

HOUSING AUTHORITY OF SNOHOMISH COUNTY

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MEETING NOTICE

**REGULAR MEETING OF THE
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY
OF SNOHOMISH COUNTY**

**DATE: Tuesday, March 19, 2019
TIME: 12:00 PM
LOCATION: HASCO CONFERENCE ROOM
12711—4TH AVE W
EVERETT, WA 98204**

AGENDA

A. ROLL CALL

CONSENT ITEMS

- B. APPROVE** Agenda for the March 19, 2019 Regular Meeting..... **1**
- C. ACTION** on Minutes of the February 19, 2019 Regular Meeting..... **3**
- D. Resolution No. 2331** Authorizing Payment of February 2019 Expenditures **7**

ACTION ITEMS

- E. Resolution No. 2332** Adopting the 2019-2020 Public Housing Agency Plan Update **15**
- F. Resolution No. 2333** Adopting Annual Updates to the Section 8 Housing Choice Voucher Administrative Plan **18**
- G. Resolution No. 2334** Amending the Petty Cash Funds and Custodians **22**

INFORMATION ITEMS

- H. Finance Report**
- I. Asset Management Report**

- J.** Administrative Services Report
- K.** Development and Policy Report
- L.** Tenant-Based Assistance Report
- M.** Legal Counsel Report
- N.** Commissioners' Report
- O.** Executive Director Report

ADJOURNMENT

The Regular Meeting of the Board of Commissioners was convened at 12:00 pm on Tuesday, February 19, 2019 at the Housing Authority of Snohomish County.

Present: Commissioner Choy
Commissioner Goulet
Commissioner Matsumoto Wright
Commissioner Rusko
Commissioner Wallace

Absent and Excused: Commissioner Weikel

Staff: Duane Leonard, Executive Director
Pam Frost, Director of Finance
Jenisa Story, Director of HR and Administrative Services
Kristen Cane, Director of Development and Policy
Janinna Attick, Program Integration and Support Manager
Liz Dewey, Human Resources Specialist

Counsel: Jon Jurich, Pacifica Law Group

CONSENT ITEMS

Commissioner Goulet moved for approval of consent items. Commissioner Rusko seconded and the motion passed unanimously to adopt the following:

Item B. APPROVE Agenda for the February 19, 2019 Regular Meeting

Item C. ACTION on Minutes of the January 15, 2019 Regular Meeting

Item D. Resolution No. 2328 Authorizing Payment of January 2019 Expenditures

ACTION ITEMS

Item E. Resolution No. 2329 Providing for the Issuance of Revenue Bonds for Refinancing Carvel

This resolution provides for the issuance of revenue bonds to the Housing Authority in the aggregate principal amount of not to exceed \$76,000,000 for the purpose of refinancing the Carvel Apartments in Mukilteo, WA. In addition, this resolution provides for funding a debt service fund, paying costs of issuing the bonds, approving the issuance and sale of such bonds to KeyBanc Capital Markets Inc., delegating to the Executive Director the authority to execute a final form of bond purchase agreement and to deem the preliminary official statement final.

Lastly, this resolution approves the form of indenture of trust and tax certificate and authorizes the officers and Executive Director of the Authority to amend and execute such documents and other related documents and authorizes and directs the authorization of an outstanding note.

Commissioner Goulet moved to approve the resolution. Commissioner Choy seconded and the motion was unanimously approved.

Item F. Resolution No. 2330 Approving an Amendment to the Position Classification Plan

This resolution amends the position classification plan to reflect the following position changes: addition of four Specialist I: Tenant Based Assistance positions, deletion of one Specialist II: Tenant Based Assistance position, and deletion of one Senior Specialist: Tenant Based Assistance position.

Commissioner Goulet moved to approve the resolution. Commissioner Choy seconded and the motion was unanimously approved.

INFORMATION ITEMS

Item G. – Finance Report

Pam Frost provided the Finance report for July through December 2018. The strong housing market is contributing to a good financial report for the agency. HASCO properties continue to have a low vacancy rate.

Section 8 continues to work on a break-even budget based on the previous year's budget, with housing assistance payment funding for vouchers and administrative fees covering administration costs. The number of clients ported-in from other Housing Authorities was higher than anticipated. The department was under budget in administrative costs because of unfilled employee positions. HUD-held reserves are available to help cover HAP/UAP expenses. The total number of vouchers that HASCO issued including Section 8 and special programs was 3,745.

The Local budget included a Westend development fee that increased operating income and was not included in the original budget. The "All Other Expenses" category includes debt that is under Sound/Olympic View, which is invoiced to the property and reimbursed. This also included the cost for the S&P rating and the AHA dues.

The 210 properties (formerly Public Housing) continue to receive asset repositioning fees from HUD which is helping with rehabilitation costs. This portfolio was under income expectations and was under budget on most expenses. A beauty bark project at Trillium offset the income from the same property. Rehabilitation of units continues as they become vacant.

The Mobile Home parks were under budget and the net-operating income was positive. The Rural Development program was nearly spot-on in operating income and under budget by 7%.

The Miscellaneous Internally Managed properties had a positive net operating income, mostly thanks to Woodlake Manor. The Market Rate property report, which excluded the Carvel Apartments in Mukilteo, showed that the portfolio was over income due to three properties (Edmonds Highlands, Whispering Pines and Raintree).

The audit was good, ran smoothly and there were no findings. HASCO is awaiting HUD's approval of the audit.

Item H. – Legal Counsel Report

Jon Jurich advised that Pacifica Law Group was hard at work on the bond issue for Carvel Apartments.

Item I. – Commissioners' Report

Commissioner Choy had a question about a King 5 News report about housing through ARCH on the eastside and who would be responsible for enforcement of the rules surrounding the program. Also, the Commissioners inquired about the property being built on Broadway and it was clarified that the Everett Housing Authority and HASCO are both providing some housing assistance at this property.

Item J. – Executive Director Report

Duane Leonard asked if the Commissioners were interested in attending the NAHRO Washington Conference in Washington, D.C. in April.

HASCO's office was closed for two full days and had late start/early close on two other days because of the snow. The Maintenance team has done more on snow removal than before, including shoveling sidewalks with a focus mainly on senior properties. HASCO has purchased a snow blower and a truck blade to plow snow in the future.

The Branding Committee has continued to work on branding for HASCO and the work is getting close to the end. At the next meeting, Duane will review the work with the Board.

Duane discussed the Federal Government shutdown that ended in late January and lasted 35 days. After the shutdown ended, HUD passed a continuing resolution for funding. State legislature is looking at eviction prevention and tenant/landlord laws. Also, a fix for the prevailing wage issue is going through the legislature.

Board recruitment to fill the seat vacated by Commissioner Goulet has started and two names are being sent to Snohomish County for review.

ADJOURNMENT

Commissioner Matsumoto Wright moved to adjourn the meeting at 12:54 pm.

Kyoko Matsumoto Wright, Chairperson

SEAL
ATTEST

Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2331**

AUTHORIZING PAYMENT OF FEBRUARY 2019 EXPENDITURES

WHEREAS, the Executive Director has reviewed and approved HASCO expenditures for the month ending February 28, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that

Payment authorization is approved for February 2019 expenditures as attached.

DATED, this 19th day of March, 2019.

The Chairperson thereupon declared said motion carried and said Resolution adopted.

Kyoko Matsumoto Wright, Chairperson

SEAL

ATTEST:

Secretary

Housing Authority of Snohomish County

Expenditure Approval

Month(s) Ending: February 2019

***I have reviewed the attached expenditures listing totaling
\$6,107,877.05 and have indicated any changes to be made.
I hereby approve payment of the expenditures.***

