

**Kennewick Housing Authority (KHA)**

**AGENDA**  
**KHA BOARD OF COMMISSIONERS**  
**REGULAR MEETING**

**Date: July 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 June 26, 2018.

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

Visitors who wish to present to KHA Board Commissioners during open meeting session, June 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. June 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 June 2018.

**D. FINANCIAL REPORTS:**

- Finance Director's June 2018 Monthly Report Narrative.
- June 2018 Financial Statements, Check Registers are enclosed in Board Packet.

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1252 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending June 2018
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program
6. Housing Choice Voucher Programs

**F. BOARD REPORTS & DEVELOPMENT:**

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

**G. 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 & Bates):
4. Tenant Council (TC) Representation (none):
  - a. Sunnyslope Homes TC:
  - b. Keewaydin Plaza TC:

**H. OTHER / NEW BUSINESS:**

1. Resolution #1253 - Approval of Public Housing Lease Agreement
2. Resolution #1254 - Revision To KHA FY 2018 Section 8 Housing Choice Voucher Program "Payment Standards"

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**June 26, 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 June 26, 2018 and called to order by Commissioner Turner at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Leo Perales – Vice Chair (via phone)**

**Thomas Moak**

**Colin Bates**

**Nikki Griffith**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**James Reis – Maintenance/CFP Director**

**Amanda Taylor – HCV Supervisor/Compliance Director**

**Angela Fragozo – Administrative Assistant**

**Hermelinda Sierra – Finance Director**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on May 22, 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:**

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

1. Motion: Commissioner Moak moved to approve the May 2018 disbursements in the amount of \$857,168.25. The motion was seconded by Commissioner Griffith. All Commissioners were in favor:  
Ayes: 5 No: 0

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

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Resolution #1251: Commissioner Moak moved to approve Resolution #1251: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending May 2018. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0
3. Motion: Commissioner Moak moved to authorize KHA's Executive Director to submit the Department of Commerce Affordable Housing Application to the City of Kennewick as a companion application to the City's Department of Ecology clean up application for 10<sup>th</sup> and

Gum. The motion was seconded by Commissioner Bates. All Commissioners were in favor:  
Ayes: 5 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's June 26, 2018 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Reviewed application for Resident Directly-Assisted Commissioner position and interviewed applicant.
3. Community Needs Ad Hoc Committee: No meeting
4. Tenant Council (TC) Reports:
  - a. Sunnyslope Homes Tenant Council (TC) – No meeting
  - b. Keewaydin Plaza Tenant Council (TC) – No meeting (on hiatus)

H. **Other/New Business:**

1. Motion: Commissioner Moak moved to approve Lyuba Angeniy for the position of Resident Directly-Assisted Commissioner vacant seat for a five-year term beginning on July 1, 2018. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5  
No: 0

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:46 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair