

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

**January 30, 2020**

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 January 30, 2020, 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, Domingos, Griffith

Absent: Dukelow, Garcia

**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  
Scott Moore, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Michele Sharrer – HACFPC Tenant Council President  
Clint Didier – Franklin County Commissioner

**3. APPROVAL OF AGENDA:**

Mr. Domingos 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 special meeting of November 21, 2019, and the checks listings for November 2019 – Bank of the West General Operating Account checks numbered 66154-66336 totaling \$309,703, and the checks listings for December 2019 – Bank of the West General Operating Account checks numbered 66337-66527 totaling \$314,613. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$2,600.25, and, of that amount, \$2,600.25, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

- (a) Executive (Ms. Jones)
  - Lindsey, our accounting software, has been bought out by MRI. Changes are forthcoming.
  - Tri-Cities Vista Terrace approached us to accept the project-based Housing Choice Vouchers (HCV/Section 8) assigned to that property, and convert them to replacement vouchers. There will be 37-48 vouchers that would be effective August 1, 2020. Conference calls with HUD regarding action are ongoing.
  - Our agency has been awarded 13 VASH vouchers (Veterans Affairs Supportive Housing). We absorbed Walla Walla Housing Authority's VASH vouchers that were already in our area.
  
- (b) Finance (Mr. Truman)
  - Strong HCV/Section 8 enrollment of 258.
  - Expense-wise - Public Housing is the same, if not better than prior years. The fact that there was not much snow this winter helps.
  - Unit turnarounds have affected the budget adversely.
  - Novogradac is working on the Varney Court audit.
  - The state auditor will be on-site soon and will take approximately 2 weeks. They will do the financial audit, as well audit the HCV/Section 8 program.
  
- (c) Maintenance and Capital Fund (Mr. Sanders)
  - Agate Street plumbing project – three 2-story units have been completed. The fourth will be done next week.
  - Specs are done for roof replacement of the administration building and the High Rise canopy. The project is out for bids.
  - The installation of fiber optic technology in the Maintenance Shop and the Administration building was completed today.
  - Water heaters will be replaced in the Affordable Apartments (Local units) and laundry rooms.
  
- (d) Housing Programs (Ms. Salinas)
  - All 44 Affordable Apartments are leased.
  
- (e) Security (Mr. Moore)
  - Graffiti has been found at Varney Court and Sprucewood Square.
  - Gang activity has increased – including violent gang activity.
  - And unlawful detainer and 30-Day termination has been issued.
  
- (f) Administration (Ms. Richwine) – no report

**6. NEW BUSINESS**

- (a) Resolution #19/20-976 – Amending Personnel Manual  
Mr. Domingos moved to adopt the motion and Mr. Griffith seconded it. The motion passed unanimously 3 ayes, 0 nays.
- (b) Motions arising from board discussion of previous motions or discussions. - none
- (c) Urgent matters not included in the agenda due to lack of time. - none

**7. OTHER BUSINESS**

- (a) Tenant Council President's Report  
Ms. Sharrer reported that at the January Tenant Council meeting, the members floated the idea of having tenants with special crafts skills lead classes (sewing, knitting, crocheting, etc.). The tenants are also looking for a dart board and puzzles to add to their activities arsenal.
- (b) Visitor Agenda - none

**8. EXECUTIVE SESSION – none was held**

**9. ADJOURNMENT**

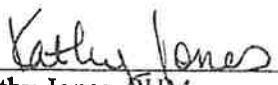
Mr. Griffith moved to adjourn the meeting at 4:36 p.m. Mr. Domingos seconded the motion.

The Board of Commissioners will next meet in regular session on February 27, 2020, 4:00 p.m.



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Jeremy Bishop  
Chair, Board of Commissioners



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Kathy Jones, RHM  
Secretary, Board of Commissioners

Minutes Prepared by:



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Lisa C. Richwine, CMH  
Recording Secretary