

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

July 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, July 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, Griffith (via telephone)

Absent: n/a

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 none

3. APPROVAL OF AGENDA:

Mr. Bishop made a motion to approve the agenda as presented. Mr. Cook seconded the motion and it passed unanimously, 5 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the regular meetings of May 28, 2026, and June 25, 2026, and the checks listings for June 2026 – U.S. Bank General Operations/ACH checks numbered 988-1105, totaling \$294,608, and U.S. Bank General Operations Account checks numbered 10615-10678, totaling \$721,327.

5. NEW BUSINESS

- (a) Resolution #26/27-1042 SEMAP Certification for Fiscal Year 2025/2026
Mr. Bishop made a motion to adopt Resolution #26/27-1042. Mr. Cook seconded it. The motion passed unanimously, 5 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

6. OTHER BUSINESS

- (a) Tenant Council President's Report – none
- (b) Visitor Agenda - none

Mr. Domingos asked if Mr. Sanders had anything to present to the board and Mr. Sanders provided the following:

Executive Director Duties:

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

- Weekly meetings continue:
 - i. **ZBA** - Currently at the 99.9% CD (Construction Document) point. All parties will meet next week to go over any questions/concerns about the plans and specifications. ZBA hopes to send this project to the City of Pasco within the next couple of weeks.
 - ii. **Shortfall (Heritage Boulevard):** Will continue to be in shortfall until early 2027. Beacon Development has pushed out closing to April 1, 2027, with the hope that our agency will be out of shortfall and 13 vouchers can be secured for the project.
 - iii. **NEF (National Equity Fund)** will act as our tax credit syndicator for this development. NEF raises equity from investors.

How it works:

1. A developer receives an allocation of tax credits.
2. The developer partners with a tax credit syndicator.
3. The syndicator raises equity from investors.
4. The investors contribute capital to the project.
5. In return, investors receive:
 - o Federal tax credits.
 - o Certain tax losses and other tax benefits, if applicable.
6. The equity reduces the amount of debt the project needs, helping keep rents affordable.

Example: Suppose an affordable housing project receives **\$10 million** in LIHTC equity. Instead of finding multiple investors directly, the developer works with a tax credit syndicator. The syndicator raises \$10 million from several institutional investors, who receive the project's tax credits throughout the applicable credit period.

- iv. Banner Bank will provide a permanent loan of \$1.9M for the Heritage Boulevard development.

2. **SEMAP Certification:** SEMAP (Section Eight Management Assessment Program) Certification is an annual submission required to evaluate our administration of the Housing Choice Voucher Program. It consists of 14 performance indicators, and our overall SEMAP score is based on our responses to each of those indicators.

Maggie Gonzales, our Program Compliance Coordinator, assisted with completion of the certification and conducted the self-assessment. Based on our evaluation, we received a self-assessment score of **145**, which qualifies us as a **High Performer** under SEMAP standards.

Maintenance Duties:

1. **Public Housing:**

- **Rosewood Park Re-roofing Project:** Re-roofing will be completed next week and a final walk-through will take place. Nineteen buildings are involved in this project.
- **Seal Coating Project:** Tri-Cities Asphalt is scheduled to start on August 17th. It is anticipated that 7 parking lots/streets will be completed that week.

2. **Locals Units:**

- **Department of Commerce Grant (Multi-Family Building Efficiency Grant):**
 - i. **Heat Pump Replacement:** This project will be completed tomorrow. Nineteen heat pumps will be completed in total.

All costs associated with this project will be reimbursed by the Department of Commerce.

7. **EXECUTIVE SESSION**

After Mr. Sanders's report, Mr. Bishop made a motion for the Board to go into Executive Session at 4:08 p.m. for 15 minutes in accordance with RCW 42.30.110 (g). Mr. Griffith seconded and the motion passed unanimously, 5 ayes, 0 nays.

At 4:23 p.m. the Commissioners announced that they would need 15 more minutes in Executive Session.

8. **RECONVENE OPEN SESSION**

The Open Session was reconvened at 4:38 p.m.

9. ADJOURNMENT

Mr. Cook moved to adjourn the meeting at 4:39 p.m. Mr. Bishop seconded the motion and it passed unanimously, 5 ayes, 0 nays.

The Board of Commissioners will next meet in regular session on August 27, 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