

**Kennewick Housing Authority (KHA)**

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

**Date: July 24, 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 July 24, 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 Property Management Report for the month of June 2024.
- Director of Maintenance & Development Report for the month of June 2024.
- Housing Choice Voucher (Section 8) Programs Director Report for the month of June 2024.
- FSS Program & Occupancy Report

**D. FINANCIAL REPORTS:**

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

**E. EXECUTIVE DIRECTOR REPORT:**

1. None
2. Gum Street Project Update
3. Other Items

**F. BOARD REPORTS & DEVELOPMENT:**

1. KHA Board & Agency Calendar: Calendar provided in KHA's July 24, 2024 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:**

1. Resolution #1408: Approving KHA's FY 2024 Section Eight Management Assessment Program (SEMAP) Certification

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**June 26, 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 June 26, 2024, and called to order by Commissioner Bates at 7:51 A.M.

**Roll Call:**

**Board Members Present:**

**Colin Bates – Chair**

**Darin Foster – Vice Chair (Remote)**

**Thomas Moak (Remote - Left early 9:12 AM)**

**Reanette Fillmer (Remote)**

**Lynn Houston**

**Others in Attendance:**

**Matt Truman – Executive Director**

**Hermelinda Sierra – Finance 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 Regular Board Meeting held on May 22, 2024. Commissioner Moak moved to approve the Meeting Minutes. The motion was seconded by Commissioner Fillmer. All Commissioners were in favor: Ayes: 5 No: 0
2. The Board of Commissioners reviewed the minutes of the Special Board Meeting held on June 13, 2024. Commissioner Moak moved to approve the Meeting Minutes. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 5 No: 0

**B. Visitors:**

1. Mischa Beierle – HCV Housing Specialist
2. Shayna Morell – Intake Eligibility Coordinator
3. Claudia Martinez – Receptionist/Intake Assistant

**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 April 2024 disbursements in the amount of \$1,198,349.89. The motion was seconded by Commissioner Fillmer. All Commissioners were in favor: Ayes: 5 No: 0

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

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

2. Resolution #1407: Commissioner Houston moved to approve Resolution #1407: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending May 2024. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 5 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's June 26, 2024 Board Packet.

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

1. Budget & Finance Committee: Review Operating Budget and had Exit Interview for Audit.
2. Personnel Committee: No meeting.

H. **Other Business:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:58 AM.

**ATTEST:**

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Matt Truman, Secretary/Executive Director

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Colin Bates, KHA Board Chair