

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

October 30, 2025 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, October 30, 2025.

1. CALL TO ORDER

The meeting was called to order by Vice Chair Bishop at 4:01 p.m.

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Cook (via telephone), Dukelow, Griffith

Absent: Domingo's

STAFF AND EX OFFICIO MEMBERS

Present: Brett Sanders, Interim Executive Director
Michelle Calligan, Finance Director
Lisa Richwine, Executive Assistant/Recording Secretary

3. APPROVAL OF AGENDA:

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

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the special meeting of October 8, 2025, and the checks listings for August 2025 – U.S. Bank General Operations/ACH checks numbered 227-256 totaling \$90,653, U.S. Bank General Operations Account checks numbered 9529-9627 and 9631-9694 totaling \$365,256 (tenant check sequence is out of order - checks 9628-9630 were printed in July and approved at the regular meeting of September 25, 2025), and U.S. Bank Security Deposit Fund checks for July and August 2025, numbered 69-73 totaling \$2,505; and the checks listings for September 2025 – U.S. Bank General Operations/ACH checks numbered 257-294 totaling \$96,295, U.S. Bank General Operations Account checks numbered 9695-9820 totaling \$319,537, and U.S. Bank Security Deposit Fund check numbered 74 totaling \$491. The bad debt write off amount included in the agenda for this meeting had already been written off at the September 25, 2025, meeting.

5. NEW BUSINESS

- (a) Resolution #25/26-1033 - PHA CERTIFICATIONS OF COMPLIANCE WITH PHA PLAN, CIVIL RIGHTS, AND RELATED LAWS AND REGULATIONS INCLUDING PHA PLAN ELEMENTS THAT HAVE CHANGED
Mr. Griffith made a motion to adopt the resolution and Ms. Dukelow seconded it. The motion passed unanimously, 4 ayes, 0 nays.
- (b) Resolution #25/26-1034 AUTHORIZATION TO OPEN BANK ACCOUNTS FOR INDIVIDUAL HOUSING PROGRAMS
Ms. Dukelow moved to adopt Resolution #25/26-1034, and Mr. Griffith seconded. The motion passed unanimously, 4 ayes, 0 nays.
- (c) Resolution #25/26-1035 AUTHORIZATION FOR DESIGNATED MANAGEMENT STAFF TO APPROVE WIRE TRANSFERS FROM LISTED BANK ACCOUNTS
Mr. Griffith made a motion to adopt the resolution and Ms. Dukelow seconded. It passed unanimously, 4 ayes, 0 nays.

6. EXECUTIVE SESSION – no Executive Session was held

7. ADJOURNMENT

The meeting was adjourned at 4:07 p.m.

Due to the Thanksgiving and Christmas holidays, the regular November and December meetings of the Board of Commissioners have been canceled. Special meetings may be called if and when needed. The Board will next meet in regular session on January 29, 2026, 4:00 p.m.




C. Lester Domingos
Chair, Board of Commissioners



Brett Sanders
Interim Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary