas (i.e. Zip Code) in SAFMR	46
% of December 2023 UML - within SAFMR	86.6%
Count of Areas - SAFMR > FMR	23
% of December 2023 UML - SAFMR > FMR	30.4%



R-Squared, last 6 months | 25.6%

Exception Payment Standard: SAFMR
WA054 is not participating in SAFMRs.
Exception Payment Standards: 120%
WA054 has not been approved for the 120% Payment Standard.

PIH Notice 2024-34

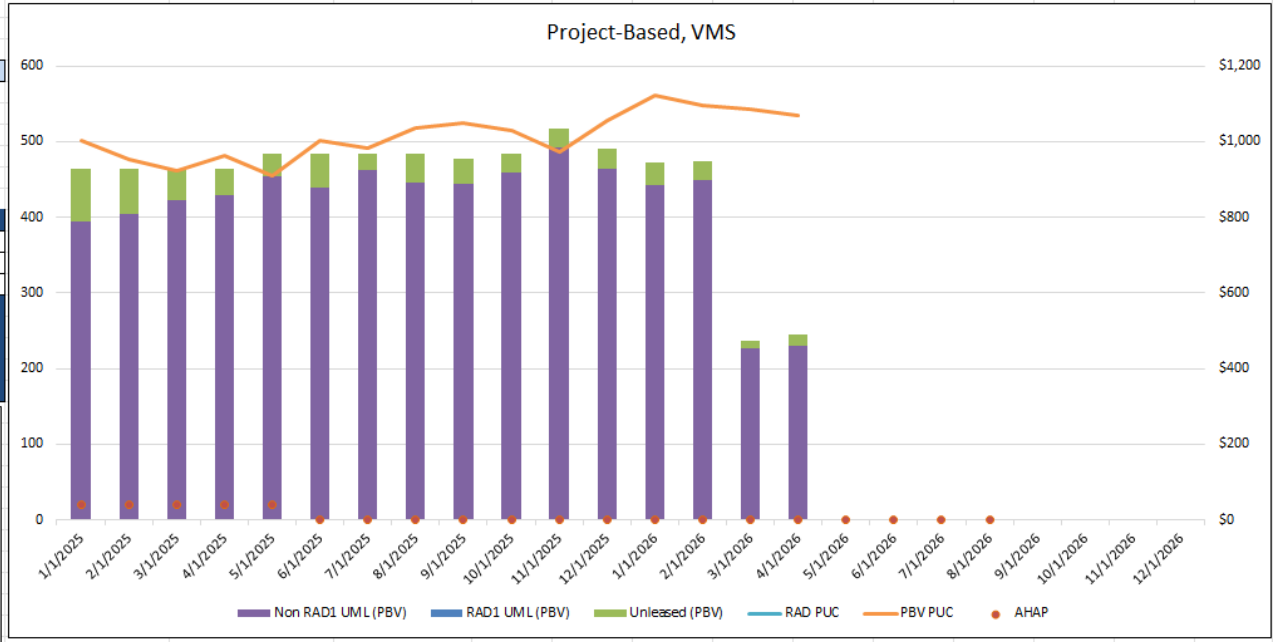
Project-Based Information

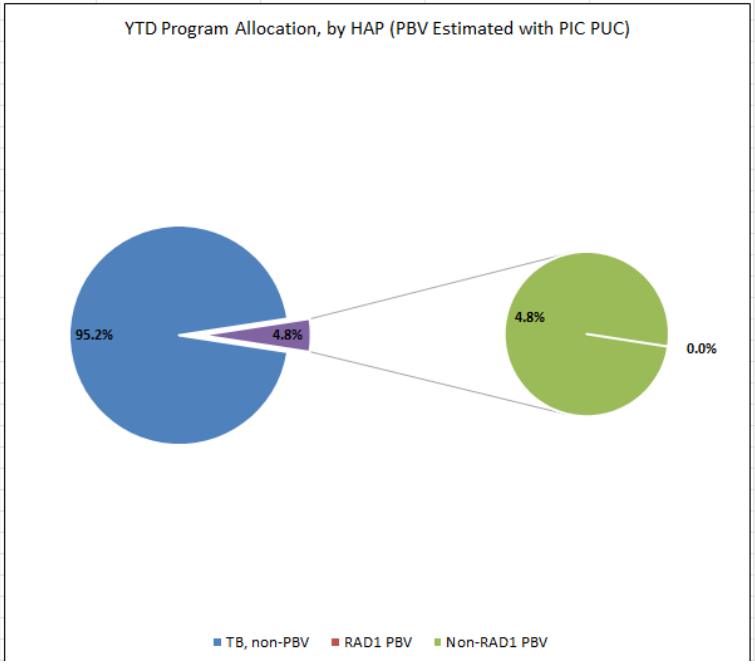
VMS Fields	CURRENT
Number of PBV Under AHAP	0
PBV Under HAP - Leased	230
PBV Under HAP - Not Leased	15
PBV Vacancy Payments	0
PBV HAP	$246,197
RAD - Comp 1 UMLs	0
RAD - Comp 1 HAP	$0
RAD - Comp 2 UMLs	0
RAD - Comp 2 HAP	$0

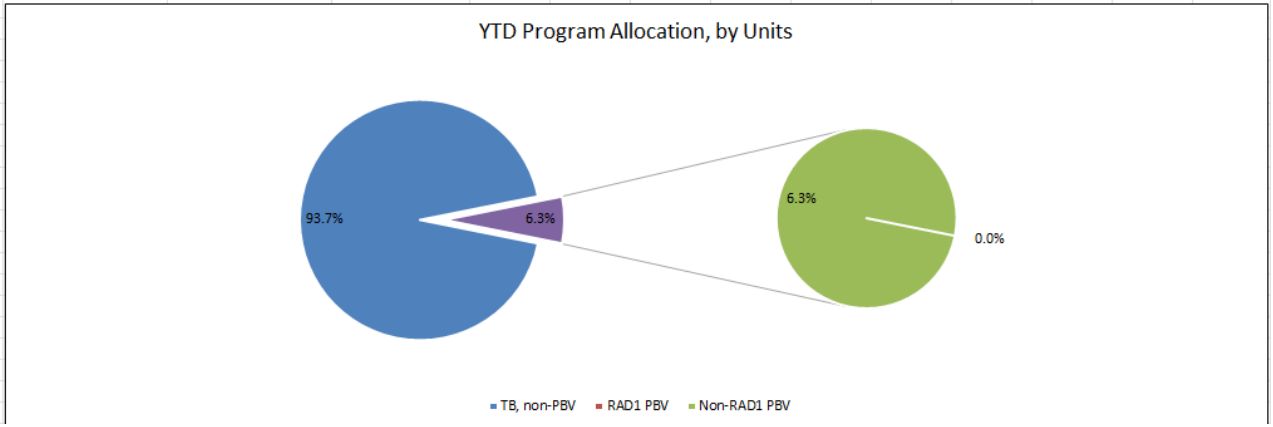
6.1% Vacant PBV

VMS Data Analysis	
Leased PBV, but NO unleased PBV?	
More RAD leased than PBV leased (RAD is subset of PBV)?	
More RAD HAP than PBV HAP (RAD is subset of PBV)?	

PIC Data Analysis







Additional Disbursement for WA054 (HA of Pierce County) - FYE 12/31 (Obligations/Disbursements Extracted As of 07/06/2026)

Housing Assistance Payments (HAP)

	Estimated PHA-Held Restricted Net Position (RNP)								
Category (BOM: Beginning of Month EOM: End of Month)	Calculated BOM PHA-Held RNP	Actual/Projected Disbursements (HUD to PHA)	Actual/Projected Expenses	Disbursements Minus Expenditures	Fraud Recovery	Calculated EOM RNP	Reported EOM RNP (VMS)	Difference	Actual/Projected UMLs
Years					*2026/2027*				
January-26	($122,178)	$3,627,014	$3,839,793	($212,779)	$0	($334,957)	($732,192)	$397,235	2,716
February-26	($334,957)	$3,597,203	$3,830,701	($233,498)	$95	($568,360)	($948,771)	$380,411	2,708
March-26	($568,360)	$3,751,015	$3,796,452	($45,437)	$338	($613,459)	($950,367)	$336,908	2,694
April-26	($613,459)	$3,615,669	$3,775,538	($159,869)	$733	($772,595)	($970,982)	$198,387	2,699
May-26	($772,595)	$3,739,103	$3,706,738	$32,365	$0	($740,230)	$0	($740,230)	2,699
June-26	($740,230)	$3,671,724	$3,718,012	($46,288)	$0	($786,518)	$0	($786,518)	2,676
July-26	($786,518)	$3,615,045	$3,723,013	($107,968)	$0	($894,486)	$0	($894,486)	2,680
August-26	($894,486)	$0	$3,723,013	($3,723,013)	$0	($4,617,499)	$0	($4,617,499)	2,680
September-26	*($4,617,499)*	*$0*	*$3,717,619*	*($3,717,619)*	*$0*	*($8,335,118)*	*$0*	*($8,335,118)*	*2,673*
October-26	*($8,335,118)*	*$0*	*$3,726,510*	*($3,726,510)*	*$0*	*($12,061,628)*	*$0*	*($12,061,628)*	*2,675*
November-26	*($12,061,628)*	*$0*	*$3,733,215*	*($3,733,215)*	*$0*	*($15,794,843)*	*$0*	*($15,794,843)*	*2,676*
December-26	*($15,794,843)*	*$0*	*$3,733,741*	*($3,733,741)*	*$0*	*($19,528,584)*	*$0*	*($19,528,584)*	*2,673*
January-27	*($19,528,584)*	*$0*	*$3,718,157*	*($3,718,157)*	*$0*	*($23,246,741)*	*$0*	*($23,246,741)*	*2,662*
February-27	*($23,246,741)*	*$0*	*$3,700,120*	*($3,700,120)*	*$0*	*($26,946,862)*	*$0*	*($26,946,862)*	*2,649*
March-27	*($26,946,862)*	*$0*	*$3,680,734*	*($3,680,734)*	*$0*	*($30,627,596)*	*$0*	*($30,627,596)*	*2,635*
April-27	*($30,627,596)*	*$0*	*$3,661,459*	*($3,661,459)*	*$0*	*($34,289,055)*	*$0*	*($34,289,055)*	*2,621*
May-27	*($34,289,055)*	*$0*	*$3,642,295*	*($3,642,295)*	*$0*	*($37,931,349)*	*$0*	*($37,931,349)*	*2,607*
June-27	*($37,931,349)*	*$0*	*$3,623,240*	*($3,623,240)*	*$0*	*($41,554,590)*	*$0*	*($41,554,590)*	*2,594*
July-27	*($41,554,590)*	*$0*	*$3,604,295*	*($3,604,295)*	*$0*	*($45,158,885)*	*$0*	*($45,158,885)*	*2,580*
August-27	*($45,158,885)*	*$0*	*$3,585,458*	*($3,585,458)*	*$0*	*($48,744,343)*	*$0*	*($48,744,343)*	*2,567*
September-27	*($48,744,343)*	*$0*	*$3,566,730*	*($3,566,730)*	*$0*	*($52,311,073)*	*$0*	*($52,311,073)*	*2,553*
October-27	*($52,311,073)*	*$0*	*$3,548,109*	*($3,548,109)*	*$0*	*($55,859,182)*	*$0*	*($55,859,182)*	*2,540*
November-27	*($55,859,182)*	*$0*	*$3,529,595*	*($3,529,595)*	*$0*	*($59,388,777)*	*$0*	*($59,388,777)*	*2,527*
December-27	*($59,388,777)*	*$0*	*$3,511,187*	*($3,511,187)*	*$0*	*($62,899,965)*	*$0*	*($62,899,965)*	*2,513*
Total for CY 2026		$25,616,773	$45,024,345		$1,166				
Combined Total for CY 2026 and CY 2027		$25,616,773	$88,395,726		$1,166				
Color Key:		= Beginning Balance for the Year			= Calculated Fields			= VMS Data / or Projected Data	

Category	Amount	Comments
Proposed Advance:	*$4,617,499*	
Adjustments		**Carry Forward?**
Prior Period	$0	
HUD	$0	
PHA	$0	
BA Detail SPVs	$0	
Actual Advance:	*$4,617,500*	

Additional Disbursement for WA054 (HA of Pierce County) - FYE 12/31 (Obligations/Disbursements Extracted As of 07/06/2026)

Housing Assistance Payments (HAP)

Estimated HUD-Held Reserves (HHR)				
BOM HHR	Obligations (HUDCAPS)	Actual/Projected Disbursements (HUD to PHA)	Receipt of Funds (RF)	EOM HHR
		2026/2027		
$122,178	$3,718,933	$3,627,014	$0	$214,097
$214,097	$3,718,933	$3,597,203	$0	$335,827
$335,827	$3,718,933	$3,751,015	$0	$303,745
$303,745	$3,739,031	$3,615,669	$0	$427,107
$427,107	$3,739,031	$3,739,103	$0	$427,035
$427,035	$3,769,900	$3,671,724	$0	$525,211
$525,211	$3,769,900	$3,615,045	$0	$680,066
$680,066	$3,769,900	$0	$0	$4,449,965
$4,449,965	*$3,769,900*	*$0*	*$0*	*$8,219,865*
$8,219,865	*$3,769,900*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
$11,989,765	*$0*	*$0*	*$0*	*$11,989,765*
	$37,484,360	**$25,616,773**		
	$37,484,360	**$25,616,773**		
	= HUDCAPS Data			= Projected

Additional Information		
HHR/Current BA Available?		
Frontload Request to OPS?		
Referral to FO or SPT?		Date
Additional Disbursement Needed?	Yes	

SPT Status:	No Follow-Up Required

Reconciliation Assist - Prior Year			
2025 (Year)	Reconciliation	VMS	*Delta*
HAP	$44,992,032	$45,141,684	*$149,652*
Fraud	$0	$0	*$0*
		Delta	***$149,652***

PROPERTY MANAGEMENT MONTHLY STATUS REPORT

AUGUST 2026

	Housing Pierce County Communities [All Units]											PBV Units		
Property	Total Units	Units Occp.	Occp. Rate (%)	Units Evict. Status	Total Delinq.	Down & Admin Units	Total Vacant Units	Vacant Rented	Vacant & Not Ready	Vacant & Ready	Move Outs	Move-Ins	Total Units	Vacant Units	Occp. Rate (%)
Brookridge	68	57	89.70%	0	$4,667	2	7	0	3	7	2	0	0	0	0%
Chateau Rainier	248	175	75.80%	3	$37,252	0	60	1	43	16	8	2	22	2	91%
DeMark	93	76	84.94%	0	$10,495	1	14	0	8	6	0	2	18	3	83%
Hidden Firs	56	41	75.00%	0	$21,469	1	14	0	8	6	0	1	0	0	0%
Hidden Village	30	25	96.66%	0	$5,267	4	1	0	0	1	0	0	0	0	0%
Lakewood Village	136	125	93.38%	0	$29,248	0	9	0	7	2	3	3	24	1	96%
Montgrove Manor	32	30	100.00 %	0	$861	2	0	0	0	0	0	2	32	0	100%
Oakleaf	26	23	88.46%	0	$3,750	0	3	1	0	2	0	2	0	0	0%
Village Square	38	33	92.10%	0	$5,340	1	3	0	2	1	2	1	0	0	0%
TOTAL	727	585	84.73%	3	$118,349	11	111	2	71	41	15	13	96	6	94%

Ebonique Moore | *Director of Property Management*

PROPERTY MANAGEMENT MONTHLY STATUS REPORT

DIRECTOR INSIGHTS & NOTES

Tenant Delinquency Updates

- Monthly Notices: Delinquency notices and associated fees are posted consistently on the 6th of every month, followed by regular status tracking.
- Retention Efforts: To maintain tenancy, we are establishing recurring tenant meetings, setting up payment plans, and assisting residents with finding financial resources or processing pledge payments.
- Evictions: For tenants unable to proceed with payments, we are processing evictions. This requires a breakout of how many individuals from the current delinquency balance will be sent to court.
- Balance Breakdown: Out of the total $118,349.00 delinquency balance, $81,898.00 is accounted for as we prepare for the next steps, leaving a remaining balance of $36,451.00.

