

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

March 30, 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 March 30, 2017, at 4:00 p.m.

1. CALL TO ORDER

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

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Garcia, Quintanilla

STAFF AND EX OFFICIO MEMBERS

Present: Andy Anderson, Executive Director
Kathy Jones, Chief Financial Officer
Brett Sanders, Director of Maintenance/Capital Fund
Adella Salinas, Director of Housing Services
Scott Moore, Security Specialist/HQS Inspector
Lisa Richwine, Administrative Assistant/Recording Secretary
Gabriela Torres, Lead Program Administrator

VISITORS	Salvator Nkunuzuburundi	Dora Flores
	Estera Ndayizigiyae	Wendy Flores
	Angenette Sanderfer	

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Garcia seconded the motion and it passed unanimously, 5 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of January 26, 2017, and the checks listings – Bank of the West General Operating Account checks for the month of January 2017, numbered 59222-59431 totaling \$256,523, and Bank of the West General Operating Account checks for the month of February 2017, numbered 59432-59643 totaling \$267,988, and Bank of the West Petty Cash check numbered 1765, totaling \$98. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$5,849.95 and, of that amount, \$5,849.95 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Anderson)

1. Prepared the Housing Choice Voucher (Section 8) Administrative Plan for adoption by the Commissioners today.
2. Completed Lourdes Lease Extension for Cullum House.
3. Conducted Limited English Proficiency (LEP) Survey February 20 – March 30, 2017.
 - a. The LEP Survey is required by HUD to determine what languages other than English are spoken/read by our clients and potential clients to determine if forms translation and other services are required.
 - b. The survey was included in the March rent statements, mailed to Section 8 Housing Choice Voucher (S8 HCV) participants, added to housing applications and made available at the front desk for walk-in contacts.
4. Prepared the FY 2018 PHA Plan that is ready for adoption today
5. Completed Follow-up for the HUD Management Review.
 - a. The only item that remains to be completed is the FSS Action Plan
 - b. Completion is expected in April and does not require Board adoption.
6. The City of Pasco changed its ambulance charge from a utility “tax” to a utility “fee”. Previously HACPFC was exempt from paying it as the agency is tax-exempt. Since the terminology change, HACPFC continues to work with City staff to lessen the impact on this agency’s finances.
7. FY 2018 possible budget ramifications
 - a. See chart prepared for Commissioners.

(b) Finance (Ms. Jones)

1. Budget preparation is underway.
 - a. Expect a 4-5% increase in utilities.
 - b. Medical insurance costs may decrease as the current plan will be eliminated on 12/31/2017.
 - c. Retirement contributions will increase.
2. Exploring ambulance fee options – plan to ask HUD for reimbursement.
3. State Single Audit is complete.
4. Fourth and Pearl audit and tax returns is complete.
5. Tenant Council funds disbursement is being worked on with Mr. Anderson and Mr. Moore.
6. 2017 Operating Subsidy has been submitted.
7. W-2s and 1099s have been completed for 2016.

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

1. Margaret Street energy improvement project planning is underway. Met with Sarah Bready of Zeck Butler Architects and Franklin County PUD staff members Todd Blackman and Linda Esparza to formulate a timeline and make preparations. Tentatively, it was decided to go out for bid in April with contract signing in June and project completion in September. The Engineer’s Estimate is \$800,000.

2. The Environmental Review has been completed by City of Pasco staff. The City has requested that HACPFC prepare data for a 5-year review.
3. The ninth and tenth units of the Agate Street pipe replacement project have been completed.

(d) Housing Programs (Ms. Salinas)

1. Two staff members will view training on Flat Rents via webinar.
2. Rent will be raised in the Affordable Apartments.

(e) Security (Mr. Moore)

1. Three arrests took place at the Rosewood development – one for violation of a protection order, one for violation of a no trespass order and one for a vehicle prowl. The vehicle prowl arrest took place because a resident noticed the suspicious activity in the wee hours of the morning and called the police. The resident also identified the suspect. All stolen items were recovered.
2. Tenant Council has met regularly for the past three months. They've brainstormed great ideas to benefit all tenants and encourage tenant participation.
3. Attended webinar training for Uniform Physical Conditions Standards.

(f) Community Service (Ms. Richwine)

1. Of the 800+ LEP Surveys distributed from February 20 – March 30, only 49 were returned.
2. Made travel, training, and conference attendance arrangements for staff.
3. Edited Administrative Plan for adoption today.

6. NEW BUSINESS

- (a) Resolution #16/17-953 Approving Changes to Bank of the West Signature Cards
Mr. Domingos made the motion to adopt the resolution. Mr. Garcia seconded and it passed unanimously, 5 ayes, 0 nays.
- (b) Resolution #16/17-954 Authorizing Executive Director to Dispose of Surplus Property
Ms. Quintanilla moved to authorize adoption of the resolution. Mr. Bishop seconded it. The resolution passed unanimously, 5 ayes, 0 nays.
- (c) Resolution #16/17-955 PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications
Mr. Domingos moved to adopt the PHA Plan as presented by staff. Mr. Garcia seconded. No comments were made regarding the plan but Mr. Nkunuzuburundi, a Section 8 Housing Choice Voucher participant, said through an interpreter that he is grateful for the assistance provided to he and his family.
After a roll call vote, the PHA Plan was adopted unanimously, 5 ayes, 0 nays.
- (d) Resolution #16/17-956 Adopting Housing Choice Voucher Administrative Plan
Mr. Garcia made a motion to adopt the Administrative Plan as presented by staff. Mr. Domingos seconded the motion and it passed unanimously, 5 ayes, 0 nays.

- (e) Motions arising from board discussion of previous motions or discussion - **None**
- (f) Urgent matters not included in the agenda due to lack of time - **None**

7. OTHER BUSINESS

(a) Tenant Council President's Report – Ms. Sanderfer


1. The Tenant Council by-laws are based on those used by the Denver, CO Housing Authority Tenant Council.
2. Two general Council meetings and three Executive Council meetings have been held.
3. A Memorandum of Understanding was signed with HACPFC with regard to the HUD-required disbursement of funds to the Council.
4. The Council would like to offer Red Cross CPR and Neighborhood Watch trainings. Mr. Garcia stated that the Pasco Fire Department would be able to help with First Aid/CPR classes.
5. The lack of adequate parking for tenants has been discussed in the Council meetings. Mr. Sanders stated that this has been an ongoing problem for years and added as an example that Octave Street has 98 units, but only 60 parking places.

(b) Visitor Agenda - none

8. EXECUTIVE SESSION – no Executive Session was held.

9. ADJOURNMENT

The regular April meeting of the Board of Commissioners has been canceled. The Board will next meet in regular session on May 25, 2017, 4:00 p.m.

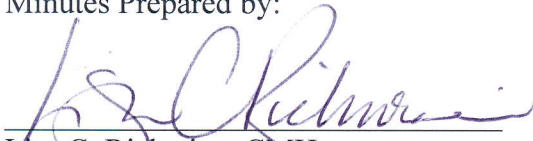


Linda Dukelow
Chair, Board of Commissioners



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

Minutes Prepared by:



Lisa C. Richwine, CMH
Recording Secretary