

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

**March 28, 2019**

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, March 28, 2019, 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

Mr. Domingos made a motion to excuse Mr. Griffith from today's meeting due to a death in his family. Ms. Dukelow seconded the motion and it passed unanimously, 4 ayes, 0 nays.

**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** Michele Sharrer, HACFPC Tenant Council President  
Ben Crozier, Northwest Justice Project  
Jessica Ramirez, Northwest Justice Project

**3. APPROVAL OF AGENDA:**

Mr. Garcia made a motion to approve the agenda as presented. Mr. Domingos 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 31, 2019, and the checks listings for the month of January 2019 – Bank of the West General Operating Account checks numbered 64156-64346 totaling \$291,191, and Bank of the West Security Deposit Fund check numbered 1290 totaling \$186; and the checks listings for the month of February 2019 – Bank of the West General Operating Account checks numbered 64347-64541 totaling \$280,441. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$654.50 and, of that amount, \$654.50 will be turned over for collection plus the collection processing fees.

## 5. STAFF REPORTS

### (a) Executive (Ms. Jones)

- Attended Association of Washington Housing Authorities legislative meeting in Olympia.
- Participate in AWHHA's weekly legislative phone calls.
- Participated in VASH (Veteran's Affairs Supportive Housing) conference call and meeting, along with HACPFC and VA staff.
- Met with Mr. Sanders, Mr. Truman and Tom Carpenter, our Information Technology (IT) contractor, to discuss future agency computer upgrades.
- Attended 2019 Supportive Housing Summit at United Way.
- Hired a new Program Administrator who will start April 1, 2019.
- Completed our 5-Year and Annual Public Housing Agency (PHA) plan; conducted RAB (Resident Advisory Board) meeting.
- Served on Boys & Girls Club Youth of the Year judging panel.
- Addressed Fourth and Pearl PILT (Payment in Lieu of Taxes) issue with the City and the County.

### (b) Finance (Mr. Truman)

- Year-to-Date revenue is 4.3% higher than budgeted.
- There is less than 1% variance in Year-to-Date Expenses to those budgeted.
- The budget will be presented to the Board at the May meeting.
- Two of three audits underway this year have been completed:
  - The State Auditor's Office audit is complete with one finding. The exit conference was held yesterday. The finding was on how numbers were presented on the financials, not the numbers themselves. Recommendations made were minor and immaterial.
  - Varney Court audit is complete with no findings.
  - The first Section 8 - Housing Choice Voucher VMS (Voucher Management System) audit since 2012 is underway. It is being conducted off-site by HUD staff in Washington, DC. Twelve months' worth of information has been sent and we expect the audit to be completed by next week.

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

- Phase II of the plumbing retrofit on 14 apartments has begun.
- The tree trimming contract was granted to Top Tree and should be completed tomorrow.
- Water heaters will be replaced in 30 apartments on the 900 block of N. 1<sup>st</sup> Avenue.
- ZBA Architecture has submitted plans for replacement of the High Rise roof canopy.
- The lawn mowing contract was granted to Heritage Lawn Maintenance. All developments are included in this contract.



- On March 18, 2019, the main electrical buss at our 820 N. 1<sup>st</sup> High Rise blew and the whole building lost power. Two crews were onsite within 30 minutes to assess the situation and begin repairs. The entire system needs to be replaced and when it is, there will be no power to the building. If shifts are run 24/7, the repairs will take 2-3 days. If just a day shift is run, it will take at least a week. Mr. Domingos asked if our insurance would cover such a loss. Ms. Richwine will contact our insurance carrier to check.
  - Met with Ms. Jones, Mr. Truman and Tom Carpenter re: IT needs.
  - Current laundry equipment contract, along with its subsequent renewals, have expired. We must go out for bid again.
  - We hope to receive 2060 grant funds from Franklin County to replace water heaters in our Affordable Apartments.
- (d) Housing Programs (Ms. Salinas)
- Staff now administers 11 VASH vouchers as ports from Walla Walla Housing Authority.
  - Staff now administers one Mainstream voucher from Spokane Housing Authority.
  - A Section 8 Housing Choice Voucher briefing was given this week.
- (e) Security (Mr. Moore) – not present
- (f) Administration (Ms. Richwine)
- Will submit the PHA Plan to HUD after the Board adopts the resolution.

## 6. NEW BUSINESS

- (a) Resolution #18/19-971 PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications  
**“Mr. Chair, I move to adopt Resolution #18/19-971 as presented by staff.”**
- (b) Motions arising from board discussion of previous motions or discussion
- (c) Urgent matters not included in the agenda due to lack of time

## 7. OTHER BUSINESS

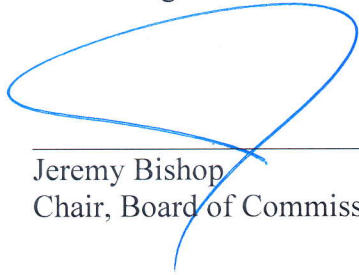
- (a) Tenant Council President’s Report  
Ms. Sharrer updated the Board on recent Tenant Council activities. She shared that the Council would like to provide fire extinguisher use and fire safety training for residents but was unable to find a presenter. Mr. Garcia suggested she contact the Pasco Fire Department (PFD). He stated that PFD would provide the training at no cost. Ms. Sharrer was grateful for the information.

## 8. EXECUTIVE SESSION – no Executive Session was held.

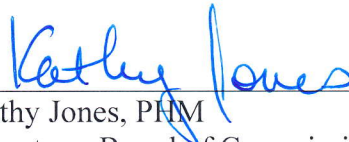
9. ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

The regular April meeting of the Board has been cancelled. The Board of Commissioners will next meet in regular session on May 30, 2019, 4:00 p.m.

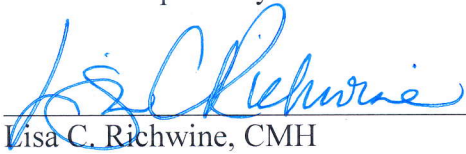


Jeremy Bishop  
Chair, Board of Commissioners



Kathy Jones, PHM  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa C. Richwine, CMH  
Recording Secretary