

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: November 27, 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 October 23, 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 October 2024.
- Compliance Director Report for October 2024.
- FSS Program & Occupancy Report for October 2024.

D. FINANCIAL REPORTS:

- Finance Director's October 2024 Monthly Report Narrative.
- October 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 November 27, 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 #1415: Establishment Of Bank Account For The Bubble on Gum Street Project,
Establishment Of Signatories And Access To The Account

I. EXECUTIVE SESSION:

None

**Housing Authority City of Kennewick
Board of Commissioners
October 23, 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 October 23, 2024, and called to order by Commissioner Bates at 7:47 A.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Darin Foster – Vice Chair (Remote via phone)

Thomas Moak

Reanette Fillmer – (Remote via phone)

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 – Excused Absence

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on September 25, 2024. Commissioner Moak moved to approve the Meeting Minutes. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 5
No: 0

B. Visitors:

1. Rebekah Sivonen – FSS Program Graduate
2. Ivonne Zirangua – FSS Program Graduate

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 Moak moved to approve the September 2024 disbursements in the amount of \$1,444,821.55. Commissioner Foster 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 October 23, 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 #1411 – Commissioner Foster moved to approve Resolution #1411: 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: 5 No: 0
2. Resolution #1412 – Commissioner Moak moved to approve Resolution #1412: Approval of KHA's FY 2025 Public Housing Program "Flat Rents". Commissioner Foster seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
3. Resolution #1413 – Commissioner Houston moved to approve Resolution #1413: Approval of KHA's FY 2025 Section 8 Program "Payment Standards". Commissioner Moak seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
4. Resolution #1414 – Commissioner Houston moved to approve Resolution #1414: Approval of Resolution Authorizing KHA to Execute Purchase And Sales Agreement (PSA) For 563 E. 13th Avenue Kennewick, WA Property And Related Authorizations for the Bubble on Gum Street Project. Commissioner Fillmer seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
5. The proposal to change regular Board Meetings from monthly to every other month or quarterly was placed on hold until further notice.
6. Update the Board Calendar to reflect the cancellation of Regular December 26, 2024, Board of Commissioners meeting.

J. Adjournment:

The Board of Commissioners adjourned at 9:46 AM.

ATTEST:

Matt Truman, Secretary/Executive Director

Colin Bates, KHA Board Chair