

MINUTES OF APRIL 16, 2025 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE
HOUSING AUTHORITY HUD COMMUNITY BUILDING PURSUANT TO NOTICE PREVIOUSLY
ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

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

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director.

There was no public comment.

2. PUBLIC COMMENT

Wallace Anderson made the motion to approve the Consent Agenda including: Minutes of the March 19, 2025 Regular Meeting, Payment of the Bills for the Month of March, 2025. Jesse Gonzales seconded the motion. Motion passed.

3. CONSENT AGENDA

- a. Minutes
- b. Payment of the Bills

Regarding the above payment of the bills for the month of March 2025, 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 April 16, 2025, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in March 2025 included in operating fund numbers 44608 through 44659, for a total of \$209,850.78.

Elizabeth Alba, Executive Director, asked for direction on the start time for the monthly meetings. Since it has been many years since this topic has been reviewed, Ms. Alba checked to see if the start time or day of the month should be changed to accommodate the board commissioners. Consensus of board is current date/time are best times for all board commissioners.

4. REPORTS

- a. Meeting Time/Date Change

5. RESOLUTIONS AND ACTIONS

Resolution 2025-07

A Resolution authorizing the Sunnyside Housing Authority to make ACH payments to vendor.

- a. Resolution 2025-07:
Authorizing ACH
Payments to Vendors

Jesse Gonzales moved to approve Resolution 2025-07 as presented. Wallace Anderson seconded. All in favor.

Resolution 2025-08

A Resolution of the Sunnyside Housing Authority adopting the statutory default charges for public records requests under RCW 42.56.120.

- b. Resolution 2025-08:
Adopting the statutory
default charges for
public records
requests under RCW
42.56.120

Wallace Anderson moved to approve Resolution 2025-08 as presented. Jesse Gonzales seconded. All in favor.

Resolution 2025-09

A Resolution approving the disposal of surplus appliances.

- c. Resolution 2025-09:
Approving the
disposal of surplus
appliances

Jesse Gonzales moved to approve Resolution 2025-09 as presented. Mae Haney seconded. All in favor.

Resolution 2025-10

A Resolution of the Sunnyside Housing Authority adopting a public records retention policy for records and email.

Jesse Gonzales moved to approve Resolution 2025-10 as presented. Mae Haney seconded. All in favor.

Resolution 2025-11

A Resolution updating the procurement policy for the Sunnyside Housing authority

Wallace Anderson moved to approve Resolution 2025-11 as presented. seconded. All in favor.

Resolution 2025-12

A Resolution authorizing a formal record of action regarding the deferred compensation plan.

Wallace Anderson moved to approve Resolution 2025-12 as presented. Mae Haney seconded. All in favor.

Resolution 2025-13

A Resolution authorizing the purchase of a maintenance service truck for the equipment fund (PHA 10)

Jesse Gonzales moved to approve Resolution 2025-13 as presented. Mae Haney seconded. All in favor.

Resolution 2025-14

A Resolution of the Sunnyside Housing Authority accepting as complete the Kachemak Contractors LLC agreement (contract number SHA – 2024-101) for Sunnyside Public Housing Renovations..

Wallace Anderson moved to approve Resolution 2025-14 as presented. Mae Haney seconded. All in favor.

Executive Session

An Executive Session was held pursuant to – RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public. No action was taken.

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

d. Resolution 2025-10:
Adopting a public records retention policy for records and email

e. Resolution 2025-11:
Updating the procurement policy for the Sunnyside Housing Authority

f. Resolution 2025-12: A formal record of action regarding the deferred compensation plan

g. Resolution 2025-13:
Authorizing the purchase of a maintenance service truck for the equipment fund (PHA 10)

h. Resolution 2025-14:
Accepting as complete the Kachemak Contractors LLC Agreement (SHA-2024-101)

6. EXECUTIVE SESSION

7. ADJOURNMENT


Chairperson

Attest



, Secretary