

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

February 23, 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, February 23, 2023, 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:01 p.m.

2. COMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Griffith

Absent: Garcia

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Joanna Nieto, Finance Director
Scott Moore, Retiring Security Specialist/HQS Inspector
Joe Oord, Incoming Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS - none present

3. APPROVAL OF AGENDA:

Mr. Bishop made a motion to approve the agenda as presented. Ms. Dukelow 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 January 26, 2023, and the checks listings for January 2023 – U.S. Bank General Operating Account checks numbered 3917-4058 totaling \$203,766, U.S. Bank Petty Cash checks numbered 2026-2027 totaling \$145, and U.S. Bank Security Deposit Fund checks numbered 27-30 totaling \$614. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$32,400.03 and, of that amount, \$32,400.03 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- HACPFC Staff has been awarded High Performer status for FY 2021/2022 for the Public Housing program.
- The presentation to Pasco City Council on February 13, was received positively by Council members and City staff.
- HACPFC's Public Housing Admissions and Continued Occupancy Plan and Housing Choice Voucher (HCV/Section 8) Administrative Plan are now updated. They are currently posted at hacpfc.org for 30-Day comment. They will be submitted to the Board for approval at the March 30, meeting.
- During the pandemic closure, applicants and residents got used to conducting business via telephone, email, the drop box in front of the building, and by appointment only. This has resulted in a lack of lobby foot traffic since the office reopened. Because of this, we would like to decrease lobby hours by 1 hour. Instead of the lobby being open from 9:00 a.m. – 5:30 p.m. with an 11:30 a.m. – 12:30 p.m. closure for lunch, we would like to change it to 10:00 a.m. – 5:00 p.m., Monday-Thursday, with a lunch closure from 12:00 p.m. – 12:30 p.m. The Board agreed to this change.
- Progress on the possible consortium between HACPFC and Kennewick Housing Authority continues. The Board advised Mr. Truman to move cautiously.

(b) Finance (Ms. Nieto)

- Fiscal Year (FY) 22 Real Estate Assessment Center (REAC) Final Financial Data Schedule (FDS) Submission was accepted by HUD on 2/23/23.
- Finance continues to work with Washington State Auditor's Office (WA SAO) on the FY22 audit.
- Novogradac is finishing its FY22 audit of Varney Court
- In January 2023 we received \$11,616.50 in tenant rental assistance payments from other local organizations on behalf of our tenants.
- Year To Date (YTD) grant operating revenues are up 8% (this does not include FSS – Family Self Sufficiency - or CFP – Capital Fund Program - grants).
- We currently seek to fill our vacant Accounting Clerk position. We have hired a temporary employee from Express Personnel Services and the position is posted with Indeed.

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

Capital Fund Program:

- *Scattered Sites Exterior Renovation – Phase 3:* ZBA Architecture has received our Architectural/Engineering (A/E) agreement and will start on contract documents for this project.
- *Porch Light Project:* Staff is currently working on replacing all existing porch lights with new LED light fixtures.

- *Door Hardware Replacement:* Bids were received for the door hardware replacement for our 900 block of N. 1st Avenue. IML Security Supply was low bid at \$20,400.00.
- *Physical Needs Assessment/Energy Audit:* The RFP will go out soon.
- *900 Block Cabinets:* Awaiting bids for new kitchen cabinets for 30 units on the 900 block of N. 1st Avenue. Installation of the cabinets will be a summer project.

HUD Program:

- *Janitorial Service Contract:* Bids will be solicited for a new Janitorial Service next week.
- *Lawn Mowing Service Contract:* Renewal contract with Moreno Greenscapes Lawn Care for the upcoming mowing season.

(d) Housing Programs (Ms. Gonzales)

- *Public Housing* = of 280 units, 6 are vacant.
- *Highland Park:* all 24 units are occupied.
- *Locals* = all 44 units are occupied.
- *HCV/Section 8 (including FSS)* = approximately 284
 - HUDVASH (veterans) = 27
 - Emergency Housing Vouchers = 19
 - Total vouchers – approximately **330**
 - (Approximately 20 port-outs not included in count)
- The waitlists for Public Housing and HCV (Section 8) will be open again from March 6 - 10, to keep a good pool of applicants available. Briefings are held on a weekly basis with 2-5 vouchers issued each time.
- FSS – FSS Coordinator, Raquel Munguia, has returned to work after extended medical leave. She gets the word out in our community about the FSS program and other programs offered by HACFPC. Today she has a booth at Chiawana High School's Winter Festival.
- Wait Lists for each program have been updated over the past few months and inactive applicants have been purged. Housing Choice Voucher (Section 8) and Public Housing wait lists will reopen from March 6 – 10.
- We continue to make progress with the scanning project (scanning all tenant files). In addition to Front Desk staff, a temporary from Employment Express Services is helping to facilitate this task.

Staffing

- Two recently vacated Housing Specialist positions were filled.
 - Joe Oord was hired in January and has been doing well as he trains to take over as HQS Inspector/Security when Scott retires at the end of this month.
- (d) Security (Mr. Oord)
- HACPFPC staff continues to work with Pasco Police Department on issues that affect our mutual clients.
 - Will continue to conduct inspections as needed.

- Will continue with attempts to generate interest toward the establishment of a Tenant Council.

(e) Administration (Ms. Richwine)

- Ms. Richwine asked Mr. Griffith if he had been contacted by City of Pasco staff regarding his reappointment to the Board. He had not. Ms. Richwine stated she would reach out to the City Clerk's office.

6. NEW BUSINESS

(a) Cullum House

Mr. Truman stated that Lourdes has expressed interest in purchasing the Cullum House in Richland. Ms. Dukelow made a motion to authorize Executive Director, Matt Truman, to sign all paperwork to facilitate the sale. Mr. Domingos seconded the motion and it passed 4 ayes, 0 nays.

Mr. Domingos asked Mr. Truman to develop a list of options of what to do with proceeds from the sale.

- (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

7. OTHER BUSINESS - None

8. EXECUTIVE SESSION – No Executive Session was held.

9. ADJOURNMENT

Mr. Domingos made a motion to adjourn the meeting at 4:34 p.m. Ms. Dukelow seconded the motion and it passed unanimously, 4 ayes, 0 nays.

The Board of Commissioners will next meet in regular session on March 30, 2023, 4:00 p.m.



Brian Griffith
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary