

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

**January 27, 2022**

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, January 27, 2022, at 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: Bishop, Domingos, Dukelow, Garcia, Griffith  
Absent: None

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Kate Crawford, Finance Supervisor  
Brett Sanders, Director of Maintenance/Capital Fund  
Maggie Gonzales, Housing Services Director  
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. Ms. Dukelow 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 October 28, 2021, and the checks listings for October 2021 – U.S. Bank General Operating Account checks numbered 531-733 totaling \$370,872, U.S. Bank Petty Cash check numbered 2009 totaling \$132, and U.S. Bank Security Deposit Fund checks numbered 0013-0016 totaling \$623; and the checks listings for November 2021 - U.S Bank General Operating Account checks numbered 733-923 totaling \$353,461, U.S. Bank Petty Cash check numbered 2010 totaling \$39, and the checks listings for December 2021 - U.S. Bank General Operating Account checks numbered 924-1151 totaling \$502,184, U.S. Bank Petty Cash checks numbered 2011-2012 totaling \$222.

**5. STAFF REPORTS**

- (a) Executive (Mr. Truman)
- ♦ Kate Crawford is the Finance Supervisor, replacing Kimberly Katalenich.
  - ♦ Received \$72,000 for Family Self-Sufficiency grant
  - ♦ Five employees left the agency in the 4<sup>th</sup> quarter of 2021 and another will retire on January 31.
  - ♦ Working with Goodwill's Job Readiness program to help prepare Goodwill clients for the job market while using their help to complete entry level tasks.
  - ♦ Smith & Marion Auditors were onsite for two days last week.
  - ♦ Earlier this month - attended PHADA (Public Housing Authority Directors Association) Executive Director training in San Diego. In addition to attending the conference I took classes in Ethics and Planning for Change.
  - ♦ Planning for staff to attend training to recognize child abuse.
  - ♦ Would like to meet with the board for Strategic planning training in April.
  - ♦ Will soon begin work on updating agency policies and procedures.
  - ♦ Hope to soon obtain Wi-Fi at the Ray Pflueger Recreation Center so community classes can be held in that building, as well as have staff in the building a day or two a week to answer questions, teach residents how to pay their rent online, etc.
  - ♦ Currently, 28 tenants owe HACPFC more than \$1,000 in back rent. The total amount owed is \$60,000. To date, third-party agents have arranged payment for \$15,000 of that amount.
  - ♦ Will soon start to explore options for HACPFC's tract of land behind Varney Court.
  - ♦ HUD (U.S. Department of Housing and Urban Development) has given all Public Housing Authorities the chance to expedite payment standards up to 120% of Fair Market Rents until the end of 2022. The increase in payment standards will be placed on the next meeting agenda if the Board approves.

Mr. Domingos made a motion to raise the payment standards to 120%. Ms. Dukelow seconded the motion and it passed unanimously, 5 ayes, 0 nays,

- (b) Finance (Ms. Crawford)
- ♦ Auditors from Smith Marion & Co were onsite for two days last week. They are versed in Housing Authority workings and were able to give helpful suggestions to implement as we go forward. The audit will continue remotely.
  - ♦ C.A.R.E.S. (Coronavirus Aid, Relief, and Economic Security) Funds – The final drawdown was completed in December (per grant rules). The funds were spent on the new vehicle purchase and the upcoming software upgrade, the remainder was spent on COVID supplies (gloves, masks, hand sanitizer, etc.).
  - ♦ We have begun to transition to Yardi software. We estimate a “go-live” date of August 2022.

- (c) Maintenance and Capital Fund (Mr. Sanders)
- ♦ Entry lights are being replaced with LED photocell fixtures for the units on Margaret (50 units), Octave (48 units), the 900 block of N. 1<sup>st</sup> Avenue (21 units), and N.3<sup>rd</sup> Avenue. Three more developments will receive new entry lighting in the coming months.
  - ♦ On January 31, staff will begin replacing the accordion doors in the high-rise units with a wall.
  - ♦ Sent out the Request for Qualifications for the Architectural & Engineering services. Only one company replied – ZBA in Spokane.
  - ♦ Will soon start to prepare bid documents for painting of the 10 buildings on N. 3<sup>rd</sup> Avenue in the spring/summer.
  - ♦ The three 2005 Ford Tauruses were replaced with two 2021 Ford Escapes. The Tauruses will be auctioned off.
  - ♦ A new sign has been placed outside the administration building.
  - ♦ Will be going out for bid soon for the 2022 mowing contract.
  - ♦ The Bezos Academy began renovations on the Sprucewood Recreation Center on January 10.
  - ♦ Will apply for \$110,000 in 2060 monies from the counties to replace windows in our Affordable Apartments 4-plex units.
- (d) Housing Programs (Ms. Gonzales)
- ♦ Public Housing – 99% occupancy – 2 vacant units. Both units should be leased up next week.
  - ♦ Affordable Housing – 100% occupancy – 3 are VASH Families!
  - ♦ Highland Park – 100% occupancy
  - ♦ Section 8/Housing Choice Voucher (HCV) – 305 families currently receiving assistance, 20 families seeking units
  - ♦ Family Self-Sufficiency (FSS) – 23 participants
  - ♦ Emergency Housing Vouchers (EHV) – 29 families seeking units, 3 housed, 3 pending lease-up
  - ♦ Veteran’s Affairs Supportive Housing Vouchers (VASH) – 13 vouchers are in use; 3 referrals are ongoing
  - ♦ Section 8/HCV CHAIRS Audit has concluded – all adjustments and corrections have been completed. Staff is now in the process of uploading tenant files for the ongoing full review to be completed by 2023.
- (e) Security (Mr. Moore)
- ♦ Annual Section 8/HCV inspections have resumed after COVID restrictions were lifted.
  - ♦ Continue to assist Kennewick Housing Authority (KHA) with its housing inspections while that agency looks to hire an in-house inspector.
  - ♦ Tenant caregivers still want their own parking spaces at Rosewood Park. Currently caregivers are asked to park on City streets because there are not enough parking spaces for tenant themselves, much less their caregivers. This practice is under review.

- ♦ A 48-hour Notice to Vacate has been issued to a tenant who has committed numerous lease violations. The tenant refuses to vacate and we may need to go to court.
- ♦ Preventative Maintenance inspections are being conducted and 10-day Comply or Vacate notices issued to rectify lease violations.

(f) Administration (Ms. Richwine)

- ♦ Was out on medical leave for 6 weeks – have been catching up on all that happened during the absence.
- ♦ PHA Plan preparation is oncoming. The plan will be up for adoption by the board on March 31, 2022.

**6. NEW BUSINESS**

(a) Resolution #21/22-994 Approving US Bank Signature Cards

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

(b) Resolution #21/22-995 Authorizing Executive Director to Dispose of Surplus Property (Computers and Accessories)

Ms. Dukelow moved to adopt the resolution and Mr. Domingos seconded it. The motion passed unanimously, 5 ayes, 0 nays.

(c) Resolution #21/22-996 Authorizing Executive Director Dispose of Surplus Property (Vehicles)

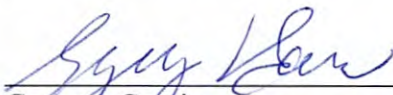
Mr. Bishop moved to adopt the resolution and Ms. Dukelow seconded. The motion passed unanimously, 5 ayes, 0 nays.

**7. EXECUTIVE SESSION – none**

**8. ADJOURNMENT**

The meeting was adjourned at 4:48 p.m.

The Board of Commissioners will next meet in regular session on February 24, 2022, 4:00 p.m.



Gregory Garcia  
Chair, Board of Commissioners



Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine  
Recording Secretary