

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: November 25, 2020
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 October 28, 2020.

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 October 2020.

D. FINANCIAL REPORTS:

- Finance Director's October 2020 Monthly Report Narrative.
- October 2020 Financial Statements, Check Registers are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: none
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 November 25, 2020 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 Perales & Bates):
4. Design, Construction & Acquisition Committee (Commissioner Bates & Griffith):
5. Tenant Council (TC) Representation:
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Resolution #1323: Authorizing The Deferral Of KHA's Developer Fee To Span The Gap In Order To Develop The Kennewick Micro Homes Community
2. Resolution #1324: Approval of Addition Of Bank Account Signatory For The Kennewick Micro Homes Project Bank Account And Access To The Account

I. EXECUTIVE SESSION:

KHA Board of Commissioners will go into Executive Session during KHA's Board of Commissioner's November 25, 2020 Meeting 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.

Housing Authority City of Kennewick
Board of Commissioners
October 28, 2020
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on October 28, 2020 and called to order by Commissioner Moak at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Pat Turner

Nikki Griffith

Board Members Absent:

Colin Bates – Excused Absence

Leo Perales – Excused Absence

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Amanda Taylor – HCV Supervisor/Compliance Director

Armando Solis – Maintenance/Development 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 September 23, 2020. Commissioner Griffith moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Turner. 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 Turner moved to approve the August 2020 disbursements in the amount of \$1,092,448.45. 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 #1318: Commissioner Griffith moved to approve Resolution #1318: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending September 2020. 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 October 28, 2020 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: No meeting. Will be working on Performance Evaluation for Executive Director and sending draft to Board for review and voting at November Board of Commissioners Meeting.
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting
5. 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 #1319: Approval of KHA's FY 2021 Public Housing Program "Flat Rents". Commissioner Turner moved to approve Resolution #1319 and seconded by Commissioner Griffith. All were in favor: Ayes: 3 No: 0
2. Resolution #1320: Approval of KHA's FY 2021 Section 8 Program "Payment Standards". Commissioner Turner moved to approve Resolution #1320 and seconded by Commissioner Griffith. All were in favor: Ayes: 3 No: 0
3. Resolution #1321: Approval of Acceptance of Supplemental HOME Award-use of Business Activities. Commissioner Turner moved to approve Resolution #1321 and seconded by Commissioner Griffith. All were in favor: Ayes: 3 No: 0
4. Resolution #1322: Approval of Signing-Housing Trust Fund – Ultra High Energy Efficiency documents. Commissioner Griffith moved to approve Resolution #1322 and seconded by Commissioner Moak. All were in favor: Ayes: 3 No: 0

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:47 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Tom Moak, KHA Board Chair