

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

April 28, 2022 4:00 p.m.

The Commissioners of the Authority met in regular session at the Housing Authority of the City of Pasco and Franklin County's (HACPFC) administration office, 2505 W. Lewis Street, Pasco, Washington on Thursday, April 28, 2022, at 4:00 p.m.

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: Domingos, Dukelow, Garcia, Griffith
Absent: Bishop

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
 Kate Crawford, Finance Supervisor
 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. Ms. Dukelow 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 March 31, 2022, and the checks listings for March 2022 – U.S. Bank General Operating Account checks numbered 1615-1851 totaling \$478,601, and U.S. Bank Petty Cash checks numbered 2016-2017 totaling \$270.

5. STAFF REPORTS

- (a) Executive (Mr. Truman)
- WiFi will be installed at the High Rise and the Ray Pflueger Recreation Center – should be completed by early May.
 - Met with a group of local builders to discuss affordable housing in the City of Pasco.
 - Two staff members left HACPFC this month – 1 from Maintenance and 1 from Housing.
 - A suggestion box was installed at the Pflueger Center.
 - Contacted agency attorney to discuss PILT (Payment in Lieu of Taxes) with the City of Pasco.

- (b) Finance (Ms. Crawford)
 - Preparations are being made to convert to Yardi Software. Housing staff will train over the next two weeks. Staff has been split into two groups so there's adequate coverage for normal business operations.
 - Budget preparations are underway and the budget will be presented at the next meeting.

- (c) Maintenance and Capital Fund (Mr. Sanders was not present but left a synopsis of activities for Mr. Truman to present.)
 - Phase II of the Scattered Sites exterior renovation was awarded to Siefken and Son. The project should commence in June or July, depending on the arrival of supplies.
 - Paintmasters was awarded the bid to paint the Bezos Academy building at Sprucewood Square, along with the units on N. 3rd Avenue. Work should begin next month.
 - Security cameras will be installed in the High Rise in June – Moon Security was awarded the contract.
 - The U. S. Department of Housing and Urban Development's Real Estate Assessment Center (HUD REAC) completed its inspection of our AMP 1 and AMP 2 developments. AMP 1 received a score of 80 and AMP 2 received a score of 85.

- (d) Housing Programs (Ms. Gonzales)
 - There is one Housing Specialist position to fill.
 - Public Housing – 3 vacancies.
 - Affordable Apartments – no vacancies, 1 intent to vacate
 - Highland Park – 23 units are leased, 1 unit with heavy damage is under repair.
 - 305 Housing Choice Vouchers are being serviced and 16 voucher holders are seeking units.
 - 9 families are housed with Emergency Housing Vouchers (EHV).
 - 16 Veterans Affairs Supportive Housing Vouchers (VASH) are in use.
 - 23 Participants are in the Family Self-Sufficiency program.
 - Tenants are still receiving assistance from local entities to help with payment of delinquent rent.

- (e) Security (Mr. Moore)
 - Currently working with our agency attorney to remove a tenant who owes more than \$18,000 in back rent. The date for eviction is set for May 5, 2022, but the action may be halted as the tenant may pursue further court action.
 - An informational meeting was held on April 21 regarding re-starting the Tenant Council and instituting neighborhood block watch programs. There were 11 tenants in attendance with representatives from several developments.

- (f) Administration (Ms. Richwine)
 - Human Resources Duties have been a high priority.

6. NEW BUSINESS

- (a) New Agency Policy Discussion
 - Commissioners had no comments or concerns regarding the updated policies and agreed they could be incorporated where appropriate.
- (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

- (a) Tenant Council President's Report – n/a
- (b) Visitor Agenda – n/a

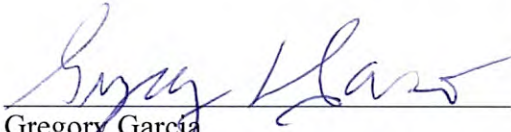
8. EXECUTIVE SESSION –

No Executive Session was held.

9. ADJOURNMENT

The meeting was adjourned at 4:38 p.m.

The Board of Commissioners will next meet in regular session on May 26, 2022, 4:00 p.m.



Gregory Garcia
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary