

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

May 28, 2020

Due to the COVID-19 (Coronavirus) pandemic and in accordance with standards put forth by the Governor's office and national authorities in regards to social distancing, the Commissioners of the Authority met in regular session via teleconference on May 28, 2020, at 4:00 p.m. HACPFC provided remote access for the public to attend the meeting via teleconference by posting dial-in information on the website and the administration office lobby window.

1. CALL TO ORDER

The meeting was called to order at 4:01 p.m.

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow (arrived at 4:06 p.m.), Griffith

Absent: Garcia

STAFF AND EX OFFICIO MEMBERS

Present: Kathy Jones, Executive Director
Matt Truman, Chief Financial Officer
Lisa Richwine, Executive Assistant/Recording Secretary

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, nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of March 26, 2020, and the checks listings for March 2020 – Bank of the West General Operating Account checks numbered 66970-67169 totaling \$325,021; and Bank of the West General Operating Account checks numbered 67170-67386 totaling \$400,038. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$5,879.25, and, of that amount, \$5,879.25, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Ms. Jones)

- 1) Participate in twice weekly conference calls with AWAHA (Association of Washington Housing Authorities) regarding COVID-19.
- 2) Several tenants have reported having the virus.
- 3) The lobby continues to be closed to the public. Appointments on an "as-needed" basis. Only emergency work orders are completed.
- 4) Maintenance staff cleans common areas several times daily.
- 5) Communication with clients takes place via E-mail, U.S. Mail, fax, and drop box.
- 6) HUD (U.S. Department of Housing and Urban Development) waivers to address COVID-19 concerns will be presented to the board for adoption at the regular meeting on June 25, 2020.
- 7) Additional funds have been received by HUD to address COVID-19 concerns.

- (b) Finance (Mr. Truman)
 - 1) The budget before you lists revenue that is higher than in the past and incorporates wages for 21 employees.
 - 2) COVID-19 has affected our tenant rents and in-house expenses.
 - 3) The Coronavirus Aid, Relief, and Economic Security (CARES) Act funding has been helpful – we have received more than \$140,000 to assist with the additional expenses incurred in Public Housing, labor, PPE (Personal Protective Equipment), and cleaning supplies.

- (c) Maintenance and Capital Fund (Mr. Sanders) – written report attached
- (d) Housing Programs (Ms. Salinas) – written report attached
- (e) Security (Mr. Moore) – written report attached
- (f) Administration (Ms. Richwine) – written report attached

6. NEW BUSINESS

- (a) Resolution #19/20-979 PHA Board Resolution Approving Operating Budget
Mr. Domingos made a motion to adopt the resolution as presented by staff. Ms. Dukelow seconded it. The motion passed unanimously, 4 ayes, 0 nays.
- (b) Motions arising from board discussion of previous motions or discussion - none
- (c) Urgent matters not included in the agenda due to lack of time – none

Mr. Bishop mentioned Ms. Jones's recently announced upcoming retirement. Further discussion will be held during next month's Executive Session.

- 7. EXECUTIVE SESSION** – no Executive Session was held.

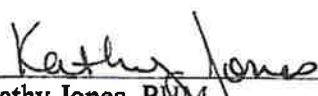
- 8. ADJOURNMENT**

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

The Board of Commissioners will next meet in regular session on June 25, 2020, 4:00 p.m.




Jeremy Bishop
Chair, Board of Commissioners



Kathy Jones, PNM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa C. Richwine, CMH
Recording Secretary

Date: May 28, 2020

Subject: Commissioner Meeting Staff Report by: Brett Sanders

1. Capital Fund Program:

- **Agate/S. Beech Plumbing Project:**

We have completed modernization in (4) additional units and just moved into another 2 units.

- **Riverside office roof / High-rise canopy:**

Bid opening for the HACPFC Admin and Canopy Re-roof Project is tomorrow (5.21.20) at 3 p.m. Our pre-bid meeting was held on May 6th, and based upon the number of contractors who showed – I anticipate we’ll have 3-4 bidders. I hope to start this project within a month.

- **Fire Restoration:**

We have had 2 fires in our units recently. The first was in one of our Agate Street 2-story units on Feb 21st. The fire in this unit allegedly started from a candle in one of the bedrooms. The upstairs is basically a total loss – and due to the water damaged that went to the first floor – we will do a complete tear out in the unit. There was no damage to the adjoining units. Our architect are working on design specs for this restoration project

The 2nd fire was in our Highland Park units and this fire occurred on May 2nd. This is a 3-bedroom unit and the fire started on the stove top and caught the cabinets on fire. The fire department had to tear the ceiling down in the kitchen due to the fire going up into the attic – although no major damage in the attic. I am in contact with Zion Restoration to provide a quote for this restoration project.

- **Octave Street / 800 Block Appliances:**

We purchased (48) ranges and refrigerators for these units. We plan to install within the next month.

- **N. 22nd Ave Exterior Renovation Project:**

ZBA Architecture will be providing us a fee proposal to design an exterior renovation project for our site out on N.22nd Ave. This site has (5) duplexes of both single and 2-story units – as well as a Police Mini-station. The project will entail replacing all vinyl siding with Hardie siding, replacement of all aluminum windows with vinyl windows, Replace entry/storage doors, remove sliding patio door and install a walk-through door. I hope to be able to start this project this fall.

2. HUD Program:

- **Janitorial Service Contract:**

We signed a new Janitorial Service Contract with Dependable Janitor on March 9, 2020. The amount is \$527.07 per week. The buildings for this contract include; High-rise, Admin building, Maintenance shop, Pflueger Rec center, and all laundry rooms.

- **Laundry Equipment Lease:**

We signed a Laundry Service contract with Hainsworth on March 23, 2020. Hainsworth provides our laundry equipment and maintenance of such equipment in (11) laundry rooms throughout our developments. Hainsworth reimburses us, as compensation, 60% of all money collected.

- **Elevator Service Contract:**

We signed a new Elevator Service contract with Otis Elevators on March 9, 2020. The contract amount is \$410/month for service on our High-rise and Admin office elevators.

- **IT Service Contract:**

Our IT Service Contract expires on June 10, 2020. TC3 Computers provides this service and we will be renewing with TC3 for an annual fee of \$7500. I will be sending contract to them next week.

- **Lawn Mowing Service Contract:**

We terminated our contract with Heritage Professional Landscaping this week. This was due to very poor work that they were doing this year. I had notified Heritage multiple times about their crews not mowing and/or weed-eating sites as per our contract – but each of the 6 weeks they have been here thus far this year things did not change. I asked that their supervisors come and meet so we could look at their work and never received call-back or didn't see anyone. Heritage had this contract last year and we did not have any issues to speak of.

I signed a new contract with EPIC Lawn Care and Pest Control to take over the contract. EPIC was the next low bid from last year's bid opening.

3. Highland Park Homes:

4. Locals:

- **Water heater project:** This project has been put on hold due to the COVID-19 pandemic. We had a deadline with Human Services of August, 2020, to expend \$45k – but we got authorization to delay that deadline to February 2021.

5. Varney Court Apartments:

6. Cullum House:

- **Heat Pump Replacement:**

The heat pump at the Cullum House went out a couple weeks back. We contracted with Apollo Heating and Cooling to install a new heat pump (indoor and outdoor units). The old unit was 25 years old. The replacement unit cost \$9800.

7. Other:

**HOUSING AUTHORITY OF THE CITY OF PASCO
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M E M O

TO: Board of Commissioner's

DATE: May 20, 2020

FROM: Adella Salinas, Director of Housing Services

SUBJECT: Staff Report



In light of the threat posed by COVID-19, the staff and I have been working in keeping up with the guidance of the Executive Director, Kathy Jones in emphasizing the health and safety of our residents, participants, and staff.

Our rental turn around for Public Housing has been slightly impacted as many of our applicants are elderly and disabled which has caused a bit of a cautionary crisis as they are unable to go and view a unit as a normal routine function would happen if we were not under COVID-19 Stay at Home, Stay safe guidance.

Furthermore, everything else is running smoothly and effectively.


Security Report

There have been several instances of gang graffiti being spray painted around the Sprucewood Square and Varney Court properties. I've worked with Pasco PD to see if we can identify the individuals involved. A can of spray paint was left behind when the Varney Court facility was vandalized and a fingerprint was lifted from the can. The Officer said he would submit this evidence to the State Patrol Lab to see if they can match it with known prints.

Nothing more to report than this.

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MEMO

DATE: May 20, 2020
TO: Board of Commissioners
FROM: Lisa Richwine 
SUBJECT: May 2020 Staff Report

- ✓ Submitted PHA Plan and accompanying documentation to HUD.
- ✓ Prepared numerous communications to tenants with regard to COVID-19.
- ✓ Tracked down PPE (personal protective equipment) for staff to fight the COVID.
- ✓ Registered staff for online trainings as needed.
- ✓ Other duties as assigned.