

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

January 26, 2023 4:00 p.m.

The Commissioners of the Authority met in special 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, January 26, 2023, 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 (4:04 p.m. arrival), Domingos, Dukelow, Griffith

Absent: Garcia

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Brett Sanders, Director of Maintenance/Capital Fund
Scott Moore, Retiring Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary
Maggie Mendoza, Lead Housing Specialist
Joe Oord, Incoming Security Specialist/HQS Inspector

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, 3 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of November 16, 2022, and the checks listings for September 2022 – U.S. Bank General Operating Account checks numbered 2981-3190 totaling \$411,496 and U.S. Bank Petty Cash checks numbered 2022-2023 totaling \$78; and, the checks listings for October 2022 - U. S. Bank General Operating Account checks numbered 3191-3484 totaling \$424,992; and, the checks listings for November 2022 – U.S. Bank General Operating Account checks numbered 3485-3617 totaling \$277,447, U.S. Bank Petty Cash check numbered 2024 totaling \$182; and, the checks listings for December 2022 – U.S. Bank General Operating Account checks numbered 3618-3916 totaling \$472,722, and U.S. Bank Petty Cash check numbered 2025 totaling \$45.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- A brief presentation on Varney Court will be made to the City Council during its workshop session on February 13.
- HACPFC is in the process of selling Cullum House.
- Smith Marion & Co. (SM) has completed the independent audit for FY 2023. The state audit is currently in process.
- Family Self-Sufficiency (FSS) funding was received, as well as shortfall funding.
- Cascade Management (CM) is working on the Varney Court audit. Aside from that, the property is continually understaffed or understaffed in the office and maintenance-wise. In-house (HACPFC) management of the property may be a solution.
- The creation of a consortium between HACPFC and the Kennewick Housing Authority (KHA) is under consideration. The Board agreed to continue the investigation of this opportunity.

(b) Finance (Ms. Nieto)

- The external audit performed by Smith Marion & Co. (SM) was completed in mid-January. The audit resulted in no findings within internal controls and programs selection and no material findings within the financials.
- SM recommended adjusting the way journal entries are done. Staff will review and implement the recommendation.
- The final FDS submission was made and we await the results.
- Big strides have been made with Yardi implementation.
- All Finance Department desk manuals and procedures are being updated to reflect the new Yardi software.
- We continue to work with the Yardi team and other consulting agencies for ongoing training, workflow customization, internal controls and reporting.
- In December, tenants received \$23,000 in rental assistance from outside funding sources (Goodwill, etc.)
- As of December, revenue is up by 7% in the Operating Fund and Section 8 Housing Choice Voucher programs (this does not include Capital Fund or Resident Opportunities and Self-Sufficiency - ROSS).

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

Capital Fund Program:

- a. *Scattered Sites Exterior Renovation – Phase 3:* The final phase of the Scattered Sites Exterior Renovation Project is remains to be completed - 6 buildings. It is expected that bidding will take place in the spring of 2023 with the project fully completed by summer 2024.

- b. *High-Rise Walls*: Wall construction will resume next week. It has been postponed in recent months due to staffing shortages and higher priority projects.
- c. *Water Heater Project*: Water heaters will be replaced in our N. 3rd Avenue units (21 total). Three additional developments will receive new water heaters in the coming months.
- d. *Porch Light Project*: LED light fixtures will replace the porch lights in 50 apartments in the coming months.
- e. *Door Hardware Replacement*: Specifications for new Schlage door hardware is being prepared. Initially, hardware replacement will take place in one development with additional developments to follow.
- f. *Physical Needs Assessment / Energy Audit*: A Request for Proposal is being prepared for our agency Physical Needs Assessment and Energy Audit.

HUD Program:

- a. *Bezos Academy Preschool*: The Bezos Academy is opening its preschool next Monday, January 30, in HACPFC's former Sprucewood Recreation Center located at 333 W. Court Street.. A grand opening celebration will be held on Friday, January 27, from 11 a.m. to 1 p.m. HACPFC staff has worked with the Bezos development team and staff to get the building ready.
- b. *Staffing*: Two Maintenance Mechanics retired in early 2022. A new Maintenance Mechanic came on board with HACPFC this past November. A Maintenance Repairer left HACPFC employment in December. Another Maintenance Mechanic will join us on January 30, 2023. We hope to hire a Maintenance Repairer this spring to bring the department back up to regular staffing levels.
- c. *Preventative Maintenance Program*: After nearly 3 years of COVID restrictions, our Preventative Maintenance Inspection Program has resumed. Pre-COVID, each unit was inspected twice annually. It's good to get this program underway again.
- d. *Janitorial Service Contract*: The current Janitorial Service Contract expires in March. Bids for the new contract will be solicited prior to that date.
- e. *Margaret Street Emergency Electrical Work*: A month ago, underground electrical service to one of our units failed. The family was moved from that apartment and an electrician coordinated with the PUD (Public Utility District) to replace the underground feed to that unit and the adjoining 11 units in that same row. This work was completed yesterday, January 25.

(c) Housing Programs (Ms. Gonzales)

- Public Housing – of 280 units, 8 are vacant.
- Highland Park – of 24 units, 1 is vacant.
- Affordable Apartments - of 44 units, 1 is vacant.
- Housing Choice Voucher - 302 vouchers are in use.
[VASH (Veterans Affairs Supportive Housing) – 27,
Emergency Housing Vouchers (EHV) – 19,
Family Self-Sufficiency (FSS) program – 25]
- The Lead Housing Specialist position has been filled. Maggie Mendoza brings 20+ years of housing industry experience to our agency.
- The Housing Specialists continue to make good progress with the new Yardi software. Hours have been spent in training and new processes are being learned to assure good results.
- The scanning project is well underway. Staff is keeping up with daily scanning and weekly filing as we continue to work toward achieving full electronic filing at all recertifications.

(d) Security (Mr. Moore)

- Mr. Moore will retire at the end of February.
- An eviction will be carried out on February 1, with the help of a Writ of Restitution from Franklin County Superior Court and the Franklin County Sheriff's office. The eviction is due to long-term non-payment of rent and extensive damage to two units.
- Pasco Police assisted Mr. Sanders and Mr. Moore as a unit inspection was conducted in the Rosewood Development. The inspection was scheduled because excessive foot traffic in and out of the unit was reported from multiple sources. Upon entering, evidence of drug use was discovered and two females visiting the unit's occupant were arrested on outstanding warrants. The Head of Household (HOH) was delivered a notice to meet with their Housing Specialist and Security to discuss what the HOH must do to avoid eviction.

(e) Administration (Ms. Richwine)

- The 5-Year PHA Plan is being prepared.

6. NEW BUSINESS

- (a) Varney Court Update
The update was covered in Mr. Truman's staff report.
- (b) Motions arising from board discussion of previous motions or discussion – none
- (c) Urgent matters not included in the agenda due to lack of time - none

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

Ms. Dukelow moved to adjourn the meeting. Mr. Domingos seconded the motion and the meeting was adjourned at 5:00 p.m.

The Board of Commissioners will next meet in regular session on February 23, 2023, 4:00 p.m.

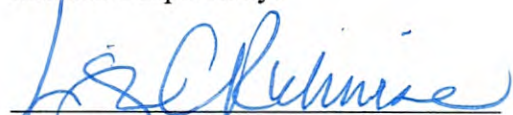


Brian Griffith
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary