



# **TACOMA HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **BOARD PACKET**

**JUNE 25, 2025**



**Tacoma  
Housing  
Authority**

# REGULAR MEETING

BOARD OF COMMISSIONERS

**JUNE 25, 2025**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, June 25, 2025, at 4:45 pm via Zoom and at 902 S L Street, Tacoma, WA 98405.**

Join Zoom Meeting

<https://us06web.zoom.us/j/87082061711?pwd=53YqOByuWcpUN81MrJSar1mlzL1V4.1>

Meeting ID: 870 8206 1711 / Passcode: 112815 / Call (253) 215-8782

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before 5 days prior to meeting, I faxed / EMAILED the preceding PUBLIC MEETING NOTICE before:

<b>City of Tacoma</b>	747 Market Street, Room 800 Tacoma, WA 98402	<a href="mailto:CityClerk@cityoftacoma.com">CityClerk@cityoftacoma.com</a>
<b>Northwest Justice Project</b>	715 Tacoma Avenue South Tacoma, WA 98402	
<b>KCPQ-TV/Channel 13</b>	1813 Westlake Avenue North Seattle, WA 98109	<a href="mailto:tips@q13fox.com">tips@q13fox.com</a>
<b>KSTW-TV/CW 11</b>	1715 East Madison Street Seattle, WA 98122	<a href="mailto:cw11@kstwtv.com">cw11@kstwtv.com</a>
<b>KNKX</b>	930 Broadway Tacoma, WA 98402	<a href="mailto:info@knkx.org">info@knkx.org</a>
<b>Tacoma News Tribune</b>	2602 S. 38th Street, Suite A PMB3 Tacoma, WA 98409	<a href="mailto:newstips@thenewstribune.com">newstips@thenewstribune.com</a>

and other individuals and organizations with residents reporting applications on file.

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**Sha Peterson**  
**Executive Initiatives Officer**

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902 SOUTH L STREET, SUITE 2A | TACOMA, WASHINGTON 98405-4037

Phone 253-207-4400 | Fax 253-207-4440 | [www.tacomahousing.org](http://www.tacomahousing.org)



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**AGENDA**  
**TACOMA HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS REGULAR MEETING**  
**JUNE 25, 2025, 4:45 PM**

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room

<https://us06web.zoom.us/j/87082061711?pwd=53YqOByjuWcpUN81MrJSar1mlzL1V4.1>

Meeting ID: 870 8206 1711 / Passcode: 112815 / Dial (253) 215-8782

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. INTRODUCTIONS**

Introduce New THA Commissioner Athena Dunn

**4. APPROVAL OF MINUTES**

4.1. Minutes of May 28, 2025—Regular Session

**5. GUEST COMMENTS**

*The Tacoma Housing Authority Board of Commissioners welcomes comments and feedback from members of the public. During the public comment period, comments are limited to three minutes per speaker, and there will not be a substantive response. Once each speaker is finished, their comment will be acknowledged and thanked, and then the Board will move onto the next speaker.*

**6. FINANCE REPORT**

5.1 Ratifying Cash Disbursement for May 2025

**7. AGENCY UPDATES**

**8. NEW BUSINESS**

8.1. 2025-06-25 (1) Authority to Execute General Contractor Contracts

**9. EXECUTIVE SESSION**

To review the performance of a public employee.

**10. COMMENTS FROM THE COMMISSIONERS**

**11. ADJOURNMENT**



## **TACOMA HOUSING AUTHORITY**

# **MINUTES**



## BOARD OF COMMISSIONERS MEETING MINUTES

### REGULAR SESSION WEDNESDAY, MAY 28, 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, May 28, 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 4:54 pm.

#### 2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Derek Young	
Vice Chair Stanley Rumbaugh (arrived late at 4:51 pm)	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Michael Purter	
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Woodson Baldwin, IT Support Supervisor	
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, Human Resources Director	
Marquis Jenkins, Property Management Director	
Nando Ruiz, Rental Assistance Associate Director	
Priya Saxena, Strategic Advisor	
Richard Deitz, Finance Director	
William Morse, Director/CIO	

Chair Young declared there was a quorum present at 4:55 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, April 23, 2025, and for the Special Session of the Board of Commissioners for Tuesday, May 20, 2025. Commissioner Purter moved to adopt the minutes. Vice Chair Rumbaugh seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

### 4. GUEST COMMENTS

None.

### 5. FINANCE REPORT

#### FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. Total Cash is up from prior month. MTW Cash is zero last month and zero again this month. Non-MTW is up \$60k. Unencumbered cash is up \$2.9M.

#### 5.1 RATIFYING CASH DISBURSEMENT FOR APRIL 2025

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$9,403,965 for the month of April 2025. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

**Motion approved.**

### 6. MOTION

Approve revision to THA BOC Resolution 2025-04-23 (1), Approval of Compliance with the Collective Bargaining Agreement with OPEIU.

Vice Chair Rumbaugh moved to approve the amended resolution. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

## 7. NEW BUSINESS

### 7.1 2025-05-28 (1), AUTHORITY TO CONTRACT WITH LMC FOR THE PRE-DEVELOPMENT OF SALISHAN-HILLSIDE PHASE I PROJECT

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

**WHEREAS**, THA Board of Commissioners approved Resolution 2024-08-28 (3), which authorized THA's Executive Director to enter into contracts and Agreements for the Salishan-Hillside Phase I project; and

**WHEREAS**, Washington State's Department of Commerce provided THA with a grant for \$3,500,000 to purchase heat pumps and windows; and

**WHEREAS**, LMC Construction pre-construction costs are estimated to be \$500,000; and

**WHEREAS**, THA is seeking to enter into a pre-development contract with LMC Construction for the planning phase of the Salishan-Hillside Phase I project; now, therefore, be it

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

THA's Executive Director is granted the authority to execute into a contract with LMC Construction for \$4,000,000.

Commissioner Hodge motioned to approve the resolution. Commissioner Purter seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion approved:** May 28, 2025

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**Derek Young, Chair**



## 7.2 2025-05-28 (2), INTERLOCAL AGREEMENT WITH KCHA-HOMEOWNERSHIP PROGRAM

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

**WHEREAS**, state law allows governmental agencies to execute Interlocal Cooperation Agreements (ICAs) to allow for ways to better serve their communities; and

**WHEREAS**, King County Housing Authority (KCHA) is operating a local Housing Choice Voucher (HCV) Homeownership program; and

**WHEREAS**, KCHA desires to support its HCV Homeownership Program participants in utilizing their homeownership vouchers in neighboring communities like Tacoma while minimizing burdensome portability regulations on both KCHA and Tacoma Housing Authority (THA); and

**WHEREAS**, THA requires Board approval to enter into an interlocal agreement that allows KCHA HCV Homeownership Program participants to utilize their vouchers in THA's jurisdiction; now, therefore, be it

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

THA's Executive Director is authorized to enter into an interlocal agreement with KCHA that allows KCHA's HCV Homeownership Program participants to utilize their vouchers in THA's jurisdiction.

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

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

**Motion approved:** May 28, 2025

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**Derek Young, Chair**

## 8. EXECUTIVE SESSION

The Board when into executive session at 5:15 pm for 50 minutes to review the performance of a public employee and came back into regular session at 6:05 pm. No decisions were made.

## 9. COMMENTS FROM COMMISSIONERS

Chair Young mentioned there were no agency updates but encouraged reviewing the Board packet, appreciating it as a reminder of staff efforts. ED Black agreed to relay this to the staff. Vice Chair Rumbaugh noted significant progress by the staff. ED Black informed that a new commissioner has been recommended and will be considered at the June 10th City Council meeting and likely join on June 25th.

Feedback on onboarding, especially from Commissioner Purter, was requested. Vice Chair Rumbaugh suggested initial information on development, finance, social programs, and key areas. Commissioner Purter concurred, and Commissioner Hodge added the importance of highlighting critical projects or issues. ED Black asked for additional feedback via email.

## 10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:08 pm.

**APPROVED AS CORRECT**

**Adopted:** June 25, 2025

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**Derek Young, Chair**



**Tacoma  
Housing  
Authority**

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**Real Estate Development Committee**

Vice Chair Stanley Rumbaugh  
Commissioner Minh-Anh Hodge

**Finance Committee**

Chair Derek Young  
Commissioner Michael Purter

**Community Partnerships and Advocacy Committee**

Commissioner Michael Purter

**Education, Housing, Services and Partnerships Committee**

Chair Derek Young  
Commissioner Minh-Anh Hodge



**TACOMA HOUSING AUTHORITY**

## **FINANCE REPORT**



# MOTION

**Date:** June 25, 2025

**To:** THA Board of Commissioners

## MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$7,925,746 for the month of May 2025.

**Approved:** June 25, 2025

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Derek Young, Chair

		Check Numbers				Totals	
		From	To	From	To	From	To
				Amount			
		A/P Checking		SAL 7 Checking		THDG Checking	
Checks	97,834 - 97,872	1,032 - 1,035	10,339 - 10,347				
Wire/EFT	112 - 116	- - -	- - -				
ACHs	3,963 - 4,020	197 - 204	- - -				
Business Support Center			676,812				
Moving To Work Support Center			46,218				
Moving To Work Buildings (used by Support Center)			12,216				
Tax Credit Program Support Center			56,710				
Support Center Allocation			7,455				
Section 8 Programs			28,523				
Alberta J Canada Bldg			112				
Salishan 7			30,138				
Education Program - THDG			111				
THDG - General			5,312				
Hillsdale Heights			3,885				
Bus Development Activity			39				
CS General Business Activities			8,570				
Department of Commerce Funding for Crisis Residential Center			194,340				
Community Services MTW Fund			1,289				
AMP 6 - Scattered Sites			0				
AMP 9 - HT 1500 - Subsidy			165				
THA SUBTOTAL			1,071,895				
Hillside Terrace 2 & 1500			2,458				
Bay Terrace I & II & Community Facility			6,313				
Housing Hilltop LLLP			22,456				
Arlington Youth Campus			1,331				
Court F (The Rise)			7,912				
Renew Tacoma Housing			17,203				
Salishan 1 - Salishan 6			8,676				
Tax Credit Property Allocations			7,285				
TAX CREDIT SUBTOTAL (Operations & Development - billable)			73,635				1,145,530
<b>Section 8 Checking Account (HAP Payments)</b>							
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	489,696 - 489,801	201,236				
	ACHs	54,291 - 55,245	5,164,691			\$	5,365,927
Payroll & Payroll Fees - ADP	EFT	28 - 29				\$	1,414,288
<b>TOTAL DISBURSEMENTS</b>						\$	7,925,746

# TACOMA HOUSING AUTHORITY

## CASH POSITION - April 2025

Account Name	Current Balance	Interest
<b>HERITAGE BANK</b>		
Accounts Payable	8,506,290	2.54%
Section 8 Checking	1,237,480	2.54%
THA Scattered Sites Proceeds	5,976,444	2.54%
FSS Escrows	110,823	2.54%
FSS Forfeitures	64,046	2.54%
Note Fund Account	109	2.54%
THDG - Tacoma Housing Development Group	936,799	2.54%
Salishan 7 Operations	1,754,618	2.54%
Salishan 7 Security Deposit	32,499	2.54%
Salishan 7 Replacement Reserve	778,236	2.54%
Salishan 7 Operating Reserve	216,979	2.54%
North Highland Operations	44,584	2.54%
North Highland Security Deposit	22,757	2.54%
North Highland Capital Reserve	418,767	2.54%
Highland Crest Operations	1,329,810	2.54%
Highland Crest Replacement Reserve	470,726	2.54%
Highland Crest Security Deposit	40,962	2.54%
Outrigger Operations	730,072	2.54%
Outrigger Replacement Reserve	421,250	2.54%
Outrigger Security Deposit	25,920	2.54%
Payroll Account	182,119	2.54%
<b>HOME STREET BANK</b>		
James Center North Operations	805,348	0.00%
James Center North Security Deposit	77,151	0.00%
<b>WASHINGTON STATE</b>		
Investment Pool	\$ 1,071,833	4.40%
<b>1. TOTAL THA CASH BALANCE</b>	<b>\$ 25,255,621</b>	
Less:		
<b>2. Total MTW Cash Balance</b>	<b>\$ -</b>	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.09 Less Total Minimum Operating Reserves	\$ 726,000	
<b>2.1. MTW Cash Available (Lines 2-2.09)</b>	<b>\$ -</b>	
<b>3. MTW Cash Held By HUD</b>	<b>\$ 9,493,539</b>	
<b>4. Non MTW Cash Restrictions/Obligations</b>		
4.1 Non MTW Operational Restrictions		
4.10 HUD Restricted - Lot and Property Sales	\$ 5,976,444	
4.101 Scattered Sites Proceeds (Afford Hsg)	5,976,444	
4.20 THA Property Accounts Reserved	\$ 5,701,688	
4.201 Security Deposit Accounts	199,288	
4.202 Highland Crest Operations Reserves	520,000	
4.203 Highland Crest Replacement Reserves	470,726	
4.204 James Center North Operations Reserves (Debt Svc)	1,000,000	
4.205 James Center North Capital	96,211	
4.206 Outrigger Operations Reserve	150,000	

