

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

August 31, 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 August 31, 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: Domingos, Garcia, Quintanilla

Absent: Bishop, Dukelow

Ms. Quintanilla made a motion to excuse Mr. Bishop from the meeting due to a prior commitment. Mr. Garcia seconded the motion and it passed unanimously, 3 ayes, 0 nays.

Mr. Garcia made a motion to excuse Ms. Dukelow from the meeting due to a prior commitment. Ms. Quintanilla seconded the motion and it passed unanimously, 3 ayes, 0 nays.

STAFF AND EX OFFICIO MEMBERS

Present: 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 – none

3. APPROVAL OF AGENDA:

Mr. Garcia made a motion to approve the agenda as presented. Ms. Quintanilla seconded the motion and it passed unanimously, 3 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of June 29, 2017, and the checks listings – June 2017, Bank of the West General Operating Account checks numbered 60289-60530, totaling \$320,211, and Bank of the West Security Deposit Fund check numbered 1261 totaling \$117; and, July 2017, Bank of

the West General Operating Account checks numbered 60531-60729 totaling \$303,797, and Bank of the West Security Deposit Fund check numbered 1262 totaling \$158. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$3,928.50, and, of that amount, \$3,928.50, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

- (a) Executive (Mr. Anderson) – not present
- (b) Finance (Ms. Jones)
 - HACPFC received High Performer status for Fiscal Year 2016/2017 in the Section Eight Management Assessment Program (SEMAP).
 - Met with the City of Pasco to discuss options regarding the Ambulance Fee charges for tenants.
 - Attended REAC (Real Estate Assessment Center) Industry Day – many changes are on the way for the reporting systems HACPFC utilizes.
- (c) Maintenance and Capital Fund (Mr. Sanders)
 - The Agate Street Capital Fund plumbing project is on hold due to the increase in Public Housing move-outs. Staff has been pulled from the ongoing project to get units ready for re-rental. We hope to get back to Agate Street soon.
 - The Margaret Street door/window/lighting replacement project has been scrapped. The low bid came in at \$900K - \$300K more than estimated.
 - The Environmental Review is going back and forth between City staff and HACPFC attorneys. It has not yet been submitted to HUD.
 - Appliances (ranges/range hoods/refrigerators) will be replaced in the Local units beginning next week.
 - Will go out for bid soon for replacement of roofs in the 900 block of N. 1st Avenue.
 - Appliances will be replaced in some Public Housing units in the future.
- (d) Housing Programs (Ms. Salinas)
 - Section 8 – 257 vouchers are in use
 - Locals – 3 vacancies
 - Highland Park – 0 vacancies
 - Public Housing - 10 vacancies (5 of the 10 vacancies are part of the Agate Street Capital Fund project mentioned earlier in the minutes.)
 - We're a SEMAP High Performer!
- (e) Security (Mr. Moore)
 - Pasco Police Department arrested a registered sex offender on our property. This person had been previously trespassed as an unauthorized guest in his mother's unit.

- Family Self-Sufficiency (FSS) grant preparation.
- The Tenant Council will be having meetings on Emergency Preparedness and Neighborhood Watch. Elections will soon be held for Tenant Council representatives.

(f) Community Service (Ms. Richwine)

- Informed the Board of updates to the Public Housing and Section 8 policy manuals.

6. NEW BUSINESS

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

(b) Urgent matters not included in the agenda due to lack of time
Ms. Jones asked the Board if they had any questions regarding actions taken by staff in response to a Facebook post that generated a media firestorm when a rope was removed from one of our maintenance trucks. They did not.

7. OTHER BUSINESS - none

8. EXECUTIVE SESSION - none

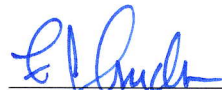
9. ADJOURNMENT

The meeting was adjourned at 4:20 p.m.

The Board of Commissioners will next meet in regular session on September 28, 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