

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

March 25, 2021

Due to the COVID-19 (Coronavirus) pandemic and in accordance with standards put forth by the Governor's office and national authorities in regard to social distancing, the Commissioners of the Authority met in regular session via teleconference on March 25, 2021, 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 4:00 p.m.

2. COMISSIONER 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: Matt Truman, Executive Director
Kimberly Katalenich, Finance Director
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 Clint Didier, Franklin County Commissioner

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Bishop 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 January 28, 2021, and the checks listings for January 2021 – Bank of the West General Operating Account checks numbered 69043-69266 totaling \$579,518, and Bank of the West Petty Cash checks numbered 1819 totaling \$26, and the checks listings for February 2021 – Bank of the West General Operating Account checks numbered 69267-69468 totaling \$358,878, and Bank of the West Petty Cash checks numbered 1820 totaling \$497, and, of that amount, \$119 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

- (a) Executive (Mr. Truman)
- The FY 2020 audit is nearing its end.
 - We are seeking a Housing Services Supervisor. A Housing Services Specialist has resigned.
 - Continue to monitor all State rental laws and rules with AWA.
 - Made a presentation to Pasco School District Home Visitors regarding wait list operation.
 - New website should be launched by mid-April with online applications and waitlist placement functions to follow soon after.
 - Joined Kiwanis.
 - Commissioners asked if arrangements had been made for staff to obtain COVID-19 vaccines. Mr. Truman explained that staff members have been informed that they were not required to get the vaccine, but if they choose to, they could do so during the regular workday without using personal leave.
- (b) Finance (Ms. Katalenich)
- The financial audit is ongoing.
 - The task of switching banks continues. Contact with tenants is crucial during this transition as rental payments are involved – two notices about the upcoming changes have been provided to residents.
 - There has been a slight increase in the spending in office supplies because of the purchase of COVID-19 PPE and other related supplies. These costs will be covered by grant funds.
 - New software options are being pursued as our current contract concludes at the end of 2021.
 - One of our Housing Specialists has agreed to become our agency's full-time Family Self-Sufficiency (FSS) Coordinator. She has successfully added six families to the program since early March and continues to promote the program to our Section 8 Housing Choice Voucher participants. The FSS Program Coordinating Committee has also been reactivated. This gathering of representatives from community agencies is crucial to the success of the FSS Program.
- (c) Maintenance and Capital Fund (Mr. Sanders)
- The Agate Street plumbing project is down to the last six units and 2 of those are 50% complete.
 - There was a public bid opening on February 25, for the Alderwood re-siding project (22nd Avenue). Four contractors submitted bids and Siefken and Sons came in as the low bidder. A pre-construction meeting will likely be held in 5-6 weeks with project onset in mid-May.

- The PHA Plan Resident Advisory Board meeting was held on March 16.
- HUD requires that the City of Pasco conduct an Environmental Review for HACPFC. Our Five-Year Plan that is required by and submitted to HUD was sent to the City so the Environmental Review process can commence.
- The Riverside Office Roof Project is still not complete. Royal Roofing returned to paint soffit earlier this month but there is still interior clean-up work that has not been finished. Some retainage is being withheld until the job is done.
- HACPFC's new website will be launched in April.

(d) Housing Programs (Ms. Salinas)

- The Public Housing program has 1 vacancy with 3 more projected for March 31. Highland Park has 1 vacancy and our Affordable Apartments have none. We have 280 Section 8 vouchers leased – our goal is to have 300 leased.

(e) Security (Mr. Moore)

- Parking has been a huge issue lately. Reminders have been issued to Rosewood Park residents that indicate their lease states that due to a limited number of spaces, residents can park only one vehicle in development parking lots. If a resident has additional vehicles, they must be parked on the street. Caregivers and guests of residents must also park on the street, leaving lot spaces free for residents. Tenants are issued parking permits and should have them visible in their cars so they are easily identifiable. Sprucewood Square residents are allowed two parking spaces per unit because there are plenty of spaces to accommodate that ratio. Unfortunately, guests have been taking tenant spots in that development, as well. Reminder notices have been distributed.
- Section 8 Housing Choice Voucher inspections will begin soon. They have been postponed due to the pandemic. Protective gear will be worn and inspections will be further postponed if someone in the unit to be inspected has contracted the virus.

(f) Administration (Ms. Richwine) – no report presented.

6. **OLD BUSINESS** – n/a

7. **NEW BUSINESS**

- (a) Resolution #20/21-988 PHA Certifications of Compliance with the PHA Plan and Related Regulations Including Required Civil Rights Certifications
Mr. Bishop moved to adopt the resolution and Mr. Domingos seconded it. The motion passed unanimously, 5 ayes, 0 nays.
- (b) Resolution #20/21-989 General Depository Agreement
Mr. Bishop made the motion to adopt the resolution and Mr. Domingos seconded it. The resolution passed unanimously 5 ayes, 0 nays.

- (c) Resolution #20/21-990 Approving US Bank Signature Cards
Mr. Domingos moved to adopt the resolution and Ms. Dukelow seconded.

Mr. Griffith pointed out that his name was not included on the list of designated signers. Ms. Richwine apologized and stated that was an oversight and she would add his name to the list of designated signers before the resolution was fully endorsed.

Mr. Domingos moved to adopt the resolution with the amendment of adding Mr. Griffith's name to the list of designated signers. Ms. Dukelow seconded the motion and it passed unanimously, 5 ayes, 0 nays.

- (d) Resolution #20/21-991 Approving US Bank Signature Cards
Ms. Dukelow made the motion to adopt the resolution as presented by staff and Mr. Domingos seconded it. The motion passed unanimously 5 ayes, 0 nays.
- (e) Motions arising from board discussion of previous motions or discussion – n/a
(f) Urgent matters not included in the agenda due to lack of time – n/a

8. OTHER BUSINESS – n/a

9. EXECUTIVE SESSION

The Board adjourned to Executive Session via teleconference at 4:29 p.m. for 30 minutes in accordance with:

- (a) RCW 42.30.110 (g)

10. RECONVENE OPEN SESSION

The Board reconvened to open session at 4:56 p.m.


11. ADJOURNMENT

Mr. Domingos made a motion to adjourn the meeting. Ms. Dukelow seconded the motion and it passed unanimously at 4:58 p.m., 5 ayes and 0 nays.

The Board of Commissioners will next meet in regular session on April 29, 2021, 4:00 p.m.

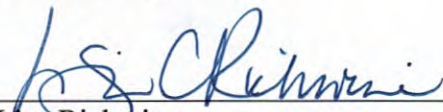


Gregory Garcia
Chair, Board of Commissioners



Matt Truman, PHM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary