



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, DECEMBER 10, 2025

The Commissioners of the Housing Authority of the City of Tacoma (THA) met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, December 10, 2025.

1. CALL TO ORDER

Chair Rumbaugh called the meeting to order at 4:47 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Stanley Rumbaugh	
Vice Chair Minh-Anh Hodge	
Commissioner Athena Dunn	
Commissioner Derek Young	

Chair Rumbaugh declared there was a quorum present at 4:48 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, November 5, 2025. Commissioner Dunn moved to adopt the minutes. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved.

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Wednesday, November 21, 2025. Commissioner Dunn moved to adopt the minutes. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved.

Chair Rumbaugh asked for a motion to approve the 2026 Board Commissioners' schedule. Commissioner Young moved to adopt the minutes. Commissioner Dunn seconded.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

5.1 REAL ESTATE DEVELOPMENT COMMITTEE—CHAIR STANLEY RUMBAUGH, VICE CHAIR MINH-ANH HODGE

The committee convened to discuss the possibility of closing the loan for Housing Hilltop, noting that prospects were better than before. They also talked about Aviva and how to handle blocked parcels with commercial leases, considering future plans for those properties. One potential buyer was interested but preferred to wait until the lease expired before making an offer. While the Tacoma Housing Authority (THA) can continue marketing commercial properties as such, this is not aligned with its usual business processes.

5.2 FINANCE AND AUDIT COMMITTEE—COMMISSIONER DEREK YOUNG, COMMISSIONER ATHENA DUNN

A committee meeting was held yesterday to review the budget, during which all questions were addressed.

5.3 COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER ATHENA DUNN

Nothing to report.

5.4 EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—VICE CHAIR MINH-ANH HODGE, COMMISSIONER DEREK YOUNG

The committee did not meet.

6. FINANCE REPORT

FINANCE

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

6.1 RATIFYING CASH DISBURSEMENT FOR OCTOBER 2025

Commissioner Young moved to ratify the payment of cash disbursements totaling \$9,692,994 for the month of October 2025. Commissioner Dunn seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	0

Motion approved.

7. AGENCY MONTHLY REPORT

Potential commercial tenants from Housing Hilltop South have been contacted, and the pursuit of a third rental space is no longer being considered. Staff continue to collaborate with the commercial broker on these matters.

Executive Director Black recognized Commissioner Dunn for dedicating time to testify before the City Council on behalf of the Housing Authority, commending her excellent efforts. The final vote regarding amendments to the landlord code took place last night, and these changes will become effective January 1st. City Councilmember Rumbaugh led this initiative, with support from fellow council members throughout the process.

THA has successfully completed the resyndication and financing for Salishan, thanks to thorough efforts by staff agency-wide in reviewing extensive documentation. Executive Director Black expressed pride in everyone involved. This effort will provide \$115 million to improve housing units. Residents will be temporarily relocated within available units and will return to remodeled homes upon completion.

The Board report contains a schedule of presentations planned for the upcoming year.

On Friday, the Employee Appreciation event will be held—a valued opportunity to celebrate the achievements of staff members.

8. NEW BUSINESS

8.1 2025-12-10 (1) PAYMENT STANDARDS UPDATE

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to increase THA’s payment standards.

WHEREAS, HUD sets fair market rents annually; and

WHEREAS, the housing authority sets payment standards based on market and participant data; and

WHEREAS, changes to the payment standards 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 payment standards, effective March 1, 2026, according to the chart below.

Bedroom Size	Payment Standard	Exception PS (VASH & EHV)
0	\$1,252	\$1,428
1	\$1,408	\$1,589
2	\$1,832	\$1,990
3	\$2,591	\$2,824
4	\$3,211	\$3,309
5	\$3,567	\$3,802

Commissioner Young motioned to approve the resolution. Commissioner Dunn seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved: December 10, 2025

Stanley Rumbaugh, Chair

8.2 2025-12-10 (2) 2026 UTILITY ALLOWANCE SCHEDULE

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 the utility allowance schedule according to the chart below, effective March 1, 2026.

