

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

**November 21, 2019**

The Commissioners of the Authority met in special 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 21, 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 moved to excuse Mr. Griffith from today's meeting due to a last-minute work trip. Mr. Garcia seconded and the motion passed unanimously, 4 ayes, 0 nays.

**STAFF AND EX OFFICIO MEMBERS**

Present: Kathy Jones, Executive Director  
Matt Truman, Chief Financial Officer  
Scott Moore, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** None

**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 September 26, 2019, and the checks listings for September 2019 – Bank of the West General Operating Account checks numbered 65751-65938 totaling \$326,495, and the checks listings for October: Bank of the West General Operating Account checks numbered 65939-66153 totaling \$349,404. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$2,417.25 and, of that amount, \$2,417.25, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

- (a) Executive (Ms. Jones)
- Where we were previously given \$1,663 in portability set-aside monies, that amount was increased to \$133,000 after an appeal to HUD (U.S. Department of Housing and Urban Development).
  - Legislative matters are heating up in Olympia.
  - Agency insurance provider, HARRP (Housing Authorities Risk Retention Pool) sent notification that premiums would likely increase due to the California wildfires.
  - Applied for and received 13 VASH vouchers (Veterans Affairs Supportive Housing).
  - The Boys & Girls Club is no longer running programs at our 333 W. Court building. Our attorney is working on a termination agreement. It will cost approximately \$19,000 to paint the entire building interior.
  - HACPFPC was a Public Housing High Performer for FY2019.
  - Applied for a property tax exemption for Varney Court. The Department of Revenue determined the land is exempt. The tax exemption must be applied for from Franklin County annually. The PILT will continue to be paid as that agreement was made with the City of Pasco.
  - Catholic Charities plans to build transitional housing in Pasco.
  - Our offices will be closed December 23-26, 2019.
  - A new Program Administrator will start next week.
- (b) Finance (Mr. Truman)
- Current Housing Choice Voucher (HCV - Section 8) count is 249 – the goal is to be at 260 by December 31.
  - HCV revenue is up 20% with the additional \$133,000 in set-aside monies.
  - Three Public Housing AMPs are within 5 % of budget projections.
- (c) Maintenance and Capital Fund (Mr. Sanders – not present – report submitted to and reported by Ms. Jones)
- Two units in the Agate Street plumbing project should be complete in the next 1-2 weeks. After that, work will begin on the next two.
  - In the past few months, two of our units on the 900 block of N. 1<sup>st</sup> Avenue have had underground electrical problems causing the occupants to immediately vacate their units so emergency repairs can be made. In both cases it was because the buried wiring failed. The 900 block development was built in 1980 and with 28 more units that could potentially experience the same problem, it was decided the main wiring to the remaining units should be replaced. Bid documents will be prepared for the project to begin the summer of 2020.
  - The Department of Commerce inspected our Locals/Affordable Apartments earlier in the fall. This inspection resulted in a finding report and the maintenance staff will have the matters of concern noted on the report completed tomorrow.
- (d) Housing Programs (Ms. Salinas – not present – no report)

- (e) Security (Mr. Moore)
  - Prepared and submitted Family Self-Sufficiency grant application.
  - Evicted a tenant due to gang activity/conduct.
  - Gang graffiti was discovered in Sprucewood Square.
  - Investigated reports of harassment between tenant family members on the Boys & Girls Club shuttle.
- (f) Administration (Ms. Richwine – no report)

**6. OLD BUSINESS - none**

**7. NEW BUSINESS**

- (a) Resolution #19/20 – 975 Investment Resolution  
**Mr. Garcia made the motion to adopt the resolution and Mr. Domingos seconded it. The motion passed unanimously, 4 ayes, 0 nays.**
- (b) Motions arising from board discussion of previous motions or discussion
- (c) Urgent matters not included in the agenda due to lack of time

**8. OTHER BUSINESS**

- (a) Tenant Council President's Report  
Mr. Moore presented to the Board on behalf of the Tenant Council. First Aid/CPR classes were held and 30 tenants were in attendance. The Council hopes to have more classes in April or May of 2020.
- (b) Visitor Agenda – none

**9. EXECUTIVE SESSION - none**


**10. ADJOURNMENT**

The Board will not meet in December due to the Christmas and New Year holidays. The Board of Commissioners will next meet in regular session on January 30, 2020, 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