

**Minutes of the
Affordable Housing Risk Pool
Board of Directors Meeting**

**Embassy Suites, Portland, Oregon
Thursday, March 20, 2025, 9:50 am**

A meeting of the Board of Directors of the Affordable Housing Risk Pool ("AHRP") was held at 9:50 am on March 20, 2025 at Embassy Suites in Portland, Oregon.

1.0 CALL TO ORDER AND ROLL CALL

Directors Present

Director Calkins	Bellingham & Whatcom County Housing Authorities
Director Fox	Homes for Good
Director Kohler (virtual)	Housing Authority of Douglas County
Director Kruse	Stanislaus Regional Housing Authority
Director Kugler (virtual)	Housing Authority of the County of Tulare
Director Rooker	Housing Authority of the City of Walla Walla

Others Present

Tony Andrade	Moss Adams
Darla Cazares	Accounting and Administrative Specialist, HARRP
Karen Fallows	Operations Specialist, HARRP
Michelle Frye	Director of Finance, HARRP
Hannah Garton (virtual)	Risk Management Intern, HARRP
Jesse Kinney	Deputy Director of Finance, HARRP
Pat Saldana	Claims Specialists, HARRP
Cindy Steele	Director of Risk Management & Underwriting, HARRP
Tom Williams	Director of Claims, HARRP

President Rooker called the meeting to order at 9:50 am.

2.0 AGENDA APPROVAL

A motion was made by Director Fox and seconded by Director Calkins to approve the agenda. Motion passed by unanimous vote.

3.0 CONSENT AGENDA

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. A motion was made by Director Kruse and seconded by Director Fox to approve the consent agenda. Motion passed by unanimous vote.

4.0 COMMENTS FROM THE PUBLIC

This time is reserved for members of the public to address the Board with matters relative to Board business.

None

5.0 PRESENTATION

5.1 Moss Adams, 2024 Financial Audit Presentation

Mr. Andrade presented the 2024 financial audit resulted in an unmodified “clean” opinion. He advised that there were no difficulties, no corrected and uncorrected misstatements, no other audit findings or issues. A motion was made by Director Kohler and seconded by Director Kugler to approve the financial audit presentation. Motion passed by unanimous vote. President Rooker congratulated the Synchronous team for their hard work on a great audit and thanked Tony for the presentation.

6.0 DISCUSSION and ACTION ITEMS

6.1 Consider Approving Final 2024 Actuarial Report

Ms. Steele advised this actuarial report needs to be approved and filed on an annual basis. A motion was made by Director Fox and seconded by Director Calkins to approve the final actuarial report. Motion passed by unanimous vote.

6.2 Consider Plan of Management, Finance and Operation, 2025

Ms. Steele advised the Plan of Management, Finance and Operation needs filed with state legislators. A motion was made by Director Kruse and seconded by Director Calkins to approve the 2025 Plan of Management, Finance and Operation. Motion passed by unanimous vote.

6.3 Consider Appointment of Board Officers

A motion was made by Director Kruse and seconded by Director Calkins to elect Director Rooker as President, Director Kugler as Vice President and Director Kohler as Treasurer. Motion passed by unanimous vote.

6.4 Consider Election of Officers, ORWACA LLC

A motion was made by Director Kohler and seconded by Director Kugler to elect Ms. Steele as President, Ms Cox as Vice President and Mr. Kinney as Treasurer of ORWACA LLC. Motion passed by unanimous vote.

7.0 TREASURER'S REPORT

Ms. Frye presented the treasurer's report and advised the February financial statements were recently emailed. A motion was made by Director Fox and seconded by Director Calkins to approve the treasurer's report. Motion passed by unanimous vote.

8.0 MATTERS FROM THOSE PRESENT

None

9.0 PRESIDENT'S REPORT

President Rooker thanked the board for their hard work yesterday in the interviews and advised Synchronous staff that a meeting is in the works to discuss next steps with the executive director hire process.

10.0 ADJOURNMENT

There being no further business, a motion was made by Director Fox and seconded by Director Kruse to adjourn. Motion passed by unanimous vote and the meeting was adjourned at 10:03 am.



Renee Rooker, President