

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: September 25, 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 August 28, 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 month of August 2018.

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1258 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending August 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 September 25, 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 (Commissioner Angeniy):
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Resolution #1259 – Approval of Dependent Medical Premium Coverage

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
August 28, 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. 4th Place, Kennewick, Washington on August 28, 2018 and called to order by Commissioner Perales at 7:50 A.M.

Roll Call:

Board Members Present:

Leo Perales – Vice Chair

Thomas Moak

Colin Bates – Left early at 8:24 AM

Nikki Griffith

Lyuba Angeniy

Board Members Absent:

Pat Turner – Chair

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 July 24, 2018. Commissioner Moak moved to approve the meeting minutes as presented. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 5
No: 0

B. Visitors:

1. Larry Adamson – HCV Participant

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 July 2018 disbursements in the amount of \$978,631.82. 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. Motion: Commissioner Moak moved that Catholic Family (Housing Services) be provided with a Low Income Housing Tax Credit (LIHTC) gift in the amount as prescribed in KHA's LIHTC

application. The gift is anticipated to be around \$12,000+/- and is to be used to provide, maintain or develop affordable housing in Benton County. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

3. Resolution #1255: Commissioner Moak moved to approve Resolution #1255: Approving KHA's FY 2018 Section Eight Management Assessment Program (SEMAP) Certification The motion was seconded by Commissioner Griffith. 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 August 28, 2018 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No meeting
2. Personnel Committee: No meeting
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. Resolution #1256: Commissioner Moak moved to approve Resolution #1256: Approval of the Submission of The CDBG Grant Application to the City of Kennewick. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0
2. Resolution #1257: Commissioner Perales moved to approve Resolution #1257: Approval of Administration of Up to 40 Rental Assistance Vouchers Due to The Opt Out of Section 8 Administration By Hawaiian Village. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0
3. Motion: Commissioner Griffith moved to raise for micro-purchases under Federal financial assistance awards to \$10,000.00 and raise the threshold for simplified acquisitions to \$250,000.00 in accordance with the National Defense Authorization Acts (NDAA). The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

I. Executive Session:

None

J. Adjournment:

The Board of Commissioners adjourned at 8:44 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair