

**MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE  
CITY OF PASCO AND FRANKLIN COUNTY (HACFPC)**

**April 25, 2024 4:00 p.m.**

The Commissioners of the Authority met in regular session at the Housing Authority of the City of Pasco and Franklin County's (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on Thursday, April 25, 2024, 4:00 p.m.

**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

**2. COMMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Griffith

Absent: none

**STAFF AND EX OFFICIO MEMBERS**

Present: Matt Truman, Executive Director  
Michelle Calligan, Incoming Finance Director  
Juan Meza, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Kristin Webb – City of Pasco Gary Dukelow

**3. APPROVAL OF AGENDA:**

Mr. Domingos made a motion to approve the agenda as presented. Ms. Dukelow seconded the motion and it passed unanimously, 4 ayes, 0 nays.

**4. CONSENT AGENDA**

The consent agenda was approved as submitted. Included were the checks listings for March 2024 – U.S. Bank General Operating Account checks numbered 6607-6775 totaling \$416,194, and U.S. Bank Security Deposit Fund checks numbered 40-41 totaling \$520. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$15,285.84 and, of that amount, \$15,285.84, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

(a) Executive (Mr. Truman)

- Mr. Truman informed the Board that Joanna Nieto, our Finance Director, has submitted her resignation and will be moving out of the area. Michelle Calligan will take over when Joanna departs in June. Ms. Calligan shared a bit about herself and her background.

- The Memorandum of Understanding with Post Acquisitions is still being worked out by attorneys. Post has stated that it would designate 15 units in the complex for HCV holders.
- HACPFC staff received Fair Housing training by the Northwest Fair Housing Alliance on April 23. Staff from the Kennewick Housing Authority joined us.
- Would like to set up a strategic planning session with the Board.
- Spoke to Pasco's Planning Commission about the consortium and future plans for HACPFC.
- A landlord event was held on April 18<sup>th</sup>. It was sparsely attended but valuable information was shared.

(b) Finance (Ms. Nieto was absent, Mr. Truman shared)

- The budget will be presented next month.
- Programs are doing well; the Locals are still making positive income.
- Staff is working to limit write-offs.

(c) Maintenance and Capital Fund (Mr. Sanders was absent, Mr. Truman shared)

- The Rosewood Park lighting project is almost complete.
- Staff plans to submit a request for City of Pasco CDBG funds in May.

(d) Housing Programs (Ms. Mendoza was absent, Mr. Truman shared)

- A class on the Intake process was held for community partners.
- The Housing Choice Voucher (Section 8) count is steady but needs to increase.
- Vacancies are being filled but at a rate that is slower than optimal.

(e) Security (Mr. Meza)

- Annual inspections conducted: 23.
- HCV/Section 8 initial inspections: 10.
- Two tenants were evicted from the High-Rise – one for dealing drugs, the other for assault on another tenant.

(f) Administration (Ms. Richwine) – no report was given

**7. NEW BUSINESS**

(a) Discussion – Memorandum of Understanding between HACPFC and Post Acquisitions, LLC

Board Chair Brian Griffith turned the gavel over to Vice-Chair Les Domingos. Mr. Griffith has a potential conflict of interest with the proposal and will not participate in the discussion or any votes regarding it.

BACKGROUND: Post Acquisitions has approached HACPFC with a partnership opportunity for the purchase of an apartment complex. The Executive Director (Mr. Truman) is asking the Board that he be allowed to sign the Memorandum of Understanding (MOU) with Post if the attorneys on both sides come to an agreement on the details.

Mr. Bishop made a motion to authorize execution of the final MOU by the Executive Director. Ms. Dukelow seconded it.

Discussion ensued as to the specifics of the MOU with regard to how many units would be set aside for voucher holders, what percentage of income would HACPFC receive annually, income limits, etc.

Ms. Dukelow called the question. Mr. Bishop seconded it.

Mr. Domingos stated that it was moved and seconded that debate be stopped and a vote taken on the pending question, which is: Should the Executive Director be authorized to execute the final Memorandum of Understanding with Post Acquisitions with the regard to the apartment complex? All members voted in favor of stopping debate - 3 ayes, 0 nays.

Ms. Dukelow made the motion to authorize the Executive Director to sign the final MOU with Post Acquisitions after it is amended to the satisfaction of all parties. Mr. Bishop seconded the motion and it passed unanimously – 3 ayes, 0 nays.

- (b) Motions arising from board discussion of previous motions or discussion - none
- (c) Urgent matters not included in the agenda due to lack of time - none

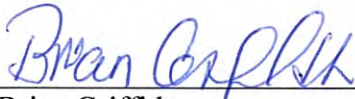
**8. OTHER BUSINESS - none**

**9. EXECUTIVE SESSION – No Executive Session was held.**

**10. ADJOURNMENT**

The meeting was adjourned at 4:34 p.m.

The Board of Commissioners will next meet in regular session on May 30, 2024, at 4:00 p.m.



Brian Griffith  
Chair, Board of Commissioners



Matt Truman  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine  
Recording Secretary