

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

**April 6, 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, April 6, 2023.

**1. CALL TO ORDER**

The meeting was called to order at 4:01 p.m.

**2. COMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Dukelow, Domingos, Garcia, Griffith

Absent: Bishop

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Brett Sanders, Director of Maintenance/Capital Fund  
Maggie Gonzales, Director of Housing Services and Compliance  
Lisa Richwine, Executive Assistant/Recording Secretary  
Deisy Razo, Accounting Clerk  
Chyanne Langston, Express Temporary Employee

**VISITORS** – no visitors present

**3. APPROVAL OF AGENDA:**

Mr. Garcia 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 February 23, 2023, and the checks listings for February 2023 – U.S. Bank General Operating Account checks numbered 4059-4281 totaling \$467,160, and U.S. Bank Petty Cash check numbered 2028 totaling \$30.

**5. STAFF REPORTS**

(a) Executive (Mr. Truman)

- The sale of Cullum House is ongoing – currently undergoing property assessment.
- We are still in pursuit of the removal of the PILT (Payment In Lieu of Taxes) fee from the City of Pasco. Part of the payment goes to the Pasco School District so the school board will take it under advisement at their next meeting.

- A proposed Consortium agreement with Kennewick Housing Authority is under review by the attorney.
  - The ACOP document you will consider for adoption shortly includes a housing preference for those aging out of foster care.
- (b) Finance (Ms. Nieto)
- Our Accountability and Standard audits have been deemed clean and clear by the State Auditor's Office.
- (c) Maintenance and Capital Fund (Mr. Sanders)
- **Scattered Sites Exterior Renovation – Phase 3:** Solicitation for this project will be advertised in the April 9<sup>th</sup> and 16<sup>th</sup> editions of the Tri-City Herald. It has also been given to the plan centers in Spokane and the Tri-Cities.
  - **900 Block Cabinets:** The order was awarded to Lanz Cabinets out of Eugene, Oregon. The first of two shipments will arrive in 4-6 weeks.
  - **Janitorial Service Contract:** Del Sol Janitorial is taking over our cleaning service starting Monday, April 10<sup>th</sup>.
  - **Lawn Mowing Service Contract:** Mowing will begin April 10<sup>th</sup>.
- (d) Housing Programs (Ms. Gonzales)
- Public Housing: of 280 units, only 3 are vacant.
  - Highland Park: all 24 units are occupied.
  - Locals: of 44 units, are all occupied.
  - Housing Choice Vouchers/Section 8: 316
    - ✓ Includes HUD VASH (Veterans Assisted Supportive Housing) = 27
    - ✓ Includes Emergency Housing Vouchers = 18
    - ✓ 28 port-outs
    - ✓ 12 FUP (Family Unification Program)
    - ✓ 231 All other vouchers(Note: 25 FSS participants included in all other vouchers count.)
  - We are fully staffed again! The onboarding process is going well with newly hired employees.
- (e) Security (Mr. Oord)
- Conducted inspections.
  - Prepared comply or vacate/pay or vacate and termination notices.
  - Unhoused persons are taking shelter on HACPFC property and between cars in HACPFC development parking spaces. Suspected gang activity has been taking place in Sprucewood Square. The plan is to discourage these behaviors with the help of law enforcement.
- (f) Administration (Ms. Richwine) – no report submitted

**6. NEW BUSINESS**

- (a) Resolution #22/23-1000 PHA Certifications of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications  
Mr. Garcia made a motion to adopt the resolution and Mr. Domingos seconded the motion. It passed unanimously, 4 ayes, 0 nays.
- (b) Resolution #22/23-1001 Adopting Public Housing Admissions & Continued Occupancy Policy (ACOP)  
Mr. Domingos motioned to pass the resolution and Ms. Dukelow seconded it. The motion passed unanimously, 4 ayes, 0 nays.
- (c) Resolution #22/23-1002 Adopting Housing Choice Voucher Administrative Plan  
Mr. Garcia moved to adopt the resolution as presented by staff. Mr. Domingos seconded it and it passed unanimously, 4 ayes, 0 nays.
- (d) Motions arising from board discussion of previous motions or discussion – n/a
- (e) Urgent matters not included in the agenda due to lack of time – n/a

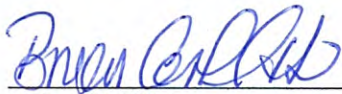
**7. OTHER BUSINESS - none**

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

**9. ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.

Due to staff training, there will be no regular April meeting. The Board of Commissioners will next meet in regular session on May 25, 2023, 4:00 p.m.



Brian Griffith  
Chair, Board of Commissioners



Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine  
Recording Secretary