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

MINUTES OF THE SEPTEMBER 30TH REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: September 30th, 2026
3:30 PM

LOCATION: HPC Main Campus and Hybrid over Microsoft Teams

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

ALSO IN ATTENDANCE:
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
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.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Winship 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. Commissioner Schuler stated there was a discussion during the June Regular Board Meetings executive session regarding the Ballmer grant and a site owned by Commissioner Ray Schuler and his partner that met the requirements of the Ballmer grant and was offered to the Housing Pierce County. HPC Leadership decided not to pursue the Ballmer grant but decided there was an interest in buying the property. Commissioner Schuler stated he would like to notify the public that HPC is under contract to buy a property in which Commissioner Schuler is a partner and has been since 2024. There were no further comments. Public comment was thereby closed.

CONSENT AGENDA

Chairperson Martinez called for a motion to approve the minutes of the September 30th Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Winship 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 August 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, September 29th 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 August 2026 were so approved.

RESOLUTIONS FOR DISCUSSION

Resolution 1997: Annual Plan

Chairperson Martinez called for a motion to approve Resolution 1997, Approval of the 2027 Annual Plan to the U.S. Department of Housing and Urban Development. Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion. Deputy Executive Director Tamara Meade presented Resolution 1997. Chairperson Martinez inquired if the five-year plan is done once every five years. Deputy Executive Director Meade confirmed the five-year plan is done once every five years.

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 1997 was so approved.

Resolution 1998: Cost Allocation

Chairperson Martinez called for a motion to approve Resolution 1998, A Resolution of the Board of Commissioners of Housing Pierce County (HPC) Ratifying and Adopting an Amended Cost Allocation Plan effective August 1 Through December 31, 2026. Commissioner Stewart moved to approve, and Vice Chairperson Walton seconded the motion. Controller Joanna Nieto presented Resolution 1998. Chairperson Martinez inquired if Chateau Rainier is a separate entity. Controller Nieto clarified Chateau Rainier is a separate entity and has its own financial statements and audit.

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 1998 was so approved.

AGENCY REPORTS

Deputy Executive Director Tamara Meade presented the Deputy Executive Report and Supported Housing and Two-Year-Tool Report (page 35) of the September 30th, 2026, Regular Board Information Packet as written. No additional questions or comments were raised by the Commissioners.

Director of Property Management Ebonique Moore presented the Property Management Report (page 41) of the September 30th, 2026, Regular Board Information Packet as written. Chairperson Martinez commented there is a gain in vacancies and inquired what seems to be working in that direction. Director Moore stated there's some turnover from the evictions. No additional questions or comments were raised by the Commissioners.

Controller Joanna Nieto presented the July Finance Report (page 45) and the August Finance Report (page 67) of the September 30th, 2026, Regular Board Information Packet as written. Commissioner Winship inquired about the July Finance Report: are the new deferred inflows and outflows deferred over the term of the lease? Controller Nieto that is deferred over the term of the lease. No additional questions or comments were raised by the Commissioners.

Policy & Strategy Manager Riley Guerrero presented the Policy & Strategy Report (page 86) of the September 30th, 2026, Regular Board Information Packet as written. Commissioner Stewart inquired what the work from home policy is and if the Union would need to discuss or accept the policy. Policy & Strategy Manager Guerreo stated the policy expands staff's ability to be flexible with their hours, but it may be a discussion for the Union. Human Resource Manager Calhoun stated this policy would be of benefit to staff. No additional questions or comments were raised by the Commissioners.

Director of Project Management Sean McKenna presented the Project Management Report (page 87) of the September 30th, 2026, Regular Board Information Packet as written. Vice Chairperson Walton inquired about the appraised versus sale price of the Habitat properties. Director McKenna clarified the appraised versus sale price. Vice Chairperson Walton inquired about the location of the Habitat properties. Director McKenna clarified the location of the properties. Commissioner Blakesly commented she was surprised the property was sold to Habitat for a lower price compared to another property and is concerned that it sold for less. Vice Chairperson Walton inquired about the location of the ReMax property. Director McKenna clarified the location of the ReMax property. No additional questions or comments were raised by the Commissioners.

COMMISSIONERS CORNER

Chairperson Martinez opened Commissioners' Corner. Chairperson Martinez expressed gratitude for attending the PNRC conference. He continued that the conference was geared towards staff than it was for Commissioners. He stated his appreciation for staff and the incredible work staff does. Vice Chairperson Walton commented on the Summer All-Staff. She expressed that the event was well-run and enjoyed the networking and team building of the event. She congratulated staff on the successful event. With no additional business, Commissioners' Corner was then closed.

EXECUTIVE SESSION

An Executive Session was not called.

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 Stewart seconded the motion.

With all in favor and none opposed, the meeting was adjourned at 4:12 p.m.

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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:

$7,250,172.46 This 30th day of September 2026

Date Range	Transaction ID#	Bank Account	Total August 2026	Total July 2026	Change in Disbursements Month over Month	Notes
31-Aug-26	Check#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Aug-26	EFT#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Aug-26	VOID Check#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Aug-26	VOID EFT#:	LIPH Mgmt.	$0.00	$0.00	$0.00	
31-Aug-26	Check #: 359485-359647	Section 8	$372,388.49	$384,405.99	-$12,017.50	
31-Aug-26	EFT#: 322717-323830	Section 8	$3,609,445.24	$3,781,756.18	-$172,310.94	Landlord change of ownership; rent increases; new move-ins in July
31-Aug-26	VOID Check#: 359594, 359622	Section 8	-$782.21	-$8,755.35	$7,973.14	July voids Check#: 359187,359261,359309
31-Aug-26	VOID EFT#:	Section 8	$0.00	$0.00	$0.00	June voids: EFT#: 320640
31-Aug-26	Check#:93301-934458	Gen Ops	$377,453.95	$696,887.96	-$319,434.01	Increase in LIPH Dispo and CR LIHTC related expenses in August
31-Aug-26	EFT#:10557-10598	Gen Ops	$2,492,472.19	$589,867.32	$1,902,604.87	Transfer to LGIP account from genops, hits LGIP in September
31-Aug-26	VOID Check#:93472,93492	Gen Ops	-$7,777.57	-$27,454.49	$19,676.92	July void: Check #93215,93242
31-Aug-26	VOID EFT#:	Gen Ops	$0.00	$0.00	$0.00	
Aug-26	Greystone Transfers	Gen Ops	$59,335.00	$140,484.00	-$81,149.00	
7-Aug-26	Payroll 16	Payroll	$152,398.48	$199,264.12	-$46,865.64	
21-Aug-26	Payroll 17	Payroll	$195,238.89	$155,106.57	$40,132.32	
		Payroll	$0.00	$0.00	$0.00	
			$7,250,172.46	$5,911,562.30	$1,338,610.16	

Auditing Officer: _____ Date: _____