

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

May 28, 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, May 28, 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: Funk, Cook, Domingos, Bishop

Absent: 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 Byron Martin, Teknologize
Aaron Parker, Teknologize

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 April 30, 2026, and the checks listings for April 2026 – U.S. Bank General Operations/ACH checks numbered 610-730 totaling \$326,458, U.S. Bank General Operations Account checks numbered 10476-10572, totaling \$81,494. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$8,989.75, and, of that amount, \$8,989.75, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive / Maintenance and Capital Fund (Brett Sanders)

Executive Director Duties

1. LIHTC (Low Income Housing Tax Credit) / Heritage Boulevard update:

- Michelle and I take part in weekly meetings with the development team as well as the architect and General Contractor (GC) that has been selected:
 - i. **Impact Capital:** Our \$750k loan was approved by Impact Capital. We are now able to draw on that loan to pay bills - primarily ZBA Architects.
 - ii. **ZBA:** We're at the 50% CD (Construction Document) point. ZBA expects to be at 75% next month.
 - iii. **General Contractor:** MC Lundgren (MCL) was selected as the GC of this project. MCL leadership has begun to attend and offer input at our bi-weekly meetings with our project team. MCL will provide us with their estimate for this project within the next month.
 - iv. **Shortfall (Heritage Boulevard):** 13 Housing Choice Vouchers must be converted to Project Based Vouchers to fulfill project requirements. This played a large part in our application being selected for tax credit allocation. HACPFC is currently in Section 8 (S8) shortfall; however, it is anticipated that these vouchers will be secured when the agency is out of shortfall.

2. Fiscal Year 2027 Budget (July 1, 2026 – June 30, 2027): The House's Transportation, Housing, and Urban Development (THUD) appropriations bill that has passed through the subcommittee is about \$10 billion less than last year. For nationwide HUD – this breaks down as follows:

- Section 8:
 - i. Housing Assistance Payments (HAP): slight increase
 - ii. Administrative Fees: these are funds received to administer the S8 program - decrease.
- Public Housing
 - i. Operating Fund: about the same amount as last year
 - ii. Capital Fund: approximately \$1 billion less
- Family Self Sufficiency:
 - i. \$31 million less than last year

3. Shortfall Status: Staff and I meet regularly to implement steps to get out of shortfall. This needs to be done aside from the Heritage Blvd Project. HACPFC staff has met with a HUD assigned shortfall coach who has proven to be very helpful. Steps being taken:

- Staff is not issuing any more vouchers.
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- Staff is verifying that current voucher holders are in the correct size units that match the household's size.
- Lowering payment standards is being considered.
- Staff is verifying that household deductions are accurate (daycare, schooling, disability, etc.)

Ms. Calligan created a spreadsheet to project how long it will take to get out of shortfall and even with drastic changes, the earliest would be December 2026 or January 2027.

4. COLA for staff for upcoming FY:

- In an effort to stay up with inflation and maintain competitive compensation and employee retention, a third-party salary study was solicited and from that it was determined that all staff will be given wage increases of at least 3% to reflect current industry pay standards.
- 5. Easement Matter:** Regarding the HACPFC property sold to Story Family 5, attorneys for both entities are in discussions regarding a mutually beneficial fee agreement for maintenance costs.

MAINTENANCE DUTIES:

1. Capital Fund Program (CFP):

- **CPF Balances (eLOCCS):** 2024 / \$492k balance
2025 / \$914k balance
- **Smoke alarm / Carbon Monoxide (CO) Alarm Project:** Staff completed updating all smoke and CO alarms in all units in our portfolio. Staff also verified GFI receptacles were present in all required areas.
- **Door Hardware:** Hope to begin in the coming weeks.
- **High-rise Patio Door Project:** Staff install these doors in the remaining high-rise units within the next few weeks.
- **Rosewood Park Re-roofing Project:** This project was awarded to Gillespie Roofing for \$363,500. The project will begin on June 22nd.
- **Seal Coating Project:** I hope to put a seal coating Invitation for Bid out in the next couple of weeks to crack seal and seal coat the parking lots at the administration office, as well as the 5 parking lots and streets located in Rosewood Park.
- **Exterior Paint Project:** In the near future we'll commence an Exterior Paint Project that involves the high-rise balconies, all Agate Street/S. Beech units (14 buildings) and the Varney Court Apartments.

2. HUD Program: n/a

3. **Varney Court Apartments:**

- **Landscaping:** A contractor is re-barking and installing rock mulch throughout the Varney Court Development. He is also trying to locate playground matting where ours has been removed by kids.
- **Property Management Transfer:** HACPFC needs to get authorization from National Equity Fund (NEF) before Goodale and Barbieri (G&B) take over management of Varney Court. NEF's required paperwork has been submitted to G&B to complete. Until we submit G&B's completed paperwork to NEF, and NEF approves it, HACPFC will continue to manage Varney Court.

4. **Locals Units:**

- **Department of Commerce Grant (Multi-Family Building Efficiency Grant):**
 - i. **Appliance Replacement:** We received 4 bids. I awarded the order of the 44 GE ranges and refrigerators to GE Appliance. The bid was \$58,564. Replacement will begin soon.
 - ii. **Heat Pump Replacement:** We received 4 bids for the replacement of 17 air conditioning units with heat pumps. Bruce, Inc was low bidder at \$137,035. The replacement project is slated to begin June 4th.

All costs associated with these projects will be reimbursed by the Department of Commerce.

5. **Other:** n/a

(b) **Finance (Ms. Calligan)**

- **Fiscal Year 27 (FY27) Overview:** We have planned for a 5% cut in Public Housing operating grants, while Section 8 HAP has been kept to the FY26 dollar amount. Administrative fees have been reduced by 6%.
- We're actively working to close the shortfall and plan to tap into set-aside funds when they become available.
- All AMPS are expected to finish the year with a combined net positive of approximately \$340K. Highland is projected to end on a high note, adding another \$100K of unrestricted funds. Although the Locals Apartments might end FY26 with a net negative cash flow, we're optimistic about FY27, expecting a net positive thanks to a new focus on occupancy by the new administration.
- Our cost centers are on track to break even after fee increases. Notably, we've included the payroll property schedule this year; payroll accounts for about 18% of our total expenses, with benefits making up roughly 35% of payroll.
- To support our workforce, we've budgeted a 3% COLA increase for all employees. The new administration emphasizes that to attract and retain talent, we must keep wages competitive and in line with inflation.

(e) Housing Programs (Ms. Flores)

Vacancies: Public Housing: 3
Highland Park: 0
Varney Court: 7
Locals: 12-13
Section 8 Vouchers: 305

(f) Security (Mr. Meza)

Ten (10) terminations were issued for non-payment of rent.
Three (3) cars were towed in May.
Several 10-day notices were issued for non-patio items on the patio and vehicles parking on the lawn
Made 5 calls to the Pasco Police calls in May

Inspections

More than 75 inspections were conducted in May by 3 inspectors.

(g) Administration (Ms. Richwine)

We are still looking to hire an additional Housing Specialist. I have been participating in the interview process with Ms. Flores.

We have begun to advertise wait list openings with the Frankin County Graphic based in Connell. It is the newspaper of record for Franklin County.

6. NEW BUSINESS

- (a) Resolution #25/26-1039 PHA Board Resolution Approving Operating Budget
Mr. Bishop motioned to adopt the resolution and Mr. Cook seconded the motion. 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

7. OTHER BUSINESS

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

(b) Visitor Agenda

Byron Martin introduced himself as the CEO of Teknologize. Teknologize provides IT (Information Technology) services to our agency. Mr. Martin briefly spoke to the board and staff about AI - potential uses for it in our agency, as well as things to watch out for. This was the first of what may be many conversations regarding this subject.

8. **EXECUTIVE SESSION** – no Executive Session was held.

9. **ADJOURNMENT**

Mr. Cook moved to adjourn the meeting at 4:50 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 June 25, 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