

**MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE
CITY OF PASCO AND FRANKLIN COUNTY**

January 26, 2017

The Commissioners of the Authority met in regular session at the Housing Authority of the City of Pasco and Franklin County's (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on January 26, 2017, at 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

2. COMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Garcia

Absent: Quintanilla

Mr. Bishop made a motion to excuse Ms. Quintanilla due to a work conflict. Mr. Garcia seconded and the motion passed unanimously, 4 ayes, 0 nays.

STAFF AND EX OFFICIO MEMBERS

Present: Andy Anderson, Executive Director
Scott Moore, Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS HACFPC Tenant Council Officers: Dennis D. Donken, Sr.
Angenette Sanderfer
Severiano Salas, Jr.
Joe Larios
Dora G. Flores

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Garcia seconded the motion and it passed unanimously, 4 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the special meeting of November 17, 2016, and the checks listings – Bank of the West General Operating Account checks for the month of November 2016, numbered 58784-59013, totaling \$233,922, Bank of the West Petty Cash check numbered 1764, totaling \$13, and Bank of the West Security Deposit Fund check numbered 1260, totaling \$126; and, Bank of the West General Operating Account checks for the month of December 2016, numbered 59014-59221, totaling \$266,028. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$6,575.75, and, of that amount, \$6,575.75, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Anderson)

1. Prepared the new Public Housing Admissions and Continued Occupancy Policy (ACOP) for adoption by the Board.
2. In negotiations with Lourdes Health Network to complete lease extension for Cullum House.
3. Will conduct a Limited English Proficiency (LEP) Survey throughout the month of March.
 - a. HUD requires the survey to determine which languages, other than English, are used by applicants, tenants and participants.
 - b. The survey will be included with March's Public Housing rent statements, attached to applications, mailed to Section 8 participants and will be available at the front desk for walk-ins.
4. Met with Northwest Justice Project attorneys and Kennewick Housing Authority's Executive Director, Lona Hammer
 - a. Discussed the recent adoption of an additional preference for Section 8 applicants and those on the wait list. The preference will be given to those applicants and wait list place holders who have lived and/or worked in the jurisdictions of both housing authorities for at least 12 months prior to the acceptance of their application. All parties present were supportive of the preference.
5. Completed follow-up for the HUD (U.S. Department of Housing and Urban Development) Management Review
 - a. One of the Findings in the Review will be addressed today with the adoption of the new ACOP. HUD has also suggested via Findings that a new Housing Choice Voucher (HCV) Administrative Plan be adopted, as well as a new Family Self-Sufficiency (FSS) FSS Action Plan. These are plans are slated to be prepared and adopted in upcoming months.
 - b. The Public Housing Utility Allowance survey has been completed. This was also a HUD recommendation.
6. Currently preparing the Fiscal Year 2018 PHA (Public Housing Authority) Plan.

(b) Finance (Ms. Jones)

- State Audit is ongoing but should conclude in February.
- Varney Court's audit is ongoing but should conclude in February.
- An annual file review for Cullum House was conducted in December. Lourdes is doing a good job in maintaining the files.
- The annual reports to the Department of Commerce for the Locals (Affordable Apartments) and Cullum House have been submitted.
- 2016's W-2s and 1099s were prepared and mailed.
- Forms and procedures are being established for the Public Housing tenant Tenant Participation Funds.

(c) Maintenance and Capital Fund (Mr. Sanders)

1) Capital Fund Program

- Agate/S. Beech Plumbing Project: Eight units have been completed, two are at 50% completion.
- Architectural/Engineering (A/E) Request for Qualifications (RFQ): This RFQ was for a five-year as-needed RFQ for architectural/engineering services needed for future projects. Two A/E firms submitted Statements of Qualifications, Design West Architects (Tri-Cities) and ZBA Architects (Spokane). Submittals were evaluated by Mr. Anderson, Mr. Moore and Mr. Sanders - ZBA came out on top.
- PUD Energy Improvement Project: HACPFC has been approached by Franklin County PUD (Public Utility District) to participate in an Energy Improvement Project in single-family developments – 165 of HACPFC's 280 units would qualify. This project is part of a BPA (Bonneville Power Association) Rebate Program and could result in a rebate of \$5,000-\$6,000 per unit. An assessment will be made regarding the need for additional insulation in the attics of qualified units and will include the installation of new:
 - vinyl windows
 - insulated entry doors
 - ductless heat pumps
 - patio slider doors (or conversion to a walk-through door with side window)

ZBA will provide a fee proposal for the provision of design specs. The PUD is eager to begin this project and the intent is to start this spring with 50 units on Margaret Street (Rosewood Park development).

- The HUD-mandated Environmental Review has been completed by the City of Pasco. 2016 Capital Fund grant monies may now be drawn upon.

2) HUD Program:

- Website Design RFQ: Many hours have been spent gathering information for the website.

(d) Housing Programs (Ms. Salinas) - absent

(e) Security (Mr. Moore)

- A bench was set on fire in one of our developments. A transient pled guilty and was ordered to pay HACPFC \$100.

(f) Community Service (Ms. Richwine)

- Prepared advertising for opening of the HCV Wait List
- Edited the ACOP
- Prepared PHA Plan
- Advised the Board that the March meeting will include adoption of the PHA Plan and the Admin Plan

6. NEW BUSINESS

(a) Resolution #16/17-952 Adopting Public Housing Admissions & Continued Occupancy Policy

Mr. Domingos made a motion to adopt the motion as presented by staff. Mr. Garcia seconded it and the motion passed unanimously, 4 ayes, 0 nays.

- (b) Motions arising from board discussion of previous motions or discussion - none
- (c) Urgent matters not included in the agenda due to lack of time – none

7. OTHER BUSINESS

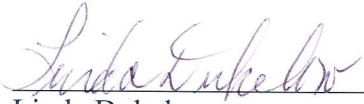
- (a) Tenant Council President's Report - none
- (b) Visitor Agenda - none

Officers for the newly formed HACPFC Tenant Council were introduced to and welcomed by the Board.


8. EXECUTIVE SESSION – No Executive Session was held.

9. ADJOURNMENT - The meeting was adjourned at 4:28 p.m.

The regular Board of Commissioners for the month of February is cancelled. The Board will next meet in regular session on March 30, 2017, 4:00 p.m.



Linda Dukelow
Chair, Board of Commissioners



F. J. Anderson, PHM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa C. Richwine, CMH
Recording Secretary