

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

**March 29, 2018**

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 29, 2018, at 4:00 p.m.

**1. CALL TO ORDER**

Ms. Dukelow called the meeting to order at 4:00 p.m.

**2. COMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Garcia

Absent: (fifth commissioner not yet appointed)

**STAFF AND EX OFFICIO MEMBERS**

Present: Andy Anderson, Executive Director  
Kathy Jones, Chief Financial Officer  
Brett Sanders, Director of Maintenance/Capital Fund  
Scott Moore, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

<b>VISITORS</b>	Dennis Donken, Sr.	Roger Valdez
	Brian Thompson	Petr Prishko

**3. APPROVAL OF AGENDA:**

Mr. Domingos 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 January 25, 2018, and the checks listings – Bank of the West General Operating Account checks for January 2018, numbered 61705-61910 totaling \$341,714; Bank of the West General Operating Account checks for February 2018, numbered 61911-62104 totaling \$266,621, Bank of the West Petty Cash checks numbered 1775-1777 totaling \$190, and Bank of the West Security Deposit Fund check numbered 1271 totaling \$75. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$3,158.50 and, of that amount, \$3,158.50 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Anderson)

- Cullum House transfer to Lourdes  
The transfer has been approved by the Department of Commerce and a contract is being negotiated between Lourdes and Commerce. HACPFC will continue to collect rent until the transfer is complete.
- PHA Plan Adoption – the resolution was included in your board packet.
- FSS Grant  
HACPFC requested \$55,000, but received \$20,000. An appeal was denied because although our submittal showed that \$55,000 was requested, a required component was not included (compatibles) so \$20,000 is the final award. Adjustments have been made in caseloads so no lay-offs are required.
- The due date for the Affirmatively Furthering Fair Housing submittal has been postponed by HUD. We will instead work with Tri-City governmental entities and the Kennewick Housing Authority to update the Analysis of Impediments to Fair Housing. Ms. Richwine and I met with the group today to formulate a timeline to accomplish this update.
- As indicated in the letter included in your board packet, I will be retiring at the end of September 2018.
- Congratulations to Commissioner Greg Garcia for being granted the Hickson Award at today's Kiwanis meeting.

(b) Finance (Ms. Jones)

- The Tax Credit Audit and State Auditor's Office (SAO) Audit are both completed.  
Mr. Domingos asked if audits could be performed for less cost by using a firm other than SAO. Ms. Jones stated that this had been discussed among staff. We would have to go through the RFQ process. Mr. Domingos asked if the commissioners could have information by the next board meeting. Ms. Jones said the formal RFQ process could not be completed by the May meeting but she could provide some additional information at that time. (There is no April meeting as staff will be at Fair Housing training in Spokane.)
- Attended Procurement Training.

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

- Agate Street Plumbing Projects – Move-outs have slowed down so staff has been able to get back in to these units to complete the plumbing overhaul. Five units were completed in the past month.
- Roofing Project, 800 and 900 blocks of N. 1<sup>st</sup> Avenue – Bid documents went out on March 19. The pre-bid conference is on April 4 and bids are due April 10.
- A new vendor won the mowing contract: G & R Lawn Maintenance. The contract begins April 2.
- Sprinkler start-up has begun.

(d) Housing Programs (Ms. Salinas is absent.)



(e) Security (Mr. Moore)

- Graffiti was found at the Boys & Girls Club facility on 3<sup>rd</sup> Street (HACPFC property). No witnesses have come forward.
- Transient camps were discovered near the northwest end of Rosewood Park. The Pasco Police Department was notified so the activities could be further monitored by authorities. Tenants have been advised to keep valuables in their units and doors and windows locked when they're not home. Tenants were also asked to call 911 if transients were spotted on HACPFC property.

**Tenant Council**

- On February 22, Pasco Police facilitated a Neighborhood Watch presentation to inform tenants of the program. Six tenants were present and several expressed interest in becoming Block Watch Captains.
- At the February HACPFC Tenant Council meeting, plans were made to print flyers for distribution to Public Housing residents to encourage them to participate in the election process for vacant Tenant Council officer seats.
- First Aid/CPR training is an item that residents have expressed an interest in. Red Cross may conduct this training.

(f) Administration (Ms. Richwine)

- No report submitted but Ms. Richwine verified her participation and assistance in tasks performed by other staff.

**6. NEW BUSINESS**

- (a) Resolution #17/18-964 PHA Certifications of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications  
Mr. Garcia moved to adopt the resolution and Mr. Domingos seconded the motion. It passed unanimously, 4 ayes, 0 nays.
- (b) Resolution #17/18-965 Public Access to Indexes Procedure  
Mr. Bishop moved to adopt the resolution and Mr. Domingos seconded it. The motion passed unanimously, 4 ayes, 0 nays.

**7. OTHER BUSINESS**

- (a) Tenant Council President's Report  
Mr. Donken spoke on behalf of the council. He reiterated the points Mr. Moore made about the council and added that a laptop, printer and filing cabinet had been purchased for Tenant Council use. He also mentioned he had contracted a local horseshoe throwing club and a member may be available to bring the horseshoe pit up to par. The next Tenant Council meeting is April 5, 2018.
- (b) Visitor Agenda – N/A

**8. EXECUTIVE SESSION**

The Board adjourned to Executive Session at 4:21 p.m. for 10 minutes in accordance with:

- (a) RCW 42.30.110 (g)

**9. RECONVENE OPEN SESSION**

Regular session was reconvened at 4:31 p.m.

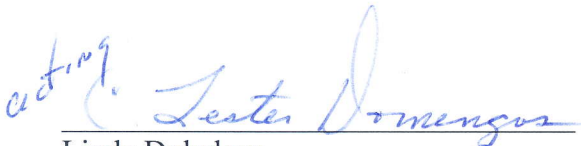
Mr. Domingos, with regret, moved to accept Mr. Anderson's resignation due to retirement. Mr. Garcia seconded the motion and it passed unanimously, 4 ayes, 0 nays.

Mr. Domingos moved that Board Chair, Linda Dukelow work with Mr. Anderson to develop and post a job announcement for the Executive Director position. The motion passed unanimously, 4 ayes, 0 nays.

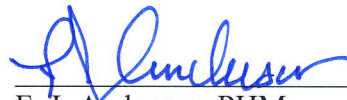
**10. ADJOURNMENT**

The meeting was adjourned at 4:33 p.m.

The Board of Commissioners will next meet in regular session on May 31, 2018, 4:00 p.m. The regular April meeting (April 26) has been cancelled as staff will be at Fair Housing training in Spokane that day.

*acting*  


Linda Dukelow  
Chair, Board of Commissioners

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

Minutes Prepared by:



Lisa C. Richwine, CMH  
Recording Secretary