

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

Thursday, February 16, 2017

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Vice-Chair Reta Stephenson at 10:45 a.m. on Thursday, February 16, 2017 in the Community Room of the Hillsvue Apartments, located at 830 Township Street, Sedro-Woolley, WA 98284.

II. Roll Call

**Present:** Commissioner Reta Stephenson (Vice-Chair), Commissioner Lee Elliot, and Commissioner Kacy Johnson

**Excused:** Commissioner Laurie Fellers (Chair)

III. Approval of Minutes

A. December 15, 2016 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner Lee Elliot. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report December 1, 2016 to January 31, 2017

B. Resolution No. 455: Authorize the Housing Authority of the City of Sedro-Woolley to enter into an Interlocal Agreement with the Housing Authority of the County of King for Consulting Services in connection with an Energy Performance Contract

*Resolution No. 455 was removed from the Consent agenda items and placed under Resolutions for Discussion & Approval for Board consideration.*

It was noted by the Commissioners that the total Expenditures reported was incorrectly calculated and shall be changed to reflect the actual balance of \$117,644.55.

Commissioner Kacy Johnson moved for approval of the consent agenda item with the modification, seconded by Commissioner Lee Elliott and the motion unanimously passed.

V. Resolution for Discussion & Approval

A. Resolution No. 455: Authorize the Housing Authority of the City of Sedro-Woolley to enter into an Interlocal Agreement with the Housing Authority of the County of King for Consulting Services in connection with an Energy Performance Contract

Connie Davis, Deputy Executive Director, presented Resolution No. 455 and provided background information on the Energy Performance Contract. Ms. Davis explained that the Interlocal Cooperative Purchasing Agreement between KCHA and the SWHA is to solicit and obtain an energy performance contract consulting services, as recommended with Johnson Controls.

All questions raised by Commissioners were addressed by staff.

Commissioner Kacy Johnson moved for approval of Resolution No. 455, seconded by Commissioner Lee Elliott and the motion unanimously passed.

**B. Resolution No. 456: Authorize changes to the Sedro-Woolley Housing Authority's Admissions and Continued Occupancy Policy**

Bill Cook, Director of Public Housing provided an overview of Resolution No. 456 and explained flat rents for the upcoming year. Mr. Cook mentioned that there was a Public Hearing prior to the Board meeting to gather public comment, and reported there were none. Mr. Cook also mentioned that none of SWHA Residents have chosen flat rent as an option.

All questions raised by Commissioners were addressed by staff.

Commissioner Kacy Johnson moved for approval of Resolution No. 456, seconded by Commissioner Lee Elliot and the motion unanimously passed.

**VI. Financial Reports**

**A. Financial Report for December 2016**

Connie Davis briefed the board on the Financial Reports as was contained in the meeting packets.

All questions raised by Commissioners were addressed by staff.

**VII. Housing Management Report**

**A. Housing Management Report for December 2016 & January 2017**

Kimberly Sayavong, Property Manager, briefed the Board of Commissioners on the Housing Report for December 2016 and January 2017 as was contained in the meeting packets.

**IX. Construction Update**

None.

**XI. New Business**

It was announced that Commissioner K.B. Johnson has resigned from the SWHA Board and that the Sedro-Woolley Mayor will appoint a new member to fill the vacancy.

**XII. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:31 a.m.

**THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY**

\_\_\_\_\_/S/\_\_\_\_\_  
**LAURIE FELLERS, Chair**  
Board of Commissioners

\_\_\_\_\_/S/\_\_\_\_\_  
**STEPHEN J. NORMAN**  
Executive Director