

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

Thursday, December 17, 2020

I. Call to Order

The telephonic 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, 2020, via telephone.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson.
Mayor Julia Johnson

Excused: Commissioner Dona Cowan and Commissioner Lee Elliott.

III. Public Comment

No public comment.

IV. Approval of Minutes

A. October 15, 2020 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes. Seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from October 15, 2020.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report October 1, 2020 to October 31, 2020

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Kacy Johnson; the board unanimously approved the Voucher Report for October 1, 2020 to October 31, 2020.

B. Resolution No. 470 - Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2021.

Wendy Teh, Financial Planning Manager presented a power point for the Budget

to the Board.

Ginger Peck, Risk Manager explained the Property and Casualty Insurance portion of the presentation.

- Operating Revenue
- Operating Expenses
- 2021 Property and Casualty Insurance
 - Premium Snapshot
 - Property Premiums increased
 - Casualty Premiums increased
 - What led to these increases for Insurance Premiums?
 - Natural Disasters & Climate Change
 - Civil Unrest & Pandemic
 - Underwriters Leaving Markets
 - Updated Replacement Values
 - Legal Environment
 - Material Changes
- Staffing
- Capital Improvements
- Cash Reserves

Commissioner Reta Stephenson moved for approval of Resolution No. 470 for the Budget, seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 470.

- C. Resolution No. 471- A Resolution Adopting the Annual Civil Rights Certification. Required in Conjunction with the Receipt of the Federal Fiscal Year 2021 Allocation of Funds from the HUD Capital Fund Program.

Bill Cook, Director of Property Management explained the five year plan for HUD.

It is time to submit our five year plan to HUD. There aren't material changes, other than what we need to do for Capital Construction work. These are required plans by HUD. It shows what the plans are for the next five years. These could change.

Commissioner Reta Stephenson moved for approval of Resolution No. 471 for the Five Year Plan, seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 471.

VI. Reports

- A. Financial Report for October 2020

Windy Epps, Assistant Director for Finance, explained the Financial Report for October.

There is a typo in the memo – should say October, not August.

Questions of Commissioners' were answered.

B. Housing Management Report for October/November 2020

Kimberly Sayavong, Senior Property Manager went over the Housing Management Report in detail.

- We are fully leased, we do not expect any vacancies this month.
- We did send out a survey to residents to see if they have internet and if they would be interested in a zoom meeting, we have not had any responses.

COVID-19 Update:

- We are still disinfecting Hillview every day and the office is closed.
- Update: We are working with the WA State Health Department in possibility getting elderly and mixed populations in the que for vaccinations for COVID-19.
- Thank the staff at Sedro-Woolley for all the work that they have done during this time.

Questions of Commissioners' were answered.

VII. New Business

None.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:25 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY


LAURIE FELLERS, Chair
Board of Commissioners


STEPHEN J. NORMAN
Executive Director