

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

Thursday, December 21, 2023

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 10:01 a.m., on Thursday, December 21, 2023.

II. **Roll Call**

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

III. **Public Comment**

No public comment.

IV. **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))

10:03am – Board meeting was suspended.

10:57am – Board meeting was re-convened.

V. **Approval of Minutes**

A. October 19, 2023 - Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from October 19, 2023.

VI. **Action Items for Discussion & Approval**

A. Approval of Voucher Report October 1, 2023 to November 30, 2023

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Katherine Olson; the board unanimously approved the Voucher Report for October 1, 2023 to November 30, 2023.

B. Resolution No. 490 – Approval of the SWHA Procurement Policy

TABLED

Reta Stephenson moved to table Resolution 490 until the next meeting, seconded by Katherine Olson; the board unanimously approved to table Resolution 490.

C. Resolution No. 495 - approval of the Inventory Policy

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer

Commissioner Dona Cowan moved, seconded by Katherine Olson; the board unanimously approved Resolution No. 495.

D. Resolution No. 496 - Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2024

Wendy Teh, Manager of Financial Planning and Reporting .

Commissioner Reta Stephenson moved, seconded by Commissioner Katherine Olson; the board unanimously approved Resolution No. 496.

VII. Reports

A. Financial Report for October 2023

Sean Lay, Senior Accountant briefly explained the Voucher Report.

B. Housing Management Report for October/November 2023

Candace Winfield, Senior Property Manager handed out an update of the report and gave details.

VIII. New Business

Luca Caci, Assistant Property Manager was introduced.

The Commissioners are having a lunch for the Residents today at noon.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:15 a.m.

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



LAURIE FELLERS, Chair
Board of Commissioners


ROBIN WALLS
President/CEO