

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: March 27, 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 January 23, 2019.

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 January 2019 and February 2019.

D. FINANCIAL REPORTS:

- Finance Director's January 2019 and February 2019 Monthly Report Narratives.
- January 2019 and February 2019 Financial Statements, Check Registers are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs:
 - a. Resolution #1265 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending January 2019
 - b. Resolution #1267 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending February 2019
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 March 27, 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. Resolution #1266 - Authorizing Interlocal Agreement with RHA
2. Resolution #1268 - Approval of KHA's FY 2019 Agency Annual Plan

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
January 23, 2019
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 January 23, 2019 and called to order by Commissioner Turner at 7:47 A.M.

Roll Call:

Board Members Present:

Pat Turner – Chair

Leo Perales – Vice Chair

Thomas Moak

Nikki Griffith

Lyuba Angeniy

Colin Bates – Late 7:48 AM

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

James Reis – Maintenance/Development 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 November 28, 2018. Board Chair approved Meeting Minutes as presented.

B. Visitors:

Brawner Real Estate Development and Consulting – Presentation on RAD conversion by Jim Brawner and Zak de Gorgue.

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 Perales moved to approve the November 2018 disbursements in the amount of \$885,243.93. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 6 No: 0
2. Motion: Commissioner Perales moved to approve the December 2018 disbursements in the amount of \$891,178.88. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 6 No: 0

E. Executive Director's Report:

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Resolution #1264: Commissioner Griffith moved to approve Resolution #1264: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges &

Other Charges for Period Ending December 2018. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 6 No: 0

F. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's January 23, 2019 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. Commissioner Griffith moved for the acceptance of the appraisal; offer to purchase the 13th Street property at the reduced price of \$150,000 and to authorize KHA's Executive Director to apply for Acquisition Loan for an affordable housing project for the property. Commissioner Perales seconded the motion. All Commissioners were in favor: Ayes: 6 No: 0
2. Commissioner Griffith moved to approve a 2.5% merit increase effective January 16, 2019 for KHA's Executive Director. Commissioner Perales seconded the motion. All Commissioners were in favor: Ayes: 6 No: 0
3. Commissioner Bates moved to approve proceeding with application process for RAD conversion of KHA's public housing units. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 6 No: 0

I. Executive Session:

None

J. Adjournment:

The Board of Commissioners adjourned at 9:42AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair