

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

March 31, 2022

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, March 31, 2022, at 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m.

2. COMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Garcia

Absent: Griffith

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Kate Crawford, Finance Supervisor
Brett Sanders, Director of Maintenance/Capital Fund
Maggie Gonzales, Housing Services Director
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. Bishop 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 January 27, 2022, and the checks listings for January 2022 – U.S. Bank General Operating Account checks numbered 1152-1382 totaling \$383,031, and U.S. Bank Security Deposit Fund check numbered 17 totaling \$28; and the checks listings for February 2022 – U.S. Bank General Operating Account checks numbered 1383-1614 totaling \$395,764, U.S. Bank Petty Cash checks numbered 2013-2015 totaling \$394, and U.S. Bank Security Deposit Fund check numbered 18 totaling \$215.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- The audit is finished – no findings. It is now being reviewed by the State Auditor's Office.

- HACPFC was selected to participate in The Housing Solutions Lab Peer Cities Network. The Peer Cities Network is exclusively for cities with fewer than 500,000 residents and will advance evidence-based solutions that address pressing housing challenges, with a specific focus on racial and health equity. The initiative is led by an interdisciplinary team from the New York University Fordham Center with funding from the Robert Wood Johnson Foundation.
 - The quarterly employee meeting was held on March 16. Various safety policies and new/updated company policies were discussed and the staff also participated in team building activities.
 - The Administration Department is fully staffed and we seek to fill one position in Maintenance.
 - On February 21, a meeting was held with High-Rise residents to discuss concerns. Workable solutions were discussed and staff will continue to monitor and seek sustainable solutions for the concerns expressed.
 - In April, an informational meeting will be held about re-starting HACPFC's Tenant Council and the possible implementation of Neighborhood Watch programs throughout HACPFC developments.
 - We plan to provide Wi-Fi capability to the Ray Pflueger Recreation Center and the previous administration office on the ground floor of the high-rise at 820 N. 1st. This will allow staff to go on-site for greater one-on-one contact with our residents.
 - HACPFC continues to work with the Dispute Resolution Center toward repayment of tenant debt. Approximately 23 HACPFC tenants owe \$77,000 in back rent. We expect to write-off \$35,000 of this amount because of criminal behavior. Typically, it is estimated to take 14 days to review requests for funding but due to the overwhelming need and lack of DRC staff to handle the need, it now takes an average of 45 days to review cases.
 - The complaint filed with the Human Rights Commission by a current tenant who wanted a designated exclusive-use parking space for his part-time caregiver has been resolved. HACPFC was not required to provide the space.
- (b) Finance (Ms. Crawford)
- Yardi Software transition: Multiple trainings will be held for each staff department until scheduled implementation in September 2022.
- (c) Maintenance and Capital Fund (Mr. Sanders)
- Capital Fund Program**
- *High-rise Wall Project*: Eight units have been completed.
 - *Scattered Sites Exterior Renovation – Phase 2*: Sealed bids will be solicited until Thursday, April 7th for an Exterior Renovation at 3 sites (7 buildings). Four contractors participated in the pre-bid walk-through and hopefully 3 of those will submit bids.

- *Sprucewood Square Exterior Paint Project:* Bids were opened for the exterior painting of the Sprucewood Recreation Center (Bezos Academy Preschool) and the adjoining 10 duplexes on the same street. There were 5 bidders with Paintmasters providing the low bid at \$56,000. We will coordinate this project with the General Contract for the Bezos Academy. Work is expected to start in 3-4 weeks.
- *High-rise Security Cameras:* Quotes were solicited for security cameras to be installed at the High-Rise. There has been a rash of security issues there including transients sleeping in stairwells and vandalism throughout the building. Moon Security was the low bidder at \$20,000 to install cameras on each floor and near each entry way of the building.
- *Physical Needs Assessment (PNA)/Energy Audit:* HUD (United States Department of Housing and Urban Development) requires an Energy Audit be performed every 5 years and procurement for that is upcoming. A PNA may be conducted with the Energy Audit so an engineering firm can come in and give guidance on future projects.

HUD Program

- *Lawn Mowing Service Contract:* Bids were solicited for a new mowing contract. Six were received. Moreno Greenscapes was low bid at \$1,600 week for mowing all sites.
- *Bezos Academy Preschool:* Renovation work commenced on January 10th. They hope to have the school ready for opening by January 1, 2023.
- *REAC Inspections:* HACPFC was notified by HUD that REAC (Real Estate Assessment Center) is starting their PHAS (Public Housing Assessment Systems) inspections again after a 2-year hiatus due to COVID-19. HUD will inspect AMP2 Development (115 units) on April 25th and our AMP1 Development (71 units) will be inspected April 26th and 27th.
- *Janitorial Service Contract:* The Janitorial Service contract with Dependable Janitorial has been renewed for another year. This is the second of 2 renewals. We will go out for bid again next year.
- *Staffing:* Our Lead Maintenance Mechanic retired at the end of January and the Maintenance Mechanic position has been posted on Indeed.com. Interviews will be conducted in the coming weeks.

(d) Housing Programs (Ms. Gonzales)

The Housing Department is fully staffed, including a part-time person through Express Personnel Services filling in with Housing Specialist duties.

Public Housing: Of the 280 units, there are 3 vacancies and those will be leased soon.

Affordable Apartments: All units are leased, 3 of them with VASH (Veterans Affairs Supportive Housing) families.

Highland Park: 23 of the 24 units are leased. Repairs are underway for the vacant unit that was heavily damaged by a former tenant.

Staff continues to work with local agencies with referrals for tenants who need help paying delinquent rents. Payments are still coming in.

Housing Choice Voucher (Section 8): We are currently housing 306 families and 16 additional families are searching for units. This includes 6 families housed with Emergency Housing Vouchers. Eleven more EHV families continue to search. The voucher count includes 25 Family Self-Sufficiency (FSS) participants.

HACPFC's FSS Program Coordinating Committee (PCC) held its quarterly meeting with Kennewick Housing Authority's (KHA) PCC on March 24 and was well attended. Our FSS Coordinator, Raquel Munguia, has recruited 10 agencies who have committed to membership on the committee. All attendees are excited to network and provide services to not only FSS participants, but all Housing Authority families.

In April tenant files and associated paperwork will be scanned into digital files that will be more easily accessible to employees and auditors and, in the future, cut down on space needed for filing cabinets.

(e) Security (Mr. Moore)

Mr. Moore reported that through his contact with a Juvenile Probation Officer, he learned the son of one of our tenants had been convicted in Juvenile Court on charges of sexual assault and simple assault. After confirming the convictions, a 3-Day Notice was issued to the Head of Household (HOH). The HOH confirmed the convictions but stated the child was already in custody and no longer in the household. He is also a Registered Sex Offender and is to remain on the registry for 5 years, at most. The HOH volunteered the son is due to be released from Detention in June or July of 2022. The HOH realizes the family will have to vacate their unit when the juvenile offender is released to the HOH's custody. Mr. Moore explained that the family can remain in the unit if the offender resides elsewhere, but the HOH stated that was not likely possible.

(f) Administration (Ms. Richwine)

Ms. Richwine's assistance was provided in activities covered in previous reports.

6. NEW BUSINESS

- (a) Resolution #21/22-997 PHA Certifications of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications
Mr. Domingos made a motion to adopt the resolution as presented by staff. Ms. Dukelow seconded the motion and it passed unanimously, 4 ayes, 0 nays.
- (b) Motions arising from board discussion of previous motions or discussion
- (c) Urgent matters not included in the agenda due to lack of time

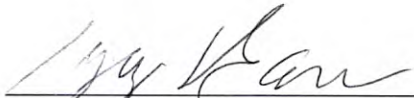
7. OTHER BUSINESS - none

8. EXECUTIVE SESSION - none

9. ADJOURNMENT

The meeting was adjourned at 4:36 p.m.

The Board of Commissioners will next meet in regular session on April 28, 2022, 4:00 p.m.



Gregory Garcia
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary