

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: May 27, 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 Annual Meeting Minutes held on April 22, 2026.

B. VISITOR(S) INTRODUCTION/PUBLIC COMMENT:

Visitors who wish to present to 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 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 2026.
- Director of Property Management Report for April 2026.
- Housing & Compliance Director Report for April 2026.
- FSS Program & Occupancy Report for April 2026.

D. FINANCIAL REPORTS:

- Finance Director's April 2026 Monthly Report Narrative.
- April 2026 Financial Statements and Check Register are enclosed in the Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write-Offs: Resolution #1461: Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending May 20, 2026.
2. Gum Street Project Update
3. Other Items

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's May 27, 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 Committee - Ad hoc (Commissioners Bates & Hammer)

H. OTHER / NEW BUSINESS:

1. None

I. EXECUTIVE SESSION:

1. KHA Board of Commissioners may go into Executive Session during KHA's Board of Commissioners' April 27, 2026, 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 22, 2026
Annual 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 22, 2026, and called to order by Commissioner Foster at 7:45 A.M.

Roll Call:

Board Members Present:

Darin Foster - Chair

Colin Bates – Vice Chair – Remote

Lynn Houston

Lona Hammer

Others in Attendance:

Hermelinda Sierra – Executive Director

Amanda Taylor – Housing & Compliance Director

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 March 25, 2026. Commissioner Hammer moved to approve the Meeting Minutes as presented. Commissioner Houston seconded the motion. All Commissioners were in favor:
Ayes: 4 No: 0
2. The Board of Commissioners reviewed the minutes of the Special Board Meeting held on April 9, 2026. Commissioner Houston moved to approve the Meeting Minutes as presented. Commissioner Bates seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

B. Visitors:

1. Kimberly D. Sarabia – FSS Program Graduate
2. Maria Santana – KHA FSS Coordinator

C. Staff Program & Departmental Reports:

Commissioners and KHA staff members reviewed monthly program and departmental reports.

D. Financial Reports:

Hermelinda Sierra, KHA's Executive Director, presented the KHA Financial Reports.

1. Motion: Commissioner Foster moved to approve the March 2026 disbursements in the amount of \$1,408,273.22. Commissioner Hammer seconded the motion. All Commissioners were in favor:
Ayes: 4 No: 0

E. Board of Commissioners Annual Elections:

1. Annual Election for Board Chair, Vice-Chair & Board Committees:
Commissioner Hammer nominated Commissioner Foster as "Chair," and Commissioner Houston seconded. All in favor: Ayes: 4 No: 0

Commissioner Foster nominated Commissioner Houston as “Vice-Chair,” and Commissioner Hammer seconded. All in favor: Ayes: 4 No: 0

2. Commissioners opted to postpone Committee assignments until the next meeting:
Commissioners Houston and Foster – Budget/Finance Committee
Commissioners Etzler and Hammer – Personnel Committee
Commissioners Bates and Hammer – Design, Construction & Acquisition Committee (Adhoc)
Commissioners Bates and Hammer – Community Needs (Adhoc)

F. **Executive Director’s Report:**

1. KHA’s Executive Director, Hermelinda Sierra, presented the Executive Director’s Report.

G. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA’s April 22, 2026, Board Packet.

H. **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 (Ad hoc): No meeting.

I. **Other Business:**

1. Resolution #1456: Commissioner Hammer moved to approve Resolution #1456: Addition Of Bank Account Signatory For All The Housing Authority City Of Kennewick Bank Accounts And Access To The Accounts. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1457: Commissioner Houston moved to approve Resolution #1457: Addition 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) With Access To The Accounts, And Serves As Authorized Signatory For All KAH And NVII Contracts. Commissioner Hammer seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0
3. Resolution #1458: Commissioner Hammer moved to approve Resolution #1458: Addition 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 Serving As An Authorized Signatory For All KHA Contracts. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0
4. Resolution #1459: Commissioner Bates moved to approve Resolution #1459: BOG Bank Account Additional Signatory And Access To Account. Commissioner Bates moved to amend the resolution to take effect immediately, on April 22, 2026. Commissioner Hammer seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

5. Resolution #1460: Commissioner Hammer moved to approve Resolution #1460: Addition of Signatory, Access to Account and Transfer of Lilac Homes to COHO. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

J. **Adjournment:**

The Board of Commissioners adjourned at 9:15 AM.

ATTEST:

Hermelinda Sierra, Secretary/Executive Director

Darin Foster, KHA Board Chair