

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

**November 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 Thursday, November 29, 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

Absent: Griffith

**STAFF AND EX OFFICIO MEMBERS**

Present: Kathy Jones, Executive Director  
Matt Truman, Chief Financial Officer  
Brett Sanders, Director of Maintenance/Capital Fund  
Adella Salinas, Director of Housing Services  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Dennis Donken, Sr. – HACFPC Tenant Council

**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 special meeting of October 18, 2018, and the checks listings for October 2018 – Bank of the West General Operating Account checks numbered 63502-63753 totaling \$265,783 and Bank of the West Petty Cash check numbered 1781 totaling \$13. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$352.75, and, of that amount, \$352.75, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

(a) Executive (Ms. Jones)

- Betsy Magana (formerly our Intake & Eligibility Specialist) has taken over the Accounting Assistant position in the Finance Office. A new Intake person has been hired and will be introduced to you at a future meeting.

- Prepared the State Auditor's Office financials. Mr. Truman reviewed the submission before it was sent.
- In your packet you will find a resolution regarding Moving to Work. Let's discuss this program when we get to that portion of the agenda.
- HACPFC will receive port-in VASH (Veteran's Administration Supportive Housing) Vouchers from Walla Walla Housing Authority (WWHA). Mr. Domingos asked how this benefitted HACPFC. The benefit is the administrative fees HACPFC will receive from WWHA for servicing the vouchers.
- Attended a presentation on Tiny Huts in Walla Walla.
- Mainstream Vouchers – Spokane Housing Authority (SHA) will distribute the Mainstream vouchers according to HUD's allocation. These vouchers are earmarked for non-elderly disabled persons. HACPFC will receive only 1 voucher this round, but there is potential to be allocated more in the future. Will search the HACPFC waitlist to see if any current applicants meet the Mainstream criteria.
- HUD has notified us that it will conduct a Voucher Management System (VMS) review.
- Would like to know if Board members want to continue to invite graduates of the FSS (Family Self-Sufficiency) program to be publicly recognized for their achievement at a future Board meeting. The Board members stated they would like to continue the practice but wanted it emphasized that the graduate's attendance is by no means mandatory.

(b) Finance (Mr. Truman)

- Mr. Truman asked the Board if they would like any changes made to the financials submitted in the monthly Board packets. Mr. Domingos stated that what is currently submitted is fine, but anything unusual should be included and explained. Mr. Bishop agreed.

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

- The first phase of the Agate Street/S. Beech project is complete. We will now begin work on the 2-story units.
- Replaced the heat pumps at the Boys & Girls Club and the Pflueger Recreation Center at a cost of \$21,000.
- Refrigerators, ranges and range hoods have been ordered for 75 units at a cost of \$63,000.
- Will soon go out for bid to trim the trees in all developments. Estimate = \$20,000.
- The water heaters on the 900 block of N. 1<sup>st</sup> Avenue need to be replaced. Have placed the specifications on HUD's eProcurement site and bids are due on December 13.
- Met with Sarah Brede of ZBA (architectural firm) to make plans to complete the following tasks:
  - replace Riverside (administration building) roof
  - replace the canopy at the entrance of the high-rise
  - replace Octave Street walkway lights

- During the REAC inspection (Real Estate Assessment Center) it was discovered that the vinyl siding throughout our scattered sites is failing. The plan is to replace all vinyl siding with hardy siding. We also plan to replace all aluminum double-paned windows, as well as entry doors, with more energy efficient products.
- (d) Housing Programs (Ms. Salinas)
- Staff has been very busy and is working hard to make up for being short one Program Administrator.
- (e) Security (Mr. Moore was absent - Ms. Jones submitted his report.)
- The 2019 FSS grant application is complete
  - Vandalism occurred at the Boys & Girls Club and in one of our units at the Sprucewood Development. Video cameras helped to identify the juveniles involved in the Boys & Girls Club incident. An eye witness named the juveniles involved in the Sprucewood unit incident.
- (f) Administration (Ms. Richwine)
- Performed day-to-day administrative tasks to help ensure the office runs efficiently; updated records to reflect current personnel; registered staff for training and other duties as assigned.

## 7. NEW BUSINESS

- (a) Election of Board of Commissioners Vice Chairperson  
Ms. Dukelow opened the floor for nominations. Mr. Domingos nominated Mr. Garcia. Mr. Bishop seconded the motion. Ms. Dukelow stated that Mr. Garcia had been nominated for the position of Vice Chair of the Board of Commissioners of the Housing Authority of the City of Pasco and Franklin County for a two-year term. No other nominations were made. Ms. Dukelow called for all in favor to say "Aye". All present members were in favor, there was no dissent. Mr. Garcia was elected to the position unanimously, 4 ayes, 0 nays. The gavel was passed to Mr. Bishop who now assumes the position as Board Chair for the next two years.
- (b) #18/19-969 Authorizing Executive Director to Dispose of Surplus Property  
Mr. Domingos moved to adopt the motion and Mr. Garcia seconded it. The motion passed unanimously, 4 ayes, 0 nays.
- (c) #18/19-970 Moving to Work Designation Under the First Cohort  
Mr. Domingos made a motion to adopt the resolution. Mr. Garcia seconded the motion. Mr. Bishop called for discussion. The positive and negative ramifications of the Moving to Work designation under the first cohort were discussed at length and the Board decided that at this time it would not be prudent to pass the resolution. The motion failed unanimously with a vote of 0 ayes and 4 nays.
- (d) Motions arising from board discussion of previous motions or discussion - none
- (e) Urgent matters not included in the agenda due to lack of time - none

**8. OTHER BUSINESS**

- (a) Tenant Council President's Report  
Dennis Donken, Sr., Treasurer of the HACPFC Tenant's Council, stated that all previously open positions on the board have been filled. The Council now seeks a venue to hold their meetings. Several options were discussed but no decisions were made.
- (b) Visitor Agenda - none

**9. EXECUTIVE SESSION** – no Executive Session was held

**10. ADJOURNMENT**

Ms. Dukelow made a motion to adjourn the meeting at 4:40 p.m. Mr. Domingos seconded it and the meeting was adjourned.


There will be no meeting in December due to the Christmas and New Year holidays.

The Board of Commissioners will next meet in regular session on January 31, 2019, 4:00 p.m.



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Jeremy Bishop  
Chair, Board of Commissioners



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Kathy Jones, PFM  
Secretary, Board of Commissioners

Minutes Prepared by:



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Lisa C. Richwine, CMH  
Recording Secretary