Proposed UA Schedule 3/1/2026						
Pays Sewer/Water	0-BD	1-BD	2-BD	3-BD	4-BD	5+BD
Landlord	\$64	\$66	\$81	\$105	\$127	\$155
Tenant	\$168	\$174	\$212	\$268	\$321	\$360

Commissioner Young motioned to approve the resolution. Commissioner Dunn seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
 NAYS: 0
 Abstain: 0
 Absent: 0

Motion approved: December 10, 2025

Stanley Rumbaugh, Chair

8.3 2025-12-10 (3) FISCAL YEAR 2026 ANNUAL BUDGET

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

WHEREAS, The Housing Authority of the City of Tacoma ("Authority") intends to incur expenses and other cash outflows for Fiscal Year 2026; and

WHEREAS, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma has reviewed and provided input to the proposed Fiscal Year 2026 annual budget; now, therefore, be it

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2026 Agency wide budget. Expenses and other cash outflows are projected as follows:

<u>Expenses - Operations</u>	
Asset Management & Real Estate Development	\$ 4,081,892
Client Support & Empowerment	2,954,327
Executive	904,800
Finance	2,733,284
Human Resources	863,470
Information Technology	5,103,790
Legal Services	777,104
Rental Assistance	78,498,820
Strategic Initiatives	1,206,155
Property Management Overhead	6,632,220
Property Budgets	<u>2,617,816</u>
Subtotal	\$106,373,678
<u>Additional Cash Outflows</u>	
Debt Service	240,710
Loans	7,000,000
Capital Expenditures	2,860,000
Replacement Reserves	<u>172,568</u>
Subtotal	\$10,273,278
TOTAL APPROVED BUDGET	<u>\$116,646,956</u>

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved: December 10, 2025

Stanley Rumbaugh, Chair

8.4 2025-12-10 (4) COMMITMENT TO AGENCY AND MOVING TO WORK RESERVES

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

WHEREAS, For THA has to be effective in its mission it must plan its use of financial resources over multi-year periods and have assembled reserves for those purposes; and

WHEREAS, The Authority has assembled adequate reserves for those purposes through its responsible prudent, and patient management and budgeting; and

WHEREAS, The attached Schedule of MTW Reserve Commitments updates Resolution 2024-12-11 (9) and reflects the Authority’s current plans for such capital and operational expenditures of THA reserves, both MTW and Non-MTW; and

WHEREAS, The Authority has submitted an initial MTW commitment of Reserves in the 2026 MTW plan, and intends to include an updated Schedule of Board Commitments in the MTW annual report, including language that allows for shifting monies between the identified commitments; now, therefore, be it:

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

1. The Board authorizes commitments of the Authority’s Reserves as outlined in the attached Schedule of THA Reserve Commitments, subject to adjustment in future budgets and budget revisions.
2. The Board authorizes the Executive Director to include the latest THA Reserve Commitments in the annual MTW Report submitted to HUD.

Commissioner Young motioned to approve the resolution. Commissioner Dunn seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved: December 10, 2025

Stanley Rumbaugh, Chair

8.5 2025-12-10 (5) APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS TENANTS

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

WHEREAS, Tacoma Housing Authority (THA) provided housing services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owed to THA; and

WHEREAS, Each individual included in this tenant account write-off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

	Account #	Balance
Salishan Seven	t0026736	\$11,675.00
	t0026797	\$9,518.80

	t0026728	\$23,874.41
	b0002568	\$3,075.00
Tacoma Housing Authority – AMP 6	t0014415	\$22,858.01
Tacoma Housing Authority	b0005023	\$1,700.00
	t0008254	\$2,580.00
	t0017296	\$5,364.00*
	t0020984	\$706.00
	t0026771	\$6,650.00
	t0026808	\$404.00
	t0026711	\$6,119.00
	Total Write-off	\$94,524.22
	Write-off only*	\$5,364.00
	Total to Collections	\$89,160.22

Commissioner Dunn motioned to approve the resolution. Commissioner Young seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 0

Motion approved: December 10, 2025

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Hodge noted THA achieved much due to ED Black and her team.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:40 pm.

APPROVED AS CORRECT

Adopted: January 28, 2026



Stanley Rumbaugh, Chair