TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

JULY 23, 2025

Tacoma Housing Authority

REGULAR MEETING

BOARD OF COMMISSIONERS

JULY 23, 2025

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, July 23, 2025, at 4:45 pm via Zoom and at 902 S L Street, Tacoma, WA 98405.**

Join Zoom Meeting
https://us06web.zoom.us/j/87840016279?pwd=y3uxLt07pA8EbBwgj8XFD2GLexN78Q.1
Meeting ID: 878 4001 6279 / Passcode: 646993 / Dial (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:

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

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

Sha Peterson
Executive Initiatives Officer

AGENDA

TACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
JULY 23, 2025, 4:45 PM

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

Join Zoom Meeting
https://us06web.zoom.us/j/87840016279?pwd=y3uxLt07pA8EbBwgj8XFD2GLexN78Q.1
Meeting ID: 878 4001 6279 / Passcode: 646993 / Dial (253) 215-8782

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Minutes of June 25, 2025—Regular Session

4. 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.

5. COMMITTEE REPORTS

5.1 Real Estate Development Committee

5.2 Finance and Audit Committee

5.3 Community Partnerships and Advocacy Committee

5.4 Education, Housing, Services, and Partnerships Committee

6. FINANCE REPORT

6.1 Ratifying Cash Disbursement for June 2025

7. AGENCY UPDATES

8. NEW BUSINESS

8.1	2025-07-23 (1)	Authority for multiple Procurement Actions
8.2	2025-07-23 (2)	Extension of Project Based Voucher Contract Salishan One
8.3	2025-07-23 (3)	Extension of Project Based Voucher Contract Salishan Two
8.4	2025-07-23 (4)	Extension of Project Based Voucher Contract Salishan Seven
8.5	2025-07-23 (5)	Approval of the Renewal of the Executive Director Employment Agreement

9. EXECUTIVE SESSION: To discuss the performance of a public employee.

10. COMMENTS FROM THE COMMISSIONERS

11. ADJOURNMENT

TACOMA HOUSING AUTHORITY

MINUTES

Tacoma Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, JUNE 25, 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, June 25, 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 4:48 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Derek Young	
Vice Chair Stanley Rumbaugh	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Michael Purter (arrived late at 4:48 pm)	
Commissioner Athena Dunn	
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 Initiatives Director	
Richard Deitz, Finance Director	
William Morse, Director/CIO	

Chair Young declared there was a quorum present at 4:49 pm and proceeded.

Chair Young welcomed new Commissioner Athena Dunn and did Board introductions. Commissioner Dunn is born and raised in Tacoma graduated from School of The Arts. She received associates at Clover Park and in school for Bachelors in Community Health.

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, May 28, 2025. Vice Chair Rumbaugh moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	0
Abstain:	0
Absent:	0

Motion approved.

4. GUEST COMMENTS

None.

5. FINANCE REPORT

FINANCE

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

6.1 RATIFYING CASH DISBURSEMENT FOR MAY 2025

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling $7,925,746 for the month of May 2025. Commissioner Hodge seconded. HUD held cash is up $1.1M. Total Cash at $25.3M.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	0
Abstain:	0
Absent:	0

Motion approved.

6. NEW BUSINESS

6.1 RESOLUTION 2025-06-25 (1), AUTHORITY TO EXECUTE CONTRACTS FOR GENERAL CONTRACTOR SERVICE

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.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	0
Abstain:	0
Absent:	0

Motion approved: June 25, 2025

Derek Young, Chair

7. EXECUTIVE SESSION

The Board went into executive session at 5:00 pm for 43 minutes to review the performance of a public employee and came back into regular session at 5:43 pm. No decisions were made

8. COMMENTS FROM COMMISSIONERS

Commissioner Purter expressed appreciation to Executive Director Black and Directors Short and Deitz for providing their updates. Commissioner Hodge thanked Marketing Manager Nick Tolley for keeping the Board informed about recent developments, including the new article with Executive Director Black.

9. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:45 pm.

APPROVED AS CORRECT

Adopted: July 23, 2025

Derek Young, Chair

Tacoma Housing Authority

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: July 23, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling $8,177,431 for the month of June 2025.

Approved: July 23, 2025

_____

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of June 2025

	Check Numbers									
	From		To	From		To	From		To
						Amount	Totals		
	A/P Checking			SAL 7 Checking			THDG Checking		
Checks	97,873	-	97,948	1,036	-	1,038	10,348	-	10,357
Wire/EFT	117	-	123	-	-	-	-	-	-
ACHs	4,021	-	4,088	205	-	217	-	-	-
Business Support Center						803,826	Program Support		
Moving To Work Support Center						37,992			
Moving To Work Buildings (used by Support Center)						9,782			
Tax Credit Program Support Center						20,803			
Support Center Allocation						13,790			
Section 8 Programs						172,660	Section 8 Operations		
Alberta J Canada Bldg						112	Property Operations		
Salishan 7						64,786			
Housing Hilltop LLLP						238,399			
Education Program - THDG						1,835	THDG		
Hilltop Redevelopment - THDG						3,755			
THDG - General						1,050			
Hillsdale Heights						10,397	Development		
Hillside Terrace & Salishan Resyndication						19,550			
Bus Development Activity						39			
CS General Business Activities						13,695	Client Support		
SAFE/TRAC						5,370			
Department of Commerce Funding for Crisis Residential Center						92,619			
Community Services MTW Fund						2,775			
AMP 6 - Scattered Sites						1	Public Housing		
AMP 9 - HT 1500 - Subsidy						170			
THA SUBTOTAL						1,513,403			
Hillside Terrace 2 & 1500						2,076	Tax Credit Projects - Reimbursable		
Bay Terrace I & II & Community Facility						6,372			
Housing Hilltop LLLP						23,865			
Arlington Youth Campus						1,656			
Court F (The Rise)						2,390			
Renew Tacoma Housing						26,482			
Salishan 1 - Salishan 6						30,611			
Tax Credit Property Allocations						7,918			
TAX CREDIT SUBTOTAL (Operations & Development - billable)						101,369			1,614,772
Section 8 Checking Account (HAP Payments)									
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s		489,802	-	489,912	172,979			
	ACHs		55,246	-	56,201	5,244,837		$	5,417,816
Payroll & Payroll Fees - ADP	EFT		30	-	31			$	1,144,842
TOTAL DISBURSEMENTS								$	8,177,431

TACOMA HOUSING AUTHORITY

CASH POSITION - May 2025

Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		6,307,068	2.54%
Section 8 Checking		1,460,062	2.54%
THA Scattered Sites Proceeds		5,989,350	2.54%
FSS Escrows		111,062	2.54%
FSS Forfeitures		64,184	2.54%
Note Fund Account		110	2.54%
THDG - Tacoma Housing Development Group		932,327	2.54%
Salishan 7 Operations		1,891,068	2.54%
Salishan 7 Security Deposit		32,569	2.54%
Salishan 7 Replacement Reserve		785,926	2.54%
Salishan 7 Operating Reserve		217,447	2.54%
North Highland Operations		26,113	2.54%
North Highland Security Deposit		22,972	2.54%
North Highland Capital Reserve		419,671	2.54%
Highland Crest Operations		1,346,493	2.54%
Highland Crest Replacement Reserve		475,184	2.54%
Highland Crest Security Deposit		39,874	2.54%
Outrigger Operations		740,715	2.54%
Outrigger Replacement Reserve		425,843	2.54%
Outrigger Security Deposit		25,376	2.54%
Payroll Account		24,992	2.54%
HOME STREET BANK			
James Center North Operations		805,348	0.00%
James Center North Security Deposit		77,151	0.00%
WASHINGTON STATE			
Investment Pool		$ 1,075,814	4.37%
1. TOTAL THA CASH BALANCE		**$ 23,296,720**	
Less:			
2. Total MTW Cash Balance		**$ -**	
Less Minimum Operating Reserves			
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	
2.1. MTW Cash Available (Lines 2-2.09)		**$ -**	
3. MTW Cash Held By HUD		**$ 10,500,576**	
4. Non MTW Cash Restrictions/Obligations			
4.1 Non MTW Operational Restrictions			
4.10 HUD Restricted - Lot and Property Sales		$ 5,989,350	
4.101 Scattered Sites Proceeds (Afford Hsg)	5,989,350		
4.20 THA Property Accounts Reserved		$ 5,717,987	
4.201 Security Deposit Accounts	197,942		
4.202 Highland Crest Operations Reserves	520,000		
4.203 Highland Crest Replacement Reserves	475,184		
4.204 James Center North Capital	96,211		
4.205 Outrigger Operations Reserve	150,000		
4.206 Outrigger Replacement Reserves	425,843		

TACOMA HOUSING AUTHORITY

CASH POSITION - May 2025

4.207 Salishan 7 Operations Reserves	750,000		
4.208 Salishan 7 Replacement Reserves	785,926		
4.209 North Highland Court Operations Reserves	50,000		
4.210 North Highland Capital Reserve	419,671		
4.211 James Center North Operations Reserves (Debt Svc)	1,000,000		
4.211 Housing Hilltop Loan Reserve	847,210		
4.30 Rental Assistance Reserves		$ 848,339	
4.301 Mod Rehab Operating Reserves	67,979		
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	605,114		
4.303 FSS Escrows & Forfeitures	175,246		
4.40 Prepaid Grants		$ 1,093,703	
4.401 TPS Interlocal (CS-2017-011)	72,368		
4.402 College Spark (PI-2018-005)	35,246		
4.403 GTCF Grant (PI-2019-005)	53,761		
4.404 THDG	932,327		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		**$ 13,649,379**	
4.70 Agency Contracted or Budgeted Commitments Remaining		**$ -**	
	-		
	-		
4.99 Total Non MTW Cash Restrictions/Obligations *(Lines 4.60+4.70)*		**$ 13,649,379**	
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		**$ 9,647,341**	
6. Development Advances - Project Reimbursement upon draw		**$ 126,222**	
6.01 Housing Hilltop LLLP	126,222		

TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT

TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: July 23, 2025
Re: Agency Monthly Report

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 June. 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 South building warranty period is over, and Walsh has completed all remaining warranty items.
- 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.
  - Lease is starting in July. Permit drawings are being submitted, and construction is scheduled to begin in Q4 2025. Based on the current construction timeline, the business is scheduled to open in May 2026.

- Lavonne's Room
  - AMRED is continuing to work with Bridget on assistance with business start-up costs through the Chase and HUD grants.
- Empty South Commercial Space
  - THA is reviewing a proposal for the 3rd commercial space and has Selected Rainier Gallery to occur this space.
- North Commercial Space
  - THA has awarded the broker scope to Heartland for the Housing Hilltop and AJC buildings. AMRED will be working with them on getting this space listed on the market.

Art Curation

- THA has received and reviewed all finalists' proposals.
- THA is expecting to award this by the end of July.

Lease Up

Lease up currently underway and still behind schedule. On July 8th, 2025, there were a total of 189 occupied units and 42 vacant units at Housing Hilltop:

- South - 85 occupied, 9 vacant.
  - None of these apartments have been pre-leased as the focus is on the North building for LIHTC credit delivery.
  - These 9 units are already LIHTC certified.
- North - 104 Occupied, 33 vacant.
  - 22 vacant units have been pre-leased.
  - 11 vacant units remaining to pre-lease.

Aviva Crossing

Site

- Utility work is ongoing.

Koz (Lot 1)

- The updated PSA which pushed the closing date of July 31, 2025, may need to be amended again as Koz's permitting timeline has taken longer than planned.
- There is the possibility of delayed closing and groundbreaking depending on permitting.
- Groundbreaking will likely be Q4 2025
- Working with Mercy and Walsh on coordinating upcoming construction activities.

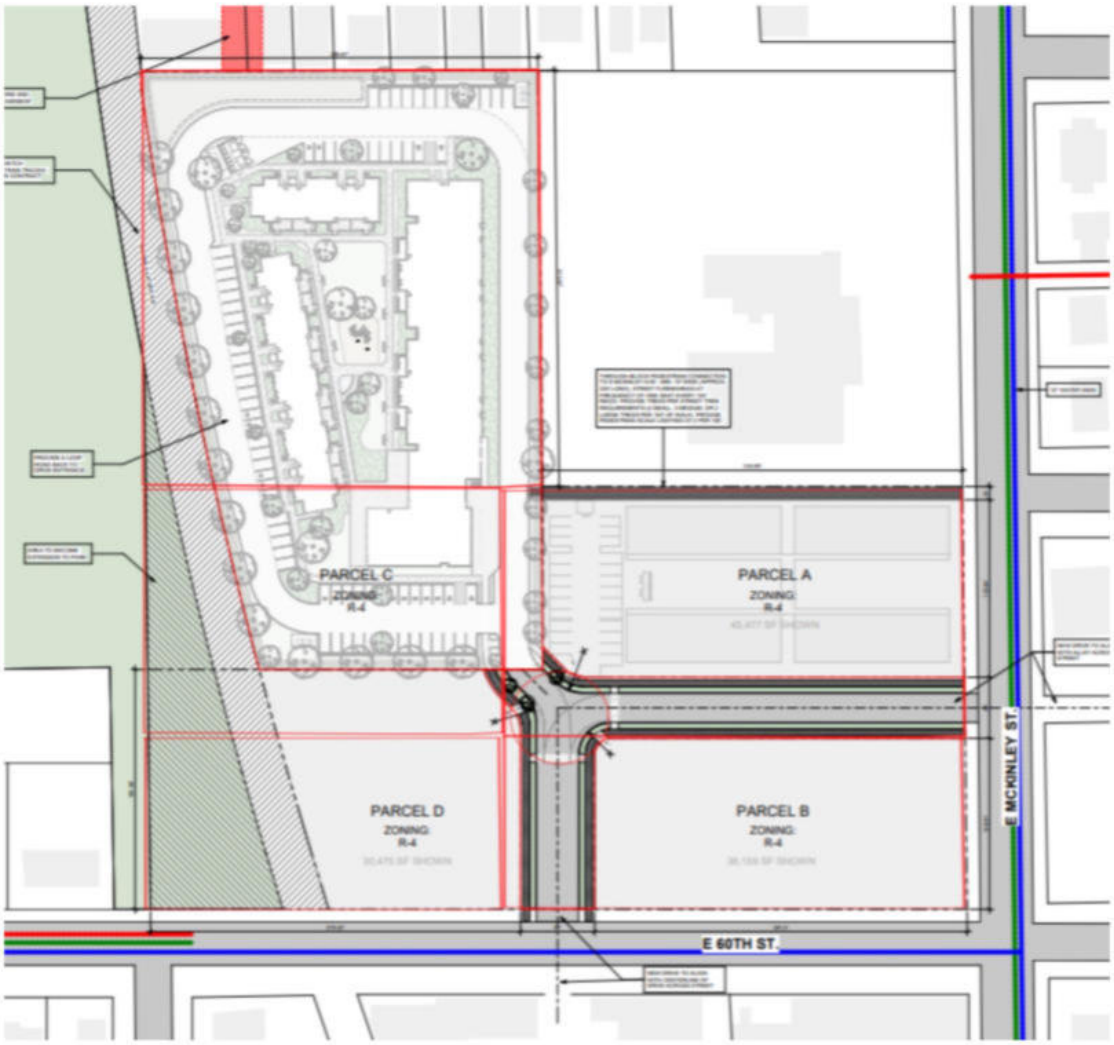
Mercy (Lot 4)

- Construction is underway and we expect units to be completed by in Q2 of 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.
- Related is scheduled to submit their final and best offer for this parcel
- and the ownership structure.

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 August.
- 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.
- The findings from the Critical Area Report identified wetlands that may impact development plans. THA is submitting a verification permit

through the city to confirm the findings and the potential mitigation efforts. This process is expected to take 3-4 months.

Salishan & Hillside 2300 Resyndication

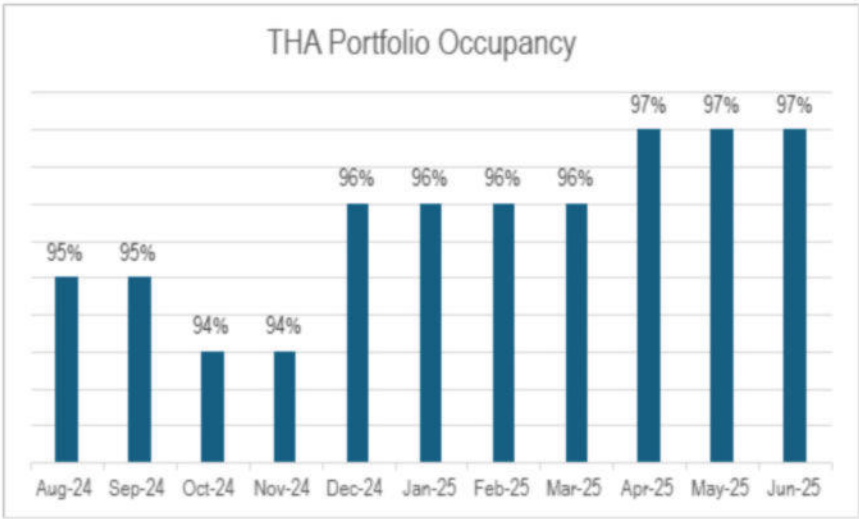
- Environmental inspections are ongoing.
  - 90-day Radon Testing is beginning in July.
  - A 24-hour Indoor Air Quality Test is scheduled for the week of July 14th.
- Energy and Water results are expected in the next month.
- The zoning scope has been completed, and reports have been received.
- THA continues to identify and pursue funding opportunities.
  - TPU has identified upwards of $450,000 in rebates for the project. THA is working with TPU on formalizing this into a contract.
  - THA has been awarded the Multifamily Building Efficiency Grant from Commerce for $10M to fund the installation of energy efficient windows and HVAC system for each household for the project.
- THA Owner's program/scope preferences have been sent to LMC for their implementation into the project specifications.
- THA is expected to review the current pre-bid estimate and project manual with LMC within the next 2 months.
- A design-build pre-construction contract was signed in June with LMC that includes InkBuilt as the Architect.
- InkBuilt is working with LMC on further design development.
- THA, Brawner, LMC, and 1Drop are collaborating together as part of a community stakeholders feedback group to maximize MWSBE and Section 3 participation throughout the project. Three 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.
- Brawner is working with THA on identifying potential additional consulting services for Davis-Bacon wage tracking, income verification, and tracking first year.

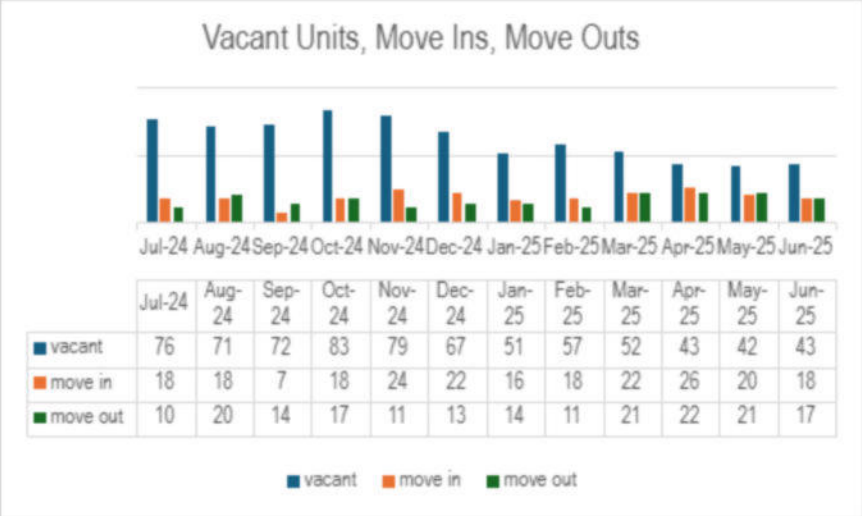
MAKE TACOMA A GREAT PLACE TO LIVE

Resyndication Impacts on Unit Occupancy Progress

As a result of significant Resyndication activities affecting Salishan and Hillside Terrace, THA will reserve up to 25 units at Salishan 1, 2, and 3 to accommodate residents impacted by these efforts. To facilitate this process, these units will be taken offline in advance of the resyndication work. Consequently, THA will revise its current occupancy target from 98% to 96%. Effective July 2025, THA's objective will be to achieve and maintain a 96% occupancy rate across the portfolio for the duration of the resyndication project.

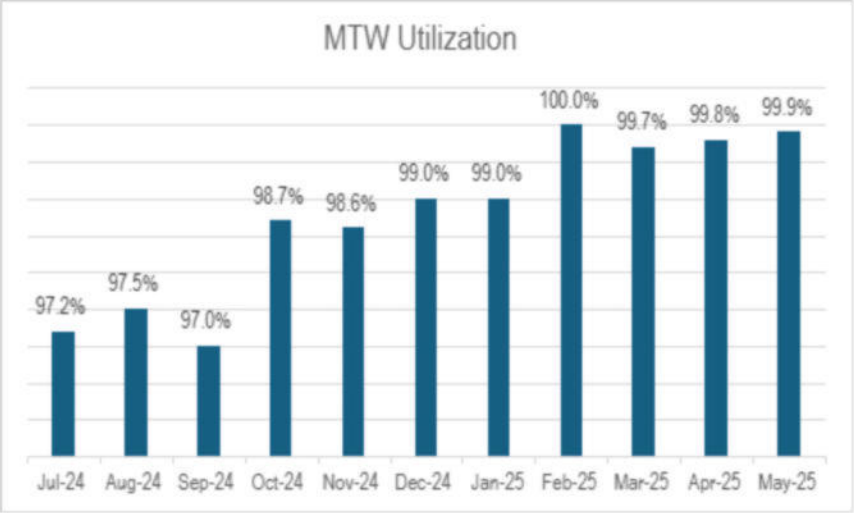
THA Unit Occupancy Progress



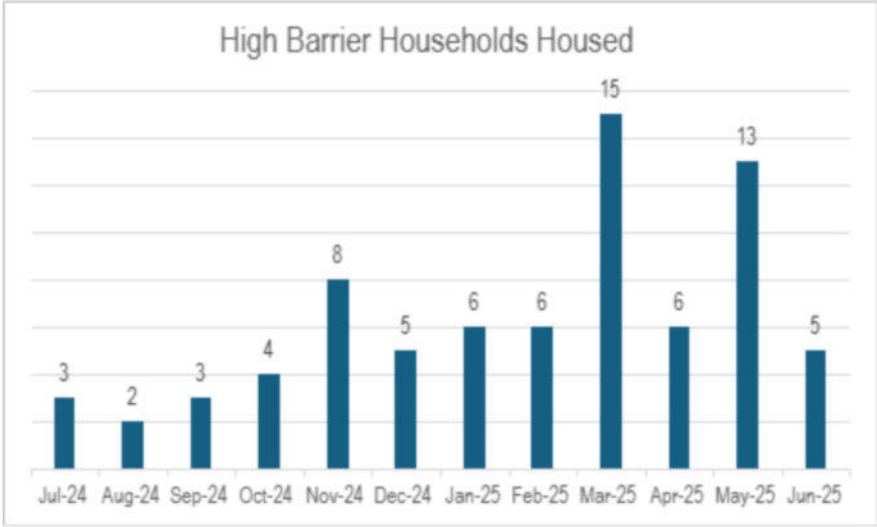


	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
vacant	76	71	72	83	79	67	51	57	52	43	42	43
move in	18	18	7	18	24	22	16	18	22	26	20	18
move out	10	20	14	17	11	13	14	11	21	22	21	17

MTW Program Utilization



Serving High Barrier Households



Investing in Housing Stability: FSS Participant Goes from Having a Caregiver to Being a Caregiver!

Family Self-Sufficiency is a HUD-funded program that provides financial incentives for participants to meet their individual needs to help build their employment capacity and build assets. Recently, Community Advocate Kristine Coman shared this incredible story of an FSS participant working towards gaining not only employment, but greater overall health.

The FSS participant was working minimal hours with Parks Tacoma but was looking for a position where they would be able to gain more hours, experience and a higher wage. Through employment consultation services, Kristine identified a job fair announcement for Korean Women's Association and sent it over to the participant. They attended right away and were hired on the spot! "They went from having a caregiver from KWA to being a caregiver for KWA!" Kristine explained. Additionally, the participant also set and met an FSS personal goal of regaining their health to be able to maintain a part-time job. Increasing their income through additional employment is helping this participant keep their rent current and build their financial stability.

Investing in Community Vitality: Safe Streets' *Health is Wealth* Cohorts Visit Northwest Trek

THA is proud to partner with Safe Streets at Salishan and Bay Terrace to provide the *Health is Wealth* program to youth. This program helps to integrate conversations around youth mental health using everyday applications. Youth living in both locations were invited to participate in a field trip to Northwest Trek recently. Below is a description of that field trip from Nora Flemming de Sandoval, Executive Director of Safe Streets:

"On June 24th, a hired school bus traveled from Tillicum, to Hilltop, to Salishan picking up youth and chaperones for a field trip to Northwest Trek. In all, 40 youth attended the Northwest Trek field trip, having the opportunity to view wildlife as varied as bobcats, bears, and bald eagles while touring the park in small groups with staff and volunteer chaperones.

This trip was made possible through the support of and partnership with the Institute for Community Leadership (ICL)… Youth mentioned taking hikes in parks close to their homes, wanting more outdoor toys and equipment, and, more excitedly, discussed the possibility of a field trip. The hands-down favorite destination among all youth was…Northwest Trek! We developed a proposal for all three youth-determined ideas and submitted it to ICL for their approval. We were approved!

The trip to Northwest Trek was such a success! The youth had a great time with a nice balance of animal viewing, eating lunch outdoors, and playing in the Northwest Trek Kids' Zone—a water walk playground where everyone was able to cool off. While on the field trip, youth were divided into smaller groups and assigned an adult. Each group voted on their name—including "The Grizzly Bears" and "The Cougars".

The Health is Wealth youth will be following up the Northwest Trek field trip over the next several months with some other outdoor activities. Youth have already done several nature hikes, honing their observation skills and learning identification of neighborhood plants. In the coming weeks, youth will be learning to use binoculars, monocular, and magnifiers to

investigate nature in their communities. Additionally, with the purchase of outdoor play equipment, Health is Wealth youth can engage in a number of outdoor game activities including Outdoor Yoga Stations, Cooperative Parachute Games, and Volleyball, and more!"

Pictured: Bay Terrace youth waiting for their bus

Investing in Community Vitality: First Salishan Community High School Graduation

THA and Salishan Association worked collaboratively together to host a community high school graduation on June 20th. Four Salishan graduates participated in this first ever ceremony, held on the Family Investment Center (FIC) lawn. Graduates who attended and were honored were from Lincoln High School, Science & Math Institute (SAMI), and Silas High School.

Dr. Brian Knowles, Vice President of the Salishan Association, gave the welcoming address to the proud parents and community members who gathered. "To our graduates – you are the heart of Salishan. You carry with you the pride and the promise of this community," Dr. Knowles shared. Alexander Stewart graduated from SAMI and Tacoma Community College; he will be attending the University of Washington in the fall. Alexander addressed his community: "Stories after all, aren't written in isolation. We should all take a moment to reflect on the people in our lives who have helped raise and strengthen us as we continue to strive." Jasmine Miles, Valedictorian of Lincoln High School, also addressed her fellow graduates: "Some of the best advice I have got is to know that time is going to pass by no matter what you decide to do with it. So, choose to spend your time doing something that will benefit. Don't wait for the good things to happen to you. Fight to make them happen for yourself." Jasmine will also be attending the University of Washington in the fall.

A very special thank you to Janette Simon of the Salishan Association and her community volunteers for helping to coordinate the event, alongside the THA Community Building team. Former THA Community Builder Rob McAfee, who recently relocated to North Carolina earlier

this year, flew back to Tacoma in order to attend the event and celebrate the graduates. *Congratulations all 2025 THA graduates!*

Pictured: Dr. Knowles, VP of Salishan Association Board of Directors addressing the graduates (left); Rob McAfee calling up the graduates for their certificates (right)

Maintenance Updates

The team completed 2,639 work orders in June. They completed a total of 18 unit turns.

Projects Completed

Elevator door replacement at Arlington. Emergency lighting project at Bay Terrace, this ensures emergency exit signs remain lit during a power outage. Elevator oil change at Bay Terrace phase 2 building. At Wright Street, THA had a main sewer line burst resulting in contamination of the building underfloor and insulation. This break shut down plumbing for half the building (roughly 36 units) for about 4 hours. Due to the team's fast response THA was able to get the building back operational same day with zero relocation.

Rent Collection

The PM team in coordination with CSE, 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. We are in the end of the school year ban and anticipate an increase in evictions over the next couple of months.

MAKE THA A GREAT EMPLOYER, CONTRACTOR, AND PARTNER

The annual Engagement Pulse survey was completed in June. A total of 137 employees took part, which is 82.5% participation and the highest record ever. The feedback was very positive and encouraging. Our retention rate stands at 92.86%. Everyone continues to work hard at making THA a great employer.

In the past month, THA brought two Housing Development and Finance-related trainings onsite and made those training courses available to all staff. Both courses had over 40 staff in attendance.

A LOOK AHEAD: ANNUAL MEETING: NEW OFFICERS, REVIEW ROLES AND RESPONSIBILITIES

Our August Board meeting will be focused on our Annual Meeting, election of new officers, and review of roles and responsibilities.

OTHER UPDATES

Funds Secured for Supportive Services

We were able to secure a $100,000 donation for THA's Client Support and Empowerment Services. Thank you to Rod Nash and Caroline Cabellon for leading our efforts.

Onboarding Commissioner Dunn

Over the past month, Commissioner Dunn has been meeting with THA staff to learn about the agency. Thank you to Commissioner Dunn for your time and enthusiasm.

Emergency Housing Vouchers and Ending THA's Investment with Pierce County

As we've discussed with the Board, THA will lose its Emergency Housing Voucher funding in late 2026. This program serves 115 families and costs $2M per year to operate. We need to begin finding solutions to this impending crisis now.

THA invests $900,000 per year in the Pierce County homeless system. There's $200,000 remaining to be spent on this contract this year. We have confirmed that terminating this contract now will not lead to the loss of housing for any Rapid Rehousing (RRH) customers.

THA plans to send Pierce County a notification that it is terminating its contract at the end of July. This comes with risks:

- Households served with this contract help THA achieve its Moving-to-Work Substantially the Same (StS) requirement. The per household per month cost of service is much lower than other THA programs. If we terminate this contract and use the funds to serve Emergency Housing Voucher households, we may be unable to meet our StS obligations. We will include this in our MTW Plan.
- This contract is also budgeted as non-recurring and any activity to increase utilization to offset the loss is likely going to be a recurring expense, further increasing our budget challenge.

TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1

RESOLUTION 2025-07-23 (1)

Date: July 23, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authority for Multiple Procurement Actions

This resolution would allow Tacoma Housing Authority's (THA) Executive Director the authority to execute 10 Contracts that are required to be approved by the Board of Commissioners per THA's Procurement Policy.

BACKGROUND

THA Owned Contracts for Non-Taxable Properties

Gordon Thomas Honeywell

THA entered into a contract with Gordon Thomas Honeywell (Contract #2021-004785) that was previously approved by *BOC Resolution 2024-02-28 (1), Contract Amendment to Increase Funds for Gordon, Thomas, Honeywell Legal Services Contract* for a total of $300,000. This Amendment is to seek Board Approval to extend the contract until 12/31/2025 and to cover expenses and additional projected costs through the end of the current year estimated to be $650,000. The new contract total is $950,000.

Great Floors

THA entered into a contract with Great Floors (Contract #2022-005289) that was previously approved by *BOC Resolution 2024-10-23 (7), Authority to Amend Contract with Great Floors* for a total of $900,000. This Amendment is to seek Board Approval to cover additional expenses through the end of the contract, which is estimated to be an additional $385,700. The new contract total is $1,285,700

Carahsoft Technologies

THA entered into a contract with Carahsoft Technology Corp. (Contract #2022-005187) and will exceed the Executive Directors signing authority before the end of the contract. This Amendment is to increase the contract's value to $150,000.

Holaday Parks HVAC

THA entered into a contract with Holaday Parks for HVAC at our Non-Taxable Properties (Contract #2020-004675) and will exceed the Executive Directors signing authority before the end of the contract. This Amendment is to increase the contract value by an additional $140,115. The new contract total is $240,115.

Contracts owned by Entities – Taxable Properties

Holaday Parks HVAC

THA entered into a contract with Holaday Parks HVAC at our Taxable Properties (Contract #2020-004673) that was previously approved by *BOC Resolution 2024-10-23 (6), Authority to Amend THA's Service Contract with Holaday Parks* for a total of $505,320. This Amendment is to seek Board Approval to cover additional expenses through the end of the contract, estimated to be $164,540. The new contract total is $669,860.

Total Home Maintenance

THA entered into a contract with Total Home Maintenance (Contract #2024-005539) for a total of $100,000. This Amendment is to seek Board Approval to cover additional expenses through the end of the contract. The new contract total is 425,000.

WB Sprague Pest Control

THA entered into a contract with WB Sprague (Contract #2023-005323) for a total of $100,000. This Amendment is to seek Board Approval to cover additional expenses

through the end of the contract, estimated to be $188,100. The new contract total is $288,100.

E-Squared Camera Systems

THA entered into a contract with E-Squared (Contract #2021-005048) for a total of $180,000. This Amendment is to seek Board Approval to cover additional expenses through the end of the contract, estimated to be $146,360. The new contract total is $326,360

Performance Systems Integration

THA entered into a contract with PSI (Contract #2023-005345) for a total of $250,000. This Amendment is to seek Board Approval to cover additional expenses through the end of the contract, estimated to be $205,000. The new contract total is $455,000.

Patron Contracting

THA entered into a contract with Patron (Contract #2024-005535) for a total of $100,000. This Amendment is to seek Board approval to cover additional expenses through the end of the contract. The new contract total is $300,000.

RECOMMENDATION

Approve THA's Executive Director to Amend the following contracts:

Gordon Thomas Honeywell
Great Floors
Carahsoft
Holaday Parks HVAC Non-Taxable Properties
Holaday Parks HVAC Taxable Properties
Total Home Maintenance
WB Sprague Pest Control Company
E-Squared Camera Systems
Performance Systems Integration
Patron Contracting

Tacoma Housing Authority

RESOLUTION 2025-07-23 (1)

Authority to Amend multiple THA contracts

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

WHEREAS, THA's Procurement Policy requires Board Approval for contracts valued greater than $150,000; and

WHEREAS, THA seeks to increase the value of existing contracts per attached Schedule A, with Gordon Thomas Honeywell, Great Floors, Carahsoft, Holaday Parks HVAC Non-Taxable Properties, Holaday Parks HVAC Taxable Properties, Total Home Maintenance, WB Sprague Pest Control Company, E-Squared Camera Systems and Performance Systems Integration, Patron Contracting; and

WHEREAS, Board of Commissions authorizes THA's Executive Director to execute these Contract Amendments, now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington, THA Executive Director will execute an Amendment for each of the contracts to fulfill Procurement Policy signing authority requirements.

Approved: July 23, 2025

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Derek Young, Chair

Resolution 2

RESOLUTION 2025-07-23 (2)

Date: July 23, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Salishan One (1)

This resolution would extend the Project-Based Voucher (PBV) Housing Assistance Payment Contract (HAP) for SALISHAN ONE, LLC property Salishan One for up to twenty (20) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized *SALISHAN ONE, LLC property Salishan One* through PBV assistance since August 29, 2015. The project currently provides PBV assistance to 35 units at this property all with affordable rents. The original PBV HAP contract will expire on August 29,2025.

RECOMMENDATION

Approve Resolution 2025-07-23 (2) authorizing THA's Executive Director to Authorize an extension of THA's PBV HAP contract with *SALISHAN ONE, LLC;* for up to twenty (20) years. With this extension THA will provide project-based housing assistance for 35 units at *Salishan One*. All other terms of the original HAP contract will remain in effect. Extension will apply in 2025.

Tacoma Housing Authority

RESOLUTION 2025-07-23 (2)

EXTENSION OF PROJECT-BASED VOUCHER CONTRACT: SALISHAN ONE

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

WHEREAS, THA has provided project-based voucher assistance to *SALISHAN ONE, LLC Property Salishan One* since 2015; and

WHEREAS, Salishan One provides housing for low-income families in the community; and

WHERERAS, an extension up to 20 years will allow THA to continue to provide housing assistance to low income families in the community; and

WHERERAS, failure to extend this contract would lead to a loss of affordable housing units; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with SALISHAN ONE, LLC property Salishan One for up to twenty (20) years.

Approved: July 23, 2025

Derek Young, Chair

Resolution 3

RESOLUTION 2025-07-23 (3)

Date: July 23, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Salishan Two (2)

This resolution would extend the Project-Based Voucher (PBV) Housing Assistance Payment Contract (HAP) for SALISHAN TWO, LLC property Salishan Two for up to twenty (20) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized *SALISHAN TWO, LLC property Salishan two* through PBV assistance since December 31, 2015. The project currently provides PBV assistance to 34 units at this property all with affordable rents. The original PBV HAP contract will expire on December 31, 2025.

RECOMMENDATION

Approve Resolution 2025-07-23 (3) authorizing THA's Executive Director to Authorize an extension of THA's PBV HAP contract with *SALISHAN TWO, LLC;* for up to twenty (20) years. With this extension THA will provide project-based housing assistance for 34 units at *Salishan Two*. All other terms of the original HAP contract will remain in effect. Extension will apply in 2025.

Tacoma Housing Authority

RESOLUTION 2025-07-23 (3)

EXTENSION OF PROJECT-BASED VOUCHER CONTRACT: SALISHAN TWO

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

WHEREAS, THA has provided project-based voucher assistance to *SALISHAN TWO, LLC Property Salishan Two* since 2015; and

WHEREAS, Salishan Two provides housing for low-income families in the community; and

WHERERAS, an extension up to 20 years will allow THA to continue to provide housing assistance to low income families in the community; and

WHERERAS, failure to extend this contract would lead to a loss of affordable housing units; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with SALISHAN TWO, LLC property Salishan Two for up to twenty (20) years.

Approved: July 23, 2025

Derek Young, Chair

Resolution 4

RESOLUTION 2025-07-23 (4)

Date: July 23, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Salishan Seven (7)

This resolution would extend the Project-Based Voucher (PBV) Housing Assistance Payment Contract (HAP) for SALISHAN SEVEN, LLC property Salishan Seven for up to twenty (20) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized *SALISHAN SEVEN, LLC property Salishan seven* through PBV assistance since September 29, 2010. The project currently provides PBV assistance to 90 units at this property all with affordable rents. The original PBV HAP contract will expire on September 29, 2025.

RECOMMENDATION

Approve Resolution 2025-07-23 (4) authorizing THA's Executive Director to Authorize an extension of THA's PBV HAP contract with *SALISHAN SEVEN, LLC;* for up to twenty (20) years. With this extension THA will provide project-based housing assistance for 90 units at *Salishan Seven*. All other terms of the original HAP contract will remain in effect. Extension will apply in 2025.

Tacoma Housing Authority

RESOLUTION 2025-07-23 (4)

EXTENSION OF PROJECT-BASED VOUCHER CONTRACT: SALISHAN SEVEN

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

WHEREAS, THA has provided project-based voucher assistance to *SALISHAN SEVEN, LLC Property Salishan Seven* since 2010; and

WHEREAS, Salishan Seven provides housing for low-income families in the community; and

WHERERAS, an extension up to 20 years will allow THA to continue to provide housing assistance to low income families in the community; and

WHERERAS, failure to extend this contract would lead to a loss of affordable housing units; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with SALISHAN SEVEN, LLC property Salishan Seven for up to twenty (20) years.

Approved: July 23, 2025

Derek Young, Chair

Resolution 5

RESOLUTION 2025-07-23 (5)

Date: July 23, 2025

To: THA Board of Commissioners

From: Derek Young, Chair of the THA Board of Commissioners

Re: Approval of the Renewal of the Executive Director Employment Agreement

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This resolution would approve the renewal of the Executive Director Employment Agreement and authorize Tacoma Housing Authority's (THA) Board Chair, Derek Young, to finalize and execute the renewed Executive Director Employment Agreement with April Black, THA's Executive Director.

BACKGROUND

On October 8, 2021, THA Board of Commissioners voted to appoint April Black as THA's Executive Director. THA and April Black subsequently negotiated and executed an Employment Agreement for a three-year term, effective May 25, 2022, through May 24, 2025. The Employment Agreement was approved by the THA Board of Commissioners on May 25, 2022.

On May 20, 2025, the Board approved an extension of the Executive Director's Employment Agreement for 3 months, from May 25, 2025, to August 25, 2025, to permit the parties to engage in further negotiations regarding the renewal of the Executive Director's Employment Agreement.

The Chair of the THA Board of Commissioners, Derek Young, in partnership with THA's Employment Counsel, has conducted negotiations regarding the renewal of the Executive Director Employment Agreement with April Black.

Chair Young now recommends that the THA Board of Commissioners approve the renewal of the Executive Director Employment Agreement for a five-year term, from July 23, 2025, until July 22, 2030, at the Executive Director's current compensation level including the following

additional terms:

(1) The Employment Agreement shall automatically be extended for successive one-year terms, unless either party gives the other at least 60 days written notice of non-renewal;

(2) The Executive Director shall receive annual cost of living adjustments set by the CPI-W.

Chair Young also recommends that the THA Board of Commissioners authorize Chair Young to finalize and sign the Executive Director Employment Agreement with the terms above, as well as other modifications.

RECOMMENDATION

Authorize THA's Board Chair, Derek Young, to finalize and sign the Executive Director Employment Agreement with April Black, incorporating the contract terms referenced above, and other modifications.

RESOLUTION 2025-07-23 (5)

(Approval of the renewal of the Executive Director Employment Agreement**)**

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

WHEREAS, On October 8, 2021, THA Commissioners voted to appoint April Black to the position of THA's Executive Director; and

WHEREAS, April Black commenced duties as THA's Executive Director immediately upon Board appointment pending negotiation and approval of an Executive Director Employment Agreement; and

WHEREAS, On May 25, 2022, the THA Board of Commissioners approved April Black's Executive Director Employment Agreement for a three-year term effective May 25, 2022, until May 24, 2025; and

WHEREAS, The Chair of the Board of Commissioners, Derek Young, in partnership with THA's Employment Counsel, begun negotiations with April Black regarding the renewal of Executive Director Employment Agreement; and

WHEREAS, On May 20, 2025, the Board of Commissioners approved extending the term of the Executive Director Employment Agreement for three months, from May 24, 2025 until August 24, 2025, to allow the parties to engage in further discussions related to the renewal of the Executive Director; and

WHEREAS, The Board Chair now recommends that the THA Board of Commissioners approve the renewal of the Executive Director Employment Agreement for a five-year term, from July 23, 2025, until July 22, 2030, at the Executive Director's current compensation level including the following terms; and

1. The Employment Agreement shall automatically be extended for successive one-year terms, unless either party gives the other at least 60 days written notice of non-renewal;

2. The Executive Director shall receive annual cost of living adjustments set by the CPI-W.

WHEREAS, The Board Chair recommends that the THA Board of Commissioners authorize Chair Young to finalize and sign the Executive Director Employment Agreement with the terms noted above, along with other modifications; now, therefore, be it

It is now therefore, resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

The Commission has voted to (1) approve the renewal of the Executive Director Employment Agreement as described above and (2) approve that Board Chair Derek Young is authorized to finalize and sign the renewed Executive Director Employment Agreement.

Approved: July 23, 2025

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Derek Youg, Chair