

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

July 29, 2021

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, July 29, 2021, 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: Domingos, Dukelow, Garcia, Griffith

Absent: Bishop

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Kimberly Katalenich, Finance Director
Brett Sanders, Director of Maintenance/Capital Fund
Scott Moore, Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS None

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Griffith 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 May 27, 2021, and the checks listings for May 2021 – Bank of the West General Operating Account checks numbered 69932-70186 totaling \$366,276 and Bank of the West Petty Cash checks numbered 1823 totaling \$97; the checks listings for June 2021 – Bank of the West General Operating Account checks numbered 70187-70438 totaling \$482,964, Bank of the West Petty Cash checks numbered 1824 totaling \$12, and Bank of the West Security Deposit Fund checks numbered 1315 totaling \$207.

5. STAFF REPORTS

- (a) Executive and Housing Programs (Mr. Truman)
- Several interviews were given to media outlets regarding the use of the Sprucewood Recreation Center for The Bezos Academy. Mr. Truman will attend an open record hearing at Pasco City Hall on August 11, 2021, at 6:00 p.m. regarding the proposed project.
 - HUD is conducting a CHAIR Audit (Calculation of HAP and Adjusted Income Review) on our Housing Choice Voucher (Section 8) program. The purpose of this audit is to determine whether the agency is preparing correct calculations and documentation in compliance with HUD rules and regulations for the program.
 - After analysis, Payment Standards were raised to 110% of Fair Market Rent (FMR) for the following reasons:
 - 1) HACPFC has the potential to lease-up 45 more vouchers. Increased payment standards will ensure greater success for voucher holders in finding units.
 - 2) Increased Payment Standards aligns HACPFC with Kennewick Housing Authority's (KHA) Payment Standards and reduces competition between agencies.
 - 3) It allows our agency to spend down reserves so those reserves are not re-absorbed by HUD allowing us to have greater funding in the future.
 - The Family Self-Sufficiency (FSS) NOFA (Notice of Funding Availability) has been posted and HACPFC will apply. Other funding opportunities are also being looked at to improve services to our tenants.
 - Memorandums of Understanding have been established with three community partners in preparation for Emergency Housing Voucher (EHV) implementation.
 - We are currently recruiting for two positions – Housing Specialist and Accountant. Interviews are scheduled for the coming week.
 - Implemented quarterly meetings with representatives of Northwest Justice Project and KHA.
 - Currently 284 vouchers have been issued with 22 recipients seeking units.
 - Meetings continue with VASH staff (Veterans Affairs Supportive Housing).
 - Our agency has received nearly \$20,000 in rental assistance for tenants delinquent in their rent. These funds have been received from local agencies that were granted CARES funds for that purpose. Unfortunately, we still have a great number of tenants delinquent in their rent. Their rent balances are closely monitored and they are referred to agencies that may be able to help them.

- (b) Finance (Ms. Katalenich)
- HACPFC received the first disbursement of EHV funds this month.
 - The transition of main accounts between our old bank and our new bank has been finalized.
 - Online rent payment for tenants was implemented this month.
 - A Request for Proposals (RFP) has been sent out for financial audit services.
 - In August, a Request for Proposals will be sent out for software services, including accounting software, as our current system will be retired within the next 2-3 years.
 - The HUD FDS financial reporting deadline is August 31.
- (c) Maintenance and Capital Fund (Mr. Sanders)
- The 6-year Agate/S. Beech Street Plumbing Project is now complete.
 - The N. 22nd Avenue Exterior Renovation Project is nearly complete – all that's left is the painting which is scheduled to begin next week.
 - Awaiting the Environmental Review by the City of Pasco.
 - Sent out the RFP for financial audit services and will soon have the RFP packet ready to send for new housing software.
 - During one of our extremely hot days, a 4" main water line ruptured at Varney Court. This rupture occurred in the fire riser room to the line that supplies water to the fire sprinkler systems. The room filled with water until it could hold no more and then it blew the door open, broke the bottom plate of the exterior wall off and shifted the wall out about 12". An adjoining apartment was flooded and the family in that unit had to be relocated. Cascade Management is currently working with the insurance company to get the building repaired.
- (d) Security (Mr. Moore)
- Most HCV (Section 8) inspections that were delayed by the COVID-19 situation have been completed or scheduled.
 - During COVID, tenants with lease violations received notices advising them to rectify the issue as soon as possible. Tenants with conduct violations were brought in for a meeting to discuss the situation and sign an agreement that states they agree to avoid similar acts in the future.
 - We are now able to issue 10-Day Warning Notices. If a tenant receives four (4) such notices within a one-year period, they can face eviction. Fourteen (14) Day Notices for Failure to Pay Rent are not being enforced at this time – not until local Superior Court judges come to an agreement on how the process should be handled.
 - Alderwood Square (N. 22nd Avenue) has been hit by graffiti with negative connotations directed at police. The Alderwood Development has a police mini-station on site.
 - Will soon work toward re-establishing HACPFC's tenant council. The onset of the pandemic kept the council from meeting.

- (e) Administration (Ms. Richwine)
 - Two outdoor pop-up COVID-19 vaccine clinics at the Ray Pflueger Recreation Center. The first was held on June 9, with a total of 20 attendees. The second was held on July 7, with 10 attendees.

6. NEW BUSINESS

- (a) Motions arising from board discussion of previous motions or discussion

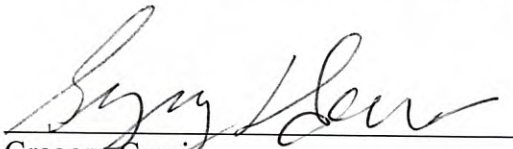
Mr. Garcia made a motion to extend Mr. Truman's contract for one year with a 5% increase in salary. Mr. Domingos seconded the motion and it passed unanimously, 4 ayes, 0 nays.

7. EXECUTIVE SESSION – No Executive Session was held.

8. ADJOURNMENT

The meeting was adjourned at 4:41 p.m.

The Board of Commissioners will next meet in regular session on August 26, 2021, 4:00 p.m.

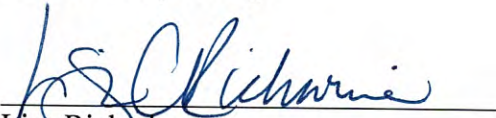


Gregory Garcia
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary