



BOARD OF COMMISSIONERS MEETING MINUTES

ANNUAL SESSION
WEDNESDAY, AUGUST 26, 2026

The Commissioners of the Housing Authority of the City of Tacoma (THA) met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, August 26, 2026.

1. CALL TO ORDER

Chair Rumbaugh called the meeting to order at 4:46 pm.

2. ROLL CALL

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

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

Chair Rumbaugh declared there was a quorum present at 4:47 pm and proceeded.

Vice-Chair Hodge arrived after the roll call and joined the meeting at 4:49 pm.

3. ANNUAL MEETING

3.1 ELECTION OF OFFICERS

3.1.1 NOMINATION AND VOTE FOR CHAIR OF THE BOARD OF COMMISSIONERS

Commissioner Young nominated Stanley Rumbaugh to continue as chair. Commissioner Jones seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved.

3.1.2 NOMINATION AND VOTE FOR VICE CHAIR OF THE BOARD OF COMMISSIONERS

Commissioner Young then nominated Minh-Anh Hodge to continue as vice chair. Commissioner Jones seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved.

3.2 APPOINTMENT TO STANDING BOARD COMMITTEES

The Commissioners discussed the following committee assignments.

Real estate Development Committee: Chair Rumbaugh and Commissioner Jones

Finance Committee: Vice Chair Hodge and Commissioner Dunn

Housing and Partnership Committee: Commissioner Dunn and new commissioner

These will be confirmed at the September board meeting.

4. REVIEW OF BY-LAWS

The board made no changes to the by-laws.

5. APPROVAL OF MINUTES

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 8, 2026. Commissioner Young moved to adopt the minutes. Commissioner Jones seconded.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

6. GUEST COMMENTS

Brandee Johnson, president of the Tenant Representatives Action Coalition (TRAC), addressed the board. Johnson thanked the THA board and staff members who attended TRAC's annual barbecue and invited the commissioners to attend the Hilltop Street Fair at Peoples Park on the upcoming weekend.

7. COMMITTEE REPORTS

7.1 REAL ESTATE DEVELOPMENT COMMITTEE

Chair Rumbaugh reported that the committee had continued discussions related to Housing Hilltop, including refinancing and options for the north commercial space. He noted progress toward closing a loan on permanent financing, and that discussions were ongoing.

7.2 FINANCE COMMITTEE

The committee did not meet. Chair Rumbaugh reported that he attended the State Auditor entrance conference.

7.3 EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE

ED Black reported meeting with Commissioner Dunn, with a similar agenda to what the commissioners had discussed in the Real Estate Development Committee.

8. FINANCE REPORT

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

Commissioner Young moved to ratify the payment of cash disbursements totaling \$8,761,117 for the month of June 2026 and \$8,364,708 for the month of July 2026. Commissioner Jones seconded.

FD Dietz reported that both months are performing as expected. He noted a billing issue with the YMCA. Section 8 HAP payments were higher than normal due to PBS and are expected to return to normal levels in July. The June Cash Balance report shows an increase of \$9.5 million compared to the April report, the last time the board reviewed cash disbursements. Current cash flow is higher than projected due to the resyndication; however, it is expected to level out, ending the year much closer to the projected cash disbursement.

For July, FD Deitz reported that one healthcare payment was higher than normal; otherwise, cash disbursements were as expected. The agency is on track with the projected annual budget. The timing of transactions impacts current fund levels for the period of June 26 through December 31, 2026. Housing Hilltop fees, such as developer fees, have required the use of reserves to cover a temporary gap. These funds will be returned as a developer fee, contributing to a projected budget that is currently anticipated to be higher than originally projected.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

9. AGENCY MONTHLY REPORT

ED Black reported that rent collection continues to trend positively and recognized the Property Management (PM) team for their work in achieving this. Evictions in the portfolio have been reduced, and data will be provided to the board closer to the end of the year. Housing Hilltop has hosted events and summer programs, with door-to-door outreach provided by CSE. ED Black extended a thank you to CSE for their services. PM and CSE continue to provide supplementary services. The agency is hopeful to secure state funding to support Portfolio preservation, which could help mitigate issues that may halt the resyndication of the entire portfolio.

