

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

Thursday, December 15, 2016

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 10:46 a.m. on Thursday, December 15, 2016 in the Community Room of the Hillsvie Apartments, located at 830 Township Street, Sedro-Woolley, WA 98284.

II. Roll Call

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

**Absent:** Commissioner KB Johnson

III. Approval of Minutes

A. October 20, 2016 Board of Commissioners' Meeting Minutes

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

IV. Consent Items

A. Approval of Voucher Report October 1 to November 30, 2016

B. Approval of the 2017 Board Meeting Schedule

All questions raised by Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of the consent agenda items, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

A. Resolution No. 453: Acceptance of State Auditors' Office Financial Statement Report for the period January 1, 2015 through December 31, 2015

Jeff Friend, Financial Reporting Manager, provided an update on the Audit conducted for CY 2015 and mentioned it was a clean audit - no findings. Mr. Friend announced that the State Auditor also conducts an Accountability Audit every other year and staff has not received the outcome of that report as of this date. Mr. Friend mentioned that the Auditors' office might recommend SWHA and KCHA update its management contract.

Mr. Friend also briefed the Board on the 2016 Financial Data Schedule document which was reviewed and approved by HUD.

All questions raised by Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of Resolution No. 453, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

**B. Resolution No. 454: 2017 Comprehensive Operating and Capital Budget**

Mr. Friend also provided an overview of the 2017 Operating and Capital Budget and discussed Operating Revenues and Expenses. Mr. Friend explained the Cost of Living Adjustment and Personnel cost changes in terms of health insurance and the Public Employees Retirement System for the King County Housing Authority.

Mr. Friend presented information on Working Capital and Unit upgrades as well as future maintenance plans.

All questions raised by Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of Resolution No. 454, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

**VI. Financial Reports**

**A. Financial Report for October 2016**

Jeff Friend, Financial Reporting Manager, 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 October 2016 & November 2016**

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

Commissioners and staff also discussed tenant issues.

**IX. Construction Update**

None.

**XI. New Business**

Bill Cook, Director of Public Housing, announced there will be a Public Hearing on Flat Rents, prior to the start of the next Board meeting.

**XII. Adjournment**

