

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

May 30, 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 May 30, 2019, at 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Garcia, Griffith

Absent: Domingos (previous commitment), Dukelow (illness)

STAFF AND EX OFFICIO MEMBERS

Present: Kathy Jones, Executive Director

Matt Truman, Chief Financial Officer

Adella Salinas, Director of Housing Services

Scott Moore, Security Specialist/HQS Inspector

Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS N/A

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 28, 2019, and the checks listings for March 2019 – Bank of the West General Operating Account checks numbered 64542-64748 totaling \$305,011, and the checks listings for April 2019 – Bank of the West General Operating Account checks numbered 64749-64927 totaling \$326,528. Also, 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)

- HUD (U.S. Department of Housing and Urban Development) approved our Five-Year and Annual Plans.
- HUD conducted a review of HACFPC's Voucher Management System (VMS) and we passed with flying colors.
- A new Program Administrator was hired to replace the one that left in July 2018.
- Continue to participate in legislative calls.

- Met with City officials regarding the Fourth and Pearl PILT Tax.
- Attended Continuum of Care meeting.
- Attended the Pacific Northwest Regional Council of NAHRO conference.
- Made a presentation to Benton-Franklin Human Services with Mr. Sanders to apply for HB 2060 funds. Funds were awarded to us to replace the water heaters in our Affordable Apartments.
- All staff attended Fair Housing Training.
- A team of consultants came to assess whether or not it would be beneficial for our agency to become a RAD (Rental Assistance Demonstration) agency.

(b) Finance (Mr. Truman)

- Budget increase of 1½-2%
- Budgeted for 20 FTE (full-time equivalent) employees
- Budgeted for a 3% increase for insurance
- Budgeted for a 3% increase in water, sewer and storm drains

(c) Maintenance and Capital Fund (Mr. Sanders is absent but Ms. Jones gave his report)

- The first unit is nearly complete for Phase 2 of the plumbing project on Agate and Beech Streets. Work will begin on the next unit soon.
- Will enter into an Architectural/Engineering (AE) Agreement for design and construction documents for:
 - Riverside Building (Administration) Re-roof
 - Exterior renovation of six buildings on N. 22nd Avenue.
- Capital Fund Grant received for 2019 – will prepare a 5-Year plan for use of these funds.
- Work is ongoing toward the repair of the High Rise electrical system.
- Ms. Jones and Mr. Sanders made a presentation to a steering committee on May 8, re: the distribution of HB 2060 funds. Earlier this week we were notified that this agency was granted \$45,000, to replace the water heaters in the Affordable Apartments.

(d) Housing Programs (Ms. Salinas)

- The first three chapters of HUD Financial Management's Housing Choice Voucher Guide (HCV) was published on May 23, 2019.
- HCV (Section 8) numbers are going up.
- VASH (Veteran's Administration Supportive Housing) program is running smoothly.
- A participant was found to utilize the sole Mainstream voucher we administer.

(e) Security (Mr. Moore)

- Two evictions were enforced.
- Gang graffiti was found and remediated.
- Mentored teens at the Boys and Girls Club regarding staying away from drugs.
- Will attend UPCS (Uniform Physical Conditions Standards) training on Tuesday, June 4, 2019.

(f) Administration (Ms. Richwine)

- Conducted a new hire orientation for our new Program Administrator.
- PHA Plan accepted by HUD with no changes required.
- Contacted our insurance carrier to see if our coverage would take care of the high rise electrical failure. There is no benefit because the damage was the result of 50+ years of normal wear and tear.
- Registered all staff for Fair Housing training.

6. NEW BUSINESS

- (a) Resolution #18/19-972 PHA Board Resolution Approving Operating Budget
Mr. Garcia made a motion to adopt the resolution. Mr. Griffith seconded it. The motion passed unanimously 3 ayes, 0 nays.
- (b) Resolution #18/19-973 Replacing Procurement Policy
Mr. Garcia moved to replace the Procurement Policy as presented by staff. Mr. Griffith seconded the motion and it passed unanimously, 3 ayes, 0 nays.
- (c) Resolution #18/19-974 Authorizing Executive Director to Dispose of Surplus Property
Mr. Garcia made a motion to adopt Resolution #18/19-974 and Mr. Griffith seconded it. The motion passed unanimously, 3 ayes, 0 nays.
- (d) Motions arising from board discussion of previous motions or discussion – N/A
- (e) Urgent matters not included in the agenda due to lack of time – N/A

7. OTHER BUSINESS

(a) Tenant Council President's Report

- Obtained use of HACPFC's former office space at the High Rise and will purchase furniture in order to seat tenants for meetings.
- With the repair of the Ray Plueger Recreation Hall pool table, the council hopes to open the hall a few hours a couple of days a week so tenants can play pool, complete puzzles, play games, etc. Council officers will be present to ensure all goes smoothly.
- Council members continue to endeavor to find First Aid and Fire Extinguisher training classes for tenants.
- Council would like to use the High Rise location for occasional Game Nights. Feasibility is being worked out.

(b) Visitor Agenda – no Visitors were present

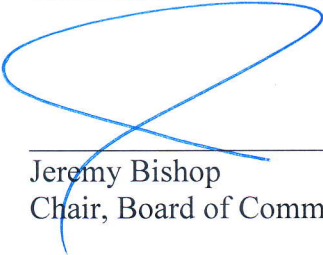
Visitors who wish to make a presentation need to submit to the Chair of the Board a written request at least two (2) weeks in advance, to be scheduled on the Visitor Agenda at the next regularly scheduled meeting. This request should be mailed to the Chair at 2505 W. Lewis Street, Pasco, WA 99301.

8. EXECUTIVE SESSION – no Executive Session was held

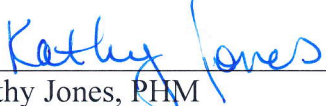
9. ADJOURNMENT

The meeting was adjourned at 4:29 p.m.

The Board of Commissioners will next meet in regular session on June 27, 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