

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: January 28, 2026
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 November 26, 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. 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 to or succeeding 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 November & December 2025.
- Compliance Director Report for November & December 2025.
- FSS Program & Occupancy Report for November & December 2025.

D. FINANCIAL REPORTS:

- Finance Director's November & December 2025 Monthly Report Narrative.
- November & December 2025 Financial Statements and Check Register are enclosed in the Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write-Offs: Resolution #1450: Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending December 22, 2025.
2. Gum Street Project Update
3. Other Items

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's January 28, 2026 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):
4. Community Needs (Commissioners Bates & Hammer):

H. OTHER / NEW BUSINESS:

1. Resolution #1452: Revisions To KHA'S Public Housing Program (PH) Admissions & Continued Occupancy Policy (ACOP)
2. Resolution #1453: Revisions To KHA'S Section 8 Housing Choice Voucher Program & Section 8 Project-Based Programs Administrative Plan Policy

I. EXECUTIVE SESSION:

1. KHA Board of Commissioners may go into Executive Session during KHA's Board of Commissioners' October 22, 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
November 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 November 26, 2025, and called to order by Commissioner Foster at 7:50 A.M.

Roll Call:

Board Members Present:

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

Others in Attendance:

Hermelinda Sierra – Interim Executive Director
Amanda Taylor – Housing & Compliance Director (Arrived late 7:52 AM)
Armando Solis – Maintenance & Development Director
Kayla Davis – Director of Property Management (Excused Absence)
Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the regular Board Meeting held on October 22, 2025. Commissioner Hammer moved to approve the Meeting Minutes.
Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 5 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 October 2025 disbursements for \$1,919,895.36. Commissioner Etzler seconded the motion. All Commissioners were in favor:
Ayes: 5 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 November 26, 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 #1450: Commissioner Hammer moved to approve Resolution #1450: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending November 21, 2025. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
2. Commissioner Hammer made a motion to formally hire Hermelinda Sierra, current Interim Executive Director, as the permanent full-time Executive Director with all benefits effective December 1, 2025. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 5 No: 0
3. Commissioner Etzler requested a copy of an Offer Letter for Executive Director position be sent to her for review and to be used as a template for the Offer Letter to Hermelinda Sierra.

I. Executive Session:

1. KHA Board of Commissioners will go into Executive Session during KHA's Board of Commissioners' November 26, 2025, Meeting in accordance to 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. Called into session at 8:51 AM for 30 minutes. Resumed regular session at 9:23 AM.

J. Adjournment:

The Board of Commissioners adjourned at 9:29 AM.

ATTEST:

Hermelinda Sierra, Secretary/Interim Executive Director

Darin Foster, KHA Board Chair