10. NEW BUSINESS

10.1 RESOLUTION 2026-08-26 (1), UPDATING THA'S ADMINISTRATIVE PLAN POLICY ON REPAYMENT AGREEMENTS

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

WHEREAS, RCW 35.82.070(15) authorizes THA to administer contracts for assistance payments to persons of low income in accordance with the Housing Choice Voucher program, implemented via federal regulation 24 C.F.R. part 982; and

WHEREAS, 24 C.F.R. 982.4(a) requires public housing authorities like THA to adopt a written administrative plan that establishes local policies for administration of its tenant- and project-based voucher programs, including the Housing Choice Voucher program; and

WHEREAS, in contrast, RCW 35.82.070(2) and (5) authorize THA to lease and operate housing projects, to own or manage buildings containing a housing project, and to include in its lease and agreements "such covenants as the authority deems appropriate to assure the achievement of the objectives of [the Washington State Housing Authorities Law]"; and

WHEREAS, per RCW 35.82.070(15) and 24 C.F.R. 982.54(a), THA's Administrative Plan outlines all the mandatory and discretionary policies for the subsidy paid in THA's tenant- and project-based voucher programs, including its repayment agreement policy applicable to the Housing Choice Voucher program; and

WHEREAS, in contrast, per RCW 35.82.070(2) and (5), THA's Property Management Policies outline all the mandatory and discretionary policies for tenancy of tenants of THA owned and managed properties; and

WHEREAS, it is in THA's interest to ensure that staff, THA clients, and the public are clear on the purpose and scope of the Administrative Plan's Chapter 16, Section IV, "Owner or Family Debts to the PHA" and that the sections therein align with the THA's Property Management Policies; now, therefore, be it

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

Chapter 16, Section IV, "Owner or Family Debts to the PHA" or THA's Administrative Plan (also referred to as "Repayment Agreements") is updated.

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

Director of Strategic Initiatives (DSI) Priya Saxena presented the resolution to the board, saying the goal of the resolution was to align the policies in THA's Administrative Plan with its other governing documents, including the Property Management Policies that the board amended in May. The primary change to the policy is for the down payment assistance program and to allow for only one delinquent notice instead of three for nonpayment. DSI Saxena noted that the resolution was held for a 30-day public comment period, during which no comments were received.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

10.2 RESOLUTION 2026-08-26 (2), APPROVAL TO AMEND THA'S 2026 MOVING TO WORK PLAN

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

WHEREAS, the MTW Plan is required by HUD; and

WHEREAS, the purpose of the MTW Plan is to establish local goals and objectives for the fiscal year; and

WHEREAS, amendments to the MTW Plan must be approved by the THA Board of Commissioners; now, therefore, be it

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

THA's Executive Director is authorized to submit this amendment to THA's 2026 MTW Plan.

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

DSI Saxena presented the resolution to the board, and reported that the agency hopes to engage with HUD outside of its normal cycle regarding the Moving to Work plan changes, including the flexibility to raise the Total Tenant Payment (TTP) and/or ending the Utility Allowance (UA), subsidizing rent but not utilities. These changes are intended to improve cost efficiency for THA.

Chair Rumbaugh asked whether the changes were motivated by potential funding cuts and whether the changes would result in balance if implemented. DSI Saxena confirmed that this was the intent. Commissioner Young asked about the chances for HUD approval of the changes, DSI Saxena replied that HUD had approved a TTP increase in some cases and that other administrations had rejected similar UA proposals, although staff were not aware of any recent decisions. Vice-Chair Hodge noted that staff were looking at many options, and DSI Saxena agreed, telling the Board that staff would consider several possible actions if HUD approved the amendments, including maintaining the status quo.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

10.3 RESOLUTION 2026-08-26 (3), AUTHORITY TO AMEND THE MICRO PURCHASE THRESHOLD

WHEREAS, Federal procurement standards at 2 C.F.R. § 200.320(a) provide for informal procurement methods for small purchases that expedite the completion of transactions, minimize administrative burdens, and reduce costs; and

WHEREAS, Under 2 C.F.R. §§ 200.320 and 200.1, informal procurement methods may be used when the value of the procurement transaction does not exceed the micro-purchase threshold; and

WHEREAS, 2 C.F.R. § 200.320(a)(1)(iv) authorizes an increase to the micro-purchase threshold up to \$50,000, which is higher than the micro-purchase threshold identified in the FAR; and

WHEREAS, THA may self-certify a threshold up to \$50,000 on an annual basis, subject to the requirements under 2 C.F.R. 200.320(a)(1)(iv) and guidance in the HUD Procurement Handbook, and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. § 200.334; now, therefore, be it

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

Procurement Policy PCI-01 is hereby amended to allow THA to self-certify a micro-purchase threshold higher than \$15,000, in accordance with 2 C.F.R. § 200.320(a)(1)(iv).

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

Senior General Counsel (SGC) Lauren Kirigin presented the resolution to the board. The amendment would incorporate a self-certification threshold into THA's procurement policy (PCI-01). This process is authorized under 2 C.F.R. § 200.320(a)(1)(iv), which allows for a threshold up to \$50,000 if the agency provides sufficient justification. Self-certifying a higher threshold will streamline the procurement

process for recurring purchases that fall under the new limit. This will reduce administrative burdens and save costs associated with the formal procurement process, while maintaining necessary documentation for auditors as required by 2 C.F.R. § 200.334.

Chair Rumbaugh asked about the type of justification required for the higher limit, and SGC Kirigin described an audit documentation requirement.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

10.4 RESOLUTION 2026-08-26 (4), APPROVAL OF ACCOUNTS RECEIVABLE WRITE OFFS – TENANTS

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

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

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

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

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

	Tenant Account	Balance
	t0005782	\$340.00
	t0013445	\$6,424.00
Section 8	t0013034	\$1,330.00
	Total Write-Off	\$8,094.00
	Total to Collections	\$8,094.00

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

FD Deitz presented the resolution to the board. Commissioner Hodge asked about the difference between writing off the accounts and sending them to collection. FD Deitz said that when an account is sent to collections, THA does not receive the full amount even if collection succeeds, so writing them off is a cleaner approach from a financial standpoint.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

10.5 RESOLUTION 2026-08-26 (5), APPROVAL OF ACCOUNTS RECEIVABLE WRITE OFFS – LANDLORDS

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess of the amount the owner is entitled to receive; and

WHEREAS, the owner has not repaid this amount to THA; and

WHEREAS, each individual included in this property owner's write-off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

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

Landlord Account	Balance
v0001194	\$17,472.00
Total Write-Off	\$17,472.00
Total to Collections	\$17,472.00

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

FD Deitz presented the resolution to the board, and reported these balances are owed by the landlord of a voucher tenant who sold a property, forced the tenant to move out, did not inform THA, and is now unresponsive. Neither the landlord nor the tenant informed THA of the change, so payments continued for 12 months resulting in the balance.

Chair Rumbaugh asked why the agency does not serve them with summons and complaint, saying that this balance seemed recoverable. FD Deitz said he could discuss the matter with THA's counsel and explore the full legal means of recovering the monies. Vice-Chair Hodge expressed a desire to account for the length of time the payments continued after the tenant had moved out. Commissioner Jones added that if THA has exhausted all means of communication, pursuing legal action would be a good

avenue. FD Deitz agreed to report back to the board on the resolution of trying to recoup the amount instead of immediately writing it off.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

10.6 RESOLUTION 2026-08-26 (6), APPROVAL OF ACCOUNTS RECEIVABLE WRITE OFFS – HOUSING AUTHORITIES

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

WHEREAS, Tacoma Housing Authority (THA) administered vouchers on behalf of public housing authorities whose clients moved to THA's jurisdiction utilizing the portability feature of the tenant-based voucher program; and

WHEREAS, THA was not reimbursed for the HAP and/or Administrative Fee costs associated with administering these vouchers; and

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

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

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

	PHA Account	For Benefit Of	HAP	Admin Fees	Total Balance
	t0026448	t0000119		99.24	99.24
	t0026421	t0011921	39.00*		39.00
	t0026421	t0011650	840.00	190.25	1,030.25
THA – Section 8	t0026219	t0003773	70.00*		70.00
	t0026201	t0015843	519.00		519.00
	t0026218	t0016769	1,852.00	47.32	1,899.32
		Total Write Off:	3,320.00	336.81	3,656.81
		Total Write Off with Collections:	3,211.00	336.81	3,547.81

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

FD Deitz presented the resolution to the board, saying that these debts are incurred by housing authorities that have not paid THA on behalf of their clients who transferred into THA's jurisdiction, and that he may work through HUD to collect the funds rather than send them to collections. He noted that most of the outstanding balances go back to 2022, and that THA has done a lot of work to reduce receivable balances in recent years.

Chair Rumbaugh asked which housing authorities weren't paying. FD Deitz did not have a complete list, but said they were located all over the country.

Upon roll call, the vote was as follows:

AYES:	4	NAYS:	0	Abstain:	0	Absent:	1
--------------	----------	--------------	----------	-----------------	----------	----------------	----------

Motion approved.

11.COMMENTS FROM COMMISSIONERS

The commissioners and ED Black thanked Commissioner Young for his input on a number of challenging issues. Commissioner Young, who attended the meeting via Zoom, said he wished his last meeting was not remote and commended the staff, saying he sits on other organizations that have not been as well run. Chair Rumbaugh said that Commissioner Young's contributions had been uniformly well thought out.

12. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:47 pm.

APPROVED AS CORRECT

Adopted: September 23, 2026


Stanley Rumbaugh, Chair