TACOMA HOUSING AUTHORITY				
CASH POSITION - April 2025				
4.207	Outrigger Replacement Reserves	421,250		
4.208	Salishan 7 Operations Reserves	750,000		
4.209	Salishan 7 Replacement Reserves	778,236		
4.210	North Highland Court Operations Reserves	50,000		
4.211	North Highland Capital Reserve	418,767		
4.212	Housing Hilltop Loan Reserve	847,210		
4.30	Rental Assistance Reserves		\$ 804,769	
4.301	Mod Rehab Operating Reserves	25,199		
4.302	VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	604,702		
4.303	FSS Escrows & Forfeitures	174,868		
4.40	Prepaid Grants		\$ 1,117,676	
4.401	TPS Interlocal (CS-2017-011)	74,268		
4.402	College Spark (PI-2018-005)	52,848		
4.403	GTCF Grant (PI-2019-005)	53,761		
4.404	THDG	936,799		
4.60	Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$ 13,600,577	
4.70	Agency Contracted or Budgeted Commitments Remaining		\$ -	
		-		
		-		
4.99	Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$ 13,600,577	
5.	THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$ 11,655,044	
6.	Development Advances - Project Reimbursement upon draw		\$ 82,080	
6.01	Housing Hilltop LLLP	82,080		





**TACOMA HOUSING AUTHORITY**

## **AGENCY MONTHLY REPORT**

# THA Budget Planning Phase 1: Strategic Priorities



# Purpose of this review

01

**Revise the Long-Term Goals**

02

Staff will use revised Long-Term Goals to refine 2026 Short-Term Goals

03

2026 Short-Term Goals will be used as a basis for creating the 2026 budget

04

Board will review and approve the 2026 budget by the end of 2025

# Our Work

## Vision:

We envision a future where everyone has an affordable, safe, and nurturing home, where neighborhoods are attractive places to live, work, attend school, shop and play, and where everyone has the support they need to succeed as parents, students, wage earners, neighbors and builders of assets.

## Mission:

We provide high quality, stable and sustainable housing and supportive services to people in need. THA does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.



**Housing is a human right.**

# Who We Serve



**11,317**  
People  
in Tacoma



**5,138**  
Total  
households



**1,851**  
Households  
living in THA  
properties



**2,612**  
Voucher holders  
rent from THA  
landlord partners

*Of the households receiving assistance from THA:*

**38%**  
of household  
members are 18  
or younger

**31%**  
of household  
members are  
elderly or disabled

**81%**  
of households  
qualify as extremely  
low income

# Incomes of THA's Customers



**\$22,400**

Average income at admission  
(2024)



**\$1,005**



Average monthly subsidy paid in  
2024 in THA's voucher programs



# Our Strategic Priorities

1. Enhance our Financial Sustainability
2. Add more Affordable Housing Throughout Tacoma and Pierce County
3. Invest in Housing Stability and Community Vitality
4. Serve as a Great Employer, Contractor, and Community Partner

# Enhance our Financial Resilience and Sustainability

- 
- Ensure THA's financial health by increasing property income, reducing operational expenses, and closely monitoring both property-level and organizational financial metrics to maintain and enhance unrestricted cash flow.
  - Build staff capacity and improve internal collaboration to work more efficiently and to reduce reliance on third party contractors, when cost effective.
- 





Ensure THA's financial health by increasing property income, reducing operational expenses, and closely monitoring both property-level and organizational financial metrics to maintain and enhance unrestricted cash flow.

- THA's recurring income will exceed recurring expenses.
- Unrestricted cash flow from the THA-owned and managed properties will remain stable or increase year-over-year.

Build staff capacity and improve internal collaboration to work more efficiently and to reduce reliance on third party contractors, when cost effective.

- Hire and train THA Asset Management staff in 2025.
- Set Asset Management-related goals by the end of 2025.
- Decrease communications contractor spending by 15% while increasing the number of projects by the same amount.
- Reduce external legal costs through hiring and training a Senior General Counsel

# Add more Affordable Housing throughout Tacoma and Pierce County

- 
- Add more affordable housing through THA-led efforts and partnerships.
  - Optimize THA voucher utilization and unit occupancy to promote property financial health and housing stability.
- 

# Add more affordable housing through THA-led efforts and partnerships.



- By 2028, THA will add **500 new units of housing** through development or partnership.
  - With the 2024 accomplishments & other investments since 2023, **we have now added 349 units for low-income families.**
  - Once the new units at Aviva Crossing are completed, this total will exceed 600 units.

# Optimize THA voucher utilization and unit occupancy to promote property financial health and housing stability.

By the end of 2025, we will achieve **98% occupancy** in our portfolio.

- THA increased occupancy from **92%** to **95%** within eight months in 2024.

# Invest in Housing Stability and Community Vitality

- 
- Refine, maintain, and implement effective housing program management practices.
  - Offer services and agreements that keep people stably housed.
  - Distribute rental assistance and other supports to increase the percent of households able to secure affordable housing.
  - Invest in keeping our housing at a standard of high quality.
  - Foster vibrant and connected communities.
- 

# Refine, maintain, and implement effective housing program management practices.

- Increase internal audits to ensure 90% accuracy for all actions.
- 70% of THA's customers will be registered in Yardi, our customer relations management system.
- 98% of annual recertifications will be processed at least 30 days prior to the effective date.
- IT will collaborate to develop uniform reporting processes for short and long-term data driven decision-making and analysis.

# Offer services and agreements that keep people stably housed.

- In THA's portfolio, aim to cure lease violations and prevent at least 65% of evictions that could have resulted from not curing the violation.
- Collaborate with community partners to provide referrals for voucher holders who are in lease violations.
- Educate community partners and landlords about changing housing regulations and local laws.



# Distribute rental assistance and other supports to increase the percent of households able to secure affordable housing.

- THA will serve at least 98% of the same number of households in served in 2010.
- In 2023, THA set a goal to increase voucher success from 55% to 60% by 2025.
  - In 2024, THA averaged 60%
  - THA stopped issuing vouchers in Q2 2025
- In 2025, THA set a goal to house at least 5 high barrier voucher households per month.

# Invest in keeping our housing at a standard of high quality.

By 2028, THA set a goal to rehabilitate and/or refinance **at least 100 units of existing housing** to improve quality of life for tenants & long-term viability of the property.

- We have initiated the process of seeking financing to rehabilitate Salishan 1-3 & Hillside 2300. This will improve **over 300 units**. Work is set to begin in late 2025.



# Foster vibrant and connected communities.

- Increase the formalized partnerships with health and well-being focused community-based organizations and increase hours by 50% by the end of 2025 and 75% by the end of 2027.

\*2024 will be used as a baseline.

- Implement a system for soliciting customer feedback about community needs by the end of 2026.

# Serve as a great employer, contractor and community partner

- 
- Foster a culture of connection and improve employee retention and satisfaction.
  - Increase accessibility to make it easier for contractors to do business with us.
  - Maintain consistent and mutually beneficial relationships with community partners across all sectors so we contribute to making Tacoma an even more desirable place to live, work, and recreate.
- 

# Foster a culture of connection and improve employee retention and satisfaction.

- Maintain retention rate of 85% or higher.
- By the end of 2026, fully develop and implement Essential Conversations, a more efficient and relevant performance management tool.
- By the end of 2026, develop and implement written training plans for each position in the agency.

# Increase accessibility to make it easier for contractors to do business with us.

- Hire at least five businesses or organizations that are minority or women-owned business (M/WBE) and/or meet HUD's Section 3 requirements
- Process vendor and partner payments on time and implement systems that support those efforts (maintain a 90% on time payment rate).

Maintain consistent and mutually beneficial relationships with community partners across all sectors so we contribute to making Tacoma an even more desirable place to live, work, and recreate.

- Measures for this goal are yet to be developed.

Thank you for choosing to work at THA! We are happy to have you here.







# TACOMA HOUSING AUTHORITY

**To:** THA Board of Commissioners  
**From:** April Black, Executive Director  
**Date:** June 25, 2025  
**Re:** Agency Monthly Report

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## THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.

In this report you will find our agency highlights for the month of May. The agency updates are categorized as they relate to our long-term goals:

1. Enhance Our Financial Resilience and Sustainability
2. Add More Affordable Housing Throughout Tacoma and Pierce County
3. Invest in Housing Stability and Community Vitality
4. Serve as a Great Employer, Contractor, and Community Partner

Every person at THA contributes to our work and is integral to fulfilling our mission. This report represents just a small percentage of the work our team does in service to our community.

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## FINANCIAL SUSTAINABILITY

Financial Sustainability updates are included in the Finance update.

## INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

### Housing Hilltop

#### *Construction*

- The 11-month warranty walk for the South building occurred in May. All deficiencies are currently being addressed by Walsh.
- The 11-month warranty walk for the North building will occur in August or September.

#### *Commercial Space*

- Jan Parker
  - Jan is moving forward with La Union as architect.
  - The business is working with local funding partners to help fill funding gaps based on initial architect and contractor feedback.
  - The construction timeline is being solidified, and the lease will start in approximately 60 days. Based on the current

construction timeline, the business is scheduled to open in March 2026.

- Lavonne's Room
  - Bridget Demerson officially opened her business as of May 31st. AMRED is working with Bridget on assistance with business start-up costs through the Chase and HUD grants.
- Housing Hilltop South Empty Commercial Space
  - THA is reviewing a proposal for the 3<sup>rd</sup> commercial space and is prepared to make a selection this month.
- Housing Hilltop North Commercial Space
  - THA has awarded the broker scope to Heartland for the Housing Hilltop and Alberta J Canada (AJC) buildings. We will begin working with them on getting this space listed on the market.

#### *Lease Up*

- South Building
  - Construction is complete and fully LIHTC delivered.
- North Building
  - Lease up is currently underway and still behind schedule. THA, Brawner, Du, and FPI collaborating to minimize impact of lost credits.
  - On June 1, 2025, there were a total of 182 occupied units at Housing Hilltop:
    - ☐ South - 90 occupied, 4 vacant
    - ☐ North - 92 Occupied, 45 vacant
  - 2 on hold for address discrepancies
  - 14 on hold awaiting investor approval to rent to households at 30% AMI.
  - **25 Currently available** (although all, including the 16 noted above, must be leased for stabilization)
    - ☐ 6 are pre-leased
    - ☐ 19 are available for rent

## Aviva Crossing



### Site

- Utility work began in August 2024 and is scheduled to be completed in October 2025.
- THA is contracting with the County for a \$1.865 million grant toward infrastructure costs for affordable housing.
- Mercy will contract with the City for the \$2 million CHIP funds.
- THA is finalizing access to the EPA grant for \$959,757
- THA working with legal counsel and Related NW on formalizing a MOU for Lot 3.
- James Center South has a new buyer that wants to reevaluate and modify the reciprocal parking agreement between JCN and JCS.

*Koz (Lot 1)*

- The updated PSA has been executed with a later closing date of July 31, 2025.
- Expected to break ground by the end of August 2025.
- Koz is in the permitting process, working out land use details, and addressing final comments on their site and building plans.
- There is the possibility of delayed closing and groundbreaking depending on permitting.
- Working with Mercy and Walsh on coordinating upcoming construction activities.

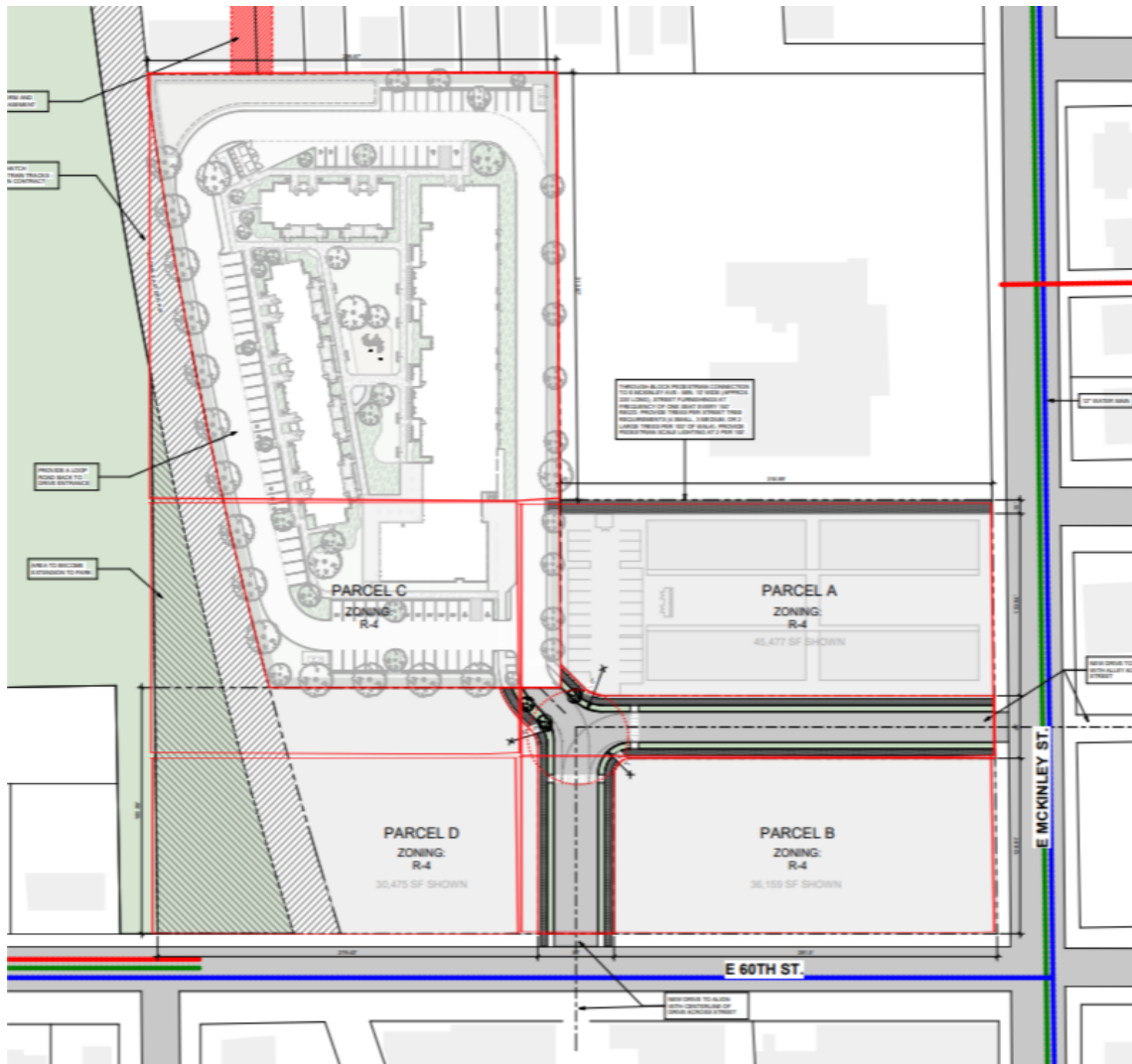
*Mercy (Lot 4)*

- Construction Underway. Units are expected to come online around April 2026.

*Related Northwest (Lot 3)*

- Targeting 150 units at 60% and 50% AMI.
- Negotiations are in process for the purchase of the parcel.
- Working with legal counsel on MOU negotiations.

## Hillsdale Heights



- Bridge Meadows has been awarded a conditional 9% LIHTC for 2025. They were not awarded the CHIP funds but are in the running for State and City funds to be announced by the end of June.
- Pre-application meeting with the city is complete.
- THA continues detailed conversations with partners on land sale. Bridge Meadows, Louis Rudolph Homes and Eloise's Cooking Pot are fully engaged and working together on the development of the entire site. Initial proposal has been received from Eloise's Cooking Pot including 36 housing units at 30-60% AMI. A proposal from Louis Rudolph Homes includes 52 homeownership units at 120% AMI.

- THA has procured a Critical Areas Report based on City's feedback on visual site inspection. This report is expected to be completed in early June. The city will review the results and follow up with any additional action items after.

### **Salishan & Hillside 2300 Resyndication**

- Environmental inspections are ongoing with the help of Property Management.
- Energy and Water audits are scheduled for May. Each property has had an energy analysis completed to help identify any savings programs that can be implemented into the project. Results are expected in the next two months.
- The zoning scope has been completed, and a report is expected in June.
- THA continues to identify and pursue funding opportunities.
- More detailed discussions progressing with TPU.
- THA is working with Commerce on finalizing a grant for the addition of windows and heat pumps for all 316 units. This would cover the material and installation for this scope.
- The first draft of owner's program/scope has been reviewed, and THA is working with Brawner on implementing those comments into the program.
- InkBuilt was selected as the architect for the project. LMC is working towards negotiating a contract with InkBuilt. A pre-construction contract with LMC is expected to be signed in June.
- InkBuilt has performed initial property inspections and is working with LMC on further design development.
- THA, Brawner, LMC, and 1Drop are collaborating as part of a community stakeholders feedback group to maximize MWSBE and Section 3 participation throughout the project. Two meetings have taken place thus far and positive movement has been made towards developing a strategic and successful plan.
- THA is working with Brawner and a relocation consultant to coordinate tenant moves during the construction process. This will include possible right-sizing of units wherever possible. Units will start to be held vacant as early as June to allow for relocation in early January 2026.
- THA and Brawner are working together in preparation for initial tax credit application materials and documents related to Commerce funding.



## MAKE TACOMA A GREAT PLACE TO LIVE

### Maintenance Updates

THA completed 2,715 work orders in May, and completed a total of 23 unit turns. Projects completed: Roof and gutter cleaning at Bay Terrace and Bergerson, speed bumps installed at Arlington, tree trimming at EB Wilson, resurface the parking lot at Dixon and replace several Knox boxes across the portfolio.

### New Trailer Mounted Jetter

THA has purchased a new trailer-mounted Jetter. A Jetter or pressure jet drain cleaner is a specialized plumbing tool that is used to clear your pipes. Jetters employ high-pressure water jets to clear any obstructions from your pipes. They are useful for residential and commercial applications. Here are some of the uses for this equipment:

- Cleaning Trash Corrals
- Blasting tree root clogs
- Flushing large pipes (including storm drains, large-diameter sewers)
- Pressure washing

### New Dump Truck Salishan

THA is excited for this much needed enhancement. This will enable the maintenance crew to work more efficiently and safely when servicing the heavy trash load at Salishan. The new lift gate and larger capacity is a much-anticipated gift to the crew. Many thanks to THA.





## Property Visits

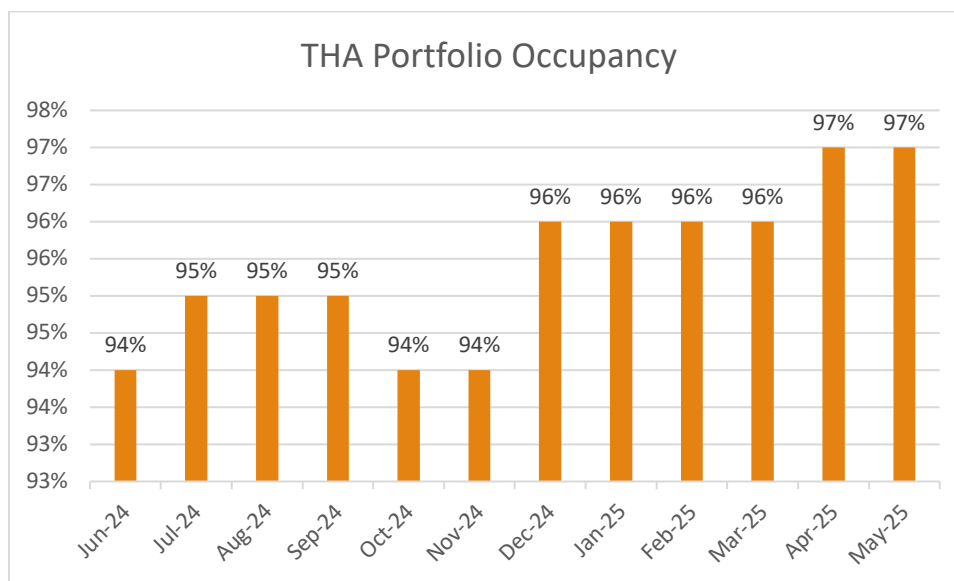
Funder inspections were completed at Bay Terrace 1 and 2. The inspector was impressed with the building conditions and found no corrections needed at Bay 2 and minimal corrections at Bay 1. Overall, this was a success. Thank you to the Bay Terrace Management and Maintenance teams and everyone who supported and helped prepare for the visit.

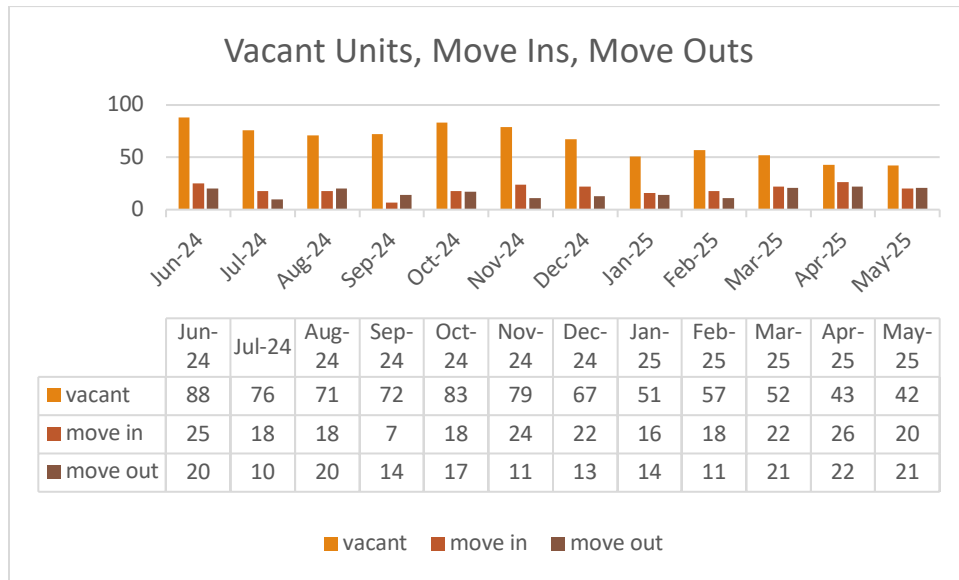
## Rent Collection

The Property Management team in coordination with Client Support and Empowerment continue to issue violation letters and complete warm outreach for units one month behind on rent. 30-day nonpayment notices are issued for households 2 months behind on rent. It is nearing the end of the school year ban, and we anticipate an increase in evictions over the next couple of months.

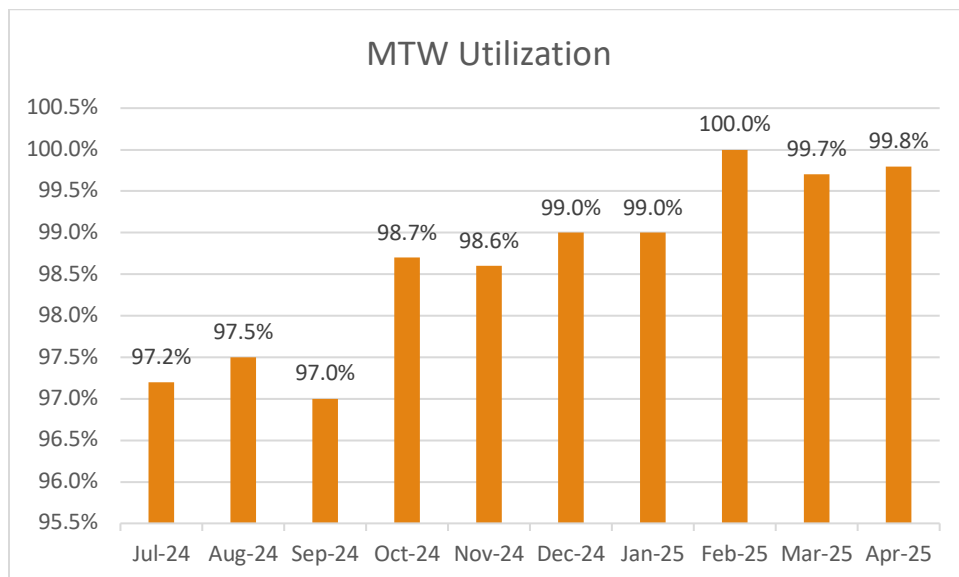
Rent Collection	Jan	Feb	March	April	June
% of Households Paid in Full	57%	58%	64%	66%	<b>65%</b>
% of Households Owing 1 Month of Rent (or less)	18%	19%	17%	17%	<b>17%</b>
% of Households Owing 1+ Months of Rent	25%	23%	19%	17%	<b>18%</b>

## THA Unit Occupancy Progress

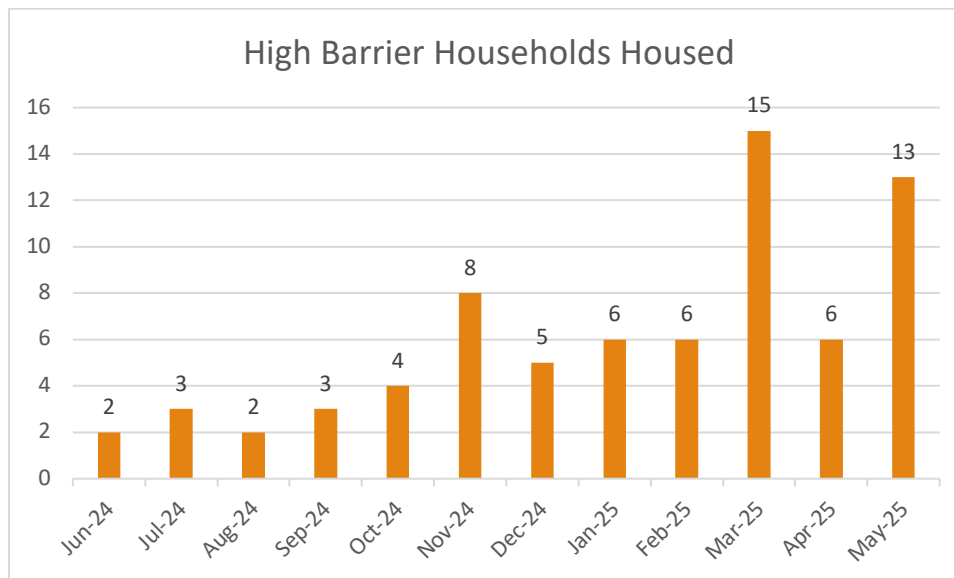




## Overall Program Utilization



## Serving High Barrier Households



## Pierce County Human Services Rapid Rehousing Investment 2013-2025

As a follow-up to questions raised by Commissioners during last month's meeting, additional information about THA's Rapid Rehousing Investment is provided.

### Background:

Since 2013 THA has invested over **\$12\* million dollars** into the Pierce County Homeless response system.

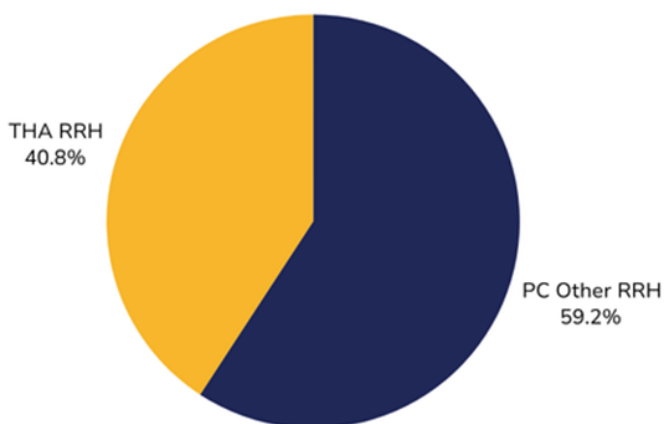
<b>2013</b>	\$80,000	<b>2019</b>	\$1,288,000
<b>2014</b>	\$400,000	<b>2020</b>	\$1,300,000
<b>2015</b>	\$650,000	<b>2021</b>	\$1,300,000
<b>2016</b>	\$900,000	<b>2022</b>	\$1,300,000
<b>2017</b>	\$1,000,000	<b>2023</b>	\$1,100,000
<b>2018</b>	\$1,000,000	<b>2024</b>	\$1,100,000

\*Total 2013-2025: \$12,318,000

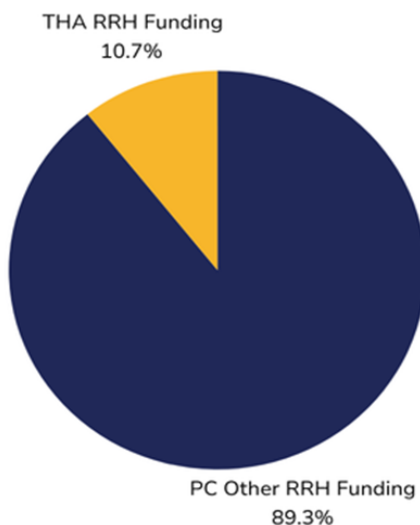
In 2025 THA reduced its annual investment to **\$900K**.

In 2024 Pierce County served **434** households through Rapid Rehousing interventions. **177\*** of those households were served through THA funded Rapid Rehousing programs. THA's investment serves about **41%** of households in county Rapid Rehousing programs.

*\*THA counted 105 of the total households served towards our MTW Utilization for 2024 as we use different calculations to determine a household served.*



THA's investment is about **11%** of the funding the county received in 2024 for RRH. This indicates the County is providing additional funds to assist the households being served with THA investments.



**2024 THA Funded RRH:**

\$1,057,877

**2024 Other Funding:**

\$8,828,548

**Total 2024 Funding:**

\$9,886,425

## Emergency Housing Voucher (EHV) program

The EHV program was authorized by Congress in 2021 to help families who are homeless, at risk of homelessness, fleeing domestic violence, or transitioning out of homelessness. On March 6, 2025, HUD announced that PHAs would receive their final HAP renewal allocation, ending the program earlier than its originally planned expiration in September 2030. The Tacoma Housing Authority must now carefully evaluate the impact of losing continued funding.

The EHV program remains a crucial resource for individuals and families requiring assistance. As of April 2025, 115 vouchers are currently in use, providing stable housing to:

- **77 households with children**
- **29 disabled households**
- **11 elderly households**

65% of EHV families live in Tacoma, while 35% live outside of Tacoma.

The program's Housing Assistance Payment (HAP) funds average \$2,004,094 annually (approximately \$1,490 per household). Current projections indicate that THA's final allocation of HUD funding will sustain the program through mid-2026.

## Future Subsidizing Strategies

With the current funding set to be exhausted mid-2026, THA will explore alternative funding avenues to continue support and funding for EHV program participants. Here are some strategies we are exploring:

1. **Federal Funding Advocacy:** Increase advocacy efforts to fully fund the EHV program at least through 2030.
2. **Waiver Request:** Considering requesting reallocation of unused SPV's through a waiver request.
3. **Government Grants:** Apply for additional federal, state, and city grants that support housing initiatives.
4. **Private Grants and/or partnerships:** Apply for grants or partnerships with organizations in the community.
5. **Rapid Rehousing Fund Reallocation:** Evaluate the possibility of shifting \$900,000 from Pierce County's Rapid Rehousing Program. If reallocated, THA's MTW plan will clearly state this decision and acknowledge that THA will not meet STS

requirements as a result. The RRH program currently serves 126 families per month. This strategy likely will not cover the full cost of EHV HAPs.

6. **Absorbing EHV into THA programs:** Evaluate the impact of prioritizing EHV Voucher holders for THA units. This solution is less likely in 2026 because THA has already allocated 129 vouchers to the Aviva Crossing Project-Based program. This PBV commitment will absorb all of the vouchers returned to THA through attrition over the next year since THA exits approximately 11 vouchers per month.
7. **Transfer EHV households into available project-based voucher units.** Explore whether we can offer to have households move to available PBV units as an alternative to having subsidy stop.
8. **THA reserves:** Consider if THA will use its MTW restricted reserves to continue funding the EHV program.

By considering some or all these strategies, our goal is to ensure the continued success and sustainability of the EHV program. An internal subcommittee will have full recommendations by October. Concurrently, April will focus on funding advocacy.

### **Tacoma Community Safety Collaborative**

THA is a member of Tacoma Community College's Tacoma Community Safety Collaborative. This is a multi-agency effort that is focused on using data and mapping to understand where different crimes occur within the city. Using this data, the group will determine where to activate resources and supports that lean on the community's strengths and resources. This work aligns with THA's priority to Invest in Housing Stability and Community Vitality.

## **MAKE THA A GREAT EMPLOYER, CONTRACTOR, AND PARTNER**

### **Announcing the new Department of Strategic Initiatives**

THA has a new department for Strategic Initiatives! This department combines key functions like Policy / MTW, communications, community engagement, grantmaking, and resource development. The Department of Strategic Initiatives will partner closely with THA staff to align its daily work with the agency's long-term strategic priorities. And as a team of strategic thinkers, they will support THA in making informed decisions that serve THA clients effectively and contribute to a stronger, more vibrant community. Here's who is part of this new Department:

- **Priya Saxena:** Director of Strategic Initiatives
- **Katie Escudero:** Policy Manager

- **Rod Nash:** Grants and Resource Development Manager
- **Nick Tolley:** Communications and Marketing Manager
- **Erik Owomoyela:** Digital Content Specialist
- **Jess Thompson:** Project Manager II
- **Christine Nguyen:** Planning and Policy Analyst

### **Seeds of Peace & Greentrike Summer Camp Partnership**

THA is excited to welcome back Seeds of Peace and Greentrike this year for summer programming! THA received this heartening write-up from Seeds of Peace regarding their summer programming registration fairs:

“As we begin our fourth year of the THA Summer Program in partnership with Greentrike and Seeds of Peace Projects, we’re seeing the impact of consistency and community. What started with just two sites at Bay Terrace and Dixon has now expanded to four, with Salishan and Hilltop Terrace as new additions. Hilltop is a new site for us this year, and we’re excited to begin building relationships there.

The second we stepped on the Dixon village site; the kids recognized us. Felt like we had not missed a beat. They ran up to us, shouting our names, sharing updates like “I’m 10 now,” or asking “Where have y’all been?” The connection was instant, and it was clear they had been waiting for this moment.

Registration events have gone smoothly. So far, we’ve registered 46 children at Salishan, 16 at Dixon, 16 at Bay Terrace, and 5 at Hillside. At Salishan, kids biked up quickly and began guessing numbers for the M&M jar, remembering the game from last year. At Bay Terrace, a parent told us, “The kids always look forward to the program.” Then, at Salishan another parent smiled and said, “We know,” before we could even introduce the flier for programming.

We’ve also expanded our range of providers this summer, offering more opportunities for kids to explore and engage. Shoutout to Toolbox for joining us at Bay Terrace and bringing such a wide range of activities. Parents even had a tough time pulling their kids away at times. During one event, while we were playing volleyball, a group of kids noticed someone walking by with a saxophone and called out, “Play for us.” Was a small moment, but it showed how much they see these spaces as their own. We are not just bringing a program to them. We are being welcomed into something they are already proud of.

It is clear that the children are not just coming for programming, but they are coming for community. The momentum has started strong, and we hope to finish strong as well. Families are showing up, kids are reconnecting, and the excitement is real. They are not just signing up for activities. They are returning to a place where they feel seen and remembered. We are grateful to grow with them and to continue creating something they look forward to each summer!”

*Thank you, Seeds of Peace!*

### **Tacoma Public Schools & THA Working Together to Expand Onsite Programming**

THA and Tacoma Public Schools (TPS) are working together to expand our partnership to include the TPS Play Group Program for 3-year-olds at Bay Terrace and Beyond the Bell programming to THA family properties.

TPS has two robust programs that offer structured out of school learning and align with THA’s goal to offer more quality Social Emotional Learning (SEL) programs for THA families. Play Group Program for 3-year-olds and Beyond the Bell are current programs TPS operates with existing contracted service providers including Greentrike and Parks Tacoma. These programs follow a vetted curriculum operated by specialized staff who are subject matter experts on youth development.

The Play Group Program for 3-year-olds is a play-based program that provides a rich environment for early learning through developmentally appropriate activities. The play group is facilitated by paraeducators, with specially designed instruction (SDI) developed and monitored by special education teachers. The focus is on creating a nurturing environment where children learn through exploration, movement, and social interactions.

Beyond the Bell is an effort by TPS and youth service providers in Tacoma to provide students with fun and meaningful after school activities. As it currently stands, TPS only offers Beyond the Bell at school sites. **This pilot would expand Beyond the Bell to designated THA properties where we see the most need for afterschool programming.**

TPS and THA seek to designate Greentrike as coordinators of the THA Beyond the Bell sites in partnership with Parks Tacoma, providers with whom THA has established working relationships.

The expansion of these programs onto THA family properties will be free of charge for THA and its residents. This will be a cost-saving for THA as well as time savings for staff without foregoing quantity or quality of services. CSE has received ongoing feedback from



residents about more youth engagement and early learning opportunities, this effort will help to address those needs.

THA is excited to continue working innovatively in partnership with TPS to serve Tacoma students where they live!

## A LOOK AHEAD: MID-YEAR BUDGET REVIEW

Our July Board meeting will be focused on our Mid-Year Budget Review.

## OTHER UPDATES

In May and early June, we engaged in advocacy efforts in some of the following ways:

- Representative Stickland hosted a Housing Supply Round Table event. We advocated for regulatory relief on the project-based voucher funding and fixing the funding gap for Emergency Housing Vouchers.
- Provided data and information to National Public Radio (NPR) about THA's experience with the Housing Opportunity Program (HOP) and the negative impacts would have experienced had they been held to a time limit on the program.
- Provided an educational briefing to Citibank about the federal funding landscape and the risks and opportunities we are facing with the current budget proposals.
- Participated in the Summer Council of Large Public Housing Authorities (CLPHA) conference in Atlanta. The focus was on strategies to continue serving Emergency Housing Voucher participants and the current federal budget timeline/process.

On June 23<sup>rd</sup>, THA is hosting the new HUD Region X Administrator, Chris Patterson. He has requested to see Arlington Drive. We will use the time to discuss the funding cuts to the Emergency Housing Voucher and Foster Youth to Independence Programs, how time limits and work requirements would impact customers at properties like Arlington Drive, and the potential impacts of the administration budget proposals.



**TACOMA HOUSING AUTHORITY**

**NEW BUSINESS**



# RESOLUTION 2025-06-25 (1)

**Date:** June 25, 2025

**To:** THA Board of Commissioners

**From:** April Black  
Executive Director

**Re:** Authority to Execute Multiple General Contractor Contracts

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*This resolution would allow Tacoma Housing Authority's (THA) Executive Director the authority to execute contracts with the following General Contractor's: Patron Contracting, Patriots Choice and Total Home Maintenance.*

## BACKGROUND

THA issued a Request for Proposals for General Contractors on May 23, 2024. There were 10 vendor's that submitted proposals. THA awarded contracts to Patron Contracting (Woman-owned business enterprise (WBE)), Patriots Choice (Veteran Owned) and Total Home Maintenance (Minority-owned business enterprise (MBE)).

THA anticipates executing 2 contracts for each vendor. Each vendor will have one contract for THA owned properties valued at \$100,000 and one contract for the entities valued at \$300,000.

These contracts will cover routine general maintenance needed at all properties.

## RECOMMENDATION

Approve THA's Executive Director to execute contracts with Patron Contracting, Patriot's Choice and Total Home Maintenance.



**RESOLUTION 2025-06-25 (1)**

(Authority to Execute contracts for General Contractor Services)

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

**WHEREAS**, THA issued an RFP in May 2024 for General Contractor Services; and

**WHEREAS**, THA awarded contracts to Patron Contracting, Patriot's Choice and Total Home Maintenance; and

**WHEREAS**, THA has negotiated the terms of the Contract with each Vendor; now, therefore, be it

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

THA's Executive Director is granted the authority to execute contracts with Patron Contracting, Patriot's Choice and Total Home Maintenance for THA Non-Taxable properties at \$100,000 each and for Taxable Entities at \$300,000 each.

**Approved: June 25, 2025**

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**Derek Young, Chair**