

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

4:00 p.m. July 25, 2024

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, July 25, 2024.

1. CALL TO ORDER

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

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Griffith

Absent: N/A

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Michelle Calligan, Finance Director
Brett Sanders, Director of Maintenance/Capital Fund
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS Angelia Tinnin, Tenant Advocate

3. APPROVAL OF AGENDA:

Mr. Domingos made a motion to approve the agenda as presented. Mr. Bishop 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 May 30, 2024, and the checks listings for May 2024 – U.S. Bank General Operating Account checks numbered 6945-7119 totaling \$376,203, U.S. Bank Petty Cash checks numbered 2040-2041 totaling \$45, and U.S. Bank Security Deposit Fund checks numbered 44-50 totaling \$1,311. Also, checks listings for June 2024 – U.S. Bank General Operating Account checks numbered 7120-7298 totaling \$649,694. And approval of May's bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$11,348.33 and, of that amount, \$11,348.33 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- We have negotiated the Master Lease, Memorandum of Understanding (MOU), Continuing Guarantee, and Operating Agreement with Post regarding the Navigator Villas acquisition. HACFPC's attorney continues to ensure that the agency is indemnified from almost all risk; however, one of the Lender's requirements is that HACFPC ask permission to be let out of the contract if Post fails to keep the property up to code or allows it to fall into disrepair.

- SEMAP (Section Eight Management Assessment Program) is due in a month.
- Audit and year-end FDS (Financial Data Schedule) is also due in a month.

- (b) Finance (Ms. Calligan) – No report given.
- (c) Maintenance and Capital Fund (Mr. Sanders) – No report given.
- (d) Housing Programs (Ms. Mendoza) – Not present.
- (e) Security (Mr. Meza) – Not present.
- (f) Administration (Ms. Richwine) – No report given.

8. NEW BUSINESS

- (a) Resolution #24/25-1018 Acquisition of Navigator Villas
Mr. Bishop made a motion to approve Resolution #24/25-1018. Mr. Domingos seconded it. Discussion ensued regarding the acquisition and then a vote to approve the resolution was taken. Mr. Griffith abstained from voting due to a potential conflict of interest. The resolution was passed with 3 ayes, 0 nays, and 1 abstention.
- (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

9. OTHER BUSINESS

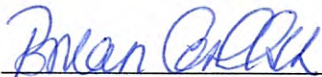
- (a) Tenant Council President's Report – N/A
- (b) Visitor Agenda – Angela Tinnin
Ms. Tinnin was present to speak on behalf of a mutual client. The commissioners listened to her concerns and asked that the Executive Director follow up on the situation and report back to the board at the next meeting.

10. EXECUTIVE SESSION – No Executive Session was held.

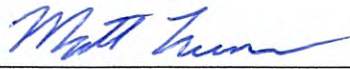
11. ADJOURNMENT

The meeting was adjourned at 4:26 p.m.

The Board of Commissioners will next meet in regular session on August 29, 2024, at 4:00 p.m.



Brian Griffith
Chair, Board of Commissioners



Matt Truman
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary