

**HOUSING AUTHORITY OF SNOHOMISH COUNTY**

12711 - 4<sup>th</sup> Avenue West • Everett, Washington 98204  
(425) 290-8499 or (425) 743-4505  
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**MEETING NOTICE**

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

**DATE: Tuesday, April 16, 2019  
TIME: 12:00 PM  
LOCATION: HASCO CONFERENCE ROOM  
12711—4<sup>TH</sup> AVE W  
EVERETT, WA 98204**

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**AGENDA**

**A. ROLL CALL**

**CONSENT ITEMS**

- B. APPROVE** Agenda for the April 16, 2019 Regular Meeting.....**1**
- C. ACTION** on Minutes of the March 19, 2019 Regular Meeting.....**2**
- D. Resolution No. 2335** Authorizing Payment of March 2019 Expenditures .....**6**

**ACTION ITEMS**

- E. Resolution No. 2336** Approve FY20 Utility Allowance Rates..... **14**
- F. Resolution No. 2337** Ratification of a Home Sale at Alpine Ridge South ..... **19**
- G. Resolution No. 2338** Amending the Chain of Command in the Absence of the Executive Director..... **20**
- H. Resolution No. 2339** Approving an Amendment to the Position Classification Plan ..... **21**

**INFORMATION ITEMS**

- I.** Legal Counsel Report
- J.** Commissioners’ Report
- K.** Executive Director Report

**ADJOURNMENT**

The Regular Meeting of the Board of Commissioners was convened at 12:03 pm on Tuesday, March 19, 2019 at the Housing Authority of Snohomish County.

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

**Staff:** Duane Leonard, Executive Director  
Pam Frost, Director of Finance  
Jenisa Story, Director of HR and Administrative Services  
Jodie Halsne, Director of Tenant Based Assistance  
Kristen Cane, Director of Development and Policy  
Liz Dewey, Human Resources Specialist  
Serjay Shevchuk, Asset Management Specialist

**Counsel:** Faith Pettis, Pacifica Law Group

**CONSENT ITEMS**

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

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

**Item C. ACTION on Minutes of the February 19, 2019 Regular Meeting**

**Item D. Resolution No. 2331 Authorizing Payment of February 2019 Expenditures**

**ACTION ITEMS**

**Item E. Resolution No. 2332 Adopting the 2019-2020 Public Housing Agency Plan Update**

This resolution authorizes the Housing Authority of Snohomish County to adopt the one-year update to the Public Housing Agency Plan and directs staff to submit the Plan to the Department of Housing and Urban Development (HUD) by the required due date.

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

**Item F. Resolution No. 2333 Adopting Annual Updates to the Section 8 Housing Choice Voucher Administrative Plan**

This resolution authorizes staff to update the Administrative Plan for the Section 8 Program with current language and formatting.

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

**Item G. Resolution No. 2334 Amending the Petty Cash Funds and Custodians**

This resolution authorizes staff to set up a petty cash fund of \$500 at Carvel Apartments and designate the Carvel Property Manager as the Petty Cash Custodian.

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

**INFORMATION ITEMS**

**Item H. – Finance Report**

Pam Frost provided an overview of the activities of the Finance Department. She advised that the Novogradic audit has been wrapping up and that the FY18 audit has completed. S&P will be proposing an A+ rating for the Carvel Apartment bonds.

**Item I. – Asset Management Report**

Serjay Shevchuk provided an overview of the Capital budget and projects in process. The total approved budget for 2018 was \$5,707,130, and as of the end of CY2018, \$4,339,735 has been used for projects. The amount moving forward to CY2019 will be \$1.3m. The total spent on rehabilitation of units was \$1,325,295.

There have been several exterior and interior projects in the Market Rate Portfolio. The exterior projects included seal coating parking lots, fencing, lights, replacing garage doors and gutter work. Interior projects included elevator work, turning units, an intercom system and flooring in various units. Overall, \$4,355,031 has been spent on capital projects for this portfolio.

In the Affordable Property Portfolio, rehabilitation of units and the painting of exteriors is continuing. Overall, \$967,600 has been spent on capital projects for this portfolio.

In the USDA/Rural Development, various projects are in process such as coating of parking lots, fixing the railing and stairs at one property and remodeling/rehabilitating units. Overall, \$384,500 has been spent on capital projects for this portfolio.

**Item J. – Administrative Services & HR Report**

Jenisa Story provided an overview of activities in the Administration Services/HR Department. She advised that public records requests have increased, and the number of employees has increased, too. Five more employees are slated to be added to the agency over the next year. The HR team has started using a new software program to help with recruiting called Clear Company. This has helped increase advertising for open positions and the HR team has reviewed 467 applicants since the first of the year.

### **Item K. – Development & Policy Report**

Kristen Cane provided an overview of activities during the last year in the Development & Policy report. A few of the highlights include having presented to over 20 city councils, planning commissions, program partners and other community groups, participating in four community planning groups and acquiring Carvel Apartments in Mukilteo. Under Kristen's direction, HASCO has earned \$3,500,000 in developer fees for the Westend Apartments LIHTC resyndication, secured the award of 50 Mainstream vouchers and received an initial member contribution to the AHA Local Housing Trust Fund of \$655,000 towards affordable housing in the county.

The department is currently working on a one-page review for the Commissioners to take to NAHRO's Washington Conference in April. Also, the team has contracted Root Policy to conduct an Analysis of Impediments to Fair Housing Choice along with creating a Language Access Plan to better serve HASCO's clients.

The purchase of the Marysville parcel that is adjacent to Westend is taking longer than anticipated due to a title issue. The Whispering Pines redevelopment will be voted on during the Lynnwood City Council meeting on March 25. The team continues to work on the Professional Services Procurement project. Also, RFQs have been requested and the team is reviewing proposals to make decisions on which companies to contract with over the next five years.

### **Item L. – Tenant Based Assistance Report**

Jodie Halsne provided an overview of the activities in the Tenant Based Assistance department. Two staff members have transferred to other departments and they will be replaced by four new Housing Specialist I's. The department is working on a training plan for the new Specialists. In addition, the team is starting a new audit program; one Senior Specialist will audit the Specialists on the team and one of the Housing Program Managers will audit the Senior Specialist completing the audits. There will be two audits completed per Specialist per month.

The Project-Based Voucher program is up to 95% occupancy. By December 1<sup>st</sup>, HASCO needs to have 40% of Mainstream Voucher holders leased up and 46 of the 50 vouchers have been issued.

### **Item H. – Legal Counsel Report**

Faith Pettis advised that her team has been working on the Carvel refinancing, which will be a public bond sale through Key Banc. Also, her team is working on the Marysville title action and Pacifica has responded to Development & Policy's RFQ to continue working with HASCO.

**Item I. – Commissioners' Report**

Commissioner Wallace asked where HASCO was at with the branding process and Duane confirmed that there will be an update to the Commissioners soon.

Commissioner Rusko advised that the City of Stanwood will be starting to focus on affordable housing.

A huge thank you to Commissioner Goulet for his 15 years of service to the Housing Authority as he prepares to retire from the Board of Commissioners.

**Item J. – Executive Director Report**

Duane Leonard reported relief is set to come through the legislature on the Prevailing Wage issue, which will allow the Housing Authority to renew the contract with the current landscaping company.

Commissioner Goulet will be retiring from the Board after 15 years of service. Two names have been sent to Snohomish County to fill his spot.

The Maud's House sale is in process to the Volunteers of America. The certification process has begun for the Affordable Housing Accreditation Board (AHAB). The Branding Committee will provide an outline of the communication plan soon.

Duane also advised that there is current conversation about how to present what HASCO does to the community as the public comment period closed for the Whispering Pines redevelopment. In addition, he reported that the City of Lynnwood might buy the Rodeo Inn to turn it into a homeless shelter.

**ADJOURNMENT**

Commissioner Matsumoto Wright moved to adjourn the meeting at 1:15 pm.

\_\_\_\_\_  
Kyoko Matsumoto Wright, Chairperson

SEAL  
ATTEST

\_\_\_\_\_  
Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY  
RESOLUTION NO. 2335**

**AUTHORIZING PAYMENT OF MARCH 2019 EXPENDITURES**

**WHEREAS**, the Executive Director has reviewed and approved HASCO expenditures for the month ending March 31, 2019.

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

Payment authorization is approved for March 2019 expenditures as attached.

**DATED, this 16th day of April, 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: March 2019***

***I have reviewed the attached expenditures listing totaling  
\$6,471,958.96 and have indicated any changes to be made.  
I hereby approve payment of the expenditures.***

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***Duane Leonard - Executive Director***

***Prepared by: Stephanie Jensen***

**AFFORDABLE HOUSING PAYABLE LOG**

Property Name	Date	Amount	Description	Date wired
Autumn Chase	03/06/19	\$44,215.33	03/05/19 payables	3/7/2019
Autumn Chase	03/07/19	\$7,037.51	03/08/19 payroll	3/7/2019
Autumn Chase	03/13/19	\$14,666.58	03/12/19 payables	3/14/2019
Autumn Chase	03/20/19	\$16,377.64	03/20/19 payables	3/21/2019
Autumn Chase	03/21/19	\$8,974.51	03/25/19 payroll	3/22/2019
Autumn Chase	03/27/19	\$8,731.78	03/26/19 payables	3/28/2019
<b>Autumn Chase Total</b>		<b>\$100,003.35</b>		
Bristol Square	03/06/19	\$15,078.61	03/04/19 payables	3/7/2019
Bristol Square	03/07/19	\$5,397.54	03/08/19 payroll	3/7/2019
Bristol Square	03/13/19	\$9,164.34	03/11/19 payables	3/14/2019
Bristol Square	03/20/19	\$3,374.98	03/18/19 payables	3/21/2019
Bristol Square	03/20/19	\$6,518.76	03/22/19 payroll	3/21/2019
Bristol Square	03/27/19	\$2,110.65	03/25/19 payables	3/28/2019
<b>Bristol Square Total</b>		<b>\$41,644.88</b>		
Carvel Apartments	03/06/19	\$35,907.08	03/05/19 payables	3/7/2019
Carvel Apartments	03/07/19	\$12,388.24	03/08/19 payroll	3/7/2019
Carvel Apartments	03/13/19	\$33,372.27	03/12/19 payables	3/14/2019
Carvel Apartments	03/20/19	\$11,014.79	03/20/19 payables	3/21/2019
Carvel Apartments	03/21/19	\$14,293.82	03/25/19 payroll	3/22/2019
Carvel Apartments	03/27/19	\$29,978.65	03/26/19 payables	3/28/2019
<b>Carvel Apartments Total</b>		<b>\$136,954.85</b>		
Ebey Arms	03/06/19	\$7,045.61	03/05/19 payables	3/7/2019
Ebey Arms	03/07/19	\$2,502.29	03/08/19 payroll	3/7/2019
Ebey Arms	03/13/19	\$11,831.81	03/12/19 payables	3/14/2019
Ebey Arms	03/20/19	\$3,254.72	03/20/19 payables	3/21/2019
Ebey Arms	03/21/19	\$2,810.97	03/25/19 payroll	3/22/2019
Ebey Arms	03/27/19	\$894.79	03/26/19 payables	3/28/2019
<b>Ebey Arms Total</b>		<b>\$28,340.19</b>		
Edmonds Highlands	03/06/19	\$9,706.61	03/05/19 payables	3/7/2019
Edmonds Highlands	03/07/19	\$5,181.83	03/08/19 payroll	3/7/2019
Edmonds Highlands	03/13/19	\$10,779.92	03/12/19 payables	3/14/2019
Edmonds Highlands	03/20/19	\$19,915.46	03/20/19 payables	3/21/2019
Edmonds Highlands	03/21/19	\$6,472.95	03/25/19 payroll	3/22/2019
Edmonds Highlands	03/27/19	\$5,882.88	03/26/19 payables	3/28/2019
<b>Edmonds Highlands Total</b>		<b>\$57,939.65</b>		
Millwood Estates	03/06/19	\$36,918.96	03/05/19 payables	3/7/2019
Millwood Estates	03/07/19	\$9,655.81	03/08/19 payroll	3/7/2019
Millwood Estates	03/13/19	\$48,600.69	03/12/19 payables	3/14/2019
Millwood Estates	03/20/19	\$58,816.42	03/20/19 payables	3/21/2019
Millwood Estates	03/21/19	\$12,948.58	03/25/19 payroll	3/22/2019
Millwood Estates	03/27/19	\$32,559.92	03/26/19 payables	3/28/2019
<b>Millwood Estates Total</b>		<b>\$199,500.38</b>		
Raintree Village	03/06/19	\$8,040.18	03/04/19 payables	3/7/2019
Raintree Village	03/07/19	\$5,647.62	03/08/19 payroll	3/7/2019
Raintree Village	03/13/19	\$3,869.86	03/11/19 payables	3/14/2019
Raintree Village	03/20/19	\$5,210.68	03/18/19 payables	3/21/2019
Raintree Village	03/20/19	\$5,656.57	03/22/19 payroll	3/21/2019
Raintree Village	03/27/19	\$619.24	03/25/19 payables	3/28/2019
<b>Raintree Village Total</b>		<b>\$29,044.15</b>		
Valley Commons	03/06/19	\$2,868.34	03/05/19 payables	3/7/2019
Valley Commons	03/07/19	\$2,157.39	03/08/19 payroll	3/7/2019
Valley Commons	03/13/19	\$5,571.44	03/12/19 payables	3/14/2019
Valley Commons	03/20/19	\$2,106.10	03/20/19 payables	3/21/2019
Valley Commons	03/21/19	\$2,220.97	03/25/19 payroll	3/22/2019
Valley Commons	03/27/19	\$11,317.14	03/26/19 payables	3/28/2019
<b>Valley Commons Total</b>		<b>\$26,241.38</b>		
Whispering Pines	03/06/19	\$9,101.98	03/04/19 payables	3/7/2019
Whispering Pines	03/07/19	\$16,960.41	03/08/19 payroll	3/7/2019
Whispering Pines	03/13/19	\$19,632.74	03/11/19 payables	3/14/2019
Whispering Pines	03/20/19	\$15,310.66	03/18/19 payables	3/21/2019
Whispering Pines	03/20/19	\$18,010.19	03/22/19 payroll	3/21/2019
Whispering Pines	03/27/19	\$39,390.30	03/25/19 payables	3/28/2019
<b>Whispering Pines Total</b>		<b>\$118,406.28</b>		
<b>Grand Total</b>		<b>\$ 738,075.11</b>		



ItemDate	PayeeName	CheckNumber	ItemAmount
3/1/2019	Bank of America		(9,558.21)
3/1/2019	Bank of America		(2,024.61)
3/1/2019	Banner Bank Loan Payment		(19,971.57)
3/1/2019	Bellwether Loan Payment		(36,005.99)
3/1/2019	Key Bank Loan Payment		(140,179.67)
3/1/2019	Bank of America		(6,646.60)
3/1/2019	Bank of America		(8,604.04)
3/1/2019	Bank of America		(10,890.16)
3/1/2019	Banner Bank Loan Payment		(4,537.30)
3/1/2019	Berkadia Loan Payment		(45,456.83)
3/1/2019	Dougherty Loan Payment		(40,555.35)
3/1/2019	5 Star Services Inc	718696	(6,500.00)
3/1/2019	Adrian Hernandez	718697	(9,025.00)
3/1/2019	Advantage Building Services	718698	(198.00)
3/1/2019	American Family Life Assurance Company	718699	(1,353.62)
3/1/2019	Anixter Inc	718700	(507.58)
3/1/2019	Bobby Simpson		(136.53)
3/1/2019	CBS Reporting Inc	718701	(290.00)
3/1/2019	Cintas Corporation No 2	718702	(169.04)
3/1/2019	Comcast Cable Communications Inc	718703	(1,755.49)
3/1/2019	Daily Journal Of Commerce Inc	718704	(283.20)
3/1/2019	Department of Retirement Systems	30119	(41,492.26)
3/1/2019	Everett Housing Authority	718705	(600.00)
3/1/2019	HD Supply Facilities Maintenance LTD	718706	(2,745.71)
3/1/2019	Heartland Automotive Services Inc	718707	(93.12)
3/1/2019	International City Management Association Corp		(1,086.12)
3/1/2019	J H Brawner & Company	718708	(2,902.25)
3/1/2019	Jackie VanAssche		(8.00)
3/1/2019	Judd & Black	718709	(1,404.00)
3/1/2019	Olympic Mechanical Inc	718710	(6,159.18)
3/1/2019	PUD No 1 of Snohomish County	718711	(3,015.02)
3/1/2019	PUD No. 1 of Snohomish County		(270.00)
3/1/2019	Root Policy Research	718712	(2,956.25)
3/1/2019	Sound Publishing Inc	718713	(168.00)
3/1/2019	State Auditors Office	718714	(20,420.64)
3/1/2019	Su Mon Han		(21.69)
3/1/2019	Thomas Eadie		(52.55)
3/1/2019	USDA	718715	(4,207.51)
3/1/2019	Washington Alarm	718716	(53.34)
3/1/2019	Washington State Health Care Authority	718717	(84,751.76)
3/1/2019	Wex Bank	718718	(2,230.52)
3/4/2019	Washington Department of Licensing		(13.00)
3/8/2019	5 Star Services Inc	718719	(5,650.00)
3/8/2019	Advantage Building Services	718721	(2,307.76)
3/8/2019	Alderwood Water & Wastewater District	718722	(742.97)
3/8/2019	Allstream Business US Inc	718723	(1,548.39)
3/8/2019	Anixter Inc	718724	(246.26)
3/8/2019	Bobby Simpson		(169.82)
3/8/2019	CBS Reporting Inc	718725	(31.00)
3/8/2019	Chevron Corporation	718726	(335.91)
3/8/2019	Cintas Corporation No 2	718727	(169.04)
3/8/2019	City of Lynnwood	718728	(13,245.51)
3/8/2019	City of Marysville	718729	(456.76)
3/8/2019	City of Snohomish	718730	(2,049.75)
3/8/2019	Comcast Cable Communications Inc	718731	(99.43)

ItemDate	PayeeName	CheckNumber	ItemAmount
3/8/2019	Daily Journal Of Commerce Inc	718732	(278.40)
3/8/2019	Elizabeth Dewey		(3.02)
3/8/2019	ELTEC Systems LLC	718733	(179.12)
3/8/2019	First American Title Insurance Company	718734	(235.00)
3/8/2019	First American Title Insurance Company	718735	(235.00)
3/8/2019	HD Supply Facilities Maintenance LTD	718736	(1,781.88)
3/8/2019	Heartland Automotive Services Inc	718737	(83.68)
3/8/2019	Irene Marie Coffman	718758	(760.00)
3/8/2019	Kristi Thornton	718759	(320.28)
3/8/2019	KW Fund V - Harbour Pointe LLC	718738	(3,154.96)
3/8/2019	LaunchPad Technologies Inc	718739	(1,373.00)
3/8/2019	Mark Papritz		(190.82)
3/8/2019	National Association of Government Archives and Records Administrators	718740	(350.00)
3/8/2019	Nelson Truck Equipment	718741	(6,734.00)
3/8/2019	New Life Flooring Inc	718742	(7,450.88)
3/8/2019	Nicole A Loss	718760	(420.61)
3/8/2019	Orkin LLC	718743	(88.43)
3/8/2019	Pitney Bowes Inc	718744	(1,191.93)
3/8/2019	PUD No 1 of Snohomish County	718745	(2,731.64)
3/8/2019	Puget Sound Energy	718746	(658.89)
3/8/2019	Serjay Shevchuk		(20.47)
3/8/2019	Silver Lake Water & Sewer District	718747	(3,693.35)
3/8/2019	Snohomish County	718748	(360.50)
3/8/2019	Sound Security Inc	718749	(307.00)
3/8/2019	State of Washington	718750	(572.00)
3/8/2019	Stop Bugging Me LLC	718751	(343.84)
3/8/2019	The Sherwin-Williams Company	718752	(182.32)
3/8/2019	Volunteers of America Western Washington	718753	(2,408.69)
3/8/2019	Waste Management - Northwest	718754	(2,619.69)
3/8/2019	Waste Management - Northwest	718755	(10,476.42)
3/8/2019	Wave Broadband	718756	(701.70)
3/8/2019	YWCA	718757	(1,149.00)
3/8/2019	Zorena Damon	718761	(145.00)
3/11/2019	Bank of America		(29,499.65)
3/11/2019	JPMorgan Chase Loan Payment		(39,419.36)
3/14/2019	ppe 9Mar19 pd 15Mar19		(48,026.91)
3/14/2019	ppe 9Mar19 pd 15Mar19		(134,478.69)
3/15/2019	AAA of Everett Fire Extinguisher Co Inc	718762	(306.60)
3/15/2019	ADP Inc	718763	(387.06)
3/15/2019	ADT US Holdings Inc	718764	(85.00)
3/15/2019	Advantage Building Services	718765	(328.00)
3/15/2019	Alliance 2020 Inc	718766	(288.24)
3/15/2019	Anixter Inc	718767	(270.30)
3/15/2019	Bobby Simpson		(191.63)
3/15/2019	CBS Reporting Inc	718768	(782.00)
3/15/2019	Cellco Partnership	718769	(1,374.07)
3/15/2019	Cintas Corporation No 2	718770	(169.04)
3/15/2019	City of Lynnwood	718771	(3,496.70)
3/15/2019	Comcast Cable Communications Inc	718772	(614.84)
3/15/2019	Department of Retirement Systems	315190	(41,370.49)
3/15/2019	Guardian Security Systems Inc	718773	(252.00)
3/15/2019	HD Supply Facilities Maintenance LTD	718774	(913.13)
3/15/2019	International City Management Association Corp		(1,086.12)
3/15/2019	Joshua K McStott	718775	(2,139.00)
3/15/2019	Lake Stevens Sewer District	718776	(8,772.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
3/15/2019	Language Line Services Inc	718777	(51.83)
3/15/2019	LaunchPad Technologies Inc	718778	(250.00)
3/15/2019	Mark Papritz		(205.90)
3/15/2019	Pacifica Law Group LLP	718779	(6,510.50)
3/15/2019	Pitney Bowes Inc	718780	(2,500.00)
3/15/2019	PUD No 1 of Snohomish County	718781	(1,562.42)
3/15/2019	Puget Sound Energy	718782	(227.50)
3/15/2019	Republic Services Inc	718783	(2,897.29)
3/15/2019	SHRED-IT US JV LLC	718784	(529.84)
3/15/2019	Snohomish County	718785	(304.00)
3/15/2019	Snohomish County	718786	(180.25)
3/15/2019	Sound Publishing Inc	718787	(159.60)
3/15/2019	Stanley Convergent Security Solutions Inc	718788	(1,187.70)
3/15/2019	Stop Bugging Me LLC	718789	(90.30)
3/15/2019	TALX Corporation	718790	(877.50)
3/15/2019	Tamra Close		(32.02)
3/15/2019	Technology Unlimited Inc	718791	(3,849.70)
3/15/2019	U S Bank National Association	718792	(36.00)
3/15/2019	Vortex Industries Inc	718793	(736.80)
3/15/2019	Washington Alarm	718794	(200.00)
3/18/2019	Jeffrey Wallace	718795	(380.00)
3/18/2019	Kyoko Wright	718796	(380.00)
3/19/2019	Carl Rose	718797	(300.00)
3/19/2019	William M Jorgensen	718798	(200.00)
3/20/2019	Petty Cash	718799	(142.89)
3/22/2019	AAA of Everett Fire Extinguisher Co Inc	718800	(1,068.55)
3/22/2019	ADP Inc	718801	(387.06)
3/22/2019	Allstream Business US Inc	718802	(1,575.95)
3/22/2019	Answerline Communications Inc	718803	(199.00)
3/22/2019	Apollo Plumbing LLC	718804	(1,725.53)
3/22/2019	Builders Exchange of Washington Inc	718805	(45.00)
3/22/2019	Cintas Corporation No 2	718806	(169.04)
3/22/2019	City of Arlington	718807	(5,565.07)
3/22/2019	City of Marysville	718808	(7,183.66)
3/22/2019	Comcast Cable Communications Inc	718809	(310.97)
3/22/2019	Core Design Inc	718810	(4,700.00)
3/22/2019	Crystal and Sierra Springs	718811	(157.35)
3/22/2019	Daily Journal Of Commerce Inc	718812	(276.00)
3/22/2019	Daily Journal Of Commerce Inc	718813	(271.20)
3/22/2019	Elizabeth Dewey		(2,823.02)
3/22/2019	Environmental Works	718814	(2,091.25)
3/22/2019	Frontier	718815	(53.33)
3/22/2019	Gerald R Christin Jr		(250.00)
3/22/2019	HD Supply Facilities Maintenance LTD	718816	(385.37)
3/22/2019	Interstate Restoration LLC	718817	(87,859.14)
3/22/2019	Jades Jet City Carpet Cleaning Inc	718818	(80.00)
3/22/2019	Mariner Square Owners Association	718819	(5,130.00)
3/22/2019	Mark Tingley		(73.68)
3/22/2019	Mary Jane Harris	718820	(150.00)
3/22/2019	New Life Flooring Inc	718821	(671.58)
3/22/2019	Paradise Valley Landscaping Company Inc	718822	(2,900.00)
3/22/2019	PUD No 1 of Snohomish County	718823	(1,867.43)
3/22/2019	Puget Sound Energy	718824	(23.80)
3/22/2019	Root Policy Research	718825	(541.25)
3/22/2019	Senior Services of Snohomish County	718826	(4,820.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
3/22/2019	Snohomish County	718827	(24,063.58)
3/22/2019	Snohomish County	718828	(55,358.25)
3/22/2019	Snohomish County Clerks and Finance Officers Association	718829	(20.00)
3/22/2019	Snohomish County Treasurer	718830	(10.00)
3/22/2019	Sound Publishing Inc	718831	(165.20)
3/22/2019	Sound Publishing Inc	718832	(159.60)
3/22/2019	Stargate Technologies Inc	718833	(2,018.75)
3/22/2019	State Auditors Office	718834	(5,305.30)
3/22/2019	Stop Bugging Me LLC	718835	(133.64)
3/22/2019	Total Landscape Corporation	718836	(27,824.92)
3/22/2019	Treetop Products Inc	718837	(216.98)
3/22/2019	Tyler Walcker	718838	(44,858.05)
3/22/2019	Virginia Redden		(20.94)
3/22/2019	Woodburn Company	718839	(911.32)
3/28/2019	ppe 23Mar19 pd 29Mar19		(145,718.82)
3/28/2019	ppe 23Mar19 pd 29Mar19		(51,453.84)
3/29/2019	AAA of Everett Fire Extinguisher Co Inc	718840	(422.95)
3/29/2019	Adrian Hernandez	718841	(1,400.00)
3/29/2019	Bank of America	718842	(180.00)
3/29/2019	Bank of America	718843	(24,205.76)
3/29/2019	Bobby Simpson		(85.84)
3/29/2019	Camp Fire USA Snohomish County Council	718844	(13,950.00)
3/29/2019	Christopher Bogdan		(161.65)
3/29/2019	Cintas Corporation No 2	718845	(152.55)
3/29/2019	Comcast Cable Communications Inc	718846	(39.38)
3/29/2019	Core Design Inc	718847	(2,039.80)
3/29/2019	Department of Retirement Systems	32919	(39,117.87)
3/29/2019	Goldfinch Brothers Inc	718848	(78.00)
3/29/2019	HD Supply Facilities Maintenance LTD	718849	(629.50)
3/29/2019	HomeSight	718850	(21,906.78)
3/29/2019	Interstate Restoration LLC	718851	(10,967.85)
3/29/2019	Joshua K McStott	718852	(1,592.00)
3/29/2019	Judd & Black	718853	(700.00)
3/29/2019	Les Schwab Warehouse Center Inc	718854	(60.00)
3/29/2019	Mark Papritz		(170.52)
3/29/2019	New Life Flooring Inc	718855	(2,753.58)
3/29/2019	Pitney Bowes Inc	718856	(328.81)
3/29/2019	Puckett & Redford PLLC	718857	(1,688.00)
3/29/2019	PUD No 1 of Snohomish County	718858	(13,179.57)
3/29/2019	Puget Sound Energy	718859	(180.24)
3/29/2019	Staples Contract & Commercial Inc	718860	(178.79)
3/29/2019	Stop Bugging Me LLC	718861	(104.84)
3/29/2019	The Sherwin-Williams Company	718862	(17.40)
3/29/2019	Volunteers of America Western Washington	718863	(1,566.17)
3/29/2019	Wex Bank	718864	(2,623.54)
3/29/2019	YWCA	718865	(3,307.50)
	<b>Total</b>		<b>(1,570,979.01)</b>
	Total HAP/UAP Payments		<b>(4,162,904.84)</b>
	Total Wires to Property Managers		<b>(738,075.11)</b>
	Total Payments		<b>\$ (6,471,958.96)</b>

