

**Minutes of the
Housing Authorities Risk Retention Pool
Board of Directors Meeting**

**Embassy Suites, Portland, Oregon
Thursday, March 20, 2025, 8:00 am**

A meeting of the Board of Directors of the Housing Authorities Risk Retention Pool ("HARRP") was held at 8:00 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 Havlicek	Housing Authority of the County of Santa Barbara
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 Parr	Spokane Housing Authority
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 8:00 am.

2.0 AGENDA APPROVAL

A motion was made by Director Havlicek and seconded by Director Parr 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 Havlicek and seconded by Director Kruse to approve the consent agenda with revisions to the minutes that will be provided to Ms. Steele after the meeting. 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 PRESENTATIONS

5.1 Moss Adams, 2024 Financial Audit Presentation

Mr. Andrade presented the 2024 financial audit for HARRP resulted in an unmodified “clean” opinion. He advised that there were no difficulties, no corrected and uncorrected misstatements, no other audit findings or issues. Mr. Andrade thanked the Synchronous staff for a seamless and easy audit. A motion was made by Director Parr and seconded by Director Kruse 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.

6.0 RISK MANAGEMENT ACTIVITIES

Ms. Steele introduced Ms. Garton to present the plan on how Synchronous plans to be equitable in the distribution of the one thousand FireAvert units to help the most vulnerable properties within HARRP. She advised they used the C.O.P.E. (Construction type, Occupancy, Protection, and Exposure) data to rate properties. Properties were given a rate of between 10-25 with additional adjustments for year of construction and number of floors. She advised that 736 properties were identified with a higher need for FireAvert units. Ms. Steele advised the remaining units will be distributed with other criteria and as needed. It was noted by board members that they loved how data was used to calculate the highest risk. President Rooker thanked Ms. Garton on a great presentation based on data.

7.0 DISCUSSION and ACTION ITEMS

7.1 Consider Appointment of Elected Board Members, HARRP

Ms. Steele advised the following directors have been re-elected, to serve an additional three-year term, Renee Rooker (WA), Bob Havlicek (CA), and Andrew Calkins (WA). A motion was made by Director Fox and seconded by Director Kugler to ratify the elected board members. Motion passed by unanimous vote.

7.2 Consider Approving 2024 Synchronous Annual Report

Ms. Steele informed the 2024 Synchronous Annual Report will be filed by the end of the month following final board approval. A motion was made by Director Kohler and seconded by Director Calkins to approve the 2024 Synchronous Annual Report. Motion passed by unanimous vote.

7.3 Consider Approving Final Actuarial Report

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

7.4 Consider Appointment of Member Affiliated Directors, AHRP

Ms. Steele advised the HARRP Board of Directors to appoint Renee Rooker and Andrew Calkins to the AHRP Board of Directors, with terms expiring in 2028. A motion was made by Director Kruse and seconded by Director Fox to appoint Director Rooker and Director Calkins to the AHRP Board of Directors. Motion passed by unanimous vote.

7.5 Consider Election of Officers

A motion was made by Director Parr and seconded by Director Kruse to elect Director Rooker to the office President of the HARRP Board of Directors. Motion passed by unanimous vote.

A motion was made by Director Parr and seconded by Director Havlicek to elect Director Kugler to the office Vice President of the HARRP Board of Directors. Motion passed by unanimous vote.

A motion was made by Director Fox and seconded by Director Kugler to elect Director Kohler to the office Treasurer of the HARRP Board of Directors. Motion passed by unanimous vote.

7.6 Review of Succession Plan

Ms. Steele stated that now that the known retirements have been planned for and executed it is time to shift focus on developing a plan for staff coverage. She advised that the next phase of the plan, staff will identify the critical functions of each pool, develop a strategic plan, and prioritize its execution to mitigate the impact of the sudden loss, as part of daily operations.

7.7 Consider Approving Executive Director's Report

Ms. Steele advised she has been busy with finalizing reinsurance, the financial audit, completing the annual report, new board member orientation, implementation of the online training, and preparing for conferences. She advised she looks forward to building the day-to-day operations plan and assisting the new Executive Director. A motion was made by Director Parr and seconded by Director Calkins to approve the Executive Director's Report. Motion passed by unanimous vote.

8.0 TREASURER'S REPORT

Ms. Frye presented the treasurer's report. She advised the pools are doing very well and emphasized the controls the staff take seriously including three to four different people approving transactions, locked signature stamp and positive pay at the bank. A motion was made by Director Havlicek and seconded by Director Kruse to approve the Treasurer's Report. Motion passed by unanimous vote.

9.0 EXECUTIVE SESSION

A motion was made by Director Parr and seconded by Director Fox to begin the Executive Session per RCW 42.30.110(g) to last approximately 30 minutes with additional action to take place once the open session reconvenes. The executive session includes discussion of claims overview and the Executive Director recruitment,

The Executive Session began at 8:47 am and ended at 9:40 am.

A motion was made by Director Parr and seconded by Director Havlicek to approve temporary salary of \$276,976.00 of Ms. Steele effective March 11, 2025 as interim Executive Director until a new Executive Director is hired when her salary will revert to what it was prior to march 11, 2025.. Motion passed by unanimous vote.

10.0 MATTERS FROM THOSE PRESENT

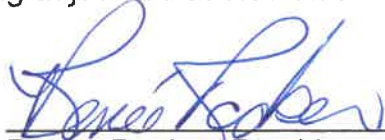
None

11.0 PRESIDENT'S REPORT

President Rooker reported that she was advised that Mason County has requested reentry into the pool after being previously asked to leave after they were late in paying their bills. She also advised that Bremerton Housing Authority is also reporting they owe them quite a bit of money as well. She asked that board members and staff just consider that when considering doing business with Mason County.

13.0 ADJOURNMENT

There being no further business, a motion was made by Director Parr and seconded by Director Havilek to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 9:50 am.



Renee Rooker, President