

**Kennewick Housing Authority (KHA)**

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

**Date: March 23, 2022**  
**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 February 23, 2022.

**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 February 2022.

**D. FINANCIAL REPORTS:**

- Finance Director's February 2022 Monthly Report Narrative.
- February 2022 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 March 23, 2022 Board Packet.

**G. BOARD COMMITTEE(S) REPORT (Report Status to Discuss/Discussed During Meeting):**

1. Finance/Budget Committee (Commissioners Filmer & Foster):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Filmer & Bates):
4. Design, Construction & Acquisition Committee (Commissioner Bates & Foster):
5. Tenant Council (TC) Representation:
  - a. Sunnyslope Homes TC:
  - b. Keewaydin Plaza TC:

**H. OTHER / NEW BUSINESS:**

1. Resolution #1348: Approval of KHA's FY 2022 Agency Annual Plan and Capital Fund Program Plan
2. Resolution #1349: Authorizing The Submission of Multiple Congressionally Directed Spending Applications And Exploration of Other Funding Opportunities in Order to Develop The Gum Street Affordable Housing Community

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**February 23, 2022**  
**Meeting Minutes**

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on February 23, 2022, and called to order by Commissioner Moak at 7:46 A.M.

**Roll Call:**

**Board Members Present:**

**Thomas Moak – Chair**  
**Colin Bates – Vice Chair**  
**Pat Turner**  
**Darin Foster**  
**Reanette Fillmer**

**Others in Attendance:**

**Lona Hammer – Executive Director**  
**Hermelinda Sierra – Finance Director**  
**Armando Solis – Maintenance & Development Director**  
**Martha Rivas – Senior Property Manager**  
**Angela Fragozo – Administrative Assistant**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on January 26, 2022. Commissioner Turner moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Filmer. All Commissioners were in favor:  
Ayes: 5 No: 0

**B. Visitors:**

None

**C. Staff Program & Departmental 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 Bates moved to approve the January 2022 disbursements in the amount of \$989,672.92. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 5 No: 0

**E. Executive Director's Report:**

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 February 23, 2022, Board Packet.

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

1. Budget & Finance Committee: Members reviewed the proposed emergency Cost of Living Adjustment and revised operating budget. Ms. Sierra presented merits of Resolution #1347. Commissioners Foster and Filmer presented thoughts and reasoning behind the conclusions made.
  - a. Resolution #1347: Approval of KHA Employee Emergency Cost of Living Adjustment (COLA) And Revised Agency And Program Operating Budget. Commissioner Foster moved to approve. Commissioner Bates seconded the motion. All were in favor: Ayes: 5 No: 0
2. Personnel Committee: Commissioners discussed and referred Emergency COLA and revised operating budget to Budget and Finance committee.
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting
5. Tenant Council (TC) Reports: No meeting

**H. Other Business:**

None

**J. Adjournment:**

The Board of Commissioners adjourned at 8:55 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Tom Moak, KHA Board Chair