

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, June 16, 2020
TIME: 12:00 PM
LOCATION: Via Conference Call
Contact edwey@hasco.org
For Call-In Details**

AGENDA

A. ROLL CALL

CONSENT ITEMS

- B. APPROVE** Agenda for the June 16, 2020 Regular Meeting1
- C. ACTION** on Minutes of the May 19, 2020 Annual Meeting.....3
- D. Resolution No. 2374** Authorizing Payment of May 2020 Expenditures7

ACTION ITEMS

- E Election of Officers for the 2020-2021 Term**
- F. Resolution No. 2375** Approving the Write Off of Delinquent Tenant Accounts Receivable 15
- G Resolution No. 2376** Approving the FY21 Operating Budget (Materials to be provided at the time of the meeting) 16
- H. Resolution No. 2377** Amending the Position Classification Plan and Salary Schedule (Materials to be provided at the time of the meeting)

INFORMATION ITEMS

- I. Finance Report** (Materials to be provided at the time of the meeting)
- J. Administrative Services Report**

K. Tenant-Based Assistance Report

L. Legal Counsel Report

M. Commissioners' Report

N. Executive Director Report

ADJOURNMENT

The Regular Meeting of the Board of Commissioners was convened at 12:03 pm on Tuesday, May 19, 2020 via conference call.

Present: Commissioner Alonzo
Commissioner Matsumoto Wright
Commissioner Rusko
Commissioner Wallace
Commissioner Weikel

Staff: Duane Leonard, Executive Director
Jenisa Story, Director of HR & Administrative Services
Jodie Halsne, Director of Tenant Based Assistance
Kristen Cane, Director of Development & Policy
Pam Frost, Director of Finance
Steve Kehler, Director of Asset Management
Janinna Attick, Program Integration & Support Manager
Liz Dewey, Administrative Services Supervisor

Legal Counsel: Jon Jurich, Pacifica Law Firm

CONSENT ITEMS

Commissioner Matsumoto Wright moved for approval of consent items. Commissioner Wallace seconded and the motion passed unanimously to adopt the following:

Item B. APPROVE Agenda for the May 19, 2020 Annual Meeting

Item C. ACTION on Minutes of the April 21, 2020 Regular Meeting

Item D. Resolution No. 2371 Authorizing Payment of April 2020 Expenditures

ACTION ITEMS

Item E. Resolution No. 2372 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 Matsumoto Wright moved to approve the resolution. Commissioner Wallace seconded and the motion was unanimously approved.

Item E. Resolution No. 2373 Ratifying a Contract with Devblock for SharePoint Technical Services

This resolution ratifies a contract with Devblock for SharePoint technical services.

Commissioner Matsumoto Wright moved to approve the resolution. Commissioner Wallace seconded and the motion was unanimously approved.

INFORMATION ITEMS

Item G. – Finance Report

Pam Frost provided the Finance report for July 1, 2019, through March 31, 2020. The effects of the COVID-19 pandemic affected the budget in April, and that will be reflected going forward. Rent revenue is being monitored daily. HASCO properties continue to have a low vacancy rate, some with zero vacancy.

Section 8 continues to work on a break-even budget based on previous year's budgets, with housing assistance payment funding for vouchers and administrative fees covering administration costs. The total number of vouchers that HASCO issued including Section 8 and special programs is 3,741 with a lease rate of 97.8%. Ported clients, both incoming and outgoing, caused higher than anticipated expenses and income.

The first payment towards HASCO's newest property, Timberglen, was paid in March 2020. In addition, there were higher operating expenses reflected in the budget due to this purchase occurring after the budget was written. The Affordable Housing portfolio was over budget by \$138,000 in operating expenses, construction wages not budgeted, and office and maintenance expenses for this new property.

The Market Rate portfolio had operating revenue that was right on target. Operating expenses and office expenses were over budget. Millwood had temporary staffing and it was budgeted as wages, however, it was temporary staffing which tends to be more expensive. In addition, Whispering Pines had additional expenses along with the Carvel debt being under budget. There was a \$1.6M variance due to Carvel debt.

The HASCO managed properties were right on target. Operating expenses were lower due to one staff member providing support to both the East Terrace III PBV program and the Keeping Families Together program.

The Rural Development program was right on target with operating revenue. The budget was over by approximately 2.5% and this was mostly due to maintenance turns at River Vista I and Wrobliski Manor.

