

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

**January 29, 2026 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, January 29, 2026.

**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: Domingos, Griffith, Bishop, Cook (arrived at 4:02 p.m.)

Absent: n/a

**STAFF AND EX OFFICIO MEMBERS**

Present: Brett Sanders, Interim Executive Director and  
Director of Maintenance/Capital Fund  
Michelle Calligan, Finance Director  
Aissa Flores, Director of Housing Services  
Juan Meza, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Kristin Webb, City of Pasco  
Ty Beaver, Tri-Cities Journal of Business

**3. APPROVAL OF AGENDA:**

Mr. Griffith made a motion to approve the agenda as presented. Mr. Bishop 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 regular meeting of October 30, 2025, and special meetings of December 17, 2025, and January 12, 2025, and the checks listings for October 2025 – U.S. Bank General Operations/ACH checks numbered 295-333 totaling \$96,010, U.S. Bank General Operations Account checks numbered 9821-9985 totaling \$389,521; and the checks listings for November 2025 – U.S. Bank General Operations/ACH checks numbered 334-371 totaling \$93,704, U.S. Bank General Operations Account checks numbered 9986-10,147 totaling \$433,464; and the checks listings for December 2025 – U.S. Bank General Operations/ACH checks numbered 372-408 totaling \$ 91,958, U.S. Bank General Operations Account checks numbered 10148-10313 totaling \$360,476, and U.S. Bank Petty Cash checks numbered 2046-2051 totaling \$1,434. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$1,723, and, of that amount, \$1,723, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

(a) Executive – Maintenance and Capital Fund (Mr. Sanders)

**2026 Transportation Housing and Urban Development Bill (THUD):**

There is supposed to be a vote on the THUD bill tomorrow. Congress appears to be headed for a partial government shutdown this weekend. The House is out of session this week so a new vote will likely happen after January 30, fueling concern of a temporary shutdown.

HUD has pre-loaded funding for Public Housing Authority (PHA) Housing Assistance Payments, administrative (admin) fees, and the Public Housing (PH) operating fund. HAP admin fees are paid up through March – PH Operating fund should be available through April. Capital Fund Program (CFP) grants (we just received over \$900k – those funds have been obligated and cannot be reclaimed at this point.) Therefore, if there is a shutdown, we have funding for a few months.

**Low-Income Housing Tax Credit (LIHTC) / Heritage Boulevard Update:**

Michelle and I have held meetings with Beacon Development (BD).

- i. BD preparing an application for Impact Capital for a \$750k loan.
- ii. BD sent out an RFP for Property Management Services today. We are searching for a company to manage Heritage Boulevard as well as Varney Court.
- iii. BD preparing an RFP for legal services for this project.
- iv. ZBA Architecture has provided us with a fee proposal of \$823,000 for the Heritage Project. For reference purposes: the estimated cost proposed for the Varney Court project back in 2013-2014 was \$8.2 million. Heritage's proposed cost is \$22.5 million.
- v. Insurance: Lisa has engaged with HARRP/AHRP (insurance providers) to find out about insurance on the new property. We assumed this would have been handled when the property was purchased in September 2025 but HARRP has no record of it.

**CHIP (Connecting Housing to Infrastructure Program) Grant:**

This grant that can only be applied for through the City, County, or Public Utility District and must be in partnership with an affordable housing developer. Kristin Webb of the City of Pasco submitted an application for us with help from Beacon Development and ZBA architecture. Our agency was awarded \$1 million. This should cover the costs for the water, sewer and utility work that will be required for the Heritage project.

**FSS Grant Application:** Applied for funding in October and learned last week our agency was granted \$92,000.

**2026 PH Operating Fund:** In November, with Michelle's help, our funding request was submitted to HUD for all of our PH properties.

**2025 Audit:** Working on a Corrective Action Plan for findings received in our last audit. We have until March 31<sup>st</sup> to have the plan submitted – but would like to submit it sooner than that.

**Capital Fund Program:**

**CPF Balances (ELOCCS):** 2023 / Grant exhausted.  
2024 / \$350k (approximate balance)  
2025 / \$910k - just received notice of this award and it is already obligated.

**Physical Needs Assessment / Energy Audit Request for Proposals (RFP):** Nelrod completed our Physical Needs Assessment/Energy Audit. We have the reports and will coordinate future capital improvement project per recommendations made.

**Smoke alarm / CO Alarm Upgrade:** All units will receive new alarms.

**High-Rise Entry Doors:** Last week two sets of automatic entry doors were replaced in the high-rise at a cost of \$35k.

**HUD Program:**

**Vacancies:** There have been multiple vacancies and it takes the entire staff to get the units ready for leasing.

**Locals Units:**

**Department of Commerce Grant (Multi-Family Building Efficiency Grant):** Part of this grant will be used to replace the appliances in all 44 units with Energy Star appliances. Procurement has begun. Heat pumps will replace air conditioners in 38 units.

(b) Finance (Ms. Calligan)

- Will attend BDO training next week – “Everything You Need to Know in 2026.”
- Submitted financial documents to NEF for the 2025 Varney Audit.
- Discussed condensing financials so emailing board packets may be considered.
- Accounts Payable (AP) Clerk will be on leave for the next few months. Accountant and Finance Director will share AP duties.
- HAP (Housing Assistance Payment) owner payments are now primarily ACH (Automated Clearing House.) Hope to roll vendors over to ACH soon. This should reduce the agency’s carbon footprint and save time and money spent on processing and mailing paper checks.

(c) Housing Programs (Ms. Flores)

Family Unification Program (FUP): 15 participants

Veterans Affairs Supportive Housing (VASH): 48 participants

Family Self-Sufficiency (FSS) Program: 29 participants

Emergency Housing Vouchers (EHV): 16 participants

Housing Choice Voucher (HCV) Program: 243 participants

(Applicants are not being selected from the HCV waitlist because of a funding shortfall. Due to transitions in agency leadership a deadline was missed to apply for additional VASH vouchers. Reminders have been created so future opportunities for these vouchers are not missed.)

Highland Park: 1 vacancy

Varney Court: 5 vacancies

Local/Affordable Units: 13 vacancies

Public Housing: 7 vacancies

Our Office Assistant/Front Desk Attendant has been promoted to Housing Specialist.

(e) Security (Mr. Meza)

Terminations: 8 for nonpayment of rent

10-Day Comply or Vacate Notices: 2 for non-patio items being stored on patios  
1 for a vehicle infraction

Many vehicles were towed this past month.

One individual was trespassed from the Highrise.

Last night one or more gangs tagged 7 HACPFC properties with spray paint.

There were 2 overnight calls in January - 1 tenant lockout, 1 police disturbance.

January inspections – 20 total.

February inspections - 5 per working day for the entire month.

(f) Administration (Ms. Richwine)

No report given.

**6. OLD BUSINESS**

(a) Heritage Funding Update – covered in Executive Director’s report.

**7. NEW BUSINESS**

(a) RESOLUTION #25/26-1036 HONORING LINDA DUKELOW

Mr. Bishop made a motion to adopt the resolution as presented. Mr. Cook seconded the motion and it passed unanimously, 4 ayes, 0 nays.

(b) Motions arising from board discussion of previous motions or discussion – n/a

(c) Urgent matters not included in the agenda due to lack of time – n/a

**8. OTHER BUSINESS**

- (a) Tenant Council President's Report – n/a
- (b) Visitor Agenda – n/a

**9. EXECUTIVE SESSION**

The commissioners adjourned to executive session for 10 minutes at 4:28 p.m. in accordance with RCW 42.30.110 (i).

**10. RECONVENE OPEN SESSION**

The commissioners reconvened the meeting to open session at 4:38 p.m.

Mr. Bishop made a motion to enter into a contractual agreement with Allyson Dahlhauser of Ellerd, Hultgrenn & Dahlhauser for the provision of legal services for the Housing Authority of the City of Pasco and Franklin County. Mr. Griffith seconded the motion and it passed unanimously, 4 ayes, 0 nays.

**11. ADJOURNMENT**

The meeting was adjourned at 4:39 p.m.

The Board of Commissioners will next meet in regular session on February 26, 2026, 4:00 p.m.



C. Lester Domingos  
Chair, Board of Commissioners



Brett Sanders  
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine  
Recording Secretary