Occupancy & Leasing

- Unit Status: There are currently 24 vacant units out of 50 that are not yet ready. We are actively working through the application process to find qualified renters. We are focusing on maintaining budget controls during the unit turning process.
- 60-day notices of Lease Renewals notice have gone out on July 31,2026. Unit inspections are being completed before lease signing starts October 1 ,2026. Work Order are being completed when needed after unit inspection.

Maintenance

- Work Orders are being completed for NSPIRE inspections at Hidden Firs for the occupied units transitioning to PBV.

Department Integration

- We are working to combine departments to ensure a seamless transition with updated policies, procedures, and collaborative workflows.

Ebonique Moore | *Director of Property Management*

PROPERTY MANAGEMENT REPORT

MONTHLY WORK ORDER VOLUME REPORT

AUGUST 2026

Property	Units		Existing Work Orders		New Work Orders		Work Orders Closed		Total Work Orders Complete YTD	
	#	% Units	#	% Total Open	#	% WO's	#	% WO's	#	%
Brookridge	68	8.66%	4	1.61%	13	5.18%	16	5.61%	92	5.18%
Chateau Rainier	248	31.59%	174	70.16%	95	37.85%	85	29.82%	707	39.81%
DeMark	93	11.85%	14	5.65%	32	12.75%	34	11.93%	206	11.60%
Hidden Firs	56	7.13%	6	2.42%	11	4.38%	14	4.91%	62	3.49%
Hidden Village	30	3.82%	0	0.00%	5	1.99%	4	1.40%	42	2.36%
Lakewood Village	136	17.32%	32	12.90%	70	27.89%	113	39.65%	397	22.35%
Montgrove Manor	32	4.08%	1	0.40%	8	3.19%	8	2.81%	53	2.98%
Oakleaf	26	3.31%	1	0.40%	4	1.59%	2	0.70%	40	2.25%
Orting	20	2.55%	4	1.61%	4	1.59%	2	0.70%	62	3.49%
Village Square	38	4.84%	6	2.42%	9	3.59%	7	2.46%	82	4.62%
LIPH	29	3.69%	1	0.40%	0	0.00%	0	0.00%	18	1.01%
Other	9	1.15%	5	2.02%	0	0.00%	0	0.00%	15	0.84%
TOTAL	785	100%	248	100%	251	100%	285	100%	1776	100%

Ebonique Moore | *Director of Property Management*

PROPERTY MANAGEMENT REPORT

AUGUST 2026

MAJOR MAINTENANCE PROJECT UPDATES

Property	Project	Next Milestone	Milestone Due Date	Est. Proj. End Date	Status	Notes & Insights
Demark	Chimney and Dryer Vent Cleaning	Dryer vent cleaning	7/15/2026	8/19/2026	Completed	Annual Service
Hidden Village	Backflow testing	Scheduled	8/24/2026		In progress	Annual Service

DIRECTOR INSIGHTS & NOTES

Planning to complete annual chimney and vent cleaning for Lakewood Village and Village Square.

COMPLETED MAKE READY UNITS

Property	Units Completed	Count
Brookridge	7306A	1
Chateau Rainier		0
DeMark	B204,C201,C209	3
Hidden Firs	B7	1
Hidden Village		0

Property	Units Completed	Count
Lakewood Village	H301,C205,B205,A101	4
Montgrove Manor		0
Oakleaf		0
Orting		1
Village Square	10	1
LIPH		0
	Total Units Completed	11

DIRECTOR INSIGHTS & NOTES

Maintenance is working to complete units, work order and start parking projects.

