

**Home Trust of Skagit**  
**Board of Directors Meeting**  
**February 20, 2018**  
**Union Block Building Conference Room**

**Present:** Kent Haberly  
Gabriel Olmsted  
Vanessa Allen  
Wendie Granberg  
Becki Bell  
Kari Kennedy

**Excused:** Lynn Christofersen  
Susan Rowe  
Steve Omdal  
Derrick Baer

**Staff:** Jodi Monroe  
Bill Craig

**Absent:** Germaine Kornegay

**Visitors:** Rudy and LeAnna Badillo

Meeting began at 5:10 p.m. Kent welcomed LeAnna and Rudy Badillo, recent home buyers at Summerlynd. Kent said he would be meeting with them tomorrow at their home in Summerlynd.

Jodi briefly told the board of the HOME report back to the county regarding report for HOME funds. Jan. 31 - Jodi said she asked for an extension. Can ask for another one.

**Consent Agenda:** Jodi presented the balance sheet and the profit and loss statement. Discussion. Kent said we have yet another year of solid numbers to show Washington State Department of Commerce that Channel Cove doesn't pay for itself. Discussion. Motion by Wendie to approve the consent agenda. Second by Vanessa. Approved unanimously.

**2018 Budget** - Kent received the preliminary budget from Jodi. Kent said we will get this out for final vote by e-mail prior to the annual meeting on March 20. Discussion. Jodi said we still are waiting for operating fee reimbursements from the county. Jodi mentioned that staff informed four residents at Channel Cove that they will be paying their own water bills. There have been major expenses lately, including a major landscaping cleanup, a hot water heater replacement, and carpet in two units. Jodi said this year's budget will be lean. Kent praised Jodi for the com-

pleteness of the budget. Jodi passed out the housing budget numbers for the board to look through. Gabriel asked for a summary report to be attached. Gabriel made motion that the final and revised budget be presented by the executive committee to the board by e-mail by the time of the annual meeting and have a summary report be attached. Second by Becki. Approved unanimously.

**Finance Committee** - No report given.

**Outreach Committee** - No report given.

**Projects Committee** - No report given.

**Donor Development Committee** - No report given.

**Affirmative Marketing Policy** - Bill explained the background of the marketing plan. Discussion. Gabriel motioned to approve the affirmative marketing plan. Kari seconded. Approved unanimously.

**Conflict of interest policy** - Policy was sent out earlier to the board via e-mail. Jodi gave background about the issue. Skagit County, serving as participating jurisdiction for HOME funds, is asking for Home Trust to revise its policy and procedures manual to add a policy pertaining to conflict of interest. Employees of Home Trust cannot be sold a home unless employee is a project manager or maintenance worker. Home Trust must apply for exception prior to project start. This applies only to HOME funds. Jodi said if we don't do this we won't get any of the construction money. Kent said this doesn't prevent us for making this arrange this with current Home Trust employee. Vanessa made the motion to approve the conflict of interest policy. Second by Becki. Approved unanimously. Kent said it's tough but it's limiting.

**Statutory Language Policy** - Jodi presented a third policy requiring action by the board to fulfill Skagit County requirements. Discussion. Policy manual will need to amended. All subcontracts for \$100,000 or more will include statutory language that we are equal opportunity. Motion by Gabriel. Second by Vanessa. Approved unanimously.

**Committee Signups** - Discussion. Kent said we don't have time to go into this tonight but will be filling the committees in the next few months.

**E-mail Vote** - Discussion ensued about allowed e-mail votes. Current bylaws do not specify. Kent directed staff o to put on agenda at the annual meeting to amend bylaws to allow for e-mail votes.

**From the Floor** - Jodi told the board that our CPA sent in to the county reimbursement requests for the third time. They came back unacceptable again, with comments made about the building practices of BYK and their subcontractors. Determinations from county during reimbursement

requests have been made based on employee spouse work and statement that HUD regulation don't allow a certain amount of paint for a certain size house. Jodi said staff will continue to work on it as reasons for rejection have shrunk since the last rejection. Discussion.

Gabriel discussed affordable housing and homelessness in Anacortes and brought copies for the board. Discussion. Gabriel said the city still is interested in working with us and maybe interested in donating land by Sharpe's corner.

Discussion took place about the upcoming annual meeting. Gabriel suggested that a slide show of all the homes in our portfolio and owners be presented. Elections will take place at meeting. Gabriel said he is term-limited off. He said he thinks he has a replacement. Discussion about who is up for reelection.

Meeting adjourned at 6:50 p.m.

Next meeting will be the annual meeting and will take place at the transit center on March 20.

Minutes recorded by Bill Craig