

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

Thursday, October 19, 2023

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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 10:46a.m., on Thursday, October 19, 2023.

II. Roll Call

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson, Commissioner Dona Cowan, Commissioner Katherine Olson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. August 30, 2023 - Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the Minutes with the correction that Leesa was not present, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from August 30, 2023.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report August 1, 2023 to September 30, 2023

Questions of Commissioners' were answered.

Commissioner Dona Cowan moved for approval of the Voucher Report, seconded by Commissioner Reta Stephenson; the board unanimously approved the Voucher Report for August 1, 2023 to September 30, 2023.

B. Resolution No. 489 – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt Of the Federal Fiscal Year 2023 Allocation of Funds from the HUD Capital Fund Program

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer explained that we need this every year in order to receive funds from HUD.

Commissioner Dona Cowan moved for approval, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 489.

C. Resolution No. 494 – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) Relating to Household Eligibility

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer

Commissioner Reta Stephenson moved for approval with correction to section 3.2 adding the words at least between held and quarterly – held *at least* quarterly, seconded by Commissioner Katherine Olson; the board unanimously approved Resolution No. 494.

D. Resolution No. 491 – Authorizing Restated and Amended By-laws of the Authority

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer gave a summary of the changes to the Bylaws.

Commissioner Reta Stephenson moved for approval with the correction to include minimum of four quarterly meetings per year, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution No. 491.

E. Resolution No. 492 – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP)

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer explained the reasoning for the entire ACOP.

Commissioner Katherine Olson moved for approval, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution No. 492.

F. Resolution No. 493 – Acknowledging Receipt of Financial Statement Audit Examinations and Attestations for the period of January 1, 2022 through December 31, 2022

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer gave a summary of the Audit. This year we had a private auditor complete the audit, CohnReznick. They are a national firm that specializes in Housing Authorities. There were no findings. In the past, we have had the State Auditor's office complete our audits.

Commissioner Katherine Olson moved for approval, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 493.

G. Resolution No. 490 – Adopt Procurement Policy - TABLE

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer requested that we table this item as we do not have the final drafts back yet and would like to wait until it's finalized to bring to the Commissioners to vote.

Commissioner Reta Stephenson moved to table this item, seconded by Commissioner Katherine Olson; the board unanimously votes to table Resolution 490.

VI. Reports

A. Financial Report for August 2023

Sean Lay, Senior Accountant gave a summary of the Voucher Report.

Questions of Commissioners' were answered.

B. Housing Management Report for August/September 2023

Candace Winfield, Senior Property Manager gave an overview of the report.

C. Sedro-Woolley Housing Authority Inventory Policy

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer explained that we created an inventory policy.

D. Sedro-Woolley Housing Authority Cost Allocation Plan

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer summarized how we allocate funds.

**VII. Executive Session**

A. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1) i))

Commissioner Reta Stephenson moved to table this item, seconded by Commissioner Katherine Olson; the board unanimously votes to table this Executive Session.

**VIII. New Business**

The Commissioners have decided to have a lunch for the residents after the next SWHA Board meeting on Thursday, December 21, 2023.

**IX. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:27 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY, WASHINGTON

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LAURIE FELLERS, Chair  
Board of Commissioners

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ROBIN WALLS  
President/CEO