Ebonique Moore | *Director of Property Management*

Housing Pierce County
Cash Position
Period Ending July 2026

Account Name	Bank	Balance			
		July	June	Variance	Variance %
General Operating Accounts					
Apartments General	US Bank	9,539,750.46	2,973,370.08	6,566,380.38	221%
Payroll Account	US Bank	187,826.21	187,826.21	-	0%
General Operating	US Bank	1,193,508.11	1,495,530.84	(302,022.73)	-20%
PHA Reserve	US Bank	745,106.29	745,049.34	56.95	0%
PHA Reserve - Certificate of Deposit	Kitsap Bank	702,423.65	702,423.65	-	0%
Homeownership	US Bank	570,939.33	570,754.70	184.63	0%
Tenant Trust Accounts					
Tenant Trust Security Deposit	First Citizens	520,953.80	521,791.54	(837.74)	0%
HUD Trust Accounts					
Section 8	US Bank	1,597,193.73	1,849,068.01	(251,874.28)	-14%
Low Income Public Housing Management	US Bank	265,868.26	631,297.92	(365,429.66)	-58%
Low Income Public Housing Damage Security	US Bank	300.00	300.00	-	0%
Family Self Sufficiency	US Bank	553,224.91	542,252.00	10,972.91	2%
LIPH Family Self Sufficiency	US Bank	40,105.34	40,102.28	3.06	0%
Low Income Public Housing Section 18	US Bank	1,877,558.79	1,349,499.32	528,059.47	39%
Local Government Investment Pool	WSIB	14,780,437.39	24,711,817.28	(9,931,379.89)	-40%
Rural Development Funds					
Orting Reserve	US Bank	94,472.55	94,465.33	7.22	0%
FNMA Loan Reserve Account (Restricted)					
Cash Restricted - CR Reserve for replacement	Greystone (TTE)	668,302.99	659,863.27	8,439.72	1%
Cash Restricted - CR Reserve for restabilization	Greystone (TTE)	60,886.42	60,822.07	64.35	0%
Cash Restricted - CR Taxes and Insurance	Greystone (TTE)	90,178.24	75,997.67	14,180.57	19%
Cash Restricted - CR Repair Escrow	Greystone (TTE)	26,562.50	26,562.50	-	0%
Cash Restricted - DM Reserve for replacement	Greystone (TTE)	27,293.33	27,280.55	12.78	0%
Cash Restricted - DM Reserve for restabilization	Greystone (TTE)	19,294.11	19,285.08	9.03	0%
Cash Restricted - DM Taxes and Insurance	Greystone (TTE)	45,790.55	38,818.26	6,972.29	18%
Cash Restricted - DM Repair Escrow	Greystone (TTE)	20,625.00	20,625.00	-	0%
Cash Restricted - LV Reserve for replacement	Greystone (TTE)	100,880.52	100,833.28	47.24	0%
Cash Restricted - LV Reserve for restabilization	Greystone (TTE)	26,820.10	26,807.54	12.56	0%
Cash Restricted - LV Taxes and Insurance	Greystone (TTE)	63,866.18	56,390.64	7,475.54	13%
Cash Restricted - LV Repair Escrow	Greystone (TTE)	13,047.50	13,047.50	-	0%
FNMA Reserve Total		1,163,547.44	1,126,333.36	37,214.08	3%
				-	
TOTAL HPC CASH		**33,833,216.26**	**37,541,881.86**	**(3,708,665.60)**	-10%

BUSINESS ANALYTICS Quarterly Report

Darcy Erwin | *Business Analytics Manager*

May 2026 - August 2026

MANAGER SUMMARY

Supported broad range of agency priorities focused on upgrading organizational systems and expanding operational analytics. Two significant areas of focus include review of the Family Self-Sufficiency Program and expanding the Risk Management administrative function. Across all efforts, priority remains on building sustainable workflows leveraging software solutions while increasing visibility into agency performance. Separately, key administrative activities for the reporting period have included targeted procurement and contract initiatives, management of insurance claims and coverage, and project support for Acquisition and Development-related activities.

RESEARCH AND ANALYTICS

Family Self-Sufficiency
Comprehensive review of the FSS Program for analytics and increasing data-driven decision-making.

Methodology

Quantitative

- Demographics, income, and escrow

Qualitative

- Staff interviews & surveys
- Available feedback
- File & case notes
- Program structure and administrative processes
- Regulatory requirements and funding

Key Outcomes

- Current operational performance indicators program snapshot
- Future opportunities for program analytics

RISK MANAGEMENT

Phase 1

Incident Reports
Updated Incident reporting processes and centralized incident management including standardized risk assessment methodology.

Fleet Management

- Motor Vehicle Safety Program
  - Vehicle binders
  - Policy & procedures
  - Organizational roles
  - Preventive maintenance
  - Driver qualifications

Additional Updates

- Playground inspections
- Claims management
- Vendor insurance requirements

Improvements

- Increased reporting
- Reduced reporting delays
- Driver compliance
- Documentation

GENERAL ADMIN ACTIVITIES

Insurance & Claims

- Renewals through Nov 2026
- Ongoing claim activities

Procurement Activities

- RFP - Mitigation/Restoration
- SW - Unit Restoration
- General procurement and contract support

Acquisitions & Development

- Funding Applications
- Insurance & Risk Management
- General project support

NEXT STEPS

Workflow Solutions

- E-forms, automated notifications, live tracking

Strategic Plan - Analytics

Risk Management - Phase 2

FSS Program - Final Report

PROJECT MANAGEMENT REPORT

Sean McKenna | *Director of Project Management*

OVERALL DISPOSITION PROJECT PIPELINE REPORT [August 2026]

Description	Original Total	Total Sold	Total Pending Sale	Total Ready for Sale	Total In Make Ready Process	Total Pending Make-Ready	Total Occupied	Residents Rehoused on Voucher	Residents who Purchased Unit	Residents in Housing Search	Unqualified Residents	Residents Not Yet Issued TPV
#	124	92	3	9	8	12	0	101	5	0	6	0
%	100%	73%	4%	7%	6%	10%	0%	82%	4%	0%	5%	0%

MONTHLY SOLD/PENDING SALE REPORT [August 2026]

HOMES SOLD (Closed in 30 Days)	**2022 Appraised Value**	**List Price**	**Sale Price**	**Make-Ready Cost**	**Sale Description** (Habitat, FHA, VA, DPA, etc.)	**Vacate-to -Close** (days)	**Days on Market** (NMLS Only)
PH073	$ 410,000	$ 419,000	$ 427,500	$ 35,872	ReMax	529	47
PH142	$ 385,000	$ 410,000	$ 410,000	$ 104,375	ReMax	579	68

HOMES PENDING	Sale Price	Sale Description (Habitat, FHA, VA, DPA, etc.)	Date Vacated
PH130	$ 450,000	Re Max-FHA Buyer	10/11/2024
PH054	$ 324,000	Habitat	10/16/2025
PH137	$ 340,000	Habitat	11/19/2025
AVERAGE	$ 371,333		

DIRECTOR INSIGHTS & NOTES August 2026

All units are vacant as of June 28, 2026 but 34 units still on ACC contract eligible for portions of HUD funding. 90 units sold have been officially removed from inventory in HUD database

We have 33 vacant units in various stages of sale preparation, of which:

- 1 unit listed with ReMax
  - 1 Pending
- 2 units Pending with Habitat
- 9 units being renovated by outside contractors
  - 3 will be ready for sale with ReMax at end of August

  - 3 will be ready for sale with ReMax by mid-September
  - 2 will be ready for sale with ReMax at end of September
- 2 units under review by Habitat
  - 2 offers expected by first week of September
- 12 units currently undergoing concentrated clean up
- 8 remediated units packaged for Habitat to purchase after Federal funds are spent
  - Habitat will need to buy more remediated units to meet their goal of 80