### 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	\$ 90,831.21	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	\$ 17,500.00	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	\$ 22,966.98	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	\$ 52,844.32	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	\$ 10,736.00	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	\$ 8,070.90	Judd & Black
1/29/2019	Ebey Arms Elevator Modernization consulting services	3606-3402	\$ 16,300.00	\$ 6,850.00	Lerch Bates Inc
3/31/2019	WebApp and Recertification Portals	3801-3543	\$ 49,860.00	\$ -	Emphasys

**HOUSING AUTHORITY OF SNOHOMISH COUNTY  
RESOLUTION NO. 2336  
AUTHORIZING REVISED UTILITY ALLOWANCE RATES FOR  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires Housing Authority of Snohomish County (HASCO) to provide an allowance to tenants that pay some or all of their utilities under the Section 8 Housing Choice Voucher Program; and

**WHEREAS**, HASCO is required to adjust the utility allowance for tenance when a change greater than 10% in the cost of utilities occurs; and

**WHEREAS**, a new schedule of tenant-furnished utility rates has been prepared reflecting these utility rate changes;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Executive Director be authorized to implement the new schedule for tenant-furnished utilities and other services effective July 1, 2019 for all new participants, rehuses, and for continuing participants upon their annual review.

**DATED, this 16th day of April, 2019.**

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

\_\_\_\_\_  
Kyoko Matsumoto Wright, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary

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# MEMO

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**TO:** JODIE  
**FROM:** DAVE  
**SUBJECT:** 2019-2020 UTILITY ALLOWANCES  
**DATE:** MARCH 26, 2019

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The compiling of the latest utility rates has been completed and our utility allowance model has been updated. Chris Neblett of the Everett Housing Authority reviewed the work and agrees with it.

- Natural Gas: Heating, Cooking, and Water Heating - this year's survey saw a **decrease of 10.44%** in the price per therm. (Please note that when designing the model, it was decided that the Natural Gas allowances would be used for Wood). However, there was an increase in the basic monthly charge from \$10.29 to \$11.52 so the changes to the Gas/Wood allowances themselves are negligible.
- Snohomish County PUD rates showed no increase from the previous year.
- Fuel Oil: an increase in the cost per gallon of Fuel Oil from \$3.09 to \$3.23, a percentage increase of only 4.66%.
- Propane: Heating, Cooking, and Water Heating – Last year's spot price at the time of compilation was \$2.41 per gallon; this year the spot price is \$2.43 per gallon, an increase of only 0.62%.
- Water: an increase of 7.35% in the average of the allowance per month for all unit types and bedroom sizes in this category.
- Sewer: there is an increase in sewer charges, which led to a 7.35% in the allowance amounts across all structure types and bedroom sizes - from \$74 to \$78.
- Trash: the survey revealed increases in both the 20 gal and 32+ gal trash receptacles, but both increases fall below the 10% threshold.

HUD guidelines state that allowances **must** be adjusted if the increase or decrease is 10% or more in the given rate. The only utility that meets that threshold is the decrease in Natural Gas. I recommend that the remaining allowance amounts stay the same and the Everett Housing Authority agrees.

Attached please find the updated allowance sheets. Upon approval by the Board, these will become final and I'll update Elite's utility tables accordingly.

