

**Kennewick Housing Authority (KHA)**

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

**Date: January 23, 2019**  
**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 November 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):

Brawner Real Estate Development and Consulting – Presentation on RAD conversion.

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

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the month of November & December 2018.

**D. FINANCIAL REPORTS:**

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

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1264 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending December 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 January 23, 2019 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. November Executive Session Recap

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**November 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. 4<sup>th</sup> Place, Kennewick, Washington on November 28, 2018 and called to order by Commissioner Turner at 7:48 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Lyuba Angeniy**

**Colin Bates – Late 7:49 AM**

**Nikki Griffith – Left early 9:03 AM**

**Board Members Absent:**

**Thomas Moak – Excused**

**Leo Perales – Vice Chair - Excused**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**James Reis – Maintenance/CFP Director**

**Amanda Taylor – HCV Supervisor/Compliance 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 October 23, 2018. Commissioner Griffith moved to approve the meeting minutes as presented. Commissioner Turner seconded the motion. All Commissioners were in favor: Ayes: 3 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 Griffith moved to approve the September 2018 disbursements in the amount of \$983,290.34. The motion was seconded by Commissioner Bates. 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.

**F. Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's November 28, 2018 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Met regarding Executive Director's evaluation
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) – Discussed issues with finances of the Tenant Council along with other topics regarding holidays

**H. Other/New Business:**

1. Resolution #1262: Approval of Exploration of Property Purchase at 128 East 13<sup>th</sup> Avenue For An Affordable Housing Project And Exploration of Availability of Acquisition Funding And Submission of 2060 Affordable Housing Application. Motion to approve Resolution #1262 by Commissioner Bates and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1263: Approval of Exploration of Rental Assistance Demonstration (RAD) Program Conversion And Submission of a 190-Unit RAD Reservation to HUD. Commissioner Griffith moved to approve Resolution #1263 and seconded by Commissioner Bates. All were in favor: Ayes: 4 No: 0

**I. Executive Session:**

1. At 8:42 AM Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners would resume into executive session for fifteen (15) minutes in accordance to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employee or to review the performance of a public employee. At 8:52 AM, Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners public meeting was resumed back in open session.

**J. Adjournment:**

The Board of Commissioners adjourned at 9:04AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair