

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: February 28, 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 January 24, 2024.
2. Approval of KHA's Special Meeting Minutes held on February 15, 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:

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the month of January 2024.

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs:
2. Nueva Vista I & II Updates
3. Delafield & Mitchell Manor Updates
4. Lilac Homes Updates
5. Gum Street Project Update
6. Administrative & Staff Items
7. Public Housing Program
8. Housing Choice Voucher Programs

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's February 28, 2024 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):
3. Community Needs Committee (Commissioner Filmer & Moak):
4. Design, Construction & Acquisition Committee (Commissioner Bates & Foster):

H. OTHER / NEW BUSINESS:

None

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
January 24, 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 January 24, 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

Thomas Moak

Reanette Fillmer – Excused Absence

Others in Attendance:

Lona Hammer – Executive Director

Matt Truman – 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 Regular Board Meeting held on November 22, 2023. Commissioner Moak moved to approve Meeting Minutes. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 3 No: 0
2. The Board of Commissioners reviewed the minutes of the Special Board Meeting held on January 9, 2024. Commissioner Moak moved to approve Meeting Minutes. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 3 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 Moak moved to approve the November 2023 disbursements in the amount of \$1,042,616.38. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 3 No: 0
2. Motion: Commissioner Foster moved to approve the December 2023 disbursements in the amount of \$1,656,344.03. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 3 No: 0

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

1. KHA's Executive Director, Lona Hammer 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 January 24, 2024 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: No meeting
3. Community Needs Committee: No meeting
4. Design & Construction Committee: No meeting

H. **Other Business:**

1. Resolution #1397: Approval Of The Creation Of An FSS Forfeiture Account. Commissioner Moak moved to approve. Commissioner Foster seconded the motion. All were in favor: Ayes: 3 No: 0
2. Commissioner Moak stated he'd like to see a permanent memorial created in honor of Commissioner Turner. Suggestion made to name community room at Keewaydin Plaza after Commissioner Turner and furnish it.

J. **Adjournment:**

The Board of Commissioners adjourned at 8:33 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Colin Bates, KHA Board Chair

**Housing Authority City of Kennewick
Board of Commissioners
February 15, 2024
Special Board Meeting Minutes**

Minutes of the Special Board meeting of the KHA Board of Commissioners was held in person and remotely on February 15, 2024, and called to order by Commissioner Bates at 3:12 P.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Darin Foster – Vice Chair

Thomas Moak

Reanette Fillmer (arrived at 3:13 PM)

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

A. VISITORS

1. KHA Staff
2. Matt Hammer – Lona’s Husband
3. Kate & Kiel Gekeler – Lona’s Daughter and Son-in-law
4. Sarah Benson – Housing Manager at Community Action Connections (CAC)
5. Diana Young – Housing Director at Community Action Connections (CAC)
6. Kyle Sullivan – Benton County
7. Gloria Caldwell – Benton County
8. Toni Lehman – CDBG/HOME Administrator City of Kennewick
9. Alisha Piper – Community Planning/Planner City of Kennewick
10. Angie Pacheco – Domestic Violence Services of Benton & Franklin Counties
11. Lizzette De La Mora – Domestic Violence Services of Benton & Franklin Counties
12. Shannon Snap – Domestic Violence Services of Benton & Franklin Counties
13. Eloisa Ramirez – Domestic Violence Services of Benton & Franklin Counties

B. OTHER/NEW BUSINESS

1. KHA Executive Director Lona Hammer’s Retirement Event – Speech and presentation of gifts and honors made by Commissioner Moak. Speeches were also made by each commissioner thanking and honoring Ms. Hammer.
2. Presentation of 10-Year Service award and Retirement plaque made by Angela Fragozo, KHA Administrative Assistant.
3. Speech by Alicia Piper regarding how she came to know and work with Ms. Hammer

C. EXECUTIVE SESSION

The KHA Board of Commissioners went into Executive Session during KHA’s Board of Commissioner’s meeting at 3:41 P.M. in accordance with RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employee or to review the performance of a public employee. The Executive Session ended at 4:15 P.M. and commissioners went into open session.

D. ADJOURNMENT

The Board of Commissioners adjourned at 5:27 P.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Colin Bates, KHA Board Chair