HOUSING AUTHORITY FOR THE CITY OF ANACORTES
REGULAR MEETING MINUTES
October 29, 2026
Anacortes Housing Authority, 719 Q Avenue, Anacortes, Washington

CALL TO ORDER: The meeting was called to order at 3:30pm. Commissioners Barrett, Carroll-Gillis, Ohana, and Mu in attendance. Also in attendance were Crystal Simpson, Executive Director, and Ashley Anshus. In addition, there were about 6 tenants in attendance.

AGENDA APPROVAL: It was moved by Terry Carroll-Gillis and seconded by Xuhua Mu to approve the agenda. **Motion passed**.

MINUTES APPROVAL: It was moved by Nicole Ohana and seconded by Xuhua Mu to approve the minutes. **Motion passed**.

PUBLIC COMMENT: None

BOARD CHAIR COMMENTS: Pat Barrett welcomed returning Board Member Nicole Ohana. Pat also welcomed new Executive Director, Crystal Simpson to her first meeting and to the agency. Crystal introduced herself and shared her experience in housing. Pat shared that Board Commission Susan Rooks had resigned from her position. He further shared resident Diedre Philips had applied for the board position and AHA was waiting for the Mayor to approve.

EXECUTIVE DIRECTOR REPORT: Crystal shared that the PHA annual plan and Capital Fund 5 Year Action Plan (2026-2030) have been created and the PHA 5 Year Plan and Capital Fund 5 Year Action Plan (2021-2025) have been revised. The public notice would be posted on November 4th and the comment period would end on December 21st. There would also be a public hearing for the documents on December 15th at 3:30pm. Board Member Terry requested a work study session to review the documents. Crystal stated that she would schedule one but would also share the documents well in advance of any voting/motion by the board.

Crystal shared the administration team was conducting a time study so that a cost allocation plan could be created and used for the next budget cycles.

Crystal shared that the Wilson and Bayview CY25 audit drafts were in her possession. Per the attorney, she anticipated the draft FY26 AHA Audit to be done by end of November. The board expressed a desire to have the auditor be at a work session/board meeting to review the audits.

Crystal shared that AHA had closed the public housing waiting list as of October 15, 2026. The other waiting lists remain open. Nicole Ohana inquired about current vacancies. Crystal shared there were no current vacancies in public housing.

Finally, Crystal shared that she was working on the CY27 budgets for Bayview and Wilson Hotel. She anticipated providing a draft copy in November and final version for board approval in December.

OLD BUSINESS:
Pat shared that the board was been working with Crystal to determine whether the discussed Financial Manager position is feasible, and what the position would look like. No final decisions have been made.

FINANCIAL REPORTS:
Board looks over financial report provided by Crystal Simpson. Board discussed maintenance costs at Olson and if the grant was reimbursing those costs. Crystal said she would review.

Terry asked about separate bank accounts for Security Deposits. Crystal explained separate bank accounts were required for Security Deposits.

Xuhua asked about dashboard reports including vacancy, work orders, and consolidated financials. Nicole added that she would like to see the PHAS scores/HUD reports. Pat inquired about the information of the PHAS score. Crystal shared that a new PHAS score had not been released recently and that she would share when it was released. However, there were no reports that were available to show how AHA will potentially score. Crystal explained that it was her intent to build dashboard reports to show the current status of the agency including operations and relevant HUD information. The previous staff build operational reports by hand and the financials are currently built by hand by the fee accountant. To gain efficiency, Crystal will be procuring new software that meets our operational and financial needs.

Crystal mentioned she reviewed six months of invoices and found several corrections. The board should expect to see some variances on the next months financial reports.

Pat inquired about moving some of our funds into high interest bearing accounts. Crystal noted that Wilson accounts are in interest bearing accounts and she is would continue to explore. Pat would like the deposit rates, origination dates, maturity dates added to the cash balance and mortgage reports.

Xuhua asked about the reserve funds for Bayview and Wilson. Crystal explained that we were required by the partnership agreements to have a certain amount in operations reserves. Crystal would confirm we have met the minimum. Xuhua asked about a capital budget. Crystal shared that her intent was to create a capital budget with the operating budgets but needed to understand what the agency considered capital expenses vs operating costs.

ONGOING REPORTS: OLSON BUILDING
Pat shared that not much progress since last meeting. We have an interlocal agreement with the Port. The agency is discussing repurposing materials which includes reusing in the building, donating or selling materials. Terry added that the SEPA report would be ready by end of October and that the DAHP report would be coming soon too.

Nicole asked if there was HUD money in the build. Crystal clarified that there were none. Terry added that the intent of the housing was workforce. She also shared we didn't apply for HUD money because would never meet environmental requirements.

Pat discussed the Yes for Housing funds the agency has received and that we will need an extended 10 year commitment with additional funds to make this project work. He also shared there would likely be a 10 year balloon based on the new commitment. Staff would be touring the Olson the following week.

NEW BUSINESS: Crystal presented the revisions to the Procurement Policy. Xuhua had a number of corrections for the document that she provided to Crystal at the meeting. The board decided to have Crystal work with Xuhua on the corrections and then present the final version to the board for approval through email.

Crystal also explained to the board that since the inception of Paid Family Medical Leave Act, the agency had been paying the employee's portion of the cost. Crystal shared to the board that she would be notifying the employees that effective January 1st, 2027, the employees would see a deduction on their payroll for their portion of the cost. The cost to the employees would be roughly .80% of their gross pay.

Pat shared that rates are substantially higher now than they were when PFML began but that the agency had recently raised employee wage rates.

ADJOURNMENT: There being no further business before the Commissioners, it was moved by Terry Carroll-Gillis and seconded by Xuhua Mu to adjourn the meeting. **Motion Passed.**

The next regular meeting of the AHA Board of Commissioners is
Monday, November 30, 2026

Submitted by Crystal Simpson, Executive Director

Approved: Pat Barrett, Board Chair