

**Kennewick Housing Authority (KHA)**

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

**Date: January 22, 2025**  
**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 27, 2024.
2. Approval of KHA's Special Meeting Minutes held on December 30, 2024.
3. Approval of KHA's Special Meeting Minutes held on January 6, 2025

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

Visitors who wish to present to KHA Board Commissioners during open meeting session, may do so in accordance with 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:**

- Director of Maintenance & Development Report for November & December 2024.
- Compliance Director Report for November & December 2024.
- FSS Program & Occupancy Report for November & December 2024.

**D. FINANCIAL REPORTS:**

- Finance Director's November & December 2024 Monthly Report Narrative.
- November & December 2024 Financial Statements and Check Register are enclosed in Board Packet.

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write-Offs: None
2. Gum Street Project Update
3. Other Items

**F. BOARD REPORTS & DEVELOPMENT:**

1. KHA Board & Agency Calendar: Calendar provided in KHA's January 22, 2025 Board Packet.

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

1. Finance/Budget Committee (Commissioners Filmer & Houston):
2. Personnel Committee (Commissioners Bates & Foster):

**H. OTHER / NEW BUSINESS:**

None

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick  
Board of Commissioners  
November 27, 2024  
Meeting Minutes**

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held in person and remotely via GoToMeeting on November 27, 2024, and called to order by Commissioner Bates at 7:50 A.M.

**Roll Call:**

**Board Members Present:**

**Colin Bates – Chair  
Darin Foster – Vice Chair  
Thomas Moak – Excused Absence  
Reanette Fillmer – (Remote)  
Lynn Houston**

**Others in Attendance:**

**Matt Truman – Executive Director  
Hermelinda Sierra – Finance Director  
Amanda Taylor – HCV Supervisor/KHA 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 November 27, 2024. Commissioner Houston moved to approve the Meeting Minutes. Commissioner Foster seconded the motion. 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 October 2024 disbursements in the amount of \$1,143,139.00. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

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

1. KHA's Executive Director, Matt Truman presented the Executive Director's Report.

**F. Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members provided a copy in KHA's November 27, 2024, Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: To meet with KHA's Executive Director next week to go over Employee Evaluation/Review.

**H. Other Business:**

1. Resolution #1415 – Commissioner Foster moved to approve Resolution #1415: Establishment Of Bank Account For The Bubble on Gum Street Project, Establishment Of Signatories And Access To The Account. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

**J. Adjournment:**

The Board of Commissioners adjourned at 8:46 AM.

**ATTEST:**

---

Matt Truman, Secretary/Executive Director

---

Colin Bates, KHA Board Chair

**Housing Authority City of Kennewick  
Board of Commissioners  
December 30, 2024  
Special Board Meeting Minutes**

Minutes of the Special Board meeting of the KHA Board of Commissioners was held remotely on December 30, 2024, and called to order by Commissioner Bates at 10:01 A.M.

**Roll Call:**

**Board Members Present:**

**Colin Bates – Chair**

**Darin Foster – Vice Chair**

**Thomas Moak – Arrived late 10:04 AM**

**Lynn Houston**

**Reanette Fillmer – Excused Absence**

**Others in Attendance:**

**Hermelinda Sierra – Finance Director**

**Amanda Taylor – HCV Supervisor/KHA Compliance Director**

**Armando Solis – Maintenance & Development Director**

**A. VISITORS**

None

**B. OTHER/NEW BUSINESS**

1. Resolution #1416: Commissioner Foster moved to approve Resolution #1416: Authorizing KHA's Executive Director to execute a PBV Agreement to Enter into a Housing Assistance Payments (AHAP) contract with Bubble On Gum Housing LLLP, (owner) which will provide for the allocation of a total of 24 Project-Based Housing Choice Vouchers with a 15-year term. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0
2. Scheduled another Special BOC meeting to discuss letter received from HACPFC Board regarding consortium. Meeting set for Monday, January 6, 2025 at 10:00 AM.

**C. ADJOURNMENT**

The KHA Board of Commissioners Special Board Meeting was adjourned by Chairman Bates at 10:09 AM

**ATTEST:**

---

Matt Truman, Secretary/Executive Director

---

Colin Bates, KHA Board Chair

**Housing Authority City of Kennewick  
Board of Commissioners  
January 6, 2024  
Special Board Meeting Minutes**

Minutes of the Special Board meeting of the KHA Board of Commissioners held remotely on January 6, 2025, and called to order by Commissioner Bates at 10:02 A.M.

**Roll Call:**

**Board Members Present:**

**Colin Bates – Chair**

**Darin Foster – Vice Chair – Excused Absence**

**Thomas Moak**

**Lynn Houston – Excused Absence**

**Reanette Fillmer**

**Others in Attendance:**

**Matt Truman – Executive Director**

**Hermelinda Sierra – Deputy Director/CFO**

**Amanda Taylor – HCV Supervisor/KHA Compliance Director**

**Armando Solis – Maintenance & Development Director**

**Angela Fragozo – Administrative Assistant**

**A. VISITORS**

None

**B. OTHER/NEW BUSINESS**

1. Discussions regarding the dissolution of the Benton Franklin Housing Consortium
2. Commission Foster moved to delegate two Board members to meet with delegates from HACPFC Board for discussions regarding the Benton Franklin Housing Consortium. Seconded by Commissioner Fillmer. It was amended by Commissioner Bates to send Commissioner Fillmer and himself as delegates for KHA Board and to be scheduled within about a week or so. All Commissioners were in favor: Ayes: 4  
No: 0

**C. ADJOURNMENT**

The KHA Board of Commissioners Special Board Meeting was adjourned by Chairman Bates at 10:58 AM

**ATTEST:**

---

Matt Truman, Secretary/Executive Director

---

Colin Bates, KHA Board Chair