

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

**August 31, 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, August 31, 2023, 4:00 p.m.

**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

**2. COMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Domingos, Dukelow, Griffith, Bishop

Absent: Garcia

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Joanna Nieto, Finance Director  
Maggie Gonzales, Director of Housing Services & Compliance  
Juan Meza, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** None

**3. APPROVAL OF AGENDA:**

Mr. Bishop 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 July 27, 2023.

**5. STAFF REPORTS**

(a) Executive (Mr. Truman)

- Met with/toured Varney Court with Director of Department of Commerce Director Michael Fong and Commerce staff member, Norma Chavez.
- Met with City of Pasco staff and anticipate a resolution to the PILT (Payment in Lieu of Taxes) matter in September or October 2023.
- Met with realtors at HACFPC land near Varney Court to get an idea of market price and interest in the sale of the property.
- Staff levels are full.
- The Section 8 waitlist was opened and now holds 380 applicants.
- The Post Investment Group approached us regarding its potential acquisition of a 176-unit complex in Pasco called Navigator Villas, built in 2013. Post would like to convert this market rate property into workforce housing, reserving 100% of the units for 80% Area Median Income (AMI) residents. No funds are needed from HACFPC

– Post will fund 100% of the project. Post will also indemnify HACPFC, so there is no risk to the agency. Post is currently working on a similar project with Vancouver Housing Authority. The group will make a presentation in September.

- An eviction case is in court – no resolution yet.
- SEMAP (Section 8 Management Assessment Program) statistics were entered this month. SEMAP measures the performance of the Section 8/Housing Choice Voucher program.
- Fair Market Rents were just released.

(b) Finance (Ms. Nieto)

- Unaudited FDS (Financial Data Schedule) was submitted to HUD on August 30.
- Auditors will be on site September 19 & 20.
- A review of unaudited FY 23 operational metrics compared to FY 22 was conducted.
- Due to an increase in HAP payments over the last 4 months, in July, additional funds from reserves were approved by HUD.
- There have been no staffing changes.

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

- All projects are proceeding as expected.

(c) Housing Programs (Ms. Gonzales)

- *Public Housing*: of 280 units, 7 are vacant. Three of 10 unit offers have been accepted and the units are ready to lease.
- *Highland Park*: all 24 units are occupied.
- *Affordable Apartments (Locals)*: of 44 units, 40 are occupied.
- *Housing Choice Voucher(HCV)/Section 8* = 316 total vouchers  
This includes 228 regular vouchers, 30 HUD VASH (Veterans Assisted Supportive Housing), 20 Emergency Housing Vouchers, 13 Family Unification Program vouchers, & 25 port outs.  
32 Family Self-Sufficiency (FSS) participants are included in the total count.
- Aspire training software will soon provide online university opportunities for employees' needs specific to their roles.
- Staffing - fully staffed - it's looking good!
- Retirement is planned for March 31, 2024.

(e) Security (Mr. Meza)

- Ten 10-day notices were issued for unauthorized pets.
- Three 10-day notices were issued for unauthorized guests.
- Five 10-day notices were issued for housekeeping issues.
- Conducted a total of 22 inspections - 3 failed and the rest passed.
- Two reinspections were conducted.
- Conducted 9 inspections for Kennewick Housing Authority this month.
- Three 30-day terminations (ending August 31, 2023)
- One 3-day termination was issued.
- For September 30, 2023 - two 30-day terminations were issued.
- Three vehicles were towed this month.
- One eviction took place.

(f) Administration (Ms. Richwine)

- A large file purging project has taken place over the past couple of months and the end result is much more storage space on the lower level of our building.
- Participating in online training offered through the Secretary of State's office regarding archives and record keeping.

7. **NEW BUSINESS**

- (a) Resolution #23/24-1008 Approving the Formation of and Membership in the Benton Franklin Housing Consortium

Mr. Bishop made a motion to approve the resolution. Mr. Domingos seconded it. The motion passed unanimously, 4 ayes, 0 nays.

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

9. **EXECUTIVE SESSION**

No Executive Session was held.

10. **ADJOURNMENT**

The meeting was adjourned at 4:52 p.m.

There will be no September meeting. The Board will next meet in regular session on October 26, 2023, 4:00 p.m.

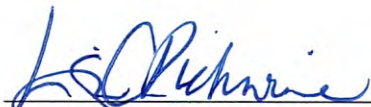


Brian Griffith  
Chair, Board of Commissioners



Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine  
Recording Secretary