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

September 24, 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, September 24, 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
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS Allyson Dahlhauser, HACPFC Attorney

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 July 30, 2026, and the checks listings for July 2026 – U.S. Bank General Operations/ACH checks numbered 1106-1224 totaling $289,297, U.S. Bank General Operations Account checks numbered 10679-10735 totaling $91,470, and U.S. Bank Petty Cash check numbered 2054 totaling $300, and the checks listings for August 2026 – U.S. Bank General Operations/ACH checks numbered 1225-1335, totaling $285,852, U.S. Bank General Operations Account checks numbered 10736-10803 totaling $488,622. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of $15,015.18 and, of that amount, $15,015.18, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

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

- Finance Director, Michelle Calligan is away at training.
- Heritage Development Update:
  - ***Project-Based Voucher Commitment***
    The development was funded based on an application committing 13 Project-Based Vouchers (PBVs) to the project.
    Shortfall and Resolution
    HACPFC's Housing Choice Voucher (HCV) program is currently in shortfall because the funding received does not cover actual program costs. Agencies in shortfall are ineligible to receive PBVs. However, after several inquiries, Ms. Calligan learned that HACPFC can use reserve funds to bring the HCV program out of shortfall.
    Next Step
    Because this is HACPFC's first PBV initiative, the agency has engaged a consultant to help ensure the process is completed correctly.

Capital Fund Program:

- **CPF Balances (ELOCCS):** 2024 / grant expended
  2025 / $740k balance
  2026 / $865k balance

- **Rosewood Park Re-roofing Project:** The re-roofing project complete

- **Seal Coating Project:** All seal coating was completed. Once we completed the initial 7 parking lots, including the lot here at our office, 11 additional small lots were added to the job.

Varney Court Apartments:

- **Management Company Selection**
  Goodale and Barbieri (G and B) was initially selected to manage Varney Court, but the offer was withdrawn due to extenuating circumstances at the company. The management contract has since been offered to Widmyer Corporation.
  Pending Approval
  National Equity Fund (NEF), HACPFC's partner in Varney Court, must approve the appointment of a management company. The approval process is ongoing.

6. EXECUTIVE SESSION

At 4:16 p.m., the Board entered executive session for 20 minutes pursuant to:

(a) RCW 42.30.110 (g)
(b) RCW 42.30.110 (i)

At 4:36 p.m. the Board announced it needed 5 more minutes for discussion

7. RECONVENE OPEN SESSION

The meeting reconvened to open session at 4:41 p.m.

8. ADJOURNMENT

The meeting was adjourned at 4:41 p.m.

The Board of Commissioners will next meet in regular session on October 29, 2026, 4:00 p.m.

C. Lester Domingos
Chair, Board of Commissioners
Jeremy Bishop, Actng

Brett Sanders
Secretary, Board of Commissioners

Minutes Prepared by:

Lisa Richwine
Recording Secretary