

A regular meeting of the Board of Commissioners of the Walla Walla Housing Authority was held Monday, November 22, 2010, at the Walla Walla Housing Authority, 501 Cayuse, Walla Walla, WA, commencing at noon.

Present

Brian Jones, Chair
Elizabeth Humphrey, Vice Chair
Pam Cress, Commissioner
Mark Kajita, Commissioner
Steve Woolley, Commissioner
Dominick Elia, Councilman, Ex-Officio
Renée Rooker, Executive Director/Secretary

Absent

Cathie Antle, Commissioner

Chair Jones called the meeting to order.

Commissioner Humphrey moved and Commissioner Cress seconded to adopt the agenda as presented. Passed unanimously.

Commissioner Cress moved and Commissioner Kajita seconded to adopt the consent agenda as presented. Passed unanimously.

Minutes of the October 25, 2010 regular meeting.

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Board of Commissioners.

Checks	5259 – 5366
ACH	14518 – 14616
Banner Bank totaling \$348,626.28	

Checks	272 – 303
ACH	2118 – 2456
Total HCV fund distribution \$341,979.62	

Resolution #668
Write-Off Obsolete Inventory

YEAS

Brian Jones
Elizabeth Humphrey
Pam Cress
Mark Kajita
Steve Woolley

NAYS

None

Resolution #669
Write-Off Certain Tenant Account Receivable
Low Rent Public Housing

<u>YEAS</u>	<u>NAYS</u>
Brian Jones	None
Elizabeth Humphrey	
Pam Cress	
Mark Kajita	
Steve Woolley	

Resolution #670
Write-Off Certain Tenant Account Receivable
WWHA- Galbraith Gardens LLC

<u>YEAS</u>	<u>NAYS</u>
Brian Jones	None
Elizabeth Humphrey	
Pam Cress	
Mark Kajita	
Steve Woolley	

Resolution #671
Write-Off Certain Tenant Account Receivable
Linden Apartments

<u>YEAS</u>	<u>NAYS</u>
Brian Jones	None
Elizabeth Humphrey	
Pam Cress	
Mark Kajita	
Steve Woolley	

Resolution #672
Write-Off Certain Tenant Account Receivable
Lariat Apartments

<u>YEAS</u>	<u>NAYS</u>
Brian Jones	None
Elizabeth Humphrey	
Pam Cress	
Mark Kajita	
Steve Woolley	

Resolution #673
Write-Off Certain Tenant Account Receivable
Creskide Cottages Limited Partnership

YEAS

Brian Jones
Elizabeth Humphrey
Pam Cress
Mark Kajita
Steve Woolley

NAYS

None

Commissioners discussed the October Financial Statements and recognized that Lariat Apartments is running at a deficit due to extraordinary maintenance issues. Commissioner Kajita moved and Commissioner Humphrey seconded to adopt the October Financial Statements for the Housing Authority and its Component Units. Passed unanimously.

The Executive Director presented the 2011 Annual Budget. Board members inquired about the assumptions made in the development of the budgets and what impact the federal budget process may or may not have on overall operations in 2011. Executive Director Rooker stated that depending on the outcome of the Federal HUD budget the organization may need to look at a budget revision. Commissioners will be updated as events unfold.

Resolution #674
Adopt 2011 Annual Operation Budgets for the
Walla Walla Housing Authority and its Component Units

YEAS

Brian Jones
Elizabeth Humphrey
Pam Cress
Mark Kajita
Steve Woolley

NAYS

None

Resolution #675
Revise the Walla Walla Housing Authority's
Organization Chart

YEAS

Brian Jones
Elizabeth Humphrey
Pam Cress
Mark Kajita
Steve Woolley

NAYS

None

The revised Compensation Schedule was presented providing background information and the methodology used to compile the schedule.

Resolution #676
Revise the Walla Walla Housing Authority's
Compensation Schedule

<u>YEAS</u>	<u>NAYS</u>
Brian Jones	None
Elizabeth Humphrey	
Pam Cress	
Mark Kajita	
Steve Woolley	

Resolution #677
Adopt Position Descriptions for Property Manager
And Maintenance Foreman

<u>YEAS</u>	<u>NAYS</u>
Brian Jones	None
Elizabeth Humphrey	
Pam Cress	
Mark Kajita	
Steve Woolley	

Chair Jones requested the Executive Director to include on the December Board meeting agenda an action item to schedule a Board Work Session for mid-February.

The Development Project report was presented. It was noted that the Walla Walla Family Homes development has broke ground and the transaction was closed.

The Executive Director's report was presented along with reports from administration, property management, rental assistance and maintenance. There was no action required.

Having no other further business, the meeting was adjourned at 1:20 pm.

CHAIR

ATTEST

Secretary/Executive Director