

**Kennewick Housing Authority (KHA)**

**AGENDA**  
**KHA BOARD OF COMMISSIONERS**  
**“ANNUAL” MEETING**

**Date: April 25, 2017**  
**7:45 A.M.**

**KHA’s “Mission” Statement:**

Develop and maintain safe, affordable, quality housing that promotes healthy neighborhoods and inspires communities. Create partnership opportunities that support and encourage program participants to become self-sufficient. Manage all assets with fiscal responsibility & integrity.

**KHA’s “Vision” Statement:**

KHA will be known and respected as a regional leader in leveraging resources to create affordable housing programs and opportunities that contribute positively to the community.

**A. BOARD MEETING MINUTES:**

1. Approval of KHA’s “Regular” Meeting Minutes held on March 28, 2017.

**B. VISITOR(S) INTRODUCTION:**

Visitors who wish to present to KHA Board Commissioners during open meeting session, may do so in accordance within KHA’s Meeting Agenda, visitor will need to state/provide their full name, residency, will have two (2) to three (3) minutes maximum to present to KHA’s Board Commissioners. Visitors who wish to submit any documentation/materials/etc. may do so either prior or succeeding a meeting to KHA’s Executive Director. KHA Board Commissioners will not take action on visitor’s presentation/submitted documentation/materials/etc. during a Board Meeting.

Visitor(s):

None

**C. STAFF PROGRAM & DEPARTMENT REPORTS:**

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the month of March 2017.

**D. FINANCIAL REPORTS:**

- Finance Director’s March 2017 Monthly Report Narrative.
- March 2017 Financial Statements, Check Registers are enclosed in Board Packet.

**E. BOARD OF COMMISSIONERS ANNUAL ELECTIONS:**

1. Election of KHA Board Chair, Vice-Chair and Board Committee(s) Assignments.

**F. EXECUTIVE DIRECTOR’S REPORT:**

1. Write Offs: Resolution #1222 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending March 2017
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program
6. Housing Choice Voucher Programs

**G. BOARD REPORTS & DEVELOPMENT:**

1. KHA Board & Agency Calendar: Calendar provided in KHA's April 25, 2017 Board Packet.

**H. BOARD COMMITTEE(S) REPORT (Report Status to Discuss/Discussed During Meeting):**

1. Finance/Budget Committee (Commissioner Griffith & Perales):
2. Personnel Committee (Commissioners Moak & Turner)
3. Community Needs Committee (Commissioner Griffith):
4. Tenant Council (TC) Representation (None):
  - a. Sunnyslope Homes TC: no meeting this month
  - b. Keewaydin Plaza TC:

**I. OTHER / NEW BUSINESS:**

None.

**J. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**March 28, 2017**  
**Meeting Minutes**

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held at the Authority's Administration Office/Community Center at 1915 W. 4<sup>th</sup> Place, Kennewick, Washington on March 28, 2017 and called to order by Commissioner Turner at 7:49 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Thomas Moak – Vice Chair**

**Nikki Griffith**

**Leo Perales**

**Board Members Absent:**

**Gerald Moran – Unexcused Absence**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**Marc Rodriquez – Maintenance/CFP Director**

**Angela Fragozo – Administrative Assistant**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on February 28, 2017. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0

**B. Visitors:**

None

**C. Staff Program & Department Reports:**

Commissioners and KHA staff members reviewed monthly program and departmental reports.

**D. Financial Reports:**

Hermelinda Sierra, KHA's Finance Director, presented the KHA Financial Reports.

1. Motion: Commissioner Moak moved to approve the February 2017 disbursements in the amount of \$983,538.96. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0

**E. Executive Director's Report:**

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Motion: Commissioner Griffith moved to approve Resolution #1220: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending February 2017. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

3. Motion: Commissioner Griffith moved to approve the submission of an application for funding to the HOME Investments Partnership program via the Tri-Cities HOME Consortium for development funding for the Nueva Vista Phase II project; and, approves the submission of an application for funding to the Wells Fargo Foundation for development funding for the Nueva Vista, Phase II project. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0
4. Motion: Commissioner Moak moved to direct KHA staff to utilize Unrestricted Net Position (UNP) funds to pay \$31,975.81 to KCHA for two portability vouchers. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's March 28, 2017 Board Packet.

G. **Board Committee(s) Reports:**

1. Budget & Finance Committee: No report
2. Personnel Committee: No report
3. Community Needs Ad Hoc Committee: No report
4. Tenant Council (TC) Reports:
  - a. Sunnyslope Homes Tenant Council (TC) No report
  - b. Keewaydin Plaza Tenant Council (TC) No report

H. **Other Business:**

- I. Motion: Commissioner Perales moved to approve Resolution #1221: Approval of KHA's FY 2017 Agency Annual Plan. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0

J. **Executive Session:**

None.

K. **Adjournment:**

The Board of Commissioners adjourned at 9:30 A.M.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair