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

June 25, 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, June 25, 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, Domingos, Bishop, Cook (arrived 4:03 p.m.)
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 Alyson Dahlhauser, HACPFC Attorney

3. APPROVAL OF AGENDA:

Mr. Funk made a motion to approve the agenda as presented. Mr. Bishop 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 May 2026 – U.S. Bank General Operations/ACH checks numbered 863-987 totaling $324,576, U.S. Bank General Operations Account checks numbered 10528-10614 totaling $143,933. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of $16,327.55 and, of that amount, $16,327.55 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 / Heritage Blvd Update:

   - Weekly meetings continue:

     i. **ZBA Architects**: Currently at the 75% CD (Construction Document) point. At the most recent meeting (this week), MC Lundgren (General Contractor) provided an estimate for this project of $12.2 million.

     ii. **Lot Fence / Mound**: Spoke with the owner of Pick-A-Part, the salvage yard to the east of the development property regarding fence removal and mound reduction. Owner is open to the idea. Development team expressed concerns regarding possible soil contamination beneath the mound. If the team chooses to pursue this option, a contamination test will be conducted.

     The owner of the property to the north of the development has agreed to sign an agreement allowing us to remove and dispose of the owner's existing barbed wire fence that infringes slightly onto the development property and install a new metal picket fence on the actual property line.

     iii. **Shortfall (Heritage Boulevard)**: HACPFC's shortfall status is still an ongoing concern to the funding of the Heritage Boulevard project.

2. **2027 Budget:** The House Appropriations Committee approved its FY2027 THUD (Transportation, Housing and Urban Development) bill. The proposed amount is approximately $10 billion, short of last year's amount. The bill still must go through the House and Senate and, eventually, negotiation.

3. **Easement Matter**: This is an ongoing concern. Negotiations continue

Maintenance Duties:

1. **<u>Capital Fund Program:</u>**

   - **CPF Balances (ELOCCS):** 2024 / $388k balance
     2025 / $914k balance
     2026 / $865k need to finalize set-up in
   - **Door Hardware:** Project is underway. The job is approximately 66% completed.
   - **Rosewood Park Re-roofing Project:** The re-roofing project started this week. Completion is expected in about two months.
   - **Seal Coating Project:** Bids are due July 7th .

2. **HUD Program:** n/a

3. **Varney Court Apartments:**

   - **Landscaping:** Bark and playground tile installation is complete.

4. **Locals Units:**

   - **Department of Commerce Grant (Multi-Family Building Efficiency Grant):**

      i. Appliance Replacement: Ranges and refrigerators have been received.
      ii. Heat Pump Replacement: The heat pump replacement project is set to begin tomorrow with the first 2 of 17 apartments receiving new heat pumps.

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

(b) Finance (Ms. Calligan) – Ms. Calligan did not report due to meeting time constraints.

6. NEW BUSINESS

(a) Resolution ##25/26-1040 Replacing Procurement Policy
Mr. Funk made a motion to adopt the resolution; Mr. Bishop seconded it. The motion passed unanimously, 4 ayes, 0 nays.

At 4:17 p.m., Mr. Cook made a motion to alter the agenda in order to go into Executive Session for 30 minutes in accordance with RCW 42.30.110 (g) (i). Mr. Bishop seconded the motion and it passed unanimously, 4 ayes, 0 nays.

8. EXECUTIVE SESSION

At 4:47 p.m. the Commissioners announced the Executive Session would be extended for an additional 15 minutes.

At 5:02 p.m. the Commissioners announced the Executive Session would be extended for an additional 10 minutes.

At 5:12 p.m. the Commissioners announced the Executive Session would be extended for an additional 5 minutes.

9. RECONVENE OPEN SESSION

The Open Session was reconvened at 5:17 p.m.

6. NEW BUSINESS (continued)

(b) Resolution #25/26-1041 Amending Personnel Policy
Mr. Cook made a motion to adopt the resolution as presented by staff. Mr. Bishop seconded it. The motion passed unanimously 4 ayes, 0 nays.

(c) Motions arising from board discussion of previous motions or discussion – n/a
(d) Urgent matters not included in the agenda due to lack of time – n/a

7. OTHER BUSINESS – n/a

10. ADJOURNMENT

The meeting was adjourned at 5:19 p.m.

The Board of Commissioners will next meet in regular session on July 30, 2026, 4:00 p.m.

C. L. Domingos
C. Lester Domingos
Chair, Board of Commissioners

B Sanders
Brett Sanders
Secretary, Board of Commissioners

Minutes Prepared by:

Lisa Richwine
Lisa Richwine
Recording Secretary