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May 23, 2019

NOTICE:

The regular May meeting of the Board of Commissioners of the Housing Authority of the City of Pasco and Franklin County will be held at 4:00 p.m., Thursday, May 30, 2019, at the Housing Authority's administration office, 2505 W. Lewis Street, Pasco.

Sincerely,

Kathy Jones, PHM
Executive Director

Distribution via e-mail:

Ken Diamond, Winterbauer & Diamond
Jeanie Tolcacher, Lyon, Weigand & Gustafson
Northwest Justice Project
Clint Didier, Franklin County Commissioner
Bob Koch, Franklin County Commissioner
Brad Peck, Franklin County Commissioner
Rick White, Community Development, City of Pasco
Angie Pitman, Community Development, City of Pasco
Krystle Shanks, Community Development, City of Pasco, for City website inclusion
Danielle Surkatty, Yakindo Web Design, for HACPFC website inclusion

Housing Authority Board of Commissioners (Hand Delivered)
HACPFC Tenant Council (USPS Delivery)

**TENTATIVE AGENDA
BOARD OF COMMISSIONERS REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF PASCO AND FRANKLIN COUNTY
May 30, 2019 4:00 p.m.**

- 1. CALL TO ORDER**
- 2. COMMISSIONER ROLL CALL**
- 3. APPROVAL OF AGENDA**

MOTION: "Mr. Chair, I move to approve today's agenda as presented by staff."

- 4. CONSENT AGENDA:** The Board shall be authorized to act on matters which the Chairperson designates to be placed on a consent agenda where it is believed that no Board, staff or public discussion is desired, necessary or appropriate. Items placed on the consent agenda may be acted upon without discussion, either individually or as a group, after the Chairperson first announces that items will be enacted without discussion unless a specific request is made by a Board Member present or in advance by an interested member of the public.
 - (a) Approval of Minutes dated March 28, 2019
 - (b) Approval of Checks for March 2019, April 2019
 - (c) Financials and Occupancy Report
 - (d) Approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$2,310.75, and, of that amount, \$2,310.75, will be turned over for collection plus the collection processing fees.

- 5. STAFF REPORTS**
 - (a) Executive (Ms. Jones)
 - (b) Finance (Mr. Truman)
 - (c) Maintenance and Capital Fund (Mr. Sanders)
 - (d) Housing Programs (Ms. Salinas)
 - (e) Security (Mr. Moore)
 - (f) Administration (Ms. Richwine)

- 6. NEW BUSINESS**
 - (a) Resolution #18/19-972 PHA BOARD RESOLUTION APPROVING OPERATING BUDGET
MOTION: "Mr. Chair, I move to adopt the operating budget resolution, as presented by staff."
 - (b) Resolution #18/19-973 REPLACING PROCUREMENT POLICY
MOTION: "Mr. Chair, I move to adopt Resolution #18/19-973, Replacing Procurement Policy."
 - (c) Resolution #18/19-974 AUTHORIZING EXECUTIVE DIRECTOR TO DISPOSE OF SURPLUS PROPERTY
MOTION: "Mr. Chair, I would like to make a motion to adopt Resolution #18/19-974."
 - (d) Motions arising from board discussion of previous motions or discussion
 - (e) Urgent matters not included in the agenda due to lack of time

- 7. OTHER BUSINESS**
 - (a) Tenant Council President's Report
 - (b) Visitor Agenda

Visitors who wish to make a presentation need to submit to the Chair of the Board a written request at least two (2) weeks in advance, to be scheduled on the Visitor Agenda at the next regularly scheduled meeting. This request should be mailed to the Chair at 2505 W. Lewis Street, Pasco, WA 99301. The Authority will not provide a translator.

8. EXECUTIVE SESSION

- (a) RCW 42.30.110 (b)
- (b) RCW 42.30.110 (d)
- (c) RCW 42.30.110 (f)
- (d) RCW 42.30.110 (g)
- (e) RCW 42.30.110 (i)

9. RECONVENE OPEN SESSION

10. ADJOURNMENT

This meeting site is barrier free. Those requiring special accommodation should contact Lisa Richwine at (509) 547-3581, ext. 12. The Board reserves the right to alter the order of agenda.