

MINUTES OF THE DECEMBER 1, 2024 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE
HOUSING AUTHORITY OFFICE PURSUANT TO A NOTICE
PREVIOUSLY ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Mae Haney, Wallace Anderson and Melba Fujiura.

1. ROLL CALL

Staff present: Ketha Kimbrough, Past Executive Director, Elizabeth Alba, Executive Director, Kerry Griffin, Interim Maintenance Supervisor, and Delinda Rodriguez, Assistant for Administration and Tenant Services.

There was no public comment.

2. PUBLIC COMMENT

Wallace Anderson made the motion to approve the Consent Agenda including: Minutes of the October 23, 2024 Regular Meeting, Payment of the Bills for the Months of October and November 2024, Financial Statements for the months of September and October, and Funds Transfer for The Foothills project in Mabton, WA. Mae Haney seconded the motion. Motion passed.

3. CONSENT AGENDA

- a. Minutes
- b. Payment of the Bills
- c. Financial Statements
- d. Funds Transfer – The Foothills

Regarding the above payment of the bills for the months of October and November 2024, it is noted that checks audited and certified by the Auditing Officer as required by R.C.W. 42.24.180 have been recorded on listings that have been made available to the Board. As of this date, December 18, 2024, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in October 2024 included in operating fund numbers 44147 through 44270, for a total of \$236,107.83 and checks issued in November 2024 included in operating fund numbers 44271 through 44337, for a total of \$161,438.32.

Rainier Court

Update given from Kerry Griffin, Interim Maintenance Supervisor, regarding the condition of Rainier Court and the approximate cost to bring the property in a rentable state. Photos were provided. The approximate cost to revitalize the property is \$199,950.

4. REPORTS

- a. Rainier Court
- b. 2023 Clean Audit Letters
- c. 2025 Budget Discussion

2023 Clean Audit Letters

A letter was presented from the Washington State Auditor regarding the review of the 2023 Audit and a letter was presented from US Department of Housing and Urban Development giving us clean audit from both entities.

2025 Budget Discussion

Ketha Kimbrough reported that the 2025 Budget was still in process of completion so the 2024 Budget would be extended until the work is complete for 2025 Budget. A Resolution will be presented under the Resolutions and Actions portion of the meeting.

Resolution 2024-09

A Resolution authorizing claim reimbursements prior to the Board of Commissioner's approval of claims and authorizing signatories for bank accounts held by the Housing Authority of Sunnyside, Washington at the banking institutions listed on Attachment A to this Resolution.

Wallace Anderson moved to approve Resolution 2024-09 as presented. Mae Haney seconded. All in favor.

Resolution 2024-10

A Resolution authorizing amending the MRI Software LLC Master Agreement to provide cloud access and migration services for the Lindsey Software currently in use for the Housing Authority of Sunnyside, Washington. The increased cost for this service is \$6,802.80 per year for a total of \$28,438.00 annually.

Wallace Anderson moved to approve Resolution 2024-10 as presented. Mae Haney seconded. All in favor.

Resolution 2024-11

A Resolution authorizing the write off of various accounts which are uncollectible in the HUD Low-Income Public Housing in the total amount of \$81,631.52.

Wallace Anderson moved to approve Resolution 2024-11 as presented. Mae Haney seconded. All in favor.

Resolution 2024-12

A Resolution approving the US Department of Housing and Urban Development Operating Budget for Fiscal Year 2025.


Mae Haney moved to approve Resolution 2024-12 as presented. Wallace Anderson seconded. All in favor.

5. RESOLUTIONS AND ACTIONS

- a. Resolution 2024-09, Amended: Amending the Bank Signatories excluding Earlene Bassett who has retired
- b. Resolution 2024-10: Amending the Master Agreement with MRI Software LLC for SaaS Service Migration for Lindsey Software
- c. Resolution 2024-11: Authorize the Write-off Sunnyside Housing Authority's HUD Low-Income Public Housing for Rainier Court, Sunshine Plaza, Foothills, Harvest Homes and Plaza de Sol.
- d. Resolution 2024-12: Approving the US Department of Housing and Urban Development Budget for Fiscal Year 2025

With no further business to come before the meeting, the meeting was adjourned.

6. ADJOURNMENT


Chairperson

Attest



, Secretary