

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: September 24, 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 August 26, 2025.

B. VISITOR(S) INTRODUCTION/PUBLIC COMMENT:

Visitors who wish to present to the KHA Board Commissioners during an open meeting session may do so in accordance with KHA's Meeting Agenda. Visitors will need to state/provide their full name, residency, and 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 following a meeting with KHA's Executive Director. KHA Board Commissioners will not take action on the 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 August 2025.
- Housing & Compliance Director Report for August 2025.
- FSS Program & Occupancy Report for August 2025.

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write-Offs: Resolution #1444: Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending September 23, 2025
2. Gum Street Project Update
3. Other Items

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's September 24, 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 & Houston):
3. Design, Construction & Acquisition Committee - Ad hoc (Commissioners Bates & Hammer)
4. Community Needs (Commissioners Bates & Hammer)

H. OTHER / NEW BUSINESS:

1. Resolution #1445: Approval of KHA's FY 2025 Section 8 Program "Payment Standards"
2. Change or cancel December's Regular Board Meeting on December 24, 2025, 7:45 AM
3. Board approval of funds for Employee Appreciation Lunch

I. EXECUTIVE SESSION:

1. KHA Board of Commissioners may go into Executive Session during KHA's Board of Commissioners' September 24, 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
August 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 August 26, 2025, and called to order by Commissioner Foster at 7:52 A.M.

Roll Call:

Board Members Present:

Colin Bates – Vice Chair – (Remote)

Darin Foster – Chair

Reanette Etzler – (Excused Absence)

Lynn Houston

Lona Hammer - (Excused Absence)

Others in Attendance:

Hermelinda Sierra – Interim Executive Director

Amanda Taylor – Housing & Compliance Director

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 July 23, 2025. Commissioner Houston moved to approve the Meeting Minutes. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0
2. The Board of Commissioners reviewed the minutes of the Special Board Meeting held on August 11, 2025. Commissioner Bates moved to approve the Meeting Minutes. Commissioner Houston seconded the motion. 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 Bates moved to approve the July 2025 disbursements for \$1,712,035.38. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0

E. Executive Director's Report:

1. KHA's Interim Executive Director, Hermelinda Sierra 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 August 25, 2025, Board Packet.

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

1. Budget & Finance Committee: No meeting.
2. Personnel Committee: No meeting
3. Design, Construction & Acquisition Committee (Ad hoc) – No meeting,
4. Community Needs – No meeting

H. **Other Business:**

1. Resolution #1442: Commissioner Houston moved to approve Resolution #1442: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending August 16, 2025. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0
2. Resolution #1443: Commissioner Houston moved to approve Resolution #1443: Approving KHA's FY 2024 Section Eight Management Assessment Program (SEMAP) Certification. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0
3. Project Naming for Bubble on Gum Street Project:
Staff have made their final selection for the project name. The winning name is **Sunset Ridge** by Armando Solis. The second-place selection is **Hammer Square** by Lindsie Plucker, originally submitted as *Hammer Townhomes* but later revised to *Hammer Square* by Commissioner Foster.

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:26 AM.

ATTEST:

Hermelinda Sierra, Secretary/Interim Executive Director

Darin Foster, KHA Board Chair