

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

May 25, 2023 4:00 p.m.

The Commissioners of the Authority met in regular at the Housing Authority of the City of Pasco and Franklin County's (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on Thursday, May 25, 2023, 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, Dukelow, Garcia, Griffith

Absent: n/a

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Brett Sanders, Director of Maintenance/Capital Fund
Maggie Gonzales, Director of Housing Services & Compliance
Joe Oord, Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS

Board Members and Staff of the Kennewick Housing Authority (KHA) in attendance for discussion regarding the possibility of forming the Tri-Cities Housing Authority Consortium.

Colin Bates (Commissioner)
Reanette Fillmer (Commissioner)
Darin Foster (Commissioner)
Angela Fragozo (Administrative Assistant)
Lona Hammer (Executive Director)
Tom Moak (Commissioner)
Martha Rivas (Property Management Director)
Hermelinda Sierra (Finance Director)
Armando Solis (Maintenance & Development Director)
Amanda Taylor (HCV Supervisor/KHA Compliance Director)

3. APPROVAL OF AGENDA:

Mr. Garcia made a motion to approve the agenda as presented. Mr. Domingos seconded the motion and it passed unanimously, 5 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the special meeting of April 6, 2023, and the checks listings for March 2023 – U.S. Bank General Operating Account checks numbered 4282-4497 totaling \$503,647. And the checks listings for April 2023 – U.S. Bank General Operating Account checks numbered 4498-4717 totaling \$412,199 and U.S. Bank Petty Cash check numbered 2029 totaling \$15.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- Cullum House sold with a net payout of \$353,000. A new bank account will be opened to hold the funds while we seek ways to use the money to fund affordable housing.
- Congress's failure to come to a decision on the debt ceiling could possibly affect funding in June. We need to be prepared.
- Staff members are currently being interviewed by the Human Rights Commission regarding a complaint that was filed. An out-of-state applicant applied for a Section 8 Housing Choice Voucher (HCV) online and when it was granted, the applicant requested that the voucher be ported to the state where the applicant currently lives. HACPFC's Administrative Plan states that a voucher must be used within the agency's jurisdiction for 12 months prior to being ported outside the jurisdiction. When the applicant's voucher was denied portability, a Human Rights Commission complaint was launched. The investigation is ongoing.
- Mr. Truman attended the PHADA (Public Housing Authority Director's Association) conference in Denver. Nationwide concerns include employee retention, new Nspire rules for Public Housing, and upcoming Department of Housing and Urban Development (HUD) funding.
- Mr. Truman will meet soon with Pasco's new City Manager (previously the Interim City Manager) to discuss removal of the PILT (Payment in Lieu of Taxes) on our tax credit property, Varney Court. A small portion of the PILT is distributed to the Pasco School District and we currently await a response from the District as to whether or not it consents to lose that small amount of funding.
- HUD funding has increased for Capital Fund and Public Housing over the last 3 years.
- A Landlord Appreciation Day is anticipated to take place in July.

(b) Finance (in Ms. Nieto's absence, Mr. Truman presented the report)

- Our new housing software does not have a payroll module and our payroll will be outsourced to a local accounting firm. The process will begin within the next month or so.
- Public Housing and Affordable Housing Units - no major changes/expenses.
 - Tenant Rent Assistance Payments (T-RAP) received:
 - March - \$22,174
 - April - \$17,741
- Section 8 - no major changes/expenses.
 - HUD's Two-Year Tool (TYT) shows HACPFC can request up to \$6,000 in reserves. The Finance Department will utilize that option.
- The Finance Department is working with Yardi to implement the new Budget Module.
- Consultants, the ENG Flanders Group, have completed programming Yardi for stricter user access and are currently working on process workflows. These changes are being implemented to strengthen the internal controls of the new software.
- The Fiscal Year (FY) 2022 State Auditor's Office (SAO) audit exit interview was held on April 12, 2023. There are no findings and the next scheduled accountability audit will not be until FY24.

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

Capital Fund Program:

- **Scattered Sites Exterior Renovation – Phase 3:** On May 3, the public bid opening for Phase 3 of our Scattered Sites Exterior Renovation was held. Siefken & Sons Construction was the low bidder at \$511,000. There was a pre-construction conference with ZBA Architecture (ZBA) and Siefken & Sons (S&S) on Wednesday May 17. S&S will begin construction on June 12, and they have 90 days to complete the project.
- **900 Block Improvements:** As reported at the last board meeting, all kitchen cabinets in the 30 units of our 900-block development will be replaced. Lanz Cabinets out of Eugene, OR is building them and the first order will be delivered June 5. Staff will begin installation the following week. Staff also replaced all bathroom exhaust fan/heater combination units, as well as all new entry door and storage door hardware.
- **LED Porch Light Upgrades:** Staff finished installation of new LED porch lights on 50 units in our Agate Street and S. Beech developments.
- **2023 CFP Grant Submission:** Our 2023 CFP grant annual plan was submitted and approved by HUD. Our grant amount for 2023 is \$861,963.
- **High-Rise Walls:** Staff finalized construction earlier this month of framed walls in our high-rise units. The walls replaced the original accordion doors in all 45 units and include a walk-through door.
- **Projects currently underway:**
 - **Admin Office Heat Pump Replacement:** Bid documents are being prepared for the replacement of 7 heat pump units at 2505 W. Lewis Street. Two of the 7 units are not working and they must be replaced. In addition, depending on cost, several other heat pumps at different sites may be replaced.
 - **High-Rise Patio Door Replacement:** Working on ideas/options with our architect for sliding glass patio door replacement in our high-rise units. The existing patio doors are original from 1968 and have seen better days.
 - **Safety and Security Grant:** We will apply for a grant to replace existing security lighting and add additional lighting throughout the Rosewood Park development. Mr. Sanders is working with ZBA and an engineering firm on the scope of work in preparation of going out to bid in the coming months.

HUD Program:

- **Staffing:** In the process of hiring seasonal help to assist with grounds maintenance.

(d) Housing Programs (Ms. Gonzales)

- Public Housing – of 280 units, 8 are vacant (several due to death and evictions).
- Highland Park – all 24 units are leased.
- Affordable Apartments/Locals: of 44 – 1 is vacant.

- S8 Housing Choice Vouchers (includes regular, HUDVASH, EHV, port-outs and FSS participants) – 312 are active.

We are currently interviewing for 2 positions. One person left unexpectedly for personal reasons, and one gave notice. Although short staffed, we remain in compliance with certifications, lease-ups, etc.

(e) Security (Mr. Oord)

- April and May = of 85 inspections, 60 passed, 6 passed with comment, 13 failed, and 6 were inconclusive pending future inspections.
- April had 6 10-day notices, 1 30-day notice, and 2 3-day notices.
- May had 5 10-day notices and 1 48-hour notice to inspect.
- There were 2 evictions in April and May.

Since the growing season began, the agricultural businesses located across 1st Avenue from Rosewood Park are becoming busier and their employees park on HACPFC property. Since parking is at a premium in Rosewood Park, this is problematic. Parking tickets are being issued to make the agricultural workers aware that any parking spaces on HACPFC property are for HACPFC residents only. This is an annual occurrence and there's always a bit of a learning curve.

(f) Administration (Ms. Richwine)

Ms. Richwine stated that most of her time is spent on personnel duties.

7. NEW BUSINESS

(a) Resolution #22/23-1003 Authorization to Open Family Self-Sufficiency Escrow Forfeiture Checking Account

Mr. Domingos made a motion to adopt the resolution. Mr. Bishop seconded it. The motion passed unanimously, 5 ayes, 0 nays.

(b) Resolution #22/23-1004 Authorization to Open a Bank Account for Payroll Processing Services

Mr. Garcia moved to adopt Resolution #22/23-1004. Mr. Bishop seconded it. The motion passed unanimously, 5 ayes, 0 nays.

(c) Resolution #22/23-1005 Authorization to Open a Bank Account to Further Affordable Housing Opportunities Within HACPFC's Jurisdiction

Mr. Bishop made a motion to adopt, Mr. Garcia seconded the motion. The motion passed unanimously 5 ayes, 0 nays.

(d) Consortium Discussion

Board members and staff from the Kennewick Housing Authority are present at today's meeting to discuss plans to form the Tri-Cities Housing Authority Consortium. Mr. Truman stated that HUD has encouraged agencies to band together to better serve our communities. Ms. Hammer added that a unified agency creates a stronger entity to better serve our clients. The forming of the consortium would require no new by-laws. Each entity would remain a stand-alone agency but with a shared Executive Director (ED).

HACPFC's ED will serve as Director of both agencies and HACPFC will be the Lead Agency.

Insightful questions were asked and further discussion was held. Details will be nailed down in future months to the satisfaction of both agencies. It is hoped that the consortium creation documents will be signed by the fall of 2023.

- (e) Motions arising from board discussion of previous motions or discussion - none
- (f) Urgent matters not included in the agenda due to lack of time - none

8. OTHER BUSINESS

- (a) Tenant Council President's Report - none
- (b) Visitor Agenda - none

9. EXECUTIVE SESSION – No Executive Session was held.

10. ADJOURNMENT

The meeting was adjourned at 5:05 p.m.

The Board of Commissioners will next meet in regular session on June 29, 2023, 4:00 p.m.

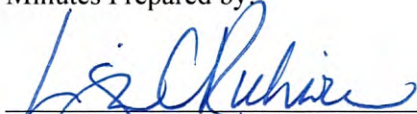


Brian Griffith
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary