

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

**June 20, 2018**

The Commissioners of the Authority met in special session at the Housing Authority of the City of Pasco and Franklin County's (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on June 20, 2018, at 4:00 p.m.

**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Mr. Domingos as Ms. Dukelow (Chair) and Mr. Bishop (Vice-Chair) were not present.

**2. COMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Domingos, Garcia, Griffith

Absent: Bishop, Dukelow

**STAFF AND EX OFFICIO MEMBERS**

Present: Andy Anderson, Executive Director

Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** None present

**3. APPROVAL OF AGENDA:**

Mr. Garcia made a motion to approve the agenda as presented. Mr. Griffith 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 March 29, 2018, and the checks listings for March 2018 – Bank of the West General Operating Account checks numbered 62105-62309, totaling \$288,046, and Bank of the West Security Deposit Fund check numbered 1272 totaling \$298; the checks listings for the month of April 2018 – Bank of the West General Operating Account checks numbered 62310-62493, totaling \$275,051, and Bank of the West Security Deposit Fund checks numbered 1273-1279 totaling \$1,035; and, the checks listings for the month of May 2018 – Bank of the West General Operating Account checks numbered 62494-62726, totaling \$298,373, Bank of the West Petty Cash check numbered 1778 totaling \$672, and Bank of the West Security Deposit Fund checks numbered 1280 totaling \$141. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$6,352.49, and, of that amount, \$6,352.49, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

(a) Executive (Mr. Anderson)

- Three résumés have been received so far for the soon-to-be vacant Executive Director position. Mr. Domingos asked how long the job should be posted. Mr. Anderson stated that the commissioners will have a complete list of qualified applicants to peruse by the next regular commissioner meeting on July 26.
- Anna Maria Garcia, our Intake & Eligibility Specialist since 2005, retired effective June 18, 2018. Betsy Magana has been hired to fill that position. Her start date is June 25.
- Attended a Community Frameworks presentation on tiny houses. It appears to be a good program and might be something the commissioners would like to pursue in the future.

(b) Finance (Ms. Jones - absent)

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

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

(e) Security (Mr. Moore - absent)

(f) Administration (Ms. Richwine)

- Entire staff attended Fair Housing training in Spokane on April 26.
- Prepared documentation for employee departure and new employee orientation, among other day-to-day tasks.

**6. NEW BUSINESS**

(a) Resolution #17/18-966 PHA BOARD RESOLUTION APPROVING  
OPERATING BUDGET

Mr. Garcia made a motion to adopt the resolution as presented by staff and Mr. Griffith seconded it. The motion passed unanimously, 3 ayes, 0 nays.

(b) Resolution #17/18-967 GENERAL DEPOSITORY AGREEMENT

Mr. Garcia moved to adopt the resolution and Mr. Griffith seconded it. The motion passed unanimously, 3 ayes, 0 nays.

**7. OTHER BUSINESS - None**

**8. EXECUTIVE SESSION**

No Executive Session was held.

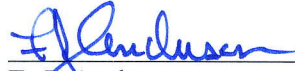
9. **ADJOURNMENT**

The meeting was adjourned at 4:40 p.m.

The Board of Commissioners will next meet in regular session on July 26, 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