

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

July 30, 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 July 30, 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 HACPFC's 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 4:01 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
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 - none

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Garcia 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 June 25, 2020, the special meeting of July 7, 2020, and the checks listings for June 2020 – Bank of the West General Operating Account checks numbered 67572-67788 totaling \$390,312. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$145.50, and, of that amount, \$145.50, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Ms. Jones)

- Several changes have been made to the administration office due to COVID-19 concerns:
 - Intercom has been installed at the lobby doors.
 - The lobby counter has been made larger to accommodate social distancing.
 - Additional cameras have been added to the building's exterior to provide greater coverage of parking lots and building entrances.
 - Cubicles were added to the Finance office.
- The eviction/rent increase moratoriums were extended to October 15, 2020. Letters were sent to landlords.
- Participate in weekly AWA (Association of Washington Housing Authorities) COVID-19 conference calls.
- Developing a Section 8 briefing video with Ms. Salinas and Program Administrator Maggie Gonzales.
- Capital Fund Program PIC certification completed.
- Attended a virtual Continuum of Care meeting on July 29.

(b) Finance (Mr. Truman)

As June 30 is the end of HACPFC's fiscal year, this is the busiest time for Finance. The reports in your board packet are preliminary end-of-year numbers and a more concise report will be provided for our next meeting.

(c) Maintenance and Capital Fund (Mr. Sanders)

- Work continues on the Agate Street plumbing project. Two units have been completed and work has commenced on the next two.
- Zion Restoration is working on the Highland Park unit that was gutted by fire earlier this year.
- Repairs for the Sprucewood Square unit that was gutted by fire earlier this year are estimated to be \$75,000-\$100,000.
- New appliances have been installed in the 800 block of N. 1st Avenue and Octave Street.
- RFQ has gone out for new office computers. Quotes are due by August 5.
- Staff has repaired tripping hazards noted during a Housing Trust Fund audit of our Affordable Apartments (Local Units). Old concrete has been removed and new concrete poured.

(d) Housing Programs (Ms. Salinas)

- Program Staff has been working hard to lease up vacant units and meet Section 8 goals while being diligent with COVID-19 protocols.

- (e) Security (Mr. Moore)
- Due to COVID-19 restrictions, unoccupied units are inspected but tenants already in place – or their landlord - can self-certify that there are no life-threatening items that need repair in their unit(s).
 - Windows were broken out at the Sprucewood Recreation Center. Mr. Sanders located video footage of the vandalism taking place and attempts are being made to identify the perpetrators.
 - Received word that a tenant planned to have a graduation party with multiple guests. A visit was paid to the family to let them know that parties with large groups in attendance were not allowed under the Governor’s COVID-19 protocols but a drive-by party was acceptable. The party (with a band) was held anyway. Tenants were issued a letter indicating the violation. Due to moratoriums issued by the Governor, adverse action cannot be taken.
 - Will soon prepare the 2020 Family Self-Sufficiency (FSS) grant application due for submittal to HUD (U.S. Department of Housing and Urban Development) by the end of August.
- (f) Administration (Ms. Richwine)
- New office chairs will be soon be ordered for staff. After much research an ergonomic “test” chair has been ordered for staff to try.
 - Elwood Staffing has provided a person to assist with an extensive file purging project for the Administrative and Maintenance Departments. Agency files and other documentation are retained for a set period of time determined by the Secretary of State and the Washington State Archives and are then eligible for purging. A log is retained of what has been purged and when.
 - The search has begun for a fourth Program Administrator in order to bring the Housing Services department up to full staff. A posting has been placed on the Indeed website.

6. OLD BUSINESS – N/A

7. NEW BUSINESS

- (a) Resolution #20/21-982 Authorizing Executive Director to Dispose of Surplus Property
Mr. Domingos made a motion to adopt the resolution. Ms. Dukelow seconded the motion and it passed unanimously 5 ayes, 0 nays.
- (b) Resolution #20/21-983 Regarding COVID-19 Statutory and Regulatory Waivers PIH 2020-13 Issued July 2, 2020
Mr. Domingos moved to adopt the resolution as prepared by staff. Mr. Garcia seconded. The motion passed unanimously, 5 ayes, 0 nays.
- (c) Motions arising from board discussion of previous motions or discussion – N/A
- (d) Urgent matters not included in the agenda due to lack of time – N/A

8. OTHER BUSINESS

(a) Tenant Council President's Report – N/A

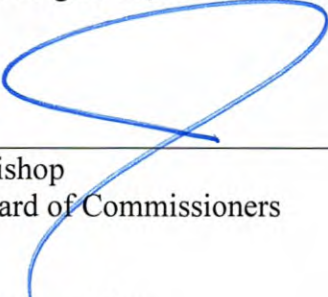
(b) Visitor Agenda – N/A

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.

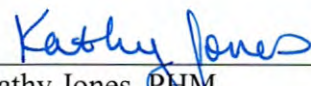
9. EXECUTIVE SESSION – no Executive Session was held

10. ADJOURNMENT

The meeting was adjourned at 4:24 p.m. and the Board of Commissioners will next meet in regular session on August 27, 2020, at 4:00 p.m.

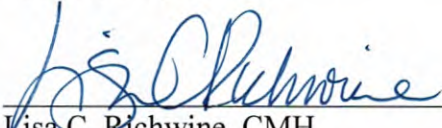


Jeremy Bishop
Chair, Board of Commissioners



Kathy Jones, PHM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa C. Richwine, CMH
Recording Secretary