

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

**February 29, 2024 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, February 29, 2024, 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, Dukelow (*via telephone due to illness*), Griffith

Absent: Domingos (*Mr. Domingos will be out of the country until the April 2024 meeting.*)

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Brett Sanders, Director of Maintenance/Capital Fund  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Greg Garcia – Former Commissioner  
Kristin Webb – City of Pasco  
Michele Cardenas – Impact Compassion Center

**3. APPROVAL OF AGENDA:**

Mr. Bishop 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 special meeting of January 23, 2024, and the checks listings as follows: October 2023 – U.S. Bank General Operating Account checks numbered 5736-5919 totaling \$438,775, U.S. Bank Petty Cash check numbered 2036 totaling \$143; checks listings for November 2023 – U.S. Bank General Operating Account checks numbered 5920-6093 totaling \$505,595, and U.S. Bank Security Deposit Fund check numbered 37 totaling \$492; checks listings for December 2023 – U.S. Bank General Operating Account checks numbered 6094-6246 totaling \$322,320, and U.S. Bank Security Deposit Fund checks numbered 38-39 totaling \$372; and the checks listings for January 2024 – U.S. Bank General Operating Account checks numbered 6247-6440 totaling \$480,043, U.S. Bank Petty Cash check numbered

2037 totaling \$920. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$11,180.49 and, of that amount, \$11,180.49 will be turned over for collection plus the collection processing fees.

## 5. STAFF REPORTS

Due to time constraints, Mr. Truman submitted the sole staff report this month.

### (a) Executive (Mr. Truman)

- The land adjacent to Varney Court was sold to an investor who plans to build 68 townhomes in the \$280,000 to \$400,000 range which will aid in the deconcentration of low-income housing. The money raised from the sale will go into the agency's Affordable Housing account.
- HACPFC's takeover of Varney Court is almost complete. The initial investor (NEF) has requested documents that will be forwarded.
- Mr. Griffith asked if the amount being written off for collections includes the last of those who had not paid rent during the COVID period when evictions were not possible. Mr. Truman stated that some were.
- Ms. Dukelow asked if Mr. Truman was aware that the Kennewick Housing Authority (KHA) had started the \$20 Million Bubble on Gum project prior to joining with KHA in the Benton Franklin Housing Consortium. Mr. Truman said that he did know about the project and that the #1 goal is to ensure that funding for the project is secured. A consultant is handling the project milestones.
- The Consortium with KHA officially begins March 1. The KHA Board is dedicated to making it a success.

## 6. NEW BUSINESS

### (a) Resolution #23/24 – 1009 Honoring Gregory L. Garcia

**MOTION: "Mr. Chair, I move to adopt Resolution #23/24-1009 Honoring Greg Garcia."**

Mr. Bishop made a motion to adopt the resolution as presented by staff. Ms. Dukelow seconded the motion. Mr. Truman took this opportunity to thank Mr. Garcia for his support and friendship since he came on board as Executive Director. The motion passed unanimously, 3 ayes, 0 nays. Mr. Garcia left the meeting directly after the presentation.

### (b) Resolution #23/24 – 1010 Resolution to Sell Real Estate

**MOTION: "Mr. Chair, I move to adopt Resolution #23/24-1010 Resolution to Sell Real Estate."**

Mr. Bishop made a motion to adopt the resolution. Ms. Dukelow seconded it. The motion passed unanimously 3 ayes, 0 nays. Mr. Truman added that closing will take place on the morning of March 1.

### (c) Motions arising from board discussion of previous motions or discussion - none

### (d) Urgent matters not included in the agenda due to lack of time – none

**7. OTHER BUSINESS**

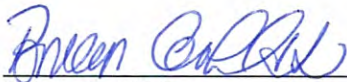
Mr. Truman told that Board that on the last Wednesday of each month he intends to meet with tenants at the Ray Pflueger Recreation Center in order to hear their concerns. A Tenant Council has yet to be formed due to a lack of volunteers to run the organization so he feels this is the best way to learn what the tenants are thinking.

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

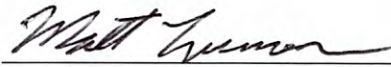
**9. ADJOURNMENT**

Ms. Dukelow made a motion to adjourn the meeting. Mr. Bishop seconded it and the meeting was adjourned at 4:16 p.m.

The Board of Commissioners will next meet in regular session on Thursday, March 28, 2024, 4:00 p.m.



Brian Griffith  
Chair, Board of Commissioners



Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Riehwine  
Recording Secretary