

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

Thursday, December 21, 2017

I. **Call to Order**

The regular meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:42 a.m. on Thursday, December 21, 2017 at Hillsvie Apartments, 830 Township Street, Sedro-Woolley, WA.

II. **Roll Call**

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

III. **Public Comment**

None.

IV. **Approval of Minutes**

A. October 19, 2017 Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the minutes, seconded by Commissioner Kacy Johnson; the Board unanimously approved the minutes from October 19, 2017.

V. **Item for Discussion & Approval**

A. Approval of Voucher Report October 1, 2017 to November 30, 2017

All questions raised by the Commissioners were addressed by staff.

Commissioner Kacy Johnson moved for approval of the minutes, seconded by Reta Stephenson, the board unanimously approved the Voucher Report for October and November 2017.

B. Resolution No. 459: CY 2018 Comprehensive Operating and Capital Budget

Commissioner Reta Stephenson moved for approval, seconded by Commissioner Tahlia Honea, the board unanimously approved Resolution No. 459.

VI. **Reports**

A. Energy Performance Contract (EPC)

Connie Davis, Deputy Executive Director, provided an overview of the EPC program and explained the HUD letter addressed to the SWHA Chair, in regard to the agencies EPC participation approval. Ms. Davis clarified the cause of issue and discussed next steps staff will work with HUD on.

Craig Violante, Director of Finance, highlighted the impact to SWHA fiduciary responsibilities without EPC funds for CY 2018.

B. Financial Report for October 2017

Jeff Friend, Financial Reporting Manager briefed the board on the Financial Reports for October as contained in the meeting packet.

C. Housing Management Report for October and November 2017

Kimberly Sayavong, Property Manager presented the Housing Management Report as contained in the meeting packet.

VII. New Business

A. Real Estate Assessment Center Score

Bill Cook, Director of Public Housing announced that SWHA received a rating of 94% on the most recent HUD scoring exercise, and positions SWHA once again in the category of high performer.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:35 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

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LAURIE FELLERS, Chair  
Board of Commissioners

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STEPHEN J. NORMAN  
Executive Director