

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

May 26, 2022 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 May 26, 2022, 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:

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
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. Mr. Bishop 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 April 28, 2022, and the checks listings for April 2022 – U.S. Bank General Operating Account checks numbered 1852-2078 totaling \$311,865, U.S. Bank Petty Cash checks numbered 2018 totaling \$13.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- New Finance Director will start on June 1.
- A graph was included in your board packet reflecting the staff additions and terminations experienced in past months.
- Our internal controls helped us to spot fraud occurring on our agency checking account soon after it began.
- Attended a Homelessness Forum at United Way.
- The transition to Yardi accounting software continues.

- (b) Finance (Mr. Truman)
- The Fiscal Year 2023 budget is on today's agenda.
 - Tax Credit – Cascade Management's property manager at Varney Court left to take a position elsewhere. No financials have been submitted to us and there is no maintenance staff left on the property.
- (c) Maintenance and Capital Fund (Mr. Sanders)
- *Scattered Sites Exterior Renovation* – Phase 2 is set to begin June 27. Supply Chain issues are the cause for delay.
 - Sprucewood Square Exterior Paint Project – PaintMaster was granted the bid for this project but the start date is on hold until the Bezos Academy is ready to paint its building.
 - *High Rise Security Cameras* - The contract was awarded to Moon Security and installation is scheduled for the beginning of June.
 - *Bezos Academy Pre-school* – The HVAC systems are being worked on as well as the fire sprinkler systems. Lighting and plumbing is nearly complete.
 - *REAC Inspections* – AMP 1 and 2 Developments were inspected last month. AMP 3 developments are scheduled to be inspected on June 2. Pre-REAC inspections are taking place.
 - *Staffing* – One employee retired in January and another resigned in April so we are now looking for two Maintenance Mechanics. Jobs are posted on Indeed but have had no luck so far.
 - *Varney Court Apartments* – There was a range fire in one of the units. Two cabinets above the range top were damaged. Kustom Restoration was called in for repairs. Cascade Property Management's onsite manager resigned at the beginning of May and has been replaced with someone from a temp agency.
 - *Highland Park Homes* – Kustom Restoration completed work on a unit with severe damage done by the tenant. Because the damages were so extensive we submitted an insurance claim.
- (d) Housing Programs (Ms. Gonzales)
- Looking to hire one more Housing Specialist – the job is posted on Indeed.
 - Public Housing – 6 vacant
 - Highland Park – 1 vacant
 - Affordable Housing/Locals – fully leased, but one intends to vacate
 - Section 8 – 305 families housed, 20 searching for units.
Includes 11 families housed with Emergency Housing Vouchers
Includes 16 HUD VASH (Veterans Affairs Supportive Housing) Vouchers
Includes 22 Family Self-Sufficiency (FSS) participants

Public Housing Waitlist – 250
Section 8 Waitlist – 156

- (e) Security (Mr. Moore)
 - Helped to deliver notices to units in preparation of REAC inspections.
 - Continue to deal with caregiver parking issues – they now attempt to get parking permits for themselves when permits are for resident use only.
 - Awaiting a report from the Pasco Police Department for a shooting that occurred near 7th and Pearl at the end of April. An HACPFC tenant was allegedly involved and is currently in jail.
 - Working on eviction of tenant who owes a lot of \$ and has committed fraud by not reporting income. Should be out by June 28 or before.
- (f) Administration (Ms. Richwine)
 - Discussion was held about hiring challenges.

6. NEW BUSINESS

- (a) Resolution #21/22-998 PHA Board Resolution Approving Operating Budget
Ms. Dukelow made a motion to pass the agenda. Mr. Domingos seconded. The motion passed unanimously, 5 ayes, 0 nays.

7. OTHER BUSINESS

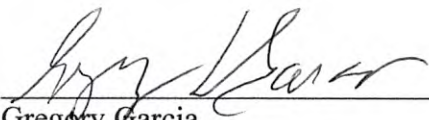
- (a) Tenant Council President's Report – n/a
- (b) Visitor Agenda – n/a

9. EXECUTIVE SESSION – No Executive Session was held.

10. ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

The Board of Commissioners will next meet in regular session on June 30, 2022, 4:00 p.m.

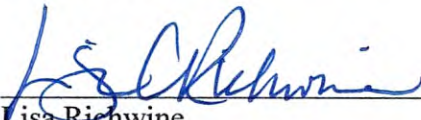


Gregory Garcia
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary