



# BOARD OF COMMISSIONERS MEETING MINUTES

## REGULAR SESSION WEDNESDAY, MARCH 26, 2025

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, March 26, 2025.

### 1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:52 pm.

### 2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
<b>COMMISSIONERS</b>	
Chair Derek Young	
Vice Chair Stanley Rumbaugh	
Commissioner Dr. Minh-Anh Hodge	
	Commissioner Michael Purter
	Commissioner Shennetta Smith
<b>STAFF</b>	
April Black, Executive Director	
	Aley Thompson, Deputy Executive Director
Sha Peterson, Executive Initiatives Officer	
Adam Ydstie, Policy, Improvement, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
Caroline Cabellon, Interim Director for Client Support and Empowerment	
Ken Short, Asset Management and Real Estate Development Director	
Lauren Kirigin, Senior General Counsel	
	Lynette Scott, Interim Human Resources Director
Marquis Jenkins, Property Management Director	
Nando Ruiz, Associate Director of Rental Assistance	
Priya Saxena, Strategic Advisor	
Richard Deitz, Finance Director	
William Morse, Director/CIO	

Chair Young declared there was a quorum present at 4:53 pm and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, January 22, 2025. Vice Chair Rumbaugh moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	2

**Motion approved.**

### 4. GUEST COMMENTS

#### **Brandee Johnson, North G Street, TRAC President**

Ms. Johnson introduced herself to the Board and stated that she has extensive experience with organizations if THA needs help. Vice Chair Rumbaugh thanked her for attending.

### 5. COMMITTEE REPORTS

#### **REAL ESTATE DEVELOPMENT COMMITTEE—VICE CHAIR RUMBAUGH, COMMISSIONER SMITH**

The committee meet with no outstanding issues and will meet again before the April Board meeting.

#### **FINANCE AND AUDIT COMMITTEE—COMMISSIONER HODGE, CHAIR YOUNG**

The committee did not meet.

#### **COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH**

Both commissioners were not in attendance.

#### **EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—COMMISSIONER HODGE, CHAIR YOUNG**

The committee met in February. ED Black will discuss upcoming changes during the Agency Report. With new administration, THA will review DEI-related programs. Commissioner Hodge emphasized that while changes are sad, THA remains committed to inclusivity and integrity. Vice Chair Rumbaugh assured that their treatment of people will not change. Despite compliance with new directives, THA's mission, values, and direction remain steadfast.

## 6. FINANCE REPORT

### FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report.

#### 6.1 CERTIFYING REVIEW OF RAD PROPERTY BUDGETS AND REPLACEMENT RESERVES

This ensures that THA is financially stable and viable going forward.

#### 6.2 RATIFYING CASH DISBURSEMENT FOR JANUARY AND FEBRUARY 2025

Total Cash is down \$108k and HUD Held Cash is down \$1.2M because of the December draw to have funds through the end of the year. MTW Restricted is down \$123k with almost no change in Unrestricted Cash.

Combined Admin Fees and Section 8 HAP are close to what was budgeted.

Vice Chair Rumbaugh moved adopt Certifying Review of RAD Property Budgets and Replacement Reserves and to ratify the payment of cash disbursements totaling \$9,142,882 for the month of January 2025 and \$7,849,155 for February 2025. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	2

**Motion approved.**

## 7. AGENCY MONTHLY REPORT

#### 7.1 PRESENTATION: PARTNERING WITH RESIDENTS TO CREATE VIBRANT COMMUNITIES

Client Support and Empowerment (CSE) Program Supervisor, Kye Hillig, presented himself to the Board alongside CSE Interim Director Caroline Cabellon. It should be noted that most housing organizations do not offer supportive services similar to those provided by THA. CSE staff engage with residents, forming partnerships to inform the work they are undertaking. THA Community Builders collaborate with residents to identify gaps in resource access, mobilize them to participate in problem-solving, and subsequently close those gaps through resident-driven programming.

One notable partnership is with TRAC, the sole official resident council of THA. With THA's support, there are plans for enhanced technical assistance and training in 2025. There is also considerable interest in broadening membership to include family properties. Currently, staff are arranging a contract with NAR-SAAH for a two-day training session for TRAC members and any resident leaders aspiring to join TRAC or seeking leadership skills development. Dr. Samuel Little possesses extensive expertise in

resident services. Chair Young appreciated the update and expressed admiration for the community engagement handbook. He expressed a desire to learn more about how residents utilize it. Commissioner Hodge concurred.

## 7.2 MARCH 2025 REPORT

Last week, several staff members attended the AVIVA groundbreaking ceremony for Mercy Housing. Staff continue to engage in negotiations.

Highlights of the operational work included compliance tasks, updating repayment agreement policies, supporting households with shopping, and maintaining 99% MTW requirements.

Staff are actively collaborating across departments to serve customers effectively. Property Management and supportive services are assisting customers who have fallen behind on rent to help them catch up. Moreover, staff are witnessing positive outcomes in tenant engagement efforts. There are currently 40 households with active judgments as the moratorium lifts.

Finally, ED Black introduced Caroline Cabellon as the Interim Director for Client Support and Empowerment, and Lynette Scott as the new Director for Human Resources. She is enthusiastic about their contributions to the Leadership Team.

## 8. EXECUTIVE SESSION

The Board went into Executive Session at 5:51 pm for 17 minutes to review the performance of a public employee and came back into regular session at 6:08 pm.

## 9. NEW BUSINESS

### 9.1 2025-03-26 (1) AMEND RESOLUTION 2024-12-11 (2) UTILITY ALLOWANCE SCHEDULE UPDATE

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**,; Utility allowances must be reviewed annually; and

**WHEREAS**,; PHAs must revise utility allowances if they change more than ten percent; and

**WHEREAS**, Changes to the utility allowances must be approved by the Board of Commissioners; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:***

Authorizes THA to adopt amended resolution 2024-12-11 (2), effective March 1, 2025.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

**AYES:** 3  
**NAYS:** 0  
**Abstain:** 0  
**Absent:** 2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

9.2 2025-03-26 (2) APPROVAL TO CONTRACT WITH DU & ASSOCIATES

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, Tacoma Housing Authority issued a RFP for a consultant to assist building their Asset Management Function; and

**WHEREAS**, THA received Board Approval to contract with Du & Associates, Resolution 2024-08-28 (2); and

**WHEREAS**, THA seeks to expand the scope of services and to add value to the current contract value; and

**WHEREAS**, THA requires Board Approval to add \$150,000 to the contract value now, therefore, be it;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows: Approval to enter into a contract for and additional \$150,000.00 with Vice Chair Rumbaugh Commissioner XXX seconded the motion.

Upon roll call, the vote was as follows:

**AYES:** 3  
**NAYS:** 0  
**Abstain:** 0  
**Absent:** 2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

9.3 2025-03-26 (3) CONVERTING TAX CREDIT UNITS TO PROJECT BASED UNITS AT BAY TERRACE APARTMENTS PHASE 1

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, Bay Terrace Apartments Phase 1 project will add up to 24 units of affordable housing; and

**WHEREAS**, these units will increase the number of units available to extremely low income Tacomans; and

**WHEREAS**, the reduction in tax credit units at Bay Terrace Phase 1 is offset by the new units available at Housing Hilltop North and South; and

**WHEREAS**, this addition of subsidized units aligns with strategic priorities and objective to add additional affordable housing units through development or partnerships within the community; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

THA’s Executive Director is authorized to seek investor approval with 2500 YAKIMA LLLP for the conversion.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

9.4 2025-03-26 (4) CONVERTING TAX CREDIT UNITS TO PROJECT BASED UNITS AT BAY TERRACE APARTMENTS PHASE 2

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, Bay Terrace Apartments Phase 2 project will add up to 21 units of affordable housing; and

**WHEREAS**, these units will increase the number of units available to extremely low income Tacomans; and

**WHEREAS**, the reduction in tax credit units at Bay Terrace Phase 2 is offset by the new units available at Housing Hilltop North and South; and

**WHEREAS**, this addition of subsidized units aligns with strategic priorities and objective to add additional affordable housing units through development or partnerships within the community; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

THA’s Executive Director is authorized to seek investor approval with 2500 Court G LLLP for the conversion.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

**AYES:** 3  
**NAYS:** 0  
**Abstain:** 0  
**Absent:** 2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

9.5 2025-03-26 (5) HOUSING ASSISTANCE PAYMENT CONTRACT FOR BAY TERRACE APARTMENTS PHASE 1 ADDING PBV UNITS

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, Bay Terrace Apartments Phase 1 project will add and maintain up to 24 units of affordable housing; and

**WHEREAS**, Bay Terrace Phase 1 continue to house very-low-income households in our community; and

**WHEREAS**, this aligns with THA's long term goal to add and maintain additional affordable housing units through development or partnerships within the community; now, therefore, be it

**Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:**

THA's Executive Director to Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Yakima LLLP.

Commissioner Hodge motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

**AYES:** 3  
**NAYS:** 0  
**Abstain:** 0  
**Absent:** 2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

9.6 2025-03-26 (6) HOUSING ASSISTANCE PAYMENT CONTRACT FOR BAY TERRACE APARTMENTS PHASE 2 ADDING PBV UNITS

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, Bay Terrace Apartments Phase 2 project will add and maintain up to 21 units of affordable housing; and

**WHEREAS**, Bay Terrace Phase 2 continue to house very-low-income households in our community; and

**WHEREAS**, this aligns with THA's long term goal to add and maintain additional affordable housing units through development or partnerships within the community; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

THA's Executive Director to Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Court G LLLP.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

#### 9.7 2025-03-26 (7) UPDATING THA'S REPAYMENT AGREEMENT POLICIES

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, the Administrative Plan relates to the administration of the Housing Choice Voucher Program and is required by HUD; and

**WHEREAS**, the Administrative Plan establishes policies for carrying out programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work plan; and

**WHEREAS**, changes to the Administrative Plan must be approved by the THA Board of Commissioners; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

Staff are authorized to adopt the following updates to the Administrative Plan to reflect the proposed policy changes.

Policy/Process Proposal	Applicable THA Policy Requiring Revision
Update length of time for families to enter into repayment agreement or pay debt in full.	<p><b>16-IV.B. REPAYMENT POLICY</b></p> <p><b>FAMILY DEBTS TO THA</b></p> <p>Any amount due to the THA by a participant must be repaid by the family. <del>Once a repayment agreement offer is sent, the household will have 60 days to either</del></p> <ol style="list-style-type: none"> <li>1. agree to the terms and pay the deposit, or</li> <li>2. pay the debt in full.</li> </ol> <p><del>If the family is unable to repay the debt within 30 days, THA will offer to enter into a repayment agreement in accordance with the policies below.</del></p>
Update downpayment requirement.	<p>Prior to the execution of a repayment agreement, the owner or family must make a downpayment. For families, the downpayment can be any amount but must be no less than what the family qualifies for in terms of minimum rent. Generally, minimum rent is \$25 for fixed income (e.g., senior or disabled) households and \$75 for all other households. Families should inquire with staff to find out what minimum rent they qualify for. <del>pay 10 percent of the balance owed to the THA.</del></p> <p>For owners, the downpayment must be 10% of the debt owed.</p>
Update payment thresholds and terms	<p>Amounts over \$5,000 must be repaid within 60 months.</p> <p>Amounts between \$3,000 and <del>\$4,999 the Federal or State threshold for criminal prosecution</del> must be repaid within 48 months.</p> <p>Amounts between \$2,000 and \$2,999 must be repaid within <del>30</del> 36 months.</p> <p>Amounts between \$1,000 and \$1,999 must be repaid within 24 months.</p> <p>Amounts under \$1,000 must be repaid within 12 months.</p> <p>If the court becomes involved, THA will use the amount that is stipulated by the court.</p> <p>If a family is approved for a hardship, they can request a 6-month hold, which will extend the term of the agreement by 6 months.</p>

<p>Update non-payment policy</p>	<p>If THA does not receive a payment by the end of the business day on the date the payment is due, and THA has not given prior permission to miss the payment due date, THA will send a delinquency notice giving ten (10) business days to make the payment in full. If THA does not receive the payment by the due date of the delinquency notice, the family will then be in violation of the agreement.</p> <p>In addition, if a family receives three (3) delinquency notices for unexcused late payments in a twelve (12) month period, they will be in violation of the agreement. Violation of the agreement may result in termination of tenancy and/or subsidy (eviction) and/or reporting the delinquency to a credit bureau. Failure to pay as agreed will cause the agreement to become VOID, and any remaining past due balance will become due immediately.</p> <p><del>If a payment is not received by the end of the business day on the date due, and prior approval for the missed payment has not been given by the THA, the THA will send the family a delinquency notice giving the family 10 business days to make the late payment. If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and the THA will terminate assistance upon written notification to the family.</del></p>
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Commissioner Hodge motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

**AYES:**           3  
**NAYS:**           0  
**Abstain:**       0  
**Absent:**         2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

9.8    2025-03-26 (8) AUTHORITY TO AMEND THA’S PROFESSIONAL SERVICE CONTRACT WITH EISENHOWER CARLSON PLLC

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, THA entered into contracts with Eisenhower Carlson PLLC for unlawful detainer matters for Taxable and Non-Taxable properties; and

**WHEREAS**, THA seeks to add an additional \$41,000 to the Taxable properties contract and an additional \$625,000 to the Non-Taxable properties; and

**WHEREAS**, THA's Procurement Policy requires Board Approval for contracts greater than \$150,000 when previously authorized by a Board approved budget; now, therefore, be it

**Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:**

THA is approved to enter into Amendments with Eisenhower Carlson PLLC for unlawful detainer matters for THA's Taxable and Non-Taxable properties.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	2

**Motion approved:** March 26, 2025

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**Derek Young, Chair**

## 10. COMMENTS FROM COMMISSIONERS

Vice Chair Rumbaugh observed a somber atmosphere at the CLPHA conference and praised his colleagues. Commissioner Hodge thanked ED Black and THA staff for their excellent work. Chair Young agreed.

## 11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:27 pm.

**APPROVED AS CORRECT**

**Adopted:** April 23, 2025

  
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**Derek Young, Chair**