Revenue under the Local budget was spot on. Operating expenses were over budget, due to expenses for Whispering Pines, including costs connected to the rezone application, disposition

analysis, capital assessment, and legal costs. There has been an increase in spending on software and hardware for the main office to support staff during teleworking. HASCO received some funding from the CARES Act which will help with these costs going forward.

Item H. – Legal Counsel Report

Jon Jurich advised that this has been a quiet month, and that his construction colleagues are working on turnkey development.

Item I. – Commissioners’ Report

The Commissioners did not have anything to report.

Item J. – Executive Director Report

Duane Leonard reported that there has been a restructure within HASCO, which led to the layoff of four people, the Development & Policy department, including the Director of Development and Policy, the Program Integration and Support Manager, the Development Specialist and the Policy Analyst. This was a tough decision and not taken lightly. This restructure did not have anything to do with the work performance of the team. Other restructuring methods were considered, but given the current climate of COVID-19, there is not enough work to maintain these job roles. The layoff is effective May 26, 2020.

Leadership at the agency are keeping staff fully involved in how the pandemic is being handled. Originally, HASCO had anticipated returning to the office on June 1; however, the target date has moved to September 1. There are extensive new safety requirements from Labor & Industries and OSHA regarding cleaning and social distancing at work. The employees were polled, and they indicated they wanted to continue working from home. Work from Home guidelines have been extended until September 1, 2020; however, this date could change.

HASCO received over \$700k in Administrative Fees for the HCV program as part of the CARES Act. There are compliance requirements governing how the funds are spent. Mainstream vouchers have started to be awarded to qualified people on the Waitlist, and HASCO has been awarded an additional 45 Mainstream vouchers under this Act.

HASCO has received draft approval letters from HUD to sell the HASCO-owned duplexes. These funds will be used to construct the Cedar Avenue property in Marysville. Once final approval is received, HASCO will start working with the Seattle HUD office to remove the deed of trust from the duplexes and to move forward with selling the properties.

Commissioner Weikel asked Duane how HASCO is accommodating the public while being closed. Duane advised that there are a small number of staff in the office processing paperwork, accepting rent payments, and processing incoming and outgoing mail. Clients have the option to deliver their paperwork and payments through the drop-box, email, fax, or mail. The staff continues to accept FedEx and UPS deliveries to the building. Section 8 staff has pulled 300 names from the Waitlist and has issued vouchers. HASCO came out of shortfall in February and

received additional funding prior to the pandemic. Voucher totals are starting to increase again, and Mainstream lease-ups will start in July.

ADJOURNMENT

Commissioner Weikel moved to adjourn the meeting and the meeting was adjourned at 12:30 pm.

Gary Weikel, Chairperson

SEAL
ATTEST

Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2374**

AUTHORIZING PAYMENT OF MAY 2020 EXPENDITURES

WHEREAS, the Executive Director has reviewed and approved HASCO expenditures for the months ending May 31, 2020

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

Payment authorization is approved for May 2020 expenditures as attached.

DATED, this 16th day of June, 2020.

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

Gary Weikel, Chairperson

SEAL

ATTEST:

Secretary

Housing Authority of Snohomish County

Expenditure Approval

Month(s) Ending: May 2020

I have reviewed the attached expenditures listing totaling \$6,331,734.20 and have indicated any changes to be made. I hereby approve payment of the expenditures.

Duane Leonard - Executive Director

Prepared by: Jane Yuen

AFFORDABLE HOUSING PAYABLE LOG

Property Name	Date	Amount	Description	Date wired
Autumn Chase	05/06/20	\$5,389.78	05/04/20 payables	5/7/2020
Autumn Chase	05/06/20	\$8,459.52	05/08/20 payroll	5/7/2020
Autumn Chase	05/14/20	\$10,086.15	05/11/20 payables	5/14/2020
Autumn Chase	05/20/20	\$21,750.16	05/18/20 payables	5/21/2020
Autumn Chase	05/20/20	\$7,962.00	05/22/20 payroll	5/21/2020
Autumn Chase	05/27/20	\$4,532.97	05/26/20 payables	5/28/2020
Autumn Chase Total		\$58,180.58		
Bristol Square	05/06/20	\$17,589.93	05/04/20 payables	5/7/2020
Bristol Square	05/14/20	\$2,698.38	05/11/20 payables	5/14/2020
Bristol Square	05/14