Duane Leonard - Executive Director

AFFORDABLE HOUSING PAYABLE LOG

Property Name	Date	Amount	Description	Date wired
Autumn Chase	02/06/19	\$11,108.27	02/05/19 payables	2/6/2019
Autumn Chase	02/07/19	\$9,660.54	02/08/19 payroll	2/6/2019
Autumn Chase	02/13/19	\$16,496.96	02/13/19 payables	2/14/2019
Autumn Chase	02/20/19	\$5,336.03	02/19/19 payables	2/21/2019
Autumn Chase	02/21/19	\$8,472.92	02/25/19 payroll	2/22/2019
Autumn Chase	02/27/19	\$1,565.88	02/26/19 payables	2/28/2019
Autumn Chase Total		\$52,640.60		
Bristol Square	02/06/19	\$1,032.69	02/05/19 payables	2/6/2019
Bristol Square	02/07/19	\$7,276.90	02/08/19 payroll	2/6/2019
Bristol Square	02/13/19	\$5,317.34	02/12/19 payables	2/14/2019
Bristol Square	02/20/19	\$12,391.83	02/19/19 payables	2/21/2019
Bristol Square	02/21/19	\$5,927.50	02/22/19 payroll	2/21/2019
Bristol Square	02/27/19	\$2,553.04	02/25/19 payables	2/28/2019
Bristol Square Total		\$34,499.30		
Carvel Apartments	02/06/19	\$50,116.72	02/05/19 payables	2/6/2019
Carvel Apartments	02/07/19	\$15,586.73	02/08/19 payroll	2/6/2019
Carvel Apartments	02/13/19	\$9,397.07	02/13/19 payables	2/14/2019
Carvel Apartments	02/20/19	\$52,908.72	02/19/19 payables	2/21/2019
Carvel Apartments	02/21/19	\$15,497.27	02/25/19 payroll	2/22/2019
Carvel Apartments	02/27/19	\$33,247.27	02/26/19 payables	2/28/2019
Carvel Apartments Total		\$176,753.78		
Ebey Arms	02/06/19	\$402.88	02/05/19 payables	2/6/2019
Ebey Arms	02/07/19	\$3,296.64	02/08/19 payroll	2/6/2019
Ebey Arms	02/13/19	\$5,776.06	02/13/19 payables	2/14/2019
Ebey Arms	02/20/19	\$1,611.64	02/19/19 payables	2/21/2019
Ebey Arms	02/21/19	\$3,008.21	02/25/19 payroll	2/22/2019
Ebey Arms	02/27/19	\$2,005.37	02/26/19 payables	2/28/2019
Ebey Arms Total		\$16,100.80		
Edmonds Highlands	02/06/19	\$46,752.12	02/05/19 payables	2/6/2019
Edmonds Highlands	02/07/19	\$6,206.63	02/08/19 payroll	2/6/2019
Edmonds Highlands	02/13/19	\$5,933.93	02/13/19 payables	2/14/2019
Edmonds Highlands	02/20/19	\$9,197.37	02/19/19 payables	2/21/2019
Edmonds Highlands	02/21/19	\$7,132.29	02/25/19 payroll	2/22/2019
Edmonds Highlands	02/27/19	\$2,648.49	02/26/19 payables	2/28/2019
Edmonds Highlands Total		\$77,870.83		
Millwood Estates	02/06/19	\$22,861.32	02/05/19 payables	2/6/2019
Millwood Estates	02/07/19	\$13,722.28	02/08/19 payroll	2/6/2019
Millwood Estates	02/13/19	\$39,877.94	02/13/19 payables	2/14/2019
Millwood Estates	02/20/19	\$10,943.05	02/19/19 payables	2/21/2019
Millwood Estates	02/21/19	\$9,573.97	02/25/19 payroll	2/22/2019
Millwood Estates	02/27/19	\$103,743.62	02/26/19 payables	2/28/2019
Millwood Estates Total		\$200,722.18		
Raintree Village	02/06/19	\$6,217.09	02/05/19 payables	2/6/2019
Raintree Village	02/07/19	\$5,365.57	02/08/19 payroll	2/6/2019
Raintree Village	02/13/19	\$1,095.83	02/12/19 payables	2/14/2019
Raintree Village	02/20/19	\$5,945.44	02/19/19 payables	2/21/2019
Raintree Village	02/21/19	\$5,334.20	02/22/19 payroll	2/21/2019
Raintree Village	02/27/19	\$14,207.79	02/25/19 payables	2/28/2019
Raintree Village Total		\$38,165.92		
Valley Commons	02/06/19	\$385.67	02/05/19 payables	2/6/2019
Valley Commons	02/07/19	\$2,443.42	02/08/19 payroll	2/6/2019
Valley Commons	02/13/19	\$2,795.90	02/13/19 payables	2/14/2019
Valley Commons	02/20/19	\$1,036.06	02/19/19 payables	2/21/2019
Valley Commons	02/21/19	\$1,799.01	02/25/19 payroll	2/22/2019
Valley Commons	02/27/19	\$4,231.86	02/26/19 payables	2/28/2019
Valley Commons Total		\$12,691.92		
Whispering Pines	02/06/19	\$3,025.82	02/05/19 payables	2/6/2019
Whispering Pines	02/07/19	\$17,281.95	02/08/19 payroll	2/6/2019
Whispering Pines	02/13/19	\$7,775.57	02/12/19 payables	2/14/2019
Whispering Pines	02/20/19	\$18,663.33	02/19/19 payables	2/21/2019
Whispering Pines	02/21/19	\$16,506.26	02/22/19 payroll	2/21/2019
Whispering Pines	02/27/19	\$16,294.06	02/25/19 payables	2/28/2019
Whispering Pines Total		\$79,546.99		
Grand Total		\$ 688,992.32		

