

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

January 25, 2018 4:00 p.m.

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 25, 2018, at 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:04 p.m.

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Quintanilla

Absent: Domingos, Dukelow, Garcia (arrived at 4:11 p.m.)

Mr. Domingos and Ms. Dukelow had previously notified staff they would not be in attendance for today's meeting. As there was no quorum present to open the meeting, Mr. Anderson directed Ms. Richwine to contact Mr. Garcia to see if he would be able to attend. When contacted by phone, Mr. Garcia stated he would arrive shortly. Vice Chair Bishop stated that the meeting would commence no later than 4:25 p.m. Mr. Garcia arrived at 4:11 p.m. and the meeting officially opened with a quorum present.

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 Dennis D. Donken, Sr., Tenant Council Treasurer
Dominic, Commissioner Garcia's great-grandson

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 November 30, 2017, and the checks listings – Bank of the West General Operating Account checks for the month of November 2017, numbered 61330-61522 totaling \$273,268, Bank of the West Petty Cash checks numbered 1772-1774 totaling \$722, and Bank of the West Security Deposit Fund checks numbered 1268-1270 totaling \$632. Also, Bank of the West General Operating Account checks for the month of December 2017, numbered 61523-61704 totaling \$262,786. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$5,020.50, and, of that amount, \$5,020.50, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Anderson)

- The Department of Commerce may allow the transfer of Cullum House's ownership from HACPFC to Lourdes. Work toward that end is ongoing.
- In the process of updating the PHA Plan for public comment and HUD submittal.
- FSS Grant – HACPFC asked for \$55,000 and received \$20,000. Our application backup shows that we requested \$55,000, but HUD contends only \$20,000 was requested. An appeal is ongoing but in the meantime, FSS staff may only work on FSS tasks for 16 hours per week until a solution is found.
- HUD has postponed the Affirmatively Furthering Fair Housing due date so that collaboration between Kennewick Housing Authority and the cities of Pasco, Kennewick and Richland is on hold; however, this same group has agreed to work together to update the Analysis of Impediments to Fair Housing.

(b) Finance (Ms. Jones)

- The audit for Varney Court is ongoing and must be complete by February 15, 2018.
- The State Auditor's Office will soon start the financial statements and single audit.
- The annual WBARS reports must be submitted to the Department of Commerce by January 31, 2018.
- Accounting Clerk, Greg Guffey, has purged records that have met their retention date.
- W-2s and 1099s have been prepared and distributed.
- Pitney Bowes postage meter was replaced with one from Neopost.
- Finance office staff is cross-training.

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

- The Agate Street plumbing project is on hold again due to an influx of vacancies.

- Appliances (stoves, refrigerators) have been replaced in 107 in Public Housing units and 44 Affordable Housing units. The retired refrigerators were taken to Pacific Recycling.
- Water heaters will be procured for two developments.
- Ten buildings are scheduled to receive new roofing this spring.
- Three contracts are in process:
 - Lawn Mowing – bid opening February 14, 2018.
 - Laundry Machine Service – renewal sent in this week. (The contract stipulates the contract is up for renewal on a year-by-year basis for up to five years. This is renewal year four.)
 - Interpretation and Translation – contract renewed.

(d) Housing Programs (Ms. Salinas)

- Affordable Apartments – no vacancies.
- Highland Park Homes – no vacancies.
- Public Housing – no vacancies (one eviction in process).
- Housing Choice Voucher (Section 8) – 247 voucher holders (Target number is 250).

(e) Security (Mr. Moore)

- Graffiti was found at Rosewood Park. It matches graffiti found elsewhere in the area.
- There's been one eviction for drug activity – tenant has turned in their keys.
- Prepared Comply/Vacate and Pay/Vacate notices.

(f) Administration (Ms. Richwine)

- Purged files that have reached their retention date.
- Worked on PHA Plan and other assorted day-to-day tasks.

6. NEW BUSINESS

- (a) Resolution #17/18-963 HONORING ISA QUINTANILLA
Mr. Garcia made the motion to adopt the resolution and Ms. Quintanilla seconded it. The motion passed unanimously, 3 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

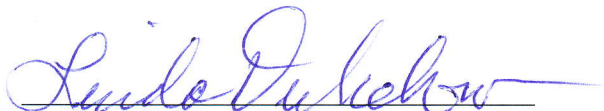
- (a) Tenant Council President's Report
 - Mr. Donken stated that on February 21, 2018, the Tenant Council will host a presentation by the Pasco Police Department for all Public Housing residents on the Neighborhood Watch program.
 - A filing cabinet, laptop and printer has been purchased for Tenant Council use.
- (b) Visitor Agenda - none

8. **EXECUTIVE SESSION** - no Executive Session was held

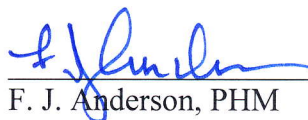
9. **ADJOURNMENT**

The meeting was adjourned at 4:32 p.m.

The Board of Commissioners will next meet in regular session on February 22, 2018, 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