

MINUTES OF THE MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

December 17, 2015

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m. on Thursday, December 17, 2015 in the Community Room of the Hillview Apartments.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Lee Elliot, Commissioner KB Johnson (arrived at 10:48 a.m.) and Commissioner Kacy Johnson

III. Approval of Minutes

The approval of the meeting minutes were deferred until the next regular scheduled meeting.

IV. Consent Items

A. Approval of Voucher Report – October 1, 2015 to November 30, 2015

The Voucher Report for October 1, 2015 to November 30, 2015 was presented to the Board of Commissioners as contained in the meeting packets.

The board unanimously approved the Voucher Report as presented.

V. Resolution for Discussion & Approval

A. Resolution No. 451: 2016 Comprehensive Operating and Capital Budget

Mr. Violante, Director of Finance, briefed the Board on Resolution No. 451. Mr. Violante explained the status of Operating Revenues, Expenses and Reserves for the Sedro-Woolley Housing Authority.

Mr. Violante announced that the Sedro-Woolley Housing Authority continues to have sufficient revenue to meet ongoing obligations and to maintain a reserve level of six months in operating expenses.

Questions posed by Commissioners were satisfactorily answered by staff.

On motion by Commissioner Stephenson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution No. 451.

B. Resolution No. 452: Acceptance of the State Auditor's Office Financial Statement for the period January 1, 2014 through December 31, 2014

Craig Violante, Director of Finance, briefed the Board on Resolution No. 452 and mentioned that the Auditors issued two reports included in the Board packet. Mr. Violante also mentioned that the financial audit is conducted on an annual basis and the accountability audit is conducted biennially. Mr. Violante announced that no negative findings were reported in either audit reports.

On motion by Commissioner Stephenson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution No. 452.

C. Approval of the 2016 Sedro-Woolley Housing Authority Board meeting calendar

On motion by Commissioner Stephenson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution the 2016 Sedro-Woolley Housing Authority.

VI. Financial Reports

A. August 2015 Financial Report

Craig Violante, Director of Finance, briefed the board on the August 2015 Financial Report as was contained in the meeting packets.

VII. Housing Management Report

A. Housing Management Report for August & September 2015

Bill Doyle, introduced Kimberly Sayavong as new Property Manager.

Kimberly Sayavong, briefed the Board of Commissioners on the Housing Report for August and September 2015 as was contained in the meeting packets.

IX. Construction Update

Bill Doyle, Regional Manager, provided a brief update on the smoking shelter.

XI. New Business

Bill Cook announced the retirement of Bill Doyle. Commissioners thanked Mr. Doyle for his service and commitment to the Housing Authority. Mr. Doyle thanked the Commissioners and staff for the recognition.

XII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:18 a.m.

