

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

April 30, 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, April 30, 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: Bishop, Cook, Domingos, Funk

Absent: Griffith

STAFF AND EX OFFICIO MEMBERS

Present: Brett Sanders, Executive Director - Director of Maintenance/Capital Fund
Michelle Calligan, Finance Director
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS Allyson Dahlhauser

3. APPROVAL OF AGENDA:

Mr. Bishop made a motion to approve the agenda as presented. Mr. Cook 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 March 26, 2026, the special meeting of April 9, 2026, and the checks listings for March 2026 – U.S. Bank General Operations/ACH checks numbered 610-730 totaling \$318,358, U.S. Bank General Operations Account checks numbered 10424-10475 totaling \$130,973, U.S. Bank Petty Cash checks numbered 2052-2053 totaling \$31, and U.S. Bank Security Deposit Fund check numbered 77 totaling \$540. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$13,796.75 and, of that amount, \$13,796.75 will be turned over for collection plus the collection processing fees.

5. NEW BUSINESS

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

Chair Domingos asked for an update on the Heritage Boulevard project.

Mr. Sanders reported the following:

- ✓ the Impact Capital loan for \$750,000 was approved;
- ✓ the General Contractor was chosen – M.C. Lundgren, Inc.;
- ✓ architectural plans are at 50% design and development;
- ✓ representatives from Zeck Butler Architects (ZBA) and Beacon Development came down from Spokane to meet with City of Pasco officials to discuss permitting, civil engineering questions, and fencing on the property;
- ✓ Goodale & Barbieri Property Management was chosen by our interview team as the property management company for the Heritage project, as well as our existing Varney Court project. We have since been informed that our choice of property management company must be approved by NEF (National Equity Fund) and that will take time. Goodale & Barbieri have not responded to HACPFC's attempts to make contact.
- ✓ Our agency is currently in shortfall. According to Finance Director Michelle Calligan, we are spending \$320,000 per month on housing choice voucher subsidies for current participants but we are receiving only \$298,000 per month in HUD reimbursement.
- ✓ **Definition of Shortfall**

In the context of HUD (U.S. Department of Housing and Urban Development), a **financial shortfall** occurs when a PHA (Public Housing Authority) has fewer than three months of operating expenses held in reserve. This situation can arise due to various factors, including rising costs, inadequate funding levels, and depleted reserves. HUD defines this shortfall as a critical metric for assessing the financial health of PHAs operating public housing programs.

HUD will not assign any more vouchers to HACPFC because of this. One of the reasons our agency's proposal was approved for the Heritage Boulevard project by the Housing Trust Fund is because in its application submitted last summer, the agency pledged 13 project-based vouchers will be assigned to the property. Fulfilling this pledge does not look probable by the proposed closing date in November 2026.

6. EXECUTIVE SESSION

The Commissioners adjourned to Executive Session at 4:24 p.m. for 30 minutes in accordance with RCW 42.30.110 (i). At 4:54 p.m., the Board announced that they needed to extend the executive session for an additional 5 minutes.

7. RECONVENE OPEN SESSION

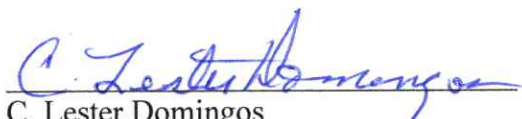
The Board reconvened the open session at 4:59 p.m.

The Board instructed Ms. Dahlhauser and Mr. Sanders to gather more information on the subjects discussed during executive session.

8. ADJOURNMENT


Mr. Bishop moved to adjourn the meeting at 5:02 p.m. Mr. Funk seconded the motion and it passed unanimously 4 ayes, 0 nays.

The Board of Commissioners will next meet in regular session on Thursday, May 28, 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