

MINUTES OF OCTOBER 15, 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, Mae Haney, and Jesse Gonzales.

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director.

There was no public comment.

2. PUBLIC COMMENT

Jesse Gonzales made the motion to approve the Consent Agenda including: Minutes of the August 20, 2025 Regular Meeting, Payment of the Bills for the Months of August and September, 2025. Mae Haney 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 August and September, 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 October 15, 2025, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in August, 2025 45027 through 45109 for a total of \$194,991.73 and September, 2025 included in operating fund numbers 45110 through 45196, for a total of \$190,556.39.

Financial Statements for all SHA Managed Projects through June, 2025 and August 2025 for Rainier Park and Sunnyview Apartments were presented for informational purposes.

Elizabeth Alba, Executive Director, attended the AWWHA (Association of Washington Housing Authorities) regional meeting remotely. During the meeting, training was given on an audit that L & I conducted with Yakima Housing Authority. It was found that many of their job descriptions place staff in a different (higher cost) category based on some small portion of the job done outside of the office. I will be reviewing each job description, making recommended changes to comply with L & I and assuring the duties are correctly identified.

4. REPORTS

- a. Staffing – Job Description Changes
- b. Annual Report Update
- c. Rent Increases

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. Stacy Short, CPA will be assisting staff with getting the report complete and submitted. Her first meeting with staff will be October 16<sup>th</sup>.

Notices will posted this month to the tenants at Rainier Court (4 units) and Rainier Development (15 units) for rent increases that will be effective 02/01/2026. Rents have not been increased since 05/01/2011. Washington is now under rent control. The maximum increase for any 12 month period is set by the Washington State Dept. of Commerce. Currently, it's at 10% and it will go to 9.683% January 1. A spreadsheet was provided with the current rent rates, increase amount and percentage of increase.

5. RESOLUTIONS AND ACTIONS

Resolution 2025-23

A Resolution approving travel for Executive Director, Finance Supervisor and Maintenance Supervisor to Wenatchee, MRSC's Procurement Fundamentals on October 23, 2025.

Jesse Gonzales moved to approve Resolution 2025-23 as presented. Mae Haney seconded. All in favor.

- a. Resolution 2025-123: Approving travel for Executive Director, Finance Supervisor, and Maintenance Supervisor

Resolution 2025-24

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

Jesse Gonzales moved to approve Resolution 2025-24 as presented. Mae Haney seconded. All in favor.

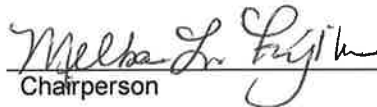
- b. Resolution 2025-24: Authorizing Bank Signers

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

6. ADJOURNMENT



Attest, Secretary



Chairperson