ItemDate	PayeeName	CheckNumber	ItemAmount
2/1/2019	ADP Inc	718557	(464.75)
2/1/2019	American Family Life Assurance Company	718558	(1,353.62)
2/1/2019	B&L Interpreting Services LLC	718559	(110.54)
2/1/2019	Bank of America		(6,135.32)
2/1/2019	Bank of America		(1,862.85)
2/1/2019	Bank of America		(9,714.69)
2/1/2019	Bank of America		(7,813.28)
2/1/2019	Bank of America		(10,060.06)
2/1/2019	Bank of America	718560	(12.00)
2/1/2019	Banner Bank Loan Payment		(4,537.30)
2/1/2019	Banner Bank Loan Payment		(19,971.57)
2/1/2019	Bellwether Loan Payment		(36,005.99)
2/1/2019	Berkadia Loan Payment		(45,456.83)
2/1/2019	Bills Blueprint Inc	718561	(622.70)
2/1/2019	Bobby Simpson		(105.21)
2/1/2019	Comcast Cable Communications Inc	718562	(1,765.49)
2/1/2019	Department of Retirement Systems	20119	(40,402.91)
2/1/2019	Dougherty Loan Payment		(40,555.35)
2/1/2019	Federal Express	718563	(29.75)
2/1/2019	Gerald R Christin Jr		(281.25)
2/1/2019	HD Supply Facilities Maintenance LTD	718564	(215.99)
2/1/2019	Heartland Automotive Services Inc	718565	(65.68)
2/1/2019	International City Management Association Corp		(1,086.12)
2/1/2019	Jades Jet City Carpet Cleaning Inc	718566	(155.00)
2/1/2019	Judd & Black	718567	(954.90)
2/1/2019	Key Bank Loan Payment		(140,179.67)
2/1/2019	Lerch Bates Inc	718568	(3,700.00)
2/1/2019	Mark Papritz		(281.30)
2/1/2019	Mark Tingley		(46.88)
2/1/2019	New Life Flooring Inc	718569	(2,654.34)
2/1/2019	Pitney Bowes Inc	718570	(45.90)
2/1/2019	PUD No 1 of Snohomish County	718571	(230.91)
2/1/2019	PUD No. 1 of Snohomish County		(270.00)
2/1/2019	Puget Sound Energy	718572	(434.69)
2/1/2019	Refinishing Solutions LLC	718573	(3,325.00)
2/1/2019	Senior Services of Snohomish County	718574	(432.00)
2/1/2019	Signature Forms	718575	(244.95)
2/1/2019	Stargate Technologies Inc	718576	(52.50)
2/1/2019	The Sherwin-Williams Company	718577	(51.98)
2/1/2019	USDA	718584	(4,207.51)
2/1/2019	Volunteers of America Western Washington	718578	(1,783.92)
2/1/2019	Washington Alarm	718579	(135.24)
2/1/2019	Washington State Health Care Authority	718580	(84,933.20)
2/1/2019	Waste Management - Northwest	718581	(73.04)
2/1/2019	Waste Management - Northwest	718582	(10,293.03)
2/1/2019	Wave Broadband	718583	(701.70)
2/5/2019	Corrine B Carter	718585	(127.50)
2/5/2019	Krislynn Areli Wells	718586	(560.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
2/6/2019	Alderwood Water & Wastewater District	718605	(8,000.00)
2/6/2019	Alderwood Water & Wastewater District	718606	(15,253.00)
2/6/2019	Sposari Inc	718607	(10,000.00)
2/8/2019	ADP Inc	718587	(372.99)
2/8/2019	Alliance 2020 Inc	718588	(218.01)
2/8/2019	Bobby Simpson		(213.79)
2/8/2019	Cellco Partnership	718589	(1,432.82)
2/8/2019	Chevron Corporation	718590	(2,745.99)
2/8/2019	Cintas Corporation No 2	718591	(169.04)
2/8/2019	City of Snohomish	718592	(3,236.96)
2/8/2019	Comcast Cable Communications Inc	718593	(99.43)
2/8/2019	Daily Journal Of Commerce Inc	718594	(76.80)
2/8/2019	Frontier	718595	(107.97)
2/8/2019	Gerald R Christin Jr		(2,290.00)
2/8/2019	HD Supply Facilities Maintenance LTD	718596	(373.10)
2/8/2019	Jades Jet City Carpet Cleaning Inc	718597	(1,164.00)
2/8/2019	Janinna Attick		(23.99)
2/8/2019	Orkin LLC	718598	(88.43)
2/8/2019	OV Construction LLC	718599	(14,830.00)
2/8/2019	PUD No 1 of Snohomish County	718600	(4,525.56)
2/8/2019	Puget Sound Energy	718601	(211.01)
2/8/2019	Serjay Shevchuk		(59.80)
2/8/2019	Silver Lake Water & Sewer District	718602	(3,589.35)
2/8/2019	Sound Publishing Inc	718603	(36.40)
2/8/2019	Su Mon Han		(50.46)
2/8/2019	Washington Alarm	718604	(1,773.48)
2/11/2019	JPMorgan Chase Loan Payment		(39,419.36)
2/14/2019	ppe 9Feb19 pd 15Feb19		(47,760.05)
2/14/2019	ppe 9Feb19 pd 15Feb19		(133,229.16)
2/15/2019	ADT US Holdings Inc	718608	(85.00)
2/15/2019	Anixter Inc	718609	(246.27)
2/15/2019	Bobby Simpson		(82.24)
2/15/2019	Cintas Corporation No 2	718610	(338.08)
2/15/2019	City of Lynnwood	718611	(7,148.03)
2/15/2019	City of Mountlake Terrace	718612	(4,072.20)
2/15/2019	City of Stanwood	718613	(5,058.97)
2/15/2019	Comcast Cable Communications Inc	718614	(601.96)
2/15/2019	Department of Retirement Systems	21519	(41,128.58)
2/15/2019	Duane Leonard		(411.04)
2/15/2019	ELTEC Systems LLC	718615	(179.12)
2/15/2019	Emphasys Computer Solutions	718616	(2,310.00)
2/15/2019	HD Supply Facilities Maintenance LTD	718617	(1,134.79)
2/15/2019	International City Management Association Corp		(1,086.12)
2/15/2019	Jades Jet City Carpet Cleaning Inc	718618	(677.50)
2/15/2019	Joshua K McStott	718619	(1,962.00)
2/15/2019	Judd & Black	718620	(700.00)
2/15/2019	Kristen Cane		(35.67)
2/15/2019	Lake Stevens Sewer District	718621	(8,772.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
2/15/2019	Les Schwab Warehouse Center Inc	718622	(60.00)
2/15/2019	New Life Flooring Inc	718623	(3,057.93)
2/15/2019	Paradise Valley Landscaping Company Inc	718624	(34,999.00)
2/15/2019	Petro Minchuk	718625	(536.00)
2/15/2019	PUD No 1 of Snohomish County	718626	(263.92)
2/15/2019	Puget Sound Energy	718627	(171.63)
2/15/2019	Ronald King	718628	(165.00)
2/15/2019	SHRED-IT US JV LLC	718629	(529.84)
2/15/2019	Snohomish County	718630	(3,309.17)
2/15/2019	Sound Security Inc	718631	(307.00)
2/15/2019	State of Washington	718632	(5,093.75)
2/15/2019	Stop Bugging Me LLC	718633	(59.99)
2/15/2019	U S Bank National Association	718634	(1,125.00)
2/15/2019	Woodburn Company	718635	(1,108.53)
2/19/2019	Beatrice E Swanson	718636	(150.00)
2/19/2019	Janis L. McWhirter	718637	(642.00)
2/19/2019	Marguerite Sailer	718638	(200.00)
2/19/2019	Woodridge Construction LLC	718639	(680.00)
2/20/2019	Sposari Inc	718640	(9,505.61)
2/22/2019	ADP Inc	718641	(780.12)
2/22/2019	Advantage Building Services	718642	(2,307.76)
2/22/2019	Alderwood Water & Wastewater District	718643	(9,254.74)
2/22/2019	Anixter Inc	718644	(1,177.38)
2/22/2019	Answerline Communications Inc	718645	(199.00)
2/22/2019	Apollo Plumbing LLC	718646	(350.00)
2/22/2019	Association of Washington Housing Authorities	718647	(5,000.00)
2/22/2019	Bobby Simpson		(133.57)
2/22/2019	Builders Exchange of Washington Inc	718648	(45.00)
2/22/2019	CBS Reporting Inc	718649	(424.00)
2/22/2019	Charles M Morse	718676	(76.60)
2/22/2019	Cintas Corporation No 2	718650	(169.04)
2/22/2019	City of Arlington	718651	(6,125.72)
2/22/2019	City of Marysville	718652	(8,087.97)
2/22/2019	City of Mountlake Terrace	718653	(7,531.49)
2/22/2019	Comcast Cable Communications Inc	718654	(300.95)
2/22/2019	Corey M MacLean	718677	(145.33)
2/22/2019	Crystal and Sierra Springs	718655	(157.45)
2/22/2019	Deborah K Opel	718678	(207.25)
2/22/2019	Douglas C Andrews	718679	(144.62)
2/22/2019	Emily E Davis	718680	(49.88)
2/22/2019	Emphasys Computer Solutions	718656	(2,090.00)
2/22/2019	Everett Housing Authority	718657	(600.00)
2/22/2019	Frontier	718658	(51.66)
2/22/2019	Gerald R Christin Jr		(750.00)
2/22/2019	HD Supply Facilities Maintenance LTD	718659	(42.58)
2/22/2019	Housing Consortium of Everett and Snohomish County	718660	(100.00)
2/22/2019	Johnny L Carroll	718691	(36.78)
2/22/2019	Joshua K McStott	718661	(1,675.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
2/22/2019	Joyce A Jernigan	718682	(41.22)
2/22/2019	Language Line Services Inc	718662	(80.75)
2/22/2019	Laroy E McDonald	718683	(202.96)
2/22/2019	Lela K Clouse	718684	(25.66)
2/22/2019	Lerch Bates Inc	718663	(3,150.00)
2/22/2019	Marion Dickerson	718664	(95,614.00)
2/22/2019	Paradise Valley Landscaping Company Inc	718665	(5,815.00)
2/22/2019	Puckett & Redford PLLC	718666	(180.00)
2/22/2019	PUD No 1 of Snohomish County	718667	(11,836.77)
2/22/2019	Regine Kalambaie	718685	(152.63)
2/22/2019	Republic Services Inc	718668	(2,844.87)
2/22/2019	Rodney A Nelson	718686	(95.81)
2/22/2019	Senior Services of Snohomish County	718669	(4,820.00)
2/22/2019	Snohomish County	718670	(192.00)
2/22/2019	Snohomish County Clerks and Finance Officers Association	718671	(25.00)
2/22/2019	Steve Kehler		(525.00)
2/22/2019	TALX Corporation	718672	(877.50)
2/22/2019	Tami R Dugan	718687	(97.94)
2/22/2019	Tamra Close		(56.03)
2/22/2019	Total Landscape Corporation	718673	(27,824.92)
2/22/2019	Trevor L Levinsky	718688	(38.31)
2/22/2019	U S Bank National Association	718674	(36.00)
2/22/2019	Valerie J Cook	718689	(149.56)
2/22/2019	Washington Housing Authority Accounting Professionals	718675	(50.00)
2/25/2019	Kristina Mendoza	718692	(836.00)
2/25/2019	Nicole Wheeler	718693	(936.00)
2/25/2019	Tracey L Zefkeles	718694	(53.00)
2/26/2019	Bank of America	718695	(15,649.84)
2/28/2019	ppe 16Feb19 pd 1Mar19		(48,314.26)
2/28/2019	ppe 16Feb19 pd 1Mar19		(134,927.30)
2/28/2019	Washington State Department of Licensing		(39.00)
	Total		(1,317,350.52)
	Total HAP/UAP Payments		(4,101,534.21)
	Total Wires to Property Managers		(688,992.32)
	Total Payments		\$ (6,107,877.05)

Purchase Orders Over \$15,000

DATE	DESCRIPTION	P.O. NUMBER	P.O. TOTAL	RECEIPTED	VENDOR
3/29/2016	Scattered Site 4306A unit renovations	1111-1014	\$ 21,000.00	\$ 21,176.00	Woodridge Construction LLC
4/28/2017	T&M contract planning workflows, new sites, bug fixing and other adhoc requests	1999-1832	\$ 65,000.00	\$ 55,957.50	Affirma Consulting LLC
8/21/2017	Westend-sports court	2241-2057	\$ 42,800.00	\$ 38,869.28	Court Development Inc
8/24/2017	Paperless solution for RD	2248-2061	\$ 25,000.00	\$ 23,282.00	FileVision USA LLC
9/13/2017	Stevens Circle-12412A unit renovation	2199-2102	\$ 24,750.00	\$ 22,500.00	Affordable Renovations Inc
10/23/2017	Westend-playground	2360-2171	\$ 18,300.00	\$ 16,628.81	Playcore Wisconsin Inc
10/23/2017	Westend Building E interior repaint	2313-2172	\$ 31,000.00	\$ 26,511.30	Mattila Painting Inc
11/6/2017	Wrobliski Fire repair unit 20	2227-2201	\$ 52,800.00	\$ 46,056.00	Affordable Renovations Inc
11/20/2017	Centerwood Building F fire muck out and abatement	2272-2244	\$ 21,500.00	\$ 19,536.93	Belfor USA Group Inc
11/20/2017	Westend-owner directed landscaping	2434-2249	\$ 45,000.00	\$ 31,595.37	Paradise Valley Landscaping Company Inc
11/27/2017	Pinewood unit 5714A renovation	2368-2264	\$ 25,800.00	\$ 23,440.00	Wesley Axlen
1/9/2018	Annual Appliances from January 1, 2018 to December 31, 2018	2466-2355	\$ 80,000.00	\$ 46,345.71	Judd & Black
1/9/2018	Annual Interior Painting from January 1, 2018 to December 31, 2018	2467-2356	\$ 80,000.00	\$ 57,501.00	Joshua K McStott
1/9/2018	Annual Janitorial Services at the Prospect Plaza from January 1, 2018 to December 31, 2018.	2469-2358	\$ 30,000.00	\$ 24,409.00	Advantage Building Services
1/9/2018	Annual Vacate Units Interior Cleaning from January 1, 2018 to December 31, 2018.	2471-2360	\$ 35,000.00	\$ 34,850.00	5 Star Services Inc
3/19/2018	Preliminary design work for Whispering Pines redevelopment	2716-2519	\$ 17,000.00	\$ 9,129.00	Environmental Works
4/10/2018	Maplewood Unit 1019E Renovation	2771-2584	\$ 23,000.00	\$ 20,865.00	Wesley Axlen
6/6/2018	Millwood Estates-Pool room repairs	2857-2769	\$ 92,500.00	\$ 79,863.36	Interstate Restoration LLC
6/12/2018	Scattered Sites exterior paint project	2990-2787	\$ 46,203.00	\$ -	K-A General Construction Contractor LLC
7/18/2018	Whispering Pines fence replacement	3053-2888	\$ 48,000.00	\$ 37,278.00	Cortez Fencing
7/31/2018	Maplewood roof replacement	2904-2917	\$ 66,000.00	\$ 60,599.55	Multifaceted Group LLC
8/13/2018	Annual Postage - Meter Refill (12 Mos @ \$2,500)	3183-2943	\$ 30,000.00	\$ 15,000.00	Pitney Bowes Inc
8/14/2018	HASCO Branding and Design Project	3194-2950	\$ 36,162.00	\$ 23,020.00	Steven Pillitu
9/5/2018	NT-unit 21403A renovation	3245-2997	\$ 26,500.00	\$ -	Wesley Axlen
9/26/2018	Craigmont ADA unit 12 renovation	3033-3059	\$ 21,100.00	\$ -	Affordable Renovations Inc
11/15/2018	Fair Housing Analysis of Impediments (AI) and Language Access Plan	3310-3215	\$ 24,885.00	\$ 22,425.73	Root Policy Research
12/20/2018	12/17/2018 Steve's vehicle with state fees	3572-3315	\$ 25,610.25	\$ 25,610.25	Bickford Motors Inc
12/21/2018	BPO FY 2018 Audit / \$60,000 Audit + \$2,600 Other Expenses	3588-3318	\$ 65,000.00	\$ 47,539.02	State Auditors Office
1/14/2019	Robin Park-Garden landscaping improvements	3482-3365	\$ 50,400.00	\$ 41,021.00	Paradise Valley Landscaping Company Inc
1/15/2019	Annual Cleaning Contract for 2019	3637-3366	\$ 65,000.00	\$ 12,150.00	5 Star Services Inc
1/15/2019	1/1/2019 to 12/31/2019 Annual Contract HASCO Office Janitorial Services Renewal	3575-3372	\$ 30,000.00	\$ 4,615.52	Advantage Building Services
1/15/2019	1/1/2019 to 12/31/2019 Annual Contract Interior Painting Renewal provide all labor materials and	3576-3373	\$ 60,000.00	\$ 7,005.00	Joshua K McStott
1/15/2019	1/1/2019 to 12/31/2019 Annual Contract New Appliances Renewal provide material, equipment &	3577-3374	\$ 75,000.00	\$ 6,590.90	Judd & Black
1/29/2019	Ebey Arms Elevator Modernization consulting services	3606-3402	\$ 16,300.00	\$ 6,850.00	Lerch Bates Inc

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2332
ADOPTING THE 2019-2020 PUBLIC HOUSING AGENCY PLAN UPDATE**

WHEREAS, the Department of Housing and Urban Development (HUD) requires the adoption of a 5-year and 1-year Public Housing Agency Plan by HASCO; and

WHEREAS, this year, HASCO was required to prepare a 1-year update, and staff has worked with a committee comprised of residents and community-based organizations to draft the Agency Plan; and

WHEREAS, the Agency Plan has been prepared in accordance with HUD instructions, the required 45-day public comment period has passed, and the required Public Hearing has been held; and

WHEREAS, the Board of Commissioners has considered public comments and testimony, if any, prior to adopting the Plan;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY hereby adopts the Plan and directs staff to submit the Plan to the Department of Housing and Urban Development (HUD) by the required due date.

DATED, this 19th day of March 2019.

The Chairperson thereupon declared said motion carried and said Resolution adopted.

Kyoko Matsumoto Wright, Chairperson

SEAL

ATTEST:

Secretary

ACTION ITEM

TO: Board of Commissioners

FROM: Jodie Halsne

SUBJECT: **ADOPTING THE 2019-2020 PUBLIC HOUSING AGENCY PLAN UPDATE**

DATE: March 19, 2019

AT ISSUE

2019 - 2020 Public Housing Agency Plan update and submittal of the Plan to HUD

RECOMMENDED ACTION

Approval of Resolution No. 2332 adopting the final 1-Year Public Housing Agency Plan and authorizing staff to submit the Plan to HUD

BACKGROUND

At the January meeting, the Board authorized staff to begin the required 45-day period for public review of the Agency Plan, which will be effective July 1, 2019 through June 30, 2020.

Resident and Public Comments

The Resident Advisory Board (RAB) meeting was held on Wednesday, December 5, 2018 with eight resident participants. The required 45-day public comment period was held from January 18, 2019 to March 4, 2019. A public hearing on the Plan will be held at the opening of the March Board meeting.

Attached is a summary of resident and public participation and comments on the Plan, which will be included in the submittal to HUD.

Submittal of Plan to HUD

Staff requests that the Board adopt Resolution 2332 adopting the 2019 - 2020 Public Housing Agency Plan and directing staff to submit the Plan to HUD by the required due date.

Housing Authority of Snohomish County
FY 2020 Public Housing Agency Plan
Summary of Resident and Public Participation and Comments

Resident Advisory Board Meeting on December 5, 2018

RAB Attendees:

Residents: Tamra Moore, Chris Grenner, Sharon Sussman, Debbie Lauer, Pamela Kercheval, Jannette Marshall, Nancy Ames, Patricia Story

HASCO Staff: Tom Eadie, Jenna Christenson, Sarah Max, Jodie Halsne, Lida Khoshal, Cecilia Forbes, Su Mon Han, Theresa Snow, Phyllis Renteria, Melanie Golden

Root Policy Staff: Mehgie Tabar

Discussion and comments at the meeting centered on the following items:

- Source of Income Discrimination law and landlord participation requirements.
- When landlords charging rent and fees to different tenants may be legitimate, when it may be discriminatory, and what to do if a tenant feels discriminated against.
- Project Based Voucher units with and without supportive services.
- When participants are allowed to move and what the process involves, including the purpose and use of the Request for Tenancy Approval (RFTA).
- Household composition, including foster children, and how changes affect voucher size.
- Rent increase procedures and timelines.
- Specialty Voucher Types, qualifications, and waitlists.

Public Comment Period and Public Hearing

There were no comments received during the 45-day public comment period.

The public hearing will be held at the start of the March board meeting and any comments received at that time will be considered by the Board for adoption before taking action on the resolution adopting the Agency Plan.

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2333**

**ADOPTING ANNUAL UPDATES TO THE SECTION 8 HOUSING CHOICE
VOUCHER ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of Snohomish County (HASCO) is required by the U.S. Department of Housing and Urban Development (HUD) to establish an Administrative Plan outlining its policies and procedures for the Housing Choice Voucher program; and,

WHEREAS, the original Administrative Plan and any updates must be approved by the Board annually; and

WHEREAS, the current version of the Administrative Plan was approved by the Board on March 20, 2018; and,

WHEREAS, HASCO has made discretionary revisions throughout the Administrative Plan to reflect current regulations and practices;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that the revisions to the Administrative Plan described in Exhibit A are hereby adopted.

DATED, this 19th day of March, 2019.

The Chairperson thereupon declared said motion carried and said Resolution adopted.

Kyoko Matsumoto Wright, Chairperson

SEAL

ATTEST

Secretary

Exhibit A

2018 Significant Revisions to HASCO Administrative Plan

Previously Approved:

Chapter 4: Applications, Waiting List, and Tenant Selection

- Previously approved: Changes to incorporate Mainstream targeted voucher program, clarification about application process for targeted voucher programs and PBV units, and addition of the Mainstream local preference.

Chapter 7: Verification

- Added table of information regarding acceptable documentation to verify that an applicant qualifies for a local preference

Pending Review or Approval:

Chapter 2: Fair Housing & Equal Opportunity

- Added referral to legal aid for individuals who feel they have been discriminated against due to “Source of Income”.
- Clarified language regarding which Washington State Law is being followed, what constitutes a reasonable accommodation, and using “people-first” phrasing for persons with Limited English Proficiency.

Chapter 3: Eligibility

- Added references to the FUP and VASH appendices for program specific eligibility, denial, and screening criteria.

Chapter 4: Applications, Waiting List, and Tenant Selection

- Added waitlist preference for current participants who have lived in a PBV unit for less than one year and request an emergency transfer with an HCV under the Violence Against Women Act (VAWA). Chapter 17 made reference to such preference, which did not previously exist.

Chapter 5: Briefings and Voucher Issuance

- Revised policy for determining family unit voucher size for Housing Choice Vouchers, effective July 1, 2019, to allow one bedroom for the head of household and spouse/cohead and one bedroom for each two additional persons, eliminating exceptions due to age and gender.
- Removed repeated listing of exception categories, referring instead to “reasonable accommodations”.

Chapter 6: Income and Subsidy Determinations

- Added clarifying language that HASCO will not include medical expenses used to pay for marijuana or its paraphernalia in the calculation of medical expense deductions.

Chapter 8: Housing Quality Standards and Rent Reasonableness

- Restored references that had previously been removed to PHA Policies that clarified requirements for HQS inspections.

Chapter 10: Moving with Continued Assistance and Portability

- Changed policy to allow up to a 3 day overlap in HAP to allow time to transition between units.

Chapter 11: Reexaminations

- Modified policy to not require an interim reexamination due to increase in income.

Chapter 13: Owners

- Modified policy on maintaining a list of owners willing to lease a unit to an eligible participant. Owners will be given links to affordable housing listing services and Applicants and Participants will be referred to those listing services when searching for a unit.
- Added date parameter for clarification to the policy that current contracts [in place prior to June 1998] on behalf of owners and families that are related may continue.

Chapter 17: Project-Based Vouchers

- Updated language in Emergency Transfers under VAWA section to clarify options for emergency transfer from PBV units and remove outdated references to public housing units.

Appendix B - Family Unification Program (FUP)

- Added mitigating circumstances for denial criteria. Recognizing that the non-mandatory denial policies may have a disparate impact on families applying for FUP, we will admit FUP applicants who would normally be denied because they do not meet some of the non-mandatory denial criteria based on the following mitigating circumstances when screening FUP applicants: (1) Impact of denial on family members who were not involved in act or failure to act and (2) the family's participation in the service-enriched FUP Keeping Families Together (KFT) program.

Appendix_Overcrowding: Project-Based Vouchers

- Removed the Appendix on overcrowding issued in 2008 as it has been updated in the Admin Plan in Section 17.

Appendix_Ending Homelessness Program

- Removed the Appendix on administering the Ending Homelessness Program as the program ended in 2005.

Appendix_Local Preferences Overview for Non-Project Based Voucher Assistance

- Removed the Appendix on Local Preferences Overview for Non-Project Based Voucher Assistance as it is incorporated in section 4-III.

Appendix_Public Housing Conversion to Vouchers

- Removed the Appendix on administering vouchers issued to Public Housing residents (Residents) as part of HASCO's Public Housing Conversion to Vouchers (the Conversion) as the conversion was completed in 2015.

Glossary

- Clarified the At Risk of Becoming Homeless definition include extremely low income families that are severely cost burdened as defined by HUD.
- Modified the At Risk of Becoming Homeless definition to base overcrowding on HQS standards rather than Census Bureau standards.

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2334**

AMENDING THE PETTY CASH FUNDS AND CUSTODIANS

WHEREAS, the accounting policies of the Housing Authority of Snohomish County permit the creation of a Petty Cash Fund for payment of minor expenses; and,

WHEREAS, existing petty cash funds were established by previous resolutions; and,

WHEREAS, purchase of Carvel Apartments necessitates the funding of a new petty cash account.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that

1. Approved Petty Cash funds are therefore amended as follows:

<u>Petty Cash Custodian</u>	<u>Amount</u>	<u>Fund</u>
Carvel Property Mgr	\$500	Carvel Apartments

2. The petty cash fund shall be for use in payment of legitimate minor expenses but shall not be used for cashing employee checks, making loans to employees, or for salary advances.
3. The custodian of the petty cash fund shall document all disbursements from said fund through receipted bills, invoices, or itemized lists of purchases.
4. All purchases for reimbursement from petty cash fund shall be approved by the department manager.

DATED, this 19th day of March, 2019.

The Chairperson thereupon declared said motion carried and said Resolution adopted.

Kyoko Matsumoto Wright, Chairperson

SEAL

ATTEST

Secretary