

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

July 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 (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on Thursday, July 28, 2022, 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: Bishop, Domingos, Garcia

Absent: Dukelow, Griffith

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Joanna Nieto, Finance Director
Maggie Gonzales, Housing Services Director
Scott Moore, Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS: Leo Perales, Clint Didier

3. APPROVAL OF AGENDA:

Mr. Bishop made a motion to approve the agenda as presented. Mr. Domingos seconded the motion and it passed unanimously, 3 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the special meeting of June 23, 2022, and the checks listings for June 2022 – U.S. Bank General Operating Account checks numbered 2300-2507 totaling \$494,649.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- We continue to see an increase in tenant non-payment of rent. At present we are working to move one such tenant out and another is slated for eviction.
- Section 8 Housing Choice Voucher use is increasing.
- The waitlist for our Affordable Apartments has been opened in order to beef up our waitlist numbers.
- We still have two open Maintenance Mechanic positions to fill.
- We have entered into discussions with the City of Pasco regarding dismissal of the Payment in Lieu of Taxes (PILT) for the Varney Court tax credit property.

- (b) Finance (Ms. Nieto)
 - HACPFC's insurance company has paid the bank fraud claim
- (c) Maintenance and Capital Fund (Mr. Sanders was not present at the meeting.)
- (d) Housing Programs (Ms. Gonzales)
 - Of 348 Public Housing and Affordable Apartments, 339 are occupied. Of the 9 vacant units, 5 will be occupied by the end of the week.
 - In the Section 8 Housing Choice Voucher program, 304 vouchers are in use and 8 lease-ups are underway. Seventeen of the 304 vouchers are from HUD/VASH (U.S. Department of Housing and Urban Development/Veterans Affairs Supportive Housing) program, while 16 are Emergency Housing Vouchers.
 - The Family Self-Sufficiency (FSS) program is topped out at 25 participants. On August 16, we will partner with Mobile Market Harvest to sponsor a free food distribution drive-thru event at the Ray Pflueger Recreation Center. Some of the FSS participants will assist with the distribution of food for up to 250 families.
 - We now have 4 Housing Specialists – fully staffed at last! We also have a very able and helpful office assistant from Express Employment Professionals.
 - The conversion date for the new software is getting closer. Training continues as well as prep work for the transfer of files
- (e) Security (Mr. Moore)
 - A tenant in the Affordable Apartments was evicted for criminal activity. Franklin County Sheriff's deputies posted the eviction notice on July 20, when the tenant was in jail. Prior to July 20, various individuals had taken up residence in the unit. When they were removed, another individual was found in the unit. Pasco Police officers had to force their way into the unit as the individual refused to vacate it. The individual was charged with residential burglary.
 - There is an August 1 court date for another Affordable Apartments tenant HACPFC is attempting to evict because the Head of Household allows damage to be done to the unit. Also, according to reports, guests are allowed into the unit between the hours of 10 p.m. and 8 a.m. (prohibited by the lease), there is possible drug activity and disturbance of neighbors' peaceful enjoyment of their units.
 - Hosted a Neighborhood Watch meeting led by Pasco Police officers to gauge interest in setting up watches in our developments. Approximately 25 tenants were in attendance and many expressed interest in participating.
 - Since the addition of posted signage regarding same day towing when vehicles are improperly parked, parking issues have reduced. Those that violate the parking rules have begun to adhere to the rules, once their vehicle has been ticketed, by moving it to the appropriate parking areas prior to the tow truck's arrival.
- (f) Administration (Ms. Richwine)
 - New avenues for recruiting job applicants are being explored.

7. NEW BUSINESS

- (a) Motions arising from board discussion of previous motions or discussion – n/a
- (b) 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

Mr. Perales and Mr. Didier introduced themselves. Mr. Perales asked for further explanation on the PILT issue. Mr. Didier asked whether or not hazmat teams had been called in for the units where drugs were found.

9. EXECUTIVE SESSION

The commissioners adjourned to Executive Session at 4:34 p.m. for 10 minutes in accordance with RCW 42.30.110 (g).

10. RECONVENE OPEN SESSION

The open session was reconvened at 4:44 p.m.

Mr. Domingos made a motion to renew Executive Director Matt Truman's contract for the period of August 1, 2022 – July 31, 2023, at the proposed salary amount. Mr. Bishop seconded the motion and it passed unanimously, 3 ayes, 0 nays.

11. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

The Board of Commissioners will next meet in regular session on August 25, 2022, 4:00 p.m.



Gregory Garcia
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary