

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: June 22, 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 May 25, 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 May 2022.

D. FINANCIAL REPORTS:

- Finance Director's May 2022 Monthly Report Narrative.
- May 2022 Financial Statements and Check Register are enclosed in Board Packet.
- Resolution #1354: Approval Of KHA's FY 2021-2022 Agency & Program(s) Operating Budgets
- Resolution #1355: Approval For Eligible KHA Employee 2% Cost of Living Adjustment/COLA (July 1, 2022 – June 30, 2023)

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs:
 - a. Resolution #1353: Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges For The Period Ending May 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 June 22, 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 & Moak):
4. Design, Construction & Acquisition Committee (Commissioner Bates & Foster):

H. OTHER / NEW BUSINESS:

1. Resolution #1356: Approval of Expenditure of KHA Business Activities Funds or KHA Line of Credit Funds For Predevelopment Activities For The Bubble on Gum-Home Sweet Home Affordable Housing Project And The Submission of Multiple Grant/Loan Applications to Secure Development Funding For The Project

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
May 25, 2022
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on May 25, 2022, and called to order by Commissioner Bates at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak
Colin Bates – Chair
Pat Turner
Darin Foster
Reanette Fillmer – Vice Chair (Excused Absence)

Others in Attendance:

Lona Hammer – Executive Director
Hermelinda Sierra – Finance Director
Armando Solis – Maintenance & Development Director
Martha Rivas – Director of Property Management
Amanda Taylor – HCV Supervisor/KHA Compliance Director
Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Annual Board Meeting held on April 27, 2022. Commissioner Moak 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 Turner moved to approve the April 2022 disbursements in the amount of \$ 978,370.79. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

E. Executive Director's Report:

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Resolution #1351: Commissioner Turner moved to approve Resolution #1351: Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges For The Period Ending April 2022. The motion was seconded by Commissioner Bates. All Commissioners were in favor: Ayes: 4 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's May 25, 2022, Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Resolution #1352: Approval of Revision of Board of Commissioners Bylaws. Commissioner Turner moved to approve Resolution #1352. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0
 - a. Commissioner Moak moved to amend section 2.2.3.2 to change from "shall" to "may" as per Commissioner Bates' suggestion. The motion was seconded by Commissioner Bates. All Commissioners were in favor: Ayes: 4 No: 0
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting

H. **Other Business:**

1. Committee assignments are as per Chair assigned. Budget & Finance: Commissioners Foster & Fillmer, Personnel Committee: Commissioners Moak & Turner, Community Needs Committee: Commissioners Fillmer & Moak, Design & Construction Committee: Commissioners Bates & Foster. Bylaws revision removed the Tenant Council Committee.

J. **Adjournment:**

The Board of Commissioners adjourned at 8:41 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Colin Bates, KHA Board Chair