

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

June 25, 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 Thursday, June 25, 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 HACPFC website and the administration office lobby window. Meeting information is also posted on the City of Pasco's website.

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, Dukelow, Garcia, Griffith

Absent: N/A

STAFF AND EX OFFICIO MEMBERS

Present: Kathy Jones, Executive Director

Matt Truman, Chief Financial Officer

Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS - none

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Ms. Dukelow seconded the motion and it passed unanimously, 5 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of May 28, 2020, and the checks listings for May 2020 – Bank of the West General Operating Account checks numbered 67387-67571 totaling \$310,448. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$5,669.75 and, of that amount, \$5,669.75, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Ms. Jones)

- Appealed to HUD when our Family Self-Sufficiency grant application for FY 2020 was not fully funded. Received word that our appeal was granted and \$23,000 more was allotted to our grant.

- The administration office will undergo a makeover in the coming weeks to better serve our clients and adhere to social distancing protocols.
 - Two employees have been quarantined with ill household members.
 - FEMA (Federal Emergency Management Agency), in conjunction with Franklin County Emergency Management, donated Personal Protection Equipment (PPE) to HACPFC. Items included, paper gowns, paper masks, washable cloth masks and hand sanitizer.
- (b) Finance (Mr. Truman)
- HACPFC has experienced more port-outs than usual. This may affect the number of local families we can serve.
- (c) Maintenance and Capital Fund (Mr. Sanders – written report presented by Ms. Jones)
- *Agate/S. Beech Plumbing Project*
Modernization has been completed in 4 additional units and started in 2 more.
 - *Riverside Office Roof and High Rise Canopy Projects*
Royal Roofing was granted the contract and the projects are to begin on June 30. They should take 3-4 weeks to complete.
 - *Fire Restoration – 2 units*
Zion Restoration is working in 1518 Adelia.
ZBA Architects is finalizing the design specs for the restoration at 302 W. Agate, Apt. B. The job will go out for bid soon.
 - *Octave Street/800 Block Appliances*
Beginning June 29, refrigerators and ranges in all 48 units will be replaced.
 - *N. 22nd Avenue Exterior Renovation Project*
ZBA Architects will begin on the design specs for this project in September with a potential start date of Spring 2021.
- (d) Housing Programs (Ms. Salinas - written report presented by Ms. Jones)
- Section 8 Housing Choice Voucher briefings were held over the phone with individuals on the wait list. These briefings proved to be very successful.
- (e) Security (Mr. Moore - written report presented by Ms. Jones)
- At the end of May assisted Pasco Police (PPD) in the execution of a search warrant at a unit in Varney Court. One of the tenants in the unit had conducted cocaine sales via Snapchat. PPD's Street Crimes unit seized several baggies of cocaine and arrested the tenant involved in the sales.
- (f) Administration (Ms. Richwine)
- HUD (U.S. Department of Housing and Urban Development) accepted our FY 2021 PHA Plan.
 - Several years of documentation has been prepared for destruction in accordance with Washington State's record retention schedule.

6. **OLD BUSINESS** – none

7. **NEW BUSINESS**

- (a) Resolution #19/20 - 980 Regarding COVID-19 Statutory and Regulatory Waivers PIH 2020-05 Issued April 10, 2020
Mr. Garcia made a motion to adopt this resolution and Mr. Domingos seconded it. The motion passed unanimously 5 ayes, 0 nays.
- (b) Resolution #19/20 - 981 Regarding Electronic Scanning Records and Retention
Mr. Domingos made the motion to adopt the resolution. Mr. Griffith seconded it. The motion passed unanimously, 5 ayes, 0 nays.
- (c) Motions arising from board discussion of previous motions or discussion - none
- (d) Urgent matters not included in the agenda due to lack of time - none

8. **OTHER BUSINESS** - none

9. **EXECUTIVE SESSION**

The board adjourned to executive session at 4:20 p.m. for 15 minutes in accordance with:

- (a) RCW 42.30.110 (g).

At 4:35, Ms. Jones, in lieu of the board chair as the meeting was held telephonically, returned to the board room to announce the board needs 5 more minutes of discussion time.

10. **RECONVENE OPEN SESSION**

The regular meeting reconvened at 4:40 p.m.

Board Chair Jeremy Bishop announced that a special meeting will be held on Tuesday, July 7, 2020, at 4:00 p.m.

11. **ADJOURNMENT**

The meeting was adjourned at 4:44 p.m.

The Board of Commissioners will next meet in special session on July 7, 2020, 4:00 p.m.

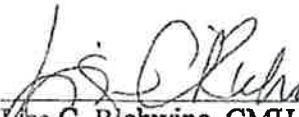


Jeremy Bishop
Chair, Board of Commissioners



Kathy Jones, RNM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa C. Richwine, CMH
Recording Secretary