

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
“ANNUAL” MEETING

Date: April 23, 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 March 27, 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 with KHA’s Meeting Agenda, visitors 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 the month of March 2025.
- Housing Programs & Compliance Director Report for the month of March 2025.
- FSS Program & Occupancy Report for the month of March 2025.

D. FINANCIAL REPORTS:

- Deputy Director/CFO’s March 2025 Monthly Report Narrative.
- March 2025 Financial Statements and Check Registers are enclosed in Board Packet.

E. BOARD OF COMMISSIONERS ANNUAL ELECTIONS:

1. Election of KHA Board Chair, Vice-Chair and Board Committee(s) Assignments.

F. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1429 - Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending March 2025
2. Gum Street Project Update
3. Other Items

G. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's April 23, 2025 Board Packet.

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

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

I. OTHER / NEW BUSINESS:

1. Resolution #1430: Removal Of Bank Account Signatory For All The Housing Authority City Of Kennewick Bank Accounts And Removal Of Access To The Accounts
2. Resolution #1431: Removal Of KAH, LLLP And NVII, LLLP Signatory For All The Kennewick Affordable Housing, LLLP And Nueva Vista Phase II, LLLP, As Required For Washington State Housing Finance Commission (WSHFC) And No Longer Serves As Authorized Signatory For All KAH And NVII Contracts
3. Resolution #1432: Removal Of Signatory For All The Housing Authority City Of Kennewick, Department Of Housing And Urban Development, Department Of Commerce, Washington State Housing Finance Commission, Tax Credit Investor Accounts And No Longer Serving As An Authorized Signatory For All KHA Contracts

J. EXECUTIVE SESSION:

1. KHA Board of Commissioners may go into Executive Session during KHA's Board of Commissioners' April 23, 2025 Meeting in accordance to RCW 42.30.110(1) for any of the following:
 - (a)(i) To consider matters affecting national security;
 - (ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
 - (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
 - (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.
 - (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
 - (e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
 - (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
 - (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
 - (h) To evaluate the qualifications of a candidate for appointment to elective office.
 - (i) To discuss with legal counsel representing the agency matters relating to agency enforcement

actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**Housing Authority City of Kennewick
Board of Commissioners
March 26, 2025
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 March 26, 2025, and called to order by Commissioner Bates at 7:46 A.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Darin Foster – Vice Chair

Thomas Moak

Reanette Etzler – Excused Absence

Lynn Houston – (Remote) left early at 8:51 AM

Others in Attendance:

Matt Truman – Executive Director

Hermelinda Sierra – Finance Director

Amanda Taylor – Compliance Director (left early at 8:21 AM)

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 February 26, 2025. Commissioner Moak moved to approve the Meeting Minutes.
Commissioner Foster seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

B. Visitors:

1. Lona Hammer – Future Commissioner
2. Rigo Arteaga – NVI & NVII/Lilac Homes Site Manager

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 February 2025 disbursements for \$1,246,202.54. Commissioner Moak 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 March 26, 2025, Board Packet.

G. Board Committee(s) Reports:

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

H. Other Business:

1. Resolution #1427: Commissioner Foster moved to approve Resolution #1427: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending March 27, 2025. Commissioner Moak seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0
2. Resolution #1428: Commissioner Foster moved to approve Resolution #1428: Authorizing The Renaming of KHA Buildings/Locations. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0
3. Transition/Succession Planning Discussion
4. Training Requirements for BOC
5. Add provisional Executive Session as regular part of BOC Agenda.

I. Executive Session:

None

J. Adjournment:

The Board of Commissioners adjourned at 9:31 AM.

ATTEST:

Matt Truman, Secretary/Executive Director

Colin Bates, KHA Board Chair