

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

October 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 October 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, Quintanilla

Absent: n/a

STAFF AND EX OFFICIO MEMBERS

Present: Andy Anderson, Executive Director
Kathy Jones, Chief Financial Officer
Adella Salinas, Director of Housing Services
Scott Moore, Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS Dennis Donken, HACFPC Tenant Council Treasurer

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Bishop seconded he 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 August 31, 2017, and the checks listings – Bank of the West General Operating Account checks for August 2017, numbered 60730-60956 totaling \$296,955, Bank of the West Petty Cash checks numbered 1768-1769 totaling \$319, and Bank of the West Security Deposit Fund checks numbered 1263-1265 totaling \$20. Bank of the West General Operating Account checks for the month of September 2017, numbered 60957-61141 totaling \$274,903, and Bank of the West Security Deposit Fund checks numbered 1266-1267 totaling \$58. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$2,381.50 and, of that amount, \$2,381.50 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS**(a) Executive (Mr. Anderson)**

1. Worked with Ms. Richwine to update some of our forms for compliance with the new ACOP (Accommodation and Continued Occupancy Policy) and Admin Plan (Housing Choice Voucher Administrative Plan).
2. Participated in a panel discussion of poverty in the Tri-Cities for Leadership Tri-Cities.
3. Assessment of Fair Housing (AFH) - The cities propose that the Consortium hire a consultant to conduct the required public and stakeholders meetings then prepare the AFH for adoption by the cities and Housing Authorities for submission to HUD (U. S. Department of Housing and Urban Development).
 - a. I'm in favor of being part of the consortium because it will provide continuity for HACPFC in the event I retire in October 2018.
4. Cullum House - Met with Lourdes personnel to discuss Cullum House. Even after increasing the rent an additional \$500 this year, we are unable to build up a replacement reserve. We proposed that Lourdes take over the Cullum House from us, if Dept. of Commerce agrees. I e-mailed Commerce to see if they would have any issues with this transfer of ownership. The big hurdle is the fact that Lourdes isn't designated a "nonprofit housing agency, nor does it fall into the category of the other qualified groups indicated in the contract. Lourdes is part of the Continuum of Care, a regional support network, which is one of the designated groups eligible to receive the Housing Trust Fund monies, so that could help.
5. Moving to Work (MTW) – This designation would allow HACPFC more freedom to be creative in how Public Housing (PH) and Housing Choice Voucher (HCV) funds are used. In order to achieve this designation, a housing agency must make a proposal to HUD that describes the affordable housing program that meets the unique needs of its community. I've talked with Lona Hammer, Executive Director at Kennewick Housing Authority (KHA), about collaborating to submit a regional proposal for MTW. The agencies would not combine, but there would be a Memorandum of Understanding to operate an affordable housing program to cover both jurisdictions. No formal action needs to be taken now, but I request that the Commissioners make a formal motion that grants me the authority to continue talks with KHA regarding the formation and development of a regional MTW agency.
 - a. HUD must increase the number of MTW agencies by 100.
 - b. MTW has been primarily designated to programs in large cities.
 - c. HUD must select 10 agencies our size to be MTW.

Mr. Domingos stated that a collaboration with KHA could be beneficial for both agencies and Mr. Garcia agreed.

Ms. Dukelow made a motion to further collaborate with KHA with the intent to form a regional MTW agency. Mr. Domingos seconded the motion and it passed unanimously, 5 ayes, 0 nays.

(b) Finance (Ms. Jones)

- ~ Attended Washington Housing Authorities Accounting Professionals (WHAAP) meeting in September. Among other topics, cyber security and records retention were discussed.
- ~ Varney Court report has been completed.
- ~ Novogradac has been engaged for Varney Court financial and tax return preparation.

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

Mr. Sanders is absent from today's meeting but his report was distributed to Board Members and includes the following:

- ~ The Agate/S. Beech plumbing project will be resumed shortly. Staff had been pulled from that project to prepare units for re-rental after an onslaught of move-outs.
- ~ Issued a solicitation in HUD's e-Procurement system for replacement appliances in 107 multi-family PH units. The bids are due November 2, with a cost estimate of \$85,000.
- ~ New ranges, range hoods and refrigerators were installed in all 44 Affordable Apartments. The project was completed on October 19.
- ~ All sprinkler systems have been winterized and staff is in the process of preparing our facilities for winter.
- ~ One of our Maintenance Mechanics accepted the position of Director of Maintenance/Capital Fund at KHA, which put our department in a bind. Interviews are in process to fill the vacant positions of Maintenance Mechanic and Maintenance Repairer.

(d) Housing Programs (Ms. Salinas)

- ~ Programs are running smoothly.
- ~ Two HCV (Section 8) briefings will be held in upcoming weeks.
- ~ There are 2 vacancies in the Affordable Apartments.
- ~ Preparations have begun on the quarterly SEMAP Review (Section Eight Management Assessment Program).
- ~ Continue to work on consolidation of forms.

(e) Security (Mr. Moore)

- ~ Submitted the Family Self-Sufficiency (FSS) grant but have not heard yet if HACPFC has been chosen for funding.
- ~ Submitted information to attorney to start unlawful detainer action against a tenant for chronic rent payment delinquency, unauthorized guests, and domestic abuse.
- ~ Attend to the needs of the HACPFC's Tenant Council.

Angenette Sanderfer, HACPFC Tenant Council President was unable to attend today's meeting so Mr. Donken, HACPFC Tenant Council Treasurer, attended in her stead. Mr. Donken read aloud the minutes of the most recent tenant council meeting

(f) Administration (Ms. Richwine)

~ In addition to the items detailed in Mr. Anderson's report, Ms. Richwine has submitted narrative for inclusion on the agency website.

6. NEW BUSINESS

- (a) Resolution #17/18 - 960 Authorizing Executive Director to Dispose of Surplus Property
Mr. Bishop made a motion to adopt the resolution. Mr. Domingos seconded. The motion passed unanimously, 5 ayes, 0 nays.
- (b) Resolution #17/18 – 961 Amending Statement of Travel Policy
Mr. Bishop made a motion to adopt the motion as presented by staff. Ms. Quintanilla seconded and it passed unanimously, 5 ayes, 0 nays.
- (c) Motions arising from board discussion of previous motions or discussion - none
- (d) Urgent matters not included in the agenda due to lack of time - none

7. OTHER BUSINESS


- (a) Tenant Council President's Report (given during Mr. Moore's report)
- (b) Visitor Agenda - none

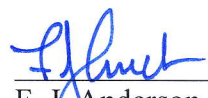
8. EXECUTIVE SESSION – No Executive Session was held.

9. ADJOURNMENT

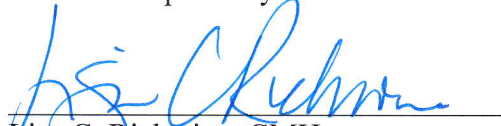
The meeting was adjourned at 4:43 p.m.

The Board of Commissioners will next meet in regular session on November 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