

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

**October 28, 2021**

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 Thursday, October 28, 2021, 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: Domingos, Dukelow, Garcia, Griffith

Absent: Bishop

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Kimberly Katalenich, Finance Director  
Brett Sanders, Director of Maintenance/Capital Fund  
Maggie Gonzales, Housing Services Director  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** None

**3. APPROVAL OF AGENDA:**

Mr. Griffith made a motion to approve the agenda as presented. Mr. Domingos seconded the motion and it passed unanimously, 4 ayes, 0 nays.

**4. CONSENT AGENDA**

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of July 29, 2021, and the checks listings for July 2021 – Bank of the West General Operating Account checks numbered 70439-70590 totaling \$475,322; U.S. Bank General Operating Account checks numbered 18-102 totaling, \$99,726; and Bank of the West Petty Cash check numbered 1825 totaling \$273. And the checks listings for August 2021 - U.S. Bank General Operating Account checks numbered 103-329 totaling \$528,317, U.S. Bank Petty Cash checks numbered 2002-2006 totaling \$251. And the checks listings for September 2021 – U.S. Bank General Operating Account checks numbered 309-542 totaling \$471,073, U.S. Bank Petty Cash checks numbered 2007-2008 totaling \$132, and U.S. Bank Security Deposit Fund check numbered 0011 totaling \$95.

**5. STAFF REPORTS**

(a) Executive (Mr. Truman)

In July our website's online rent payment feature was launched for tenants. In September, approximately a quarter of our residents paid their rent online. Our goal is to have 75% of our residents pay their rent online.

Other than myself in September, no active COVID cases have been reported among staff.

We have continued to hire and are currently at full staff. We have experienced first-hand the worker shortage.

HACPFC has launched a YouTube channel two videos have been posted so far – an HCV (Section 8) briefing video and a “How to Pay Your Rent Online” video.

HACPFC has sought Requests for Proposals (RFP) for Financial Auditing and Housing Management software.

Our payment standards have been raised to match those of the Kennewick Housing Authority (KHA). HACPFC has an interjurisdictional agreement with KHA which allows KHA's participants to seek housing in HACPFC's jurisdiction and vice versa. Making the payment standards equal (110% of Fair Market Rent) will help when participants from either agency seek housing in the other agency's jurisdiction.

Held quarterly meeting with KHA and Northwest Justice Project (NWJP).

Met with HACPFC's attorney to discuss the latest rules and laws related to evictions.

The local Dispute Resolution Center is facilitating repayment agreements between HACPFC and tenants.

Staff participated in CPR and Active Shooter training.

The Bezos Academy project continues to move forward. We'll meeting with them in November to ensure everything is on track for their 2022 opening. The Academy is currently searching for a general contractor.

(b) Finance (Ms. Katalenich)

The housing authority is seeing increases in two major accounts – property insurance and utilities. Our property insurance increased dramatically due to economic and natural disaster conditions which increased our insurance pool's



overall premiums. This change is expected to last for at least the next couple of years, and we have plans to investigate whether another insurance provider can provide similar coverage for a lower cost. Utility costs have increased in general, but we received additional public operating subsidy to offset these costs.

Our financial audit bid was awarded to Smith Marion & Co. They are a smaller, regional firm with an auditing focus specific to housing authorities. We expect to get more value from this relationship through guidance on proper accounting of housing authority items as well as any new accounting standards GASB may implement. We began our financial audit procedures with them this week with preliminary data assignments, and they will perform remaining procedures in early January on site.

Our HUD FDS financial report was conditionally accepted.

We also have begun talks with our new software provider to begin an approximately 6–8-month transition from our current software to upgraded software that will have more built-in checks and controls on required documentation and steps, as well as fewer manual processes to save staff time.

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

The Agate/S. Beech plumbing project has been completed. It lasted 5 years and involved 53 apartments.

The N. 22<sup>nd</sup> Avenue exterior renovation project is complete and a Request for Proposals will go out this winter for Phase 2, which will include another 7 buildings at 3 different sites.

The Environmental Review was received from City of Pasco staff on September 3. One small portion is missing but will be completed soon. PBS Environmental is working on that piece and will also complete asbestos and Lead Based Paint testing at our high-rise building so that building is ready for upcoming projects.

Maintenance staff has begun to replace all Margaret Street apartment patio lights with LED wall packs. Octave Street units will receive the upgrade next. In time, all of our properties will have LED lighting.

Accordion doors in high-rise units will be replaced with a wall. The doors were original to the building when it was built in the 1960s and while some have held up well, others have not and there are no replacement parts available to repair them. Removing the doors and adding the wall is a good thing.

The Financial Audit Services RFP was awarded to Smith Marion & Company. The Housing Authority Software RFP was awarded to Yardi Systems, Inc.

A new agency sign has been ordered.

Work is nearly completed on the Varney Court Fire Riser Room damage. The punch list has been created and once the contractor completes the items on the list, the work will be complete.

(c) Housing Programs (Ms. Gonzales)

We have experienced a large turnover in staff but are fully staffed now.

There is 1 vacancy in Public Housing. Unit offers are being reviewed and it is expected to be leased up soon.

All 44 Affordable Housing/Local units are leased – a couple of them to HUD VASH (Veterans Affairs Supportive Housing) participants.

All 24 Highland Park units are leased.

Currently 289 families are housed in the Housing Choice Voucher (HCV/Section 8) program.

More than 30 voucher holders are searching for units – they're very hard to find.

Nine Emergency Housing Vouchers have been issued

The increase in Payment Standards should help participants find units since most landlords have increased rents in the past few months.

New Family Self-Sufficiency (FSS) Coordinator, Raquel Munguia, completed Nan McKay's FSS training earlier this month.

As of October 1, 23 of 25 FSS slots are filled. Two enrollment offers are in the works and we'll be up to 25 soon.

There have been 3 FSS graduates since June. Between the 3 graduates, they built up a total of \$27,000 in their escrow accounts.

(d) Security (Mr. Moore - absent)

(e) Administration (Ms. Richwine)

Scheduled annual Fair Housing training for staff – we viewed sessions recorded in May 2021 from the Northwest Fair Housing Alliance.

Scheduled CPR/AED/First Aid and Active Shooter training for staff.

Kept busy with HR duties due to staff turnover.

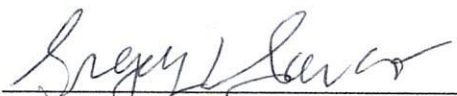
Continued to receipt in and record tenant rent payments.

6. **EXECUTIVE SESSION** – no Executive Session was held

7. **ADJOURNMENT**

Mr. Domingos moved to adjourn the meeting and Ms. Dukelow seconded the motion. The meeting was adjourned at 4:41 p.m.

Due to the Thanksgiving, Christmas and New Year's holidays, the Board of Commissioners will next meet in regular session on January 27, 2022, at 4:00 p.m. If unforeseen agency business requires a special meeting in the meantime, one will be announced with proper notice.



Gregory Garcia  
Chair, Board of Commissioners



Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine  
Recording Secretary