

**Kennewick Housing Authority (KHA)**

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

**Date: May 25, 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 Annual Meeting Minutes held on April 27, 2022.

**B. VISITOR(S) INTRODUCTION/PUBLIC COMMENT:**

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 April 2022.

**D. FINANCIAL REPORTS:**

- Finance Director's April 2022 Monthly Report Narrative.
- April 2022 Financial Statements, Check Registers are enclosed in Board Packet.

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs:
  - a. Resolution #1351: Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges For The Period Ending April 2022
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 May 25, 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): Resolution #1352: Approval of Revision of Board of Commissioners Bylaws.
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. Board Committee Assignments

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick  
Board of Commissioners  
April 27, 2022  
Meeting Minutes**

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on April 27, 2022, and called to order by Commissioner Moak at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Thomas Moak – Chair**

**Colin Bates – Vice Chair – Excused Absence**

**Pat Turner**

**Darin Foster**

**Reanette Fillmer**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**Armando Solis – Maintenance & Development Director**

**Martha Rivas – Director of Property Management**

**Angela Fragozo – Administrative Assistant**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on March 23, 2022. Commissioner Fillmer moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Turner. All Commissioners were in favor:  
Ayes: 4 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 Foster moved to approve the March 2022 disbursements in the amount of \$1,045,706.29. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4 No: 0

**E. Board of Commissioners Annual Elections:**

1. Annual Election for Board Chair, Vice-Chair & Board Committees:

Commissioner Turner nominated Commissioner Bates as "Chair" and Commissioner Fillmer seconded. All in favor: Ayes: 4 No: 0

Commissioner Turner nominated Commissioner Fillmer as "Vice-Chair" and Commissioner Moak seconded. All in favor: Ayes: 4 No: 0

2. After discussing everyone's choices of committee assignment, Vice Chair Fillmer deferred assignments to next month to confer with Chair Bates.

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

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Resolution #1350: Commissioner Moak moved to approve Resolution #1350: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending March 2022. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 4 No: 0

**G. Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's April 27, 2022, Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Discussed various topics including updating the Board By-Laws which will be presented at next meeting.
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting
5. Tenant Council (TC) Reports: No meeting

**I. Other Business:**

None.

**J. Adjournment:**

The Board of Commissioners adjourned at 9:11 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Reanette Fillmer, KHA Board Vice Chair