

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

March 26, 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, March 26, 2026

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Vice Chair Jeremy Bishop.

2. COMMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Bishop, Cook, Funk

Absent: Domingos, Griffith

STAFF AND EX OFFICIO MEMBERS

Present: Brett Sanders, Executive Director - 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 Alyson Dahlhauser, Ellerd Hulgrenn & Dahlhauser
Veronica Al-Sumaeel (arrived at 4:10 p.m.)

3. APPROVAL OF AGENDA:

Mr. Cook made a motion to approve the agenda as presented. Mr. Funk seconded the motion and it passed unanimously, 3 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the checks listings for January 2026 – U.S. Bank General Operations/ACH checks numbered 409-497 totaling \$230,010, U.S. Bank General Operations Account checks numbered 10314-10377 totaling \$165,971, and U.S. Bank Security Deposit Fund checks numbered 75 totaling \$120; and the checks listings for February 2026 – U.S. Bank General Operations/ACH checks numbered 498-609 totaling \$349,095, U.S. Bank General Operations Account checks numbered 10378-10423 totaling \$118,657, and U.S. Bank Security Deposit Fund check numbered 76 totaling \$150.

5. STAFF REPORTS

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

Executive Director Duties

1. LIHTC / Heritage Blvd Update:
 - Michelle and I are having weekly meetings with the development team:
 - i. Design development with Zeck Butler Architects (ZBA) and Beacon Development is well underway.
 - ii. *General Contractor Request for Qualifications (RFQ)*: Beacon Development issued an RFQ for a General Contractor on February 24th. The submittal deadline is tomorrow, March 27th. Interviews and selection will be held in mid-April.
 - iii. *Property Management Request for Proposal (RFP)*: Beth Boram, Eden Cano, Maggie Gonzales, Michelle, and I interviewed two property management firms on March 9th - Goodale and Barbieri and Widmyer. Each panel member felt that Goodale and Barbieri was the best fit for our agency and the contract was awarded to that company. Included in the RFP was the property management of HACPFC's Varney Court property. As mentioned before, while existing staff is good at what they do, we don't have the expertise to manage a tax credit development. Tax credit property management is an entirely different skill set.
 - iv. *Legal Services RFP*: Beacon sent out RFPs for this project's legal services. We received proposals from Seattle firms Kantor-Taylor and Foster Garvey. Kantor-Taylor was chosen.
 - v. *CHIP (Connecting Housing to Infrastructure Program) Grant*: The Department of Commerce awarded HACPFC a grant for \$1 million that will fund the water and sewer lines into the project. Many thanks to the City of Pasco for helping to facilitate this grant award.
2. Financial Audit:
 - Fiscal Year 2025's audit performed by Smith-Marion was finalized.
3. PHA Plan:
 - The PHA Plan is a U.S. Department of Housing and Urban Development (HUD) required document that public housing agencies (PHAs) submit annually. It outlines how a PHA will operate its Public Housing and Housing Choice Voucher (Section 8) programs over the coming year.
 - i. Mission and Goals
 - ii. Programs and Services
 - iii. Admissions and Continued Occupancy Policies (ACOP)
 - iv. Capital Improvements
 - v. Financial Resources
 - vi. Resident Engagement

- Must be updated annually and include a public comment period.
- Ensures transparency and accountability.
- Allows residents and the public to have input prior to submittal to HUD.
- It shows how federal housing funds are used locally.

The Resident Advisory Board (RAB) meeting will be held on April 1, at 2 p.m. A public meeting with the Board of Commissioners will be held on April 9, at 4:00 p.m. to discuss the plan and adopt it. A quorum is required. The finalized plan – with any applicable changes suggested at the RAB or public meeting and adopted at the public meeting must be submitted to HUD no later than April 17.

4. Salary Study:

- Contracted with the Nelrod Company (consulting firm) to have a salary study completed for our agency. The study was received on March 17, and any changes to staff salaries will be considered in the FY27 budgetary process.

5. Fee Accountant RFP:

- On the recommendation of Smith Marion, accounting firms were asked to submit proposals to assist with HACPFC's year-end financials. Of the six firms solicited, two responded - BDO and Sorren. BDO was chosen.

Maintenance/Capital Fund Duties:

1. Capital Fund Program:

- *CPF Balances (ELOCCS):* FY2024 / \$510k balance
FY2025 / \$914k balance
- *Smoke alarm / Carbon Monoxide (CO) Alarm Project:* Staff is ¾ of the way through with the replacement of all smoke and CO alarms in our Public Housing portfolio.
- *Door Hardware:* New entry door hardware will be installed for the Rosewood Park Development (143 units). That project will commence after the alarm project is complete.
- *High-Rise Patio Door Project:* At the conclusion of the door hardware project staff will begin to work on the high-rise patio doors again (removing slider doors and replacing them with a walk-through door + window.) Hopefully the remaining 35 doors will be replaced this summer.
- *Rosewood Park Re-Roofing Project:* Will soon go out to bid for new roofs on nineteen buildings on Octave and Margaret Streets.

2. Locals Units:

- *Department of Commerce Grant (Multi-Family Building Efficiency Grant):* Quotes are being solicited for new appliances in all 44 units and new heat pumps in 17 units.

(b) Finance (Ms. Calligan)

- **CY 2025 Audit:** Varney Court audit completed.
- **Fee Accountant (RFP):** BDO was selected to support year-end closing and GASB entries based on relevant experience, flexibility, and cost. Engagement also provides a learning opportunity for staff.
- **Staffing:** Accounts Payable Clerk is on leave through June; workload being managed internally.
- **Process Improvement:** Ongoing transition to electronic records to improve efficiency and reduce paper use.
- **FY 2026 Audit:** Coordination underway with Smith Marion; auditors scheduled onsite in September.
- **Board Packet Financials:** Requesting board input on preferred format and delivery.

(c) Housing Programs (Ms. Flores)

- **Total Housing Choice Voucher (HCV) Households: 317** (The Housing Choice Voucher (HCV) program is currently operating under a funding shortfall. Due to this shortfall, the agency is not currently selecting applicants from the HCV waiting list. Applicant selection will resume once the program is financially stabilized and the shortfall is resolved.
- **Total Public Housing Leased Units: 278** **Vacant Units: 2**
- **Total Affordable Housing Leased Units: 53** **Vacant Units: 15**
- **Total Varney Court (Tax Credit) Leased Units: 32** **Vacant Units: 6**

(d) Security (Mr. Meza)

- Five 30-Day notices were issued for non-payment of rent.
- Three 10-Day Notices were issued – 1 for inappropriate conduct, 2 for housekeeping issues.
- Three 48-Hour Notices of inspection issued.
- One 3 Day Termination issued.
- One Eviction took place at Varney Court.

(e) Administration (Ms. Richwine)

- Created Indeed job posting – monitored resumés submitted.
- Conducted new employee orientation.
- Ordered supplies as needed.
- Conducted hearing.
- Completed public records requests.
- Received in rents.
- Prepared wait list ads and submitted for publication.

Mr. Funk asked Ms. Richwine to expand on what type of hearing would be conducted in the office. Ms. Richwine explained she and Mr. Sanders are certified hearing specialists that may conduct hearings when applicants, residents, or participants contest a housing authority determination regarding their application, tenancy, or participation.

6. NEW BUSINESS

- (a) Motions arising from board discussion of previous motions or discussion
- (b) Urgent matters not included in the agenda due to lack of time

7. OTHER BUSINESS

- (a) Tenant Council President's Report – n/a
- (b) Visitor Agenda - Visitors who wish to make a presentation need to submit to the Chair of the Board a written request at least two (2) weeks in advance, to be scheduled on the Visitor Agenda at the next regularly scheduled meeting. Ms. Veronica Al-Sumaeel asked for an opportunity to speak to the Board. Previous arrangements had not been made.

Ms. Al-Sumaeel addressed the Board to state that she didn't appreciate the way she was treated when she attempted to assist her brother with his housing needs. She does not believe that HACPFC should ask for income or family status information for applicants, residents, participants, or their family/household members. Ms. Al Sumaeel indicated that Ms. Flores had not addressed her requests/concerns properly when speaking with her earlier in the day. Ms. Flores explained that she had addressed Ms. Al Sumaeel's questions/concerns to the extent she could within the confines of HACPFC/HUD regulations. The agency does not have a signed Release of Information from Ms. Al Sumaeel's brother indicating to staff that she may speak on his behalf. Mr. Sanders provided his e-mail address to Ms. Al Sumaeel in case she has additional concerns.

8. EXECUTIVE SESSION

The Commissioners adjourned to executive session in accordance with RCW 42.30.110 (i) at 4:35 p.m. for 15 minutes.

At 4:50 p.m. Vice Chair Bishop announced that the Board will remain in executive session for an additional 10 minutes.

At 5:00 p.m. Vice Chair Bishop announced the Board will remain in executive session for an additional 10 minutes.

At 5:10 the Vice Chair Bishop announced the Board will remain in executive session for an additional 10 minutes.

9. RECONVENE OPEN SESSION

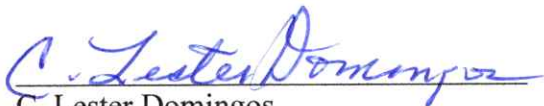
The Board reconvened the regular session at 5:20 p.m.

The Board voted unanimously, 3 ayes, 0 nays, to reject the easement offer proposed by Story Group LLC and directs Mr. Sanders to approach the City of Pasco for more information.

10. ADJOURNMENT

The meeting was adjourned at 5:28 p.m.

The Board of Commissioners will next meet in special session for the PHA Plan Public Meeting on April 9, 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