

MINUTES OF AUGUST 20, 2025 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE
HOUSING AUTHORITY ADMINISTRATIVE OFFICE PURSUANT TO NOTICE PREVIOUSLY ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

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

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director and Annette Lara, Finance Supervisor.

There was no public comment.

2. PUBLIC COMMENT

Wallace Anderson made the motion to approve the Consent Agenda including: Minutes of the June 18, 2025 Regular Meeting, Payment of the Bills for the Months of June and July, 2025. Jesse Gonzales seconded the motion. Motion passed.

3. CONSENT AGENDA

- a. Minutes
- b. Payment of the Bills
- c. Financial Statements

Regarding the above payment of the bills for the month of June and July, 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 August 20, 2025, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in June, 2025 44845 through 44928 for a total of \$193,732.64 and July, 2025 included in operating fund numbers 44929 through 45026, for a total of \$225,279.14.

Financial Statements for June 2025 for Rainier Park were presented for informational purposes.

Elizabeth Alba, Executive Director, reported Lindsey's Fee Accountant, Lisa English, was not responding to emails and our books had not been reconciled since February, 2024. Ms. English finally returned email inquiries in late July to let SHA know she had been experiencing some health issues and would be retiring 08/31/2025. A new representative, Stanley Sackman, contact SHA this morning (08/20/2025) to request additional information to begin working on the March, 2025 financials. Staff will be working with him to get us up-to-date as quickly as possible.

4. REPORTS

- a. Lindsey
- b. SAO – 2024 Annual Financial Report

The Washington State Auditor's Annual Financial Report was due May 30, 2025 for the 2024 data. This report covers all sectors of SHA's financials including projects managed by Ad West. Since SHA does not have current staff that have prepared this report before, we are struggling to gather the needed information to complete the report. Annette is currently working with Novogradac to complete the 2024 Audit and has been dedicating most of her time to providing the necessary information. We have reached out to previous employees and other housing authorities to ask for assistance. Updates will be provided when new information is available.

5. RESOLUTIONS AND ACTIONS

Resolution 2025-19

A Resolution approving travel for Finance Supervisor to Spokane, WA for Municipal Finance Boot Camp on September 8 through September 12, 2025.

- a. Resolution 2025-19: Approving travel for Finance Supervisor

Wallace Anderson moved to approve Resolution 2025-19 as presented.
Jesse Gonzales seconded. All in favor.

Resolution 2025-20

A Resolution approving travel for Executive Director and Finance Supervisor to Leavenworth, WA for the Association of Housing Authorities Regional meeting on September 18 through September 19, 2025.

- b. Resolution 2025-20:
Approving travel for
Executive Director
and Finance
Supervisor

Jesse Gonzales moved to approve Resolution 2025-20 as presented.
Wallace Anderson seconded. All in favor.

Resolution 2025-21

A Resolution approving travel for Finance Supervisor to Chelan, WA for the AWC Member Expo on October 8 through October 9, 2025.

- c. Resolution 2025-21:
Approving travel for
Finance Supervisor

Jesse Gonzales moved to approve Resolution 2025-21 as presented.
Wallace Anderson seconded. All in favor.

Resolution 2025-22

A Resolution authorizing claim reimbursement prior to the Board Meeting and Authorizing Signatories for Bank Accounts.

- d. Resolution 2025-22:
Authorizing Bank
Signers

Jesse Gonzales moved to approve Resolution 2025-22 as presented.
Wallace Anderson seconded. All in favor.

With no further business to come before the meeting, the meeting was adjourned. 6. ADJOURNMENT



Attest, Secretary



Chairperson