

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

July 26, 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 Thursday, July 26, 2018, 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, Griffith

Absent: none

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

VISITORS Dennis Donken

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Garcia seconded the 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 special meeting of June 20, 2018, and the checks listings for June 2018 – Bank of the West General Operating Account checks numbered 62727-62915 totaling \$280,035 and Bank of the West Security Deposit Fund checks numbered 1281-1282 totaling \$213. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$377.50, and, of that amount, \$377.50, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Anderson)

1. Executive Director Search

- a. Worked with Ms. Dukelow and Ms. Richwine to develop a timeline for the search.
- b. The job was posted on the Pacific Northwest Regional Council of NAHRO's (National Association of Housing and Redevelopment Officials) website, Washington Housing Authorities Accounting Personnel (WHAAP) website and the Association of Washington Housing Authorities (AWHA) ListServe. Only one résumé was received from those postings.
- c. After discussion, the search was expanded to include a post on the national NAHRO website and in its printed newsletter. Two résumés were received.
- d. Further discussion was held and the position was posted on the Indeed website. More than 20 résumés were received and the post was closed on July 12.
- e. All résumés were reviewed and the 5 which listed skills most closely matched to our position were chosen for review by the Board Chair and Vice Chair.
- f. Ms. Richwine and I met with Ms. Dukelow and Mr. Bishop. From the 5 résumés, 2 were selected for in-person interviews.

2. Program Administrator Martha Rivas resigned and has taken a position with Kennewick Housing Authority. She started with us in 2001. We will not fill the position due to budget considerations. Her caseload will be distributed among remaining staff.
3. Working toward completion of SEMAP Indicator 6 (Section Eight Management Assessment Program). This Indicator asks if staff has followed up with failed HQS (Housing Quality Standards) inspections in a timely manner. I also checked to make sure that when there was an issue that required re-inspection within 24 hours, those re-inspections occurred in the designated timeframe.
4. Attended a training by Foster Pepper on Government and Public Finance.
5. The owner of B-n-R Affordable Housing sent an e-mail to inquire about HACPFC's interest in purchasing the property. If the Board is interested, a discussion will be scheduled. The Board is interested and the discussion will go forward.
6. Mr. Domingos asked the status on the Tiny House Project. Mr. Anderson stated that such a project would take 2-3 years to get off the ground.

(b) Finance (Ms. Jones)

1. Accounts Receivable and Accounts Payable files past their retention dates have been purged.
2. The FY 2019 Budget was approved last month
3. Our Capital Fund Certification is complete.
4. Year-end financial statements are being prepared for submission to HUD.

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

1. The Agate Street plumbing project (44 units) is half complete.
2. The Rosewood Park roofing project was awarded to Elite Construction for \$118,000. Of the 19 roofs that need to be finished, 15 are complete. The remaining four should be done by early next week. And additional 45 units need new roofs.
3. The Invitation for Bid for air conditioning units came in at \$93,000.
4. Ranges and refrigerators need to be replaced in 175 units. Current appliances are 12-15 years old.
5. HACPFC was granted \$588,000 in Capital Fund monies for this fiscal year.
6. Purchased, cut and stained cedar boards to replace/update benches throughout Rosewood Park. Residents are very appreciative.

(d) Housing Programs (Ms. Salinas)

1. Reported to the board that we are currently serving 237 Housing Choice Vouchers (Section 8) at the end of the month. Our count must be at 240 on August 1.

(e) Security (Mr. Moore)

1. Graffiti was found on the Ray Pflueger center on July 16. The incident was reported to Pasco Police Department (PPD).
2. There have been vehicle prowls/thefts at Rosewood Park. Reports have been filed with PPD but no suspects have been identified. There have been other reported vehicle thefts in the area.
3. Section 8 quality control inspections are being conducted.
4. Continue to help to facilitate the Tenant Council.
5. Mr. Garcia asked if there had been any reports of fireworks on Independence Day. Mr. Moore said he received only 1. He believes that was due to his efforts after the holiday last year when he made it clear to tenants that fireworks lease violations would not be tolerated.

(f) Administration (Ms. Richwine)

1. Because of the very healthy waitlists of applications for all of our programs, the decision was made to not accept applications for any housing program from June 20-July 30, as our new Intake & Eligibility Specialist started her new position and was brought up to speed.
2. The new Director of Meals on Wheels (MOW) called to introduce herself and inquire if the Ray Pflueger Recreation Center is available to give a presentation on fall prevention to our residents. This is a nationwide program where MOW partners with local fire departments. The presentation will take place in August
3. Working on Employee departures.

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 – **none**

7. OTHER BUSINESS

(a) Tenant Council President's Report

- Dennis Donken shared that the existing officers met and chose the date of September 6 for elections for the vacant seats on the Council.
- The Council would like to have a CPR class. Previous contact had been made with the Red Cross to teach this class but no word had been heard for them for a while. Mr. Moore will contact them to set a date.

(b) Visitor Agenda - **none**

8. EXECUTIVE SESSION

The Board adjourned to executive session at 4:30 p.m. for 10 minutes in accordance with RCW 42.30.110 (g)

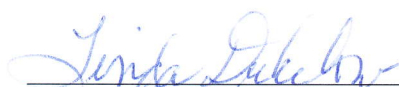
9. RECONVENE OPEN SESSION

The board reconvened to regular session at 4:40 p.m.

10. ADJOURNMENT

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

The Board of Commissioners will next meet in regular session on August 30, 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