

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

May 25, 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 May 25, 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, Dukelow, Garcia, Quintanilla

Absent: Domingos

Mr. Domingos is absent due to a previous commitment. Mr. Bishop made a motion to excuse Mr. Domingos from the meeting. Ms. Quintanilla seconded. The motion passed unanimously, 4 ayes, 0 nays.

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, Executive Assistant/Recording Secretary
Gabriela Torres, Lead Program Administrator

VISITORS - Rachel Tarapwe, Angenette Sanderfer

3. APPROVAL OF AGENDA:

Mr. Garcia made a motion to approve the agenda as presented. Mr. Bishop 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 regular meeting of March 30, 2017, and the checks listings – Bank of the West General Operating Account checks for March 2017 numbered 59644-59860 totaling \$263,973, and Bank of the West General Operating Account checks for the month of April 2017, numbered 59861-60069 totaling \$250,667 and Bank of the West Petty Cash checks numbered 1766-1767, totaling \$164. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$2,375.25, and, of that amount, \$2,375.25, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Anderson)

1. Prepared extensive updates to the Section 8 Housing Choice Voucher (HCV) Administrative Plan extensive updates for adoption by the Commissioners.
2. Completed the Lease Extension for Cullum House.
3. Conducted a Limited English Proficiency Survey (LEP) February – March, 2017.
 - a. The response was so low (about 5%) that it could not be considered a valid sample therefore no changes were made to our present Limited English Proficiency (LEP) policy.
4. Conducted a training with the Administrative Staff on the new HCV Administrative Plan
5. Completed follow-up for the HUD Management review.
 - a. The only item left is the update of the FSS Action Plan
6. Have worked with the City to mitigate the cost of the Ambulance Utility Fee.
 - a. The City changed the name from “utility tax” to “utility fee” which eliminates HACPFC’s ability to claim tax exemption. The rent in the Affordable Housing units has increased \$20 to cover the ambulance utility fee.
 - b. HACPFC will absorb the cost of the fee in the subsidized units (Public Housing). It will be included in next year’s subsidy request.
7. FY 2018 possible budget ramifications – reductions in all categories.

(b) Finance (Ms. Jones)

1. In order to avoid a potential shortfall, Section 8 lease-up has stopped for the time being.
2. Have started the process of separating the COCC (Central Office Cost Center) into federal and non-federal categories. HUD does not require it at this time, but may in the future.
3. Worked on budget preparations.
4. Attended Casterline training.

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

1. The Agate Street plumbing project is still underway.
2. The Margaret Street Energy Improvement Project has gone out for bid.
 - a. Pre-bid meeting at the Pflueger Recreation Center on June 6 with the bid opening on June 13.
 - b. June 30 – anticipated start date; September 5 – anticipated end date.
3. Bid has been received to replace the keyless entry system in the High Rise.
4. Backflow devices were test last week and all is well.
5. The IT service contract was renewed.
6. New sign for the board room has been installed.

(d) Housing Programs (Ms. Salinas) - All programs are running smoothly.

(e) Security (Mr. Moore)

1. Helping Tenant Council when/where needed.

- a. The Tenant Council Secretary will soon move to Richland so a replacement must be nominated and elected.
- b. Council members have contacted the Red Cross and WorkSource to arrange for presentations to the membership.

(f) Community Service (Ms. Richwine) - Assisted Mr. Anderson on all items indicated in his report.

6. NEW BUSINESS

(a) Presentation to FSS Graduate

Rachel Tarapwe graduated from HACPFC's Family Self-Sufficiency (FSS) program on April 30, 2017, and was invited to attend this meeting to be presented with her escrow check. Ms. Dukelow commended Ms. Tarapwe on reaching this milestone and wished her well on behalf of the Board and staff. Ms. Tarpawe thanked all in attendance for the assistance she received while working toward this goal.

(b) #16/17-957 Adopting Housing Choice Voucher Administrative Plan

Mr. Garcia made a motion to adopt the resolution and Mr. Bishop seconded it. The motion passed unanimously, 4 ayes, 0 nays.

(c) #16/17-958 PHA Board Resolution Approving Operating Budget

Mr. Bishop moved to adopt the budget resolution as presented by staff. Ms. Quintanilla seconded it and the motion passed unanimously, 4 ayes, 0 nays.

(d) Motions arising from board discussion of previous motions or discussion – none

(e) Urgent matters not included in the agenda due to lack of time - none

7. OTHER BUSINESS

(a) Tenant Council President's Report

Ms. Sanderfer reported that a house owned by Community Action Connections on the same block as HACPFC units and in close proximity to an elementary school has had disturbing activity. Ms. Sanderfer has contacted the police and plans to contact additional agencies. She will report her findings to the board at a future meeting.

(b) Visitor Agenda - none

8. EXECUTIVE SESSION

The Board adjourned to Executive Session at 4:35 p.m. for 10 minutes in accordance with:

(a) RCW 42.30.110 (g)

9. RECONVENE OPEN SESSION


Open Session was reconvened at 4:45 p.m.

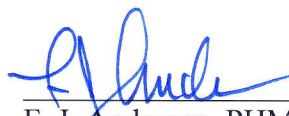
Mr. Garcia will formulate an evaluation form for the position of Executive Director and will provide that to Ms. Richwine within the next week for inclusion in next month's board packet.

10. ADJOURNMENT

The meeting was adjourned at 5:04 p.m.

The Board of Commissioners will next meet in regular session on June 29, 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