# HOUSING AUTHORITY OF SNOHOMISH COUNTY

12711 - 4<sup>th</sup> Avenue West • Everett, Washington 98204

(425) 290-8499 or (425) 743-4505

FAX (425) 290-5618

HUD – 52667 (Modified)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 8, HOUSING ALLOWANCES FOR TENANT FURNISHED UTILITIES AND OTHER SERVICES					DATE: 7/1/2019	
LOCALITY: The Housing Authorities of Snohomish County and the City of Everett					UNIT TYPE: <b>Duplex, Townhouse, Triplex, Garden,                  and Low-Rise (up to 4 stories)</b>	
UTILITY OR SERVICE	MONTHLY DOLLAR ALLOWANCE					
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
<b>HEATING:</b>						
a. Natural Gas	\$26	\$32	\$39	\$45	\$52	\$58
b. Electric	\$16	\$22	\$28	\$33	\$41	\$47
c. Fuel Oil	\$23	\$45	\$67	\$89	\$112	\$134
d. Propane	\$48	\$70	\$92	\$115	\$137	\$159
e. Wood	\$26	\$32	\$39	\$45	\$52	\$58
<b>COOKING:</b>						
a. Natural Gas	\$14	\$16	\$17	\$18	\$19	\$20
b. Electric	\$6	\$8	\$9	\$11	\$13	\$15
c. Propane	\$10	\$14	\$17	\$21	\$25	\$29
<b>OTHER ELECTRIC:</b>	\$17	\$25	\$34	\$44	\$56	\$64
<b>WATER HEATING:</b>						
a. Natural Gas	\$17	\$19	\$22	\$25	\$28	\$31
b. Electric	\$12	\$17	\$22	\$26	\$33	\$38
c. Fuel Oil	\$16	\$25	\$34	\$42	\$51	\$60
d. Propane	\$17	\$27	\$36	\$46	\$55	\$65
<b>WATER:</b>						
Snohomish County	\$21	\$21	\$21	\$31	\$34	\$48
<b>SEWER:</b>						
Snohomish County	\$74	\$74	\$74	\$74	\$74	\$74
<b>TRASH COLLECTION</b>	\$17	\$17	\$17	\$22	\$22	\$22
<b>REFRIGERATOR</b>	\$ 5	\$ 5	\$ 5	\$ 6	\$ 6	\$ 6
<b>RANGE</b>	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
<b>TOTAL</b>						
NAME OF FAMILY:						
NUMBER OF BEDROOMS:						

SEC8.FRM\UTILITY ALLOWANCE\



# HOUSING AUTHORITY OF SNOHOMISH COUNTY

12711 - 4<sup>th</sup> Avenue West • Everett, Washington 98204  
 (425) 290-8499 or (425) 743-4505  
 FAX (425) 290-5618

HUD – 52667 (Modified)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 8, HOUSING ALLOWANCES FOR TENANT FURNISHED UTILITIES AND OTHER SERVICES	DATE: 7/1/2019
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LOCALITY:  The Housing Authorities of Snohomish County and the City of Everett	UNIT TYPE: <i>Single Family and Mobile Home</i>
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UTILITY OR SERVICE	MONTHLY DOLLAR ALLOWANCE						
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
<b>HEATING:</b>							
a. Natural Gas	\$24	\$32	\$40	\$48	\$56	\$64	\$73
b. Electric	\$24	\$33	\$42	\$49	\$62	\$71	\$81
c. Fuel Oil	\$34	\$55	\$76	\$97	\$118	\$139	\$153
d. Propane	\$44	\$71	\$98	\$126	\$153	\$180	\$199
e. Wood	\$24	\$32	\$40	\$48	\$56	\$64	\$73
<b>COOKING:</b>							
a. Natural Gas	\$14	\$16	\$17	\$18	\$19	\$20	\$25
b. Electric	\$7	\$9	\$11	\$13	\$16	\$19	\$21
c. Propane	\$10	\$14	\$17	\$21	\$25	\$29	\$33
<b>OTHER ELECTRIC:</b>	\$27	\$38	\$49	\$62	\$79	\$90	\$103
<b>WATER HEATING:</b>							
a. Natural Gas	\$17	\$19	\$22	\$25	\$28	\$31	\$36
b. Electric	\$13	\$19	\$25	\$31	\$40	\$46	\$52
c. Fuel Oil	\$16	\$25	\$34	\$42	\$51	\$60	\$66
d. Propane	\$17	\$27	\$36	\$46	\$55	\$65	\$72
<b>WATER:</b>							
Snohomish County	\$21	\$21	\$21	\$31	\$34	\$48	\$62
<b>SEWER:</b>							
Snohomish County	\$74	\$74	\$74	\$74	\$74	\$74	\$74
<b>TRASH COLLECTION</b>	\$17	\$17	\$17	\$22	\$22	\$22	\$22
<b>REFRIGERATOR</b>	\$ 5	\$ 5	\$ 5	\$ 6	\$ 6	\$ 6	\$ 6
<b>RANGE</b>	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
<b>TOTAL</b>							

NAME OF FAMILY:

NUMBER OF BEDROOMS:

# HOUSING AUTHORITY OF SNOHOMISH COUNTY

12711 - 4<sup>th</sup> Avenue West • Everett, Washington 98204  
 (425) 290-8499 or (425) 743-4505  
 FAX (425) 290-5618

HUD – 52667 (Modified)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 8, HOUSING ALLOWANCES FOR TENANT FURNISHED UTILITIES AND OTHER SERVICES					DATE: <p style="text-align: center;">7/1/2019</p>	
LOCALITY: <p style="text-align: center;">The Housing Authorities of Snohomish County and the City of Everett</p>					UNIT TYPE: <p style="text-align: center;"><b><i>High-Rise</i></b>                  (5 or more stories)</p>	
UTILITY OR SERVICE	MONTHLY DOLLAR ALLOWANCE					
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
<b>HEATING:</b>						
a. Natural Gas	\$21	\$23	\$24	\$26	\$27	\$29
b. Electric	\$12	\$15	\$18	\$21	\$26	\$29
c. Fuel Oil	\$23	\$45	\$67	\$89	\$112	\$134
d. Propane	\$34	\$39	\$44	\$49	\$54	\$60
e. Wood	\$21	\$23	\$24	\$26	\$27	\$29
<b>COOKING:</b>						
a. Natural Gas	\$14	\$16	\$17	\$18	\$19	\$20
b. Electric	\$4	\$6	\$7	\$8	\$11	\$12
c. Propane	\$10	\$14	\$17	\$21	\$25	\$29
<b>OTHER ELECTRIC:</b>	\$12	\$18	\$24	\$30	\$39	\$45
<b>WATER HEATING:</b>						
a. Natural Gas	\$17	\$19	\$22	\$25	\$28	\$31
b. Electric	\$8	\$12	\$16	\$20	\$26	\$30
c. Fuel Oil	\$16	\$25	\$34	\$42	\$51	\$60
d. Propane	\$17	\$27	\$36	\$46	\$55	\$65
<b>WATER:</b> Snohomish County	\$21	\$21	\$21	\$31	\$34	\$48
<b>SEWER:</b> Snohomish County	\$74	\$74	\$74	\$74	\$74	\$74
<b>TRASH COLLECTION</b>	\$17	\$17	\$17	\$22	\$22	\$22
<b>REFRIGERATOR</b>	\$ 5	\$ 5	\$ 5	\$ 6	\$ 6	\$ 6
<b>RANGE</b>	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
<b>TOTAL</b>						
NAME OF FAMILY:						
NUMBER OF BEDROOMS:						

SEC8.FRM\UTILITY ALLOWANCE\

**HOUSING AUTHORITY OF SNOHOMISH COUNTY  
RESOLUTION NO. 2337  
RATIFICATION OF A HOME SALE AT ALPINE RIDGE EAST**

**WHEREAS**, HASCO owns the Alpine Ridge South (formerly the Squire) and Alpine Ridge East (formerly Kingsbury East) Manufactured Housing Communities in Lynnwood, which were purchased in April of 2007; and

**WHEREAS**, HASCO has buyback agreements with all of the current residents of the two communities which allow us to repurchase and upgrade homes when residents move out, in order to improve the stock of homes in the community and to resell them to provide affordable homeownership for seniors; and

**WHEREAS**, HASCO had previously purchased a Pre-HUD home at Alpine Ridge East that was removed and replaced with a new Marlette manufactured home, and on March 21, 2019, Charlett Cordova purchased the home for \$137,500;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY** that the sale of a manufactured home at Alpine Ridge East is ratified.

**DATED, this 16<sup>th</sup> day of April, 2019.**

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

\_\_\_\_\_  
Kyoko Matsumoto Wright, Chairperson

**SEAL**

**ATTEST**

\_\_\_\_\_  
Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY  
RESOLUTION NO. 2338**

**AMENDING THE CHAIN OF COMMAND IN THE ABSENCE OF THE EXECUTIVE  
DIRECTOR**

**WHEREAS**, from time to time, decisions need to be made and actions taken when the Executive Director is absent and cannot be reached; and,

**WHEREAS**, the Board of Commissioners did on February 21, 2001 adopt a chain of command in the absence of the Executive Director and amend the chain of command on February 21, 2017; and,

**WHEREAS**, changes in staff positions necessitate amendments to the chain of command.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Snohomish County that the full authority of the Executive Director, as described in RCW 35.82 and the Personnel Policy, is hereby vested in the following chain of command:

1. Executive Director
2. Director of Finance
3. Director of Human Resources and Administrative Services

**DATED, this 16<sup>th</sup> day of April, 2019.**

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

\_\_\_\_\_  
Kyoko Matsumoto Wright, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY  
RESOLUTION NO. 2339  
APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN**

**WHEREAS**, it is the Housing Authority's objective to work effectively and efficiently with appropriate staff levels to meet Department and Agency goals; and,

**WHEREAS**, regular positions must be approved by the Board of Commissioners for addition to the Position Classification Plan; and,

**WHEREAS** staff recommends a position change in the Finance Department to meet current needs; and,

**WHEREAS**, the proposed change in staffing is reflected on the Position Classification Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Snohomish County that the Position Classification Plan be amended as follows:

Addition of one Financial Analyst position

**DATED, this 16<sup>th</sup> day of April, 2019.**

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

\_\_\_\_\_  
Kyoko Matsumoto Wright, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary

### Position Classification Plan

Position	Salary Grade	Number Authorized
Executive Director	9	1
Director of Asset Management	8	1
Director of Development and Policy	8	1
Director of Finance	8	1
Director of Human Resources & Administrative Services	8	1
Director of Tenant Based Assistance	8	1
Senior Asset Manager	7	1
Senior Community Services Manager	7	1
Senior IT Manager	7	1
Assistant to the ED for Housing Administration	6	1
Budget Manager	6	1
Construction Program Manager	6	1
Housing Inspection Manager	6	1
Housing Program Manager	6	2
Maintenance Manager	6	1
Policy Integration and Support Manager	6	1
Portfolio Manager	6	2
Alliance for Housing Affordability Program Manager	5	1
Construction Superintendent	5 or 6	2
Financial Analyst	5	1
IT Analyst	5	1
Manufactured Home Specialist	5	1
Accountant	4	1
Asset Management Specialist	4	1
Compliance Specialist	4	1
Community Services Case Manager	4	1
Coordinator: Administrative Services, Asset Management, Construction, Electronic Records	4	4
Development Specialist	4	1
Maintenance Technician II/Inspector	4	5
Policy Analyst	4	1
Risk and Safety Specialist	4	1
Roving Property Manager	4	1
Senior Accounting Technician	4	3
Senior Specialist: Inspection and TBA	4	5
Accounting Technician	3	2
Community Manager	3	2
Human Resources Specialist	3	1
Maintenance Technician I	3	1
Specialist II: Comm. Services, Portfolio, RD and TBA	3	8
Supportive Services Navigator	3	1
Client Service Representative	2	3
Maintenance Laborer II	2	2
Specialist I: Comm. Services, Maintenance and TBA	2	9
Office Assistant	1	1
Maintenance Laborer I	1	1
<b>Total Employees</b>		<b>81</b>

Amended to be effective April 16, 2019