

**Kennewick Housing Authority (KHA)**

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

**Date: January 27, 2021**  
**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 25, 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 November & December 2020.

**D. FINANCIAL REPORTS:**

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

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1325: Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending December 2020
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 27, 2021 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:**

None

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick  
Board of Commissioners  
November 25, 2020  
Meeting Minutes**

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on November 25, 2020 and called to order by Commissioner Moak at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Thomas Moak – Chair  
Leo Perales – Vice Chair  
Pat Turner  
Nikki Griffith  
Colin Bates**

**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 October 28, 2020. Commissioner Turner moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Griffith. All Commissioners were in favor:  
Ayes: 5 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 October 2020 disbursements in the amount of \$1,269,980.89. The motion was seconded by Commissioner Bates. 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. Commissioner Griffith moved to authorize KHA's Executive Director to apply for and execute a five-year rental housing assistance payment contract with DSHS. The motion was seconded by Commissioner Perales. 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 November 25, 2020 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. 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 #1323: Authorizing The Deferral of KHA's Developer Fee to Span The Gap in Order to Develop The Kennewick Micro Homes Community. Commissioner Turner moved to approve Resolution #1323 and seconded by Commissioner Griffith. All were in favor: Ayes: 5 No: 0
2. Resolution #1324: Addition of Bank Account Signatory For The Kennewick Micro Homes Project Bank Account And Access to The Account. Commissioner Griffith moved to approve Resolution #1324 and seconded by Commissioner Moak. All were in favor: Ayes: 5 No: 0
3. Commissioner Moak moved to approve that the KHA Board of Commissioners approve the Annual Evaluation of Lona Hammer, KHA's Executive Director, as prepared and presented by the Personnel Committee and accepts the Committee's recommendation on compensation at an annual amount [increase] not to exceed 2%. Motion was seconded by Commissioner Griffith. All were in favor: Ayes: 5 No: 0

**I. Executive Session:**

1. KHA Board of Commissioners went 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 at 8:37 AM for no more than 7 minutes. At 8:47 AM, Commissioner Moak – Board Chair publicly announced KHA Board of Commissioners public meeting was resumed back in open session.

**J. Adjournment:**

The Board of Commissioners adjourned at 8:51 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Tom Moak, KHA Board Chair