



## BOARD OF COMMISSIONERS MEETING MINUTES

### REGULAR SESSION

WEDNESDAY, JULY 23, 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, July 23, 2025.

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:53 pm.

#### 1. 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 4:52 pm)	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Michael Purter (arrived late at 4:56 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 4:54 pm and proceeded.

## 2. 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, June 25, 2025. Commissioner Hodge 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>	1

Commissioner Purter was not yet in attendance.

**Motion approved.**

## 3. GUEST COMMENTS

None.

## 4. COMMITTEE REPORTS

### REAL ESTATE DEVELOPMENT COMMITTEE—VICE CHAIR RUMBAUGH

The committee reviewed lease-up progress at Housing Hilltop North and South; while slow, most units are leased except five at South. The equity payment was received, avoiding penalties. Updates included next steps for Hillsdale Heights, James Center's transition to housing and mixed-use on schedule, and discussions about the reserve account for four resyndicated properties. Overall, the meeting had positive results.

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

A meeting was held last week. The primary topic addressed was the initial resolution concerning contrast and budgets. Additional topics included preparations for the budget and a proposed 1% decrease in funding.

### COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER DUNN

The committee met and discussed the 1% and how it will affect staff and how they can provide support. The other committees also discussed this same concerns.

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

The committee did not meet.

## 5. FINANCE REPORT

### FINANCE

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

#### 5.1 RATIFYING CASH DISBURSEMENT FOR JUNE 2025

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$8,177,431 for the month of June 2025. Commissioner Hodge seconded.

Total disbursement is typical and slightly light. Cash Position as of end of May 2025, is at \$23M down \$2M from prior month. MTW Cash available is zero this month. Total Non-MTW restricted is at \$13M which is up \$50k.

Upon roll call, the vote was as follows:

<b>AYES:</b>	5
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

**Motion approved.**

## 6. AGENCY MONTHLY REPORT

THA received equity payment for Housing Hilltop and has identified tenants for all but five units at Housing Hilltop South. Staff are meeting deadlines. THA proposes lowering the unit occupancy target from 98% to 96% during resyndication, which may affect occupancy goals. Staff secured \$100k and private donations for services. Commissioner Dunn visited properties; ED Black thanked her and updated committees on cancelling the Pierce County contract, confirming no housing loss. Ongoing funding is being monitored. Senate hearings start tomorrow, with a projected 1% budget decrease.

## 7. NEW BUSINESS

#### 7.1 THA BOC RESOLUTION 2025-07-23 (1), AUTHORITY FOR MULTIPLE PROCUREMENT ACTIONS

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; 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.

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

Upon roll call, the vote was as follows:

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

**Motion approved:** July 23, 2025

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Derek Young, Chair

#### 7.2 THA BOC 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

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

**WHEREAS**, 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.*

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

Upon roll call, the vote was as follows:

<b>AYES:</b>	5
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

**Motion approved:** July 23, 2025

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**Derek Young, Chair**

**7.3 THA BOC 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

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

**WHEREAS**, 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.*

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

Upon roll call, the vote was as follows:

<b>AYES:</b>	5
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

**Motion approved:** July 23, 2025

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**Derek Young, Chair**

**7.4 THA BOC 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

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

**WHEREAS**, 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.*

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

Upon roll call, the vote was as follows:

<b>AYES:</b>	5
<b>NAYS:</b>	0
<b>Abstain:</b>	0
<b>Absent:</b>	0

**Motion approved:** July 23, 2025

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**Derek Young, Chair**

### 7.5 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.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion. MH is happy to see this contract extended for another five years. SR commented that the challenges will still be there.

Upon roll call, the vote was as follows:

<b>AYES:</b>	5
<b>NAYS:</b>	0

**Abstain:** 0  
**Absent:** 0

**Motion approved:** July 23, 2025

**Derek Young, Chair**

## 8. COMMENTS FROM COMMISSIONERS

Vice Chair Rumbaugh enjoyed a bike ride on the new pipeline trail, noting the pleasant Salishan neighborhood. Chair Young thanked everyone for their efforts, echoed by Commissioner Hodge, who hopes staff can rest before fall. Commissioner Dunn highlighted the Salishan community event and NW Trek's support in engaging local youth. Commissioner Purter thanked colleagues and staff for their dedication, especially regarding ED Black's contract and extra work, and appreciates Woodson's help with the meeting. He also encourages staff to take advantage of the good weather.

## 9. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:30 pm.

**APPROVED AS CORRECT**

**Adopted:** August 27, 2025

*VP Stanley Rumbaugh*  
**Stanley Rumbaugh, Chair**