

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

**May 30, 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, May 30, 2024.

**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Mr. Griffith.

**2. COMMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Domingos, Dukelow, Griffith

Absent: Bishop

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Joanna Nieto, Outgoing Finance Director  
Michelle Calligan, Incoming Finance Director  
Maggie Mendoza, Director of Compliance  
Brett Sanders, Director of Maintenance/Capital Fund  
Juan Meza, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Hermilinda Sierra, Kennewick Housing Authority  
Kathy Jones, Former HACFPC CFO and Executive Director  
Gary Dukelow, Community Member/Spouse of Commissioner

**3. APPROVAL OF AGENDA:**

Mr. Domingos 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 regular meetings of March 28, 2024, and April 25, 2024, and the checks listings for April 2024 – U.S. Bank General Operating Account checks numbered 6776-6944 totaling \$417,164, U.S. Bank Petty Cash check numbered 2039 totaling \$60, and U.S. Bank Security Deposit Fund checks numbered 42-43 totaling \$541. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$9,133.65 and, of that amount, \$9,133.65, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

- (a) Executive (Mr. Truman)
- Will have a meeting on June 4, with City of Pasco regarding the permitting process.
  - On June 5, will attend a Department of Commerce Tax Credit training in Spokane.
  - AHACPA training June 10-13 in Las Vegas.
  - Community Development Block Grant (CDBG) Funding Request presentation to the City of Pasco's Planning Commission on June 20.
  - Memorandum of Understanding (MOU) for property acquisition is nearing completion.
  - Had a 30-minute interview with the Tri-City Herald to discuss Migrant Housing
  - The Consortium with Kennewick Housing Authority (KHA) continues. We will hire a Housing Navigator with funds saved from sharing the Executive Director's salary with KHA.
  - Changes must be made to our Housing Choice Voucher Administrative Plan to allow for the HOTMA Updates (Housing Opportunity Through Modernization Act.)
- (b) Finance (Ms. Calligan/Ms. Nieto)  
Ms. Calligan reviewed the budget for FY2025.
- (c) Maintenance and Capital Fund (Mr. Sanders)
- Capital Fund Program:
    - **CPF Balances (ELOCCS):**
      - 2023 \$28,000 as of today's date
      - 2024 \$879,476 – [in ELOCCS but have not received ACC (Annual Contributions Contract)]
    - **Margaret Street Electrical Outage:** There was an underground short with the main electrical wiring to one of the units. Since all units in the row had the same aged underground wiring, conduit and wiring was replaced for all 12 units. The project is ongoing but should be completed within the next week.
    - **Rosewood Park Security Lighting Project:** The final pole was installed today after a 6 week delay. The final walk-through will be completed next Wednesday and the architect and contractor will be in attendance.
    - **High-rise Stairwell Lighting Upgrade:** Installation is complete for the stairway and hallway emergency lighting.
    - **900 Block Kitchen Improvements:** Will resume this project once we get ahead with move-out turnarounds.

- **HUD Program:**
  - **Spring sprinkler start up:** The majority of Maintenance staff is working on the spring sprinkler start up so that can be in good working order before the heat sets in.
  - **Vacancies:** The Maintenance department has been inundated with unit vacancies for the past 2-3 months. Once we think we're getting ahead and able to start on Capital Improvement projects, then we're hit with a slew of new moveouts.
- **Local Units:**
  - **CDBG Application:** The City of Pasco has put out a \$651k CDBG Grant. HACPFC's funding request was submitted this afternoon for the following projects in our Affordable Apartments (Locals) and Highland Park Units.  
(In order of biggest need)
    1. Replace all HVAC systems.
    2. Replace windows in all units.
    3. Exterior paint for all 11 buildings.

(c) Housing Programs (Ms. Mendoza)

**Section 8**

- Housing Choice Voucher (HCV) – 236 Participants (Includes 30 FSS)
  - Veteran Affairs Supportive Housing (VASH) – 31 Participants
  - Family Unification Program (FUP) – 12 Participants
  - Emergency Housing Vouchers (EHV) – 19 Participants
  - Port Out – 8 Administered Vouchers
- Total: 306 total HCV Participants

**Public Housing**

- 13 available units at the end of April
  - 2 of the available apartments were rented in May

**Locals (Affordable Apartments)**

- 8 available units
  - 1 move-in in May

**Highland Park**

- 1 available unit

**Varney Court**

- 1 available unit

**Housing Program Staffing**

- Looking for Receptionist (interviews in process).
- Tax Credit Specialist was hired and will start on June 3.

(e) Security (Mr. Meza)

**May Duties Completed**

- Delivered 37 rent increase notices to Varney Court.
- Issued four 30-day terminations.
- Issued seven 14-day notices to pay or vacate.
- Towed 3 vehicles.
- Issued one 30-day termination for repeated violations.
- Issued 17, 10-day notices.
- Issued 12 warning notices for failure to mow or failure to keep non-patio items off their patio.
- Completed 60 overdue inspections.
- Completed June inspections.
- Only 4 units failed inspection in May!

(f) Administration (Ms. Richwine)

- Continue to check with the City of Pasco on the appointment status of a new commissioner to our board.
- Staffing incoming and outgoing duties continue.

**6. NEW BUSINESS**

- (a) Resolution #23/24-1015 APPROVING US BANK SIGNATURE CARDS  
Mr. Domingos moved to adopt the resolution and Ms. Dukelow seconded. The motion passed unanimously, 3 ayes, 0 nays.
- (b) Resolution #23/24-1016 APPROVING US BANK SIGNATURE CARDS FOR FOURTH AND PEARL FAMILY HOUSING LLLP, VARNEY COURT  
Mr. Domingos made a motion to adopt the resolution. Ms. Dukelow seconded it. The motion passed unanimously, 3 ayes, 0 nays.
- (c) Resolution #23/24-1017 PHA BOARD RESOLUTION APPROVING OPERATING BUDGET  
Ms. Dukelow made a motion to adopt the resolution as presented by staff. Mr. Domingos seconded the motion and it was passed unanimously, 3 ayes, 0 nays.

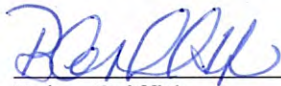
**7. OTHER BUSINESS**

- (a) Tenant Council President's Report - none
- (b) Visitor Agenda  
Kathy Jones, HACPFC's former Chief Financial Officer and former Executive Director, asked to speak. The commissioners granted her the opportunity to do so. She informed those in attendance that she was contacted by a local bank that informed her she is still listed on an account for Varney Court. She asked that her name be removed from that account as she has been retired for more than 3 years. Discussion ensued, her request was noted, and assurances were given that the oversight would be corrected.

**8. ADJOURNMENT**

The meeting was adjourned at 4:42 p.m.

The Board of Commissioners will next meet in regular session on June 27, 2024, 4:00 p.m.



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Brian Griffith  
Chair, Board of Commissioners



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Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



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Lisa Richwine  
Recording Secretary