

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: May 28, 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 Annual Meeting Minutes held on April 23, 2025.
2. Approval of KHA's Special Meeting Minutes held on May 12, 2025

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, 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 April 2025.
- Housing & Compliance Director Report for April 2025.
- FSS Program & Occupancy Report for April 2025.

D. FINANCIAL REPORTS:

- Deputy Director/CFO's April 2025 Monthly Report Narrative.
- April 2025 Financial Statements and Check Register are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write-Offs: Resolution #1434: Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending April 2025
2. Gum Street Project Update
3. Other Items

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's May 28, 2025 Board Packet.

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

1. Finance/Budget Committee (Commissioners Foster & Houston):
2. Personnel Committee (Commissioners Etzler & Hammer):
3. Design, Construction & Acquisition Committee - Ad hoc (Commissioners Bates & Hammer)

H. OTHER / NEW BUSINESS:

1. Resolution #1435: Approval Of Replacement Signatory On Bank Accounts

I. 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
April 23, 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 April 23, 2025, and called to order by Commissioner Bates at 8:00 A.M.

Roll Call:

Board Members Present:

**Colin Bates – Chair
Darin Foster - Vice Chair
Reanette Etzler – Remote
Lynn Houston – Remote
Lona Hammer**

Others in Attendance:

**Matt Truman – Executive Director (Excused Absence)
Hermelinda Sierra – Deputy Director/CFO
Armando Solis – Maintenance & Development Director
Amanda Taylor – Housing & Compliance 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 March 26, 2025. Commissioner Etzler moved to approve the Meeting Minutes as presented. Commissioner Foster seconded the motion. All Commissioners were in favor: Ayes: 4
No: 0 Abstain: 1

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 Deputy Director/CFO, presented the KHA Financial Reports.

1. Motion: Commissioner Foster moved to approve the March 2025 disbursements in the amount of \$1,3456,642.15. Commissioner Hammer seconded the motion. All Commissioners were in favor:
Ayes: 5 No: 0

E. Board of Commissioners Annual Elections:

1. Annual Election for Board Chair, Vice-Chair & Board Committees:

Commissioner Foster nominated Commissioner Foster as "Chair" and Commissioner Hammer seconded. All in favor: Ayes: 5 No: 0

Commissioner Foster nominated Commissioner Bates as "Vice-Chair" and Commissioner Hammer seconded. All in favor: Ayes: 5 No: 0

2. After discussing everyone's choices of committee assignment, the committees were assigned as follows:
Commissioners Houston and Foster – Budget/Finance Committee
Commissioners Etzler and Hammer – Personnel Committee
Commissioners Bates and Hammer – Design, Construction & Acquisition Committee (Adhoc)

F. Executive Director's Report:

1. KHA's Deputy Director/CFO, Hermelinda Sierra presented the Executive Director's Report.
2. Resolution #1429: Commissioner Foster moved to approve Resolution #1398: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending March 2024. Commissioner Hammer seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0

G. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's April 23, 2025, Board Packet.

H. Board Committee(s) Reports:

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

I. Other 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. Commissioner Bates moved to amend the resolution to be effective immediately, April 23, 2025. Commissioner Foster seconded the motion to amend. All Commissioners were in favor: Ayes: 5 No: 0
Commissioner Hammer moved to approve the resolution, as amended. Commissioner Foster seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
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. Commissioner Hammer moved to amend the resolution to be effective immediately, April 23, 2025. Commissioner Bates seconded the motion to amend. All Commissioners were in favor: Ayes: 5 No: 0
Commissioner Foster moved to approve the resolution, as amended. Commissioner Hammer seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
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. Commissioner Bates moved to amend the resolution to be effective immediately, April 23, 2025. Commissioner Foster seconded the motion to amend. All Commissioners were in favor: Ayes: 5 No: 0
Commissioner Foster moved to approve the resolution, as amended. Commissioner Hammer seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0

4. Board requested a resolution be created to remove Tom Moak as a signatory and add the current Board Chair.

J. **Adjournment:**

The Board of Commissioners adjourned at 9:24 AM.

ATTEST:

Hermelinda Sierra, Secretary/Interim Executive Director

Colin Bates, KHA Board Chair

**Housing Authority City of Kennewick
Board of Commissioners
May 12, 2025
Special Board Meeting Minutes**

Minutes of the Special Board meeting of the KHA Board of Commissioners were held remotely on May 12, 2025, and called to order by Commissioner Foster at 10:02 A.M.

Roll Call:

Board Members Present:

Darin Foster – Chair

Colin Bates – Vice Chair (Excused Absence)

Lynn Houston

Reanette Etzler

Lona Hammer

Others in Attendance:

Matt Truman – Executive Director (Excused Absence)

Hermelinda Sierra – Deputy Director/CFO

Armando Solis – Maintenance & Development Director (Excused Absence)

Amanda Taylor – Housing & Compliance Director

Angela Fragozo – Administrative Assistant

A. VISITORS

None

B. OTHER/NEW BUSINESS

1. Resolution #1433: Commissioner Houston moved to approve Resolution #1433:
Approval Of Construction Firm Selection For KHA's Bubble On Gum Development.
Commissioner Foster seconded the motion. All Commissioners were in favor: Ayes:
4 No: 0

C. ADJOURNMENT

The KHA Board of Commissioners Special Board Meeting was adjourned by Chairman Foster at 10:10 AM

ATTEST:

Hermelinda Sierra, Secretary/Interim Executive Director

Darin Foster, KHA Board Chair