

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

**Thursday, February 15, 2024**

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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 10:45 a.m., on Thursday, February 15, 2024.

**II. Roll Call**

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

**III. Public Comment**

No public comment.

**IV. Approval of Minutes**

A. December 21, 2023

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Laurie Fellers; the Board unanimously approved the Minutes from December 21, 2023.

B. January 11, 2024

Commissioner Dona Cowan moved for approval of the Minutes with corrections of meeting was called to order at 3:02pm and adjourned at 4:15pm, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from January 11, 2024.

C. January 26, 2024 – Executive Session Only

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from January 26, 2024.

D. January 29, 2024

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from January 29, 2024.

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

**A. Approval of Voucher Report December 1, 2023 to January 31, 2024**

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report with changes, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for December 1, 2023 to January 31, 2024.

**B. Resolution No. 495 – Approval of the Inventory Policy**

Correction of the Resolution Number only. This was approved as Resolution 491 in December, but Resolution 491 was already approved in October as Authorizing Restated and Amended By-Laws of the Authority. Need a new approval of this Resolution as No. 495.

Katherine Olson moved for approval of Resolution 495 with spelling correction, seconded by Reta Stephenson; the board unanimously approved Resolution 495.

**C. Resolution No. 496 – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2024.**

Correcting the Resolution Number only. This was approved as Resolution 492 in December, but Resolution 492 was already approved in October as Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP). Need a new approval of this Resolution as No. 496.

Dona Cowan moved for approval of Resolution 496, seconded by Reta Stephenson; the board unanimously approved Resolution 496.

**D. Resolution No. 497 – Authorizing Changes to the Public Housing Utility Allowance schedule for Tenant-Paid Utilities**

Anneliese Gryta, Executive Vice President of Housing Operations/Chief Operations Officer explained the Resolution.

When utility costs change, we need to do a study.

Commissioner Dona Cowan moved, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 497.

**E. Resolution No. 498 – Cost Allocation Plan**

Anneliese Gryta, Executive Vice President of Housing Operations/Chief Operations Officer explained the Resolution.

We gave this document a few months back and there was a lot of reference to KCHA, and this version allows it to operate independently as the Sedro-Woolley plan.

Commissioner Reta Stephenson moved, seconded by Commissioner Katherine Olson; the board unanimously approved Resolution No. 498.

## VI. Reports

### A. Financial Report for December 2023

Sean Lay, Temporary Financial Reporting Manager gave a summary of the Financial Report.

### B. Housing Management Report for December 2023 – February 2024

Candace Sullers, Senior Property Manager gave details of the report.

## VII. Executive Session

A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.  
(RCW 42.30.110 (2) (a)(iii)).

11:12am – Board meeting was suspended.

11:43am – Board meeting was re-convened.

## VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:45 a.m.

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



LAURIE FELLERS, Chair  
Board of Commissioners



ROBIN WALLS  
President/CEO

