

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: October 23, 2024
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 September 25, 2024.

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:

- Director of Maintenance & Development Report for September 2024.
- Compliance Director Report for September 2024.
- FSS Program & Occupancy Report for September 2024.
 1. Graduation Presentation

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1411 - Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending September 2024
2. Gum Street Project Update
3. Other Items

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's October 23, 2024 Board Packet.

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

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

H. OTHER / NEW BUSINESS:

1. Resolution #1412: Approval of KHA's FY 2025 Public Housing Program "Flat Rents"
2. Resolution #1413: Approval of KHA's FY 2025 Section 8 Program "Payment Standards"
3. Resolution #1414: Authorizing KHA To Execute Purchase And Sales Agreement (PSA) For 563 E. 13th Avenue Kennewick, WA Property For The Bubble On Gum Street Project
4. Per Commissioner Fillmer's request: Proposal to change regular Board Meetings from monthly to every other month or quarterly.

I. EXECUTIVE SESSION:

None

**Housing Authority City of Kennewick
Board of Commissioners
September 25, 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 September 25, 2024, and called to order by Commissioner Bates at 7:49 A.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Darin Foster – Vice Chair

Thomas Moak – (Remote)

Reanette Fillmer – Excused Absence

Lynn Houston

Others in Attendance:

Matt Truman – Executive Director – Excused Absence

Hermelinda Sierra – Finance Director

Amanda Taylor – HCV Supervisor/KHA Compliance Director

Armando Solis – Maintenance & Development Director – Excused Absence

Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on July 24, 2024. Commissioner Foster moved to approve the Meeting Minutes. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0
2. The Board of Commissioners reviewed the minutes of the Special Board Meeting held on August 8, 2024. Commissioner Houston moved to approve the Meeting Minutes. The motion was seconded by Commissioner Foster. 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 July 2024 disbursements in the amount of \$1,491,100.82. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0
2. Motion: Commissioner Moak moved to approve the August 2024 disbursements in the amount of \$1,358,017.17. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 4 No: 0

E. Executive Director's Report:

1. KHA's Executive Director, Hermelinda Sierra 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 September 25, 2024 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: No meeting

H. **Other Business:**

1. Resolution #1410 - Commissioner Foster moved to approve Resolution #1410: Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending August 2024. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0
2. Commissioner Bates moved to cancel December's Regular Board Meeting on December 25, 2024 Meeting 7:45 AM. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0
3. Commissioner Bates moved to approve designation of up to \$1,000 for this year's Employee Appreciation Luncheon and for it to be held in December 2024 with late afternoon after the luncheon to be scheduled as administrative leave for staff members. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

J. **Adjournment:**

The Board of Commissioners adjourned at 8:45 AM.

ATTEST:

Matt Truman, Secretary/Executive Director

Colin Bates, KHA Board Chair