

**MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE
CITY OF PASCO AND FRANKLIN COUNTY (HACFPC)
October 26, 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, October 26, 2023, 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m.

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Garcia, Griffith

Absent: N/A

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Joanna Nieto, Finance Director
Maggie Mendoza, Lead Housing Specialist
Brett Sanders, Director of Maintenance/Capital Fund
Juan Meza, 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 August 31, 2023, and the checks listings for July 2023 – U.S. Bank General Operating Account checks numbered 5188-5377 totaling \$452,740, U.S. Bank Petty Cash check numbered 2032 totaling \$270; checks listings for August 2023 – U.S. Bank General Operating Account checks numbered 5378-5560 totaling \$640,579, U.S. Bank Petty Cash checks numbered 2033-2034 totaling \$30; and checks listings for September 2023 – U.S. Bank General Operating Account checks numbered 5561-5735 totaling \$551,953, U.S. Bank Petty Cash check numbered 2035 totaling \$15, and U.S. Bank Security Deposit Fund check numbered 36 totaling \$275. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$37,804.30 and, of that amount, \$37,804.30 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) ***Executive (Mr. Truman)***

- Pasco's City Manager expects the agreement to remove the Payment in Lieu of Taxes (PILOT) from the Varney Court property to be signed in November.

- The HACPFC/KHA (Kennewick Housing Authority) Consortium signing was held on October 17.
- Currently waiting on POST proposal for potential acquisition.
- HOTMA (Housing Opportunity Through Modernization Act) standards go into effect in January 2024. Training is ongoing.
- HACPFC will take over management of Varney Court on December 1, 2023.
- HACPFC land adjacent to Varney Court has been listed for sale.
- The Consortium is looking for a new IT Service provider.
- The Consortium will apply for a ROSS (Resident Opportunities and Self-Sufficiency) grant.

(b) *Finance (Ms. Nieto)*

- Fiscal Year (FY) 2024 had no findings.
- Measures are being taken to boost revenue and lower costs in the Locals/Affordable Apartments property.
- Staff is working with our Yardi team to set up a system for Varney Court. HACPFC will take over management of Varney Court on December 1, 2023.
- Novogradac auditors have been notified of the change in Varney Court management. The Varney Court audit is planned for January 2024.
- Finance Department is fully staffed.

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

Capital Fund Program:

- **Scattered Sites Exterior Renovation – Phase 3:** Project completed. The final walk-through took place on September 14. The contractor still has a couple of items yet to complete.
- **900 Block Kitchen Improvements:** Staff continues to work on kitchen cabinet replacement in the 900-block (N. 1st Avenue) development. The project is half completed and will be finished after more pressing projects and outstanding vacancies are in hand.
- **Administration Office Heat Pump Replacement:** On October 16, Apollo Mechanical completed the replacement of all HVAC heat pumps at 2505 W. Lewis Street.
- **Rosewood Park Security Lighting Project:** The site plans and specs for this project have been received from our architect. It will soon go out for bid.
- **Water Heater Replacement Project:** Staff replaced the water heaters in all 21 units in the N. 3rd Avenue project. Two more projects are in line for water heater replacement.

HUD Program:

- **Pest Control:** We have had heavy infestation increases of both cockroaches and bedbugs in our units. We are using several contractors for treatment - Complete Pest Control for the roach treatment and Akridge Pest Control and Rose Hart Pest Control for the bedbugs. We schedule treatment as we are made aware of infestations.

Varney Court Apartments:

- **Fire Sprinkler Flood:** At the last meeting it was reported that a flood occurred in one of the Varney Court units. The restoration has been completed and there was a walk-through with Kustom Restoration on September 13.
- **Building C Siding Repair:** The Hardie lap siding on the south wall of the C building has blown partially off. The siding contractor who completed all of our Scattered Sites Exterior Renovation Projects was contacted to submit an estimate to make the repair – it came in at \$6,000. Riverside Exteriors replaced the siding last week and it will be painted soon,

(d) **Housing Programs (Ms. Mendoza)**

- Section 8 – Housing Choice Voucher
Voucher total is 300 - includes 10 port-out vouchers.
- Public Housing
There are 6 vacancies and 3 residents have given move-out notices - 9 units available.
- Highland Park
Fully Occupied.
- Affordable Apartments
5 units available.

(e) **Security (Mr. Meza)**

- Conducted inspections as needed.
- Prepared notices as needed.
- Provided security support as needed.

(f) **Administration (Ms. Richwine)**

Ms. Richwine asked for location suggestions for the upcoming Employee Appreciation Luncheon.

6. **NEW BUSINESS – none**

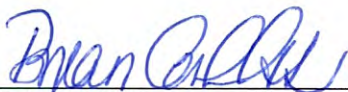
7. **OTHER BUSINESS**

- (a) Tenant Council President's Report - none
- (b) Visitor Agenda - none

8. **ADJOURNMENT**

The meeting was adjourned at 5:00 p.m.

The regular November and December meetings of the Board of Commissioners of the Housing Authority of the City of Pasco and Franklin County have been cancelled due to the Thanksgiving, Christmas, and New Year holidays. The board will next meet in regular session on Thursday, January 25, 2024, 4:00 p.m. at the Housing Authority's administration office, 2505 W. Lewis Street, Pasco.



Brian Griffith
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary