

**Kennewick Housing Authority (KHA)**

**AGENDA**  
**KHA BOARD OF COMMISSIONERS**  
**MONTHLY MEETING**

**Date: April 24, 2018**  
**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 27, 2018.

**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 months of March 2018.

**D. FINANCIAL REPORTS:**

- Finance Director's March 2018 Monthly Report Narrative.
- March 2018 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 REPORT:**

1. Write Offs: Resolution #1244 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending March 2018
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program

- a. Resolution #1246: Revisions to KHA's Public Housing Program Admission & Continued Occupancy Policy (ACOP)
6. Housing Choice Voucher Programs
  - a. Resolution #1245: Revisions to KHA's Section 8 Housing Choice Voucher & Section 8 Project-Based Programs Administrative Plan Policy

**G. BOARD REPORTS & DEVELOPMENT:**

1. KHA Board & Agency Calendar: Calendar provided in KHA's April 24, 2018 Board Packet.

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

1. Finance/Budget Committee (Commissioners Griffith & Perales):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Griffith):
4. Tenant Council (TC) Representation:
  - a. Sunnyslope Homes TC:
  - b. Keewaydin Plaza TC:

**I. OTHER / NEW BUSINESS:**

1. Resolution #1247: Approval of administration of 15 PBV Vouchers on behalf of Spokane Housing Authority
2. HUD Safety and Security Grant

**J. EXECUTIVE SESSION:**

1. None.

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**March 27, 2018**  
**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 27, 2018 and called to order by Commissioner Turner at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**  
**Thomas Moak**  
**Nikki Griffith**

**Board Members Absent:**

**Leo Perales – Vice Chair (Excused)**  
**John Parker (Excused)**

**Others in Attendance:**

**Lona Hammer – Executive Director**  
**James Reis – Maintenance/CFP Director**  
**Amanda Taylor – HCV Supervisor/Compliance Director**  
**Angela Fragozo – Administrative Assistant**  
**Carol Hescoock – Accounting Assistant**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on February 27, 2018. Board Chair approved Meeting Minutes as presented.

**B. Visitors:**

None

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

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

**D. Financial Reports:**

Carol Hescoock, KHA's Accounting Assistant, presented the KHA Financial Reports.

1. Motion: Commissioner Moak moved to approve the February 2018 disbursements in the amount of \$967,888.92. The motion was seconded by Commissioner Griffith. All Commissioners were in favor:  
Ayes: 3 No: 0

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

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Resolution #1241: Commissioner Griffith moved to approve Resolution #1241: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending February 2018. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's March 27, 2018 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 meeting
  - b. Keewaydin Plaza Tenant Council (TC) – No report

H. **Other Business:**

1. Resolution #1242: Commissioner Moak moved to approve Resolution #1242 Approval of KHA's FY 2018 Agency Annual Plan. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 No: 0
2. Resolution #1243: Commissioner Griffith moved to approve Resolution #1243 Authorizing the issuance of a single revenue bond of the Authority in the principal amount of not to exceed \$112,000, the proceeds of which will be used to refinance existing indebtedness of the Authority and to pay costs of issuing the bond; determining the form, terms and covenants of the bond; authorizing the execution and delivery of the bond a deed of trust, and other agreements, documents and certificates; and authorizing the sale and delivery of the bond to Banner Bank. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 No: 0

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 9:15 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair