

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

June 29, 2023 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, June 29, 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, Domingos, Dukelow, Garcia, Griffith

Absent: n/a

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Joanna Nieto, Finance Director
Brett Sanders, Director of Maintenance/Capital Fund
Maggie Gonzales, Director of Housing Services & Compliance
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS No visitors were 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, 5 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of May 25, 2023, and the checks listings for May 2023 – U.S. Bank General Operating Account checks numbered 4718-4970 totaling \$576,352, U.S. Bank Petty Cash check numbered 2030 totaling \$22, and U.S. Bank Security Deposit Fund checks numbered 31-33 totaling \$1,019. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$11,506.67 and, of that amount, \$11,506.67 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- Consortium Formation: The U.S. Department of Housing and Urban Development (HUD) will provide technical assistance regarding the implementation of the consortium, including contract review. The contract will then go before the boards of HACPFC and the Kennewick Housing Authority (KHA). Conversations were had with officials of the cities of Pasco and Kennewick to advise them of the coming Consortium.
- City of Pasco officials have stated that the removal of the PILT (Payment In Lieu of Taxes) on HACPFC's Varney Court will be placed on the City Council's agenda.
- Digital scanning of tenant files is 67% complete. The plan is to move the files downstairs in July.

(b) Finance (Ms. Nieto)

- The budget was presented to the board.
- Three new bank accounts have been opened per last month's board resolutions. These accounts are for FSS Forfeitures, Payroll Processing, and Affordable Housing Funds.
- Clayton Accounting and Tax Service will provide payroll preparation services beginning with the current pay period.
- Fiscal Year End is June 30. In future days we will work on year end, prepare for the unaudited FDS submission due August 31, and prepare for the next audit. The engagement letter has been signed with Smith Marion and Co.to provide the audit.
- The open Accountant Lead position has been filled – the start date is July 17. The job description was expanded to include more high-level support to the Finance Director.

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

- **Scattered Sites Exterior Renovation – Phase 3:** The project started Monday, June 26. Windows and doors will be installed next week. Our architect will be present on June 30 for a site walk.
- **900 Block Improvements:** Staff began to replace kitchen cabinets on June 26. It takes the crew two days to complete the installation in each unit so staff will be busy with this project for a few months.
- **Administration Office Heat Pump Replacement:** Two bids for replacing the 7 heat pumps at 2505 W. Lewis were received on June 27; however, one company did not follow instructions outlined in the Invitation to Bid and did not submit the required paperwork. Apollo Heating and Cooling was awarded the bid.

- **Safety and Security Grant:** We hope to use funds from this grant to replace existing security lighting, and add more, at our Rosewood Park Development. Will plan to meet with the architect after the exterior renovation site walk to go over this project. If we are not awarded the grant, we will use Capital Fund monies to complete the project.
- **Pest Control:** Complete Pest Control treated 14 apartments this morning for cockroaches.
- **Varney Court Fire Sprinkler Flood:** In mid-June, the Pasco Fire Department advised that a fire sprinkler popped off on the second floor of an apartment. The damage was extensive. Water came out of light fixtures, smoke alarms, and walls. Kustom Restoration will complete the remediation. It will take at least a month to get the unit back online.

(d) Housing Programs (Ms. Gonzales)

- Public Housing – of 280 units, 5 are vacant.
- Highland Park – all 24 units are occupied.
- Affordable Apartments/Locals – of 44 units, 43 are occupied.
- Housing Choice Vouchers (HCV/Section 8) – 309 are in use. (includes regular vouchers, HUD/VASH (Veterans Affairs Supportive Housing), Emergency Housing Vouchers, Family Unification Program vouchers, and Port-Outs)
- Family Self-Sufficiency (FSS) – 32 participants
- End of Year Stats
 - HCV/Section 8 received High Performer status at 108.43% (98% is the minimum requirement)
 - Public Housing is at 98.15%
- The following positions have been filled: FSS Coordinator, HQS Security Specialist, and Intake/Eligibility Specialist. Leasing was not interrupted while these positions were vacant – other staff stepped up to bridge the gaps.

(e) Security (Mr. Truman/Mr. Sanders)

A resident was evicted this week due to non-payment of rent.

(f) Administration (Ms. Richwine)

Over the past months the majority of time has been spent on personnel duties. File purges have also taken place.

6. NEW BUSINESS

- (a) Resolution #22/23 – 1006 PHA Board Resolution Approving Operating Budget
Mr. Garcia made the motion to adopt the resolution and Mr. Domingos seconded it. The motion passed unanimously, 5 ayes, 0 nays.
- (b) Resolution #22/23 – 1007 APPROVING US BANK SIGNATURE CARDS
Mr. Bishop moved to the adopt the resolution and Mr. Domingos seconded it. The motion passed unanimously, 5 ayes, 0 nays.

- (c) Motions arising from board discussion of previous motions or discussion – n/a
- (d) Urgent matters not included in the agenda due to lack of time – n/a

7. EXECUTIVE SESSION

The Commissioners went into Executive Session for 20 minutes at 4:24 p.m. in accordance with RCW 42.30.110 (g). At 4:43 p.m. Mr. Griffith came back to the meeting room to announce the commissioners needed to meet for 12 more minutes. At 4:55 p.m. Mr. Griffith returned to the meeting room to say the Board needed 5 more minutes.

8. RECONVENE OPEN SESSION

The regular board meeting was reconvened at 5:00 p.m.

Mr. Bishop made a motion to approve the employment agreement for Executive Director Matt Truman with added language to indicate Truman’s salary will be reviewed again 6 months after completion of the proposed Consortium with the Kennewick Housing Authority. Ms. Dukelow seconded the motion and it passed unanimously, 5 ayes, 0 nays.

9. ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

A regular July meeting will not be held. No pressing business is expected and fiscal year-end activities will be ongoing throughout the months of July and August. As always, a special meeting may be called if circumstances change.

The Board of Commissioners will next meet in regular session on August 31, 2023, 4:00 p.m.



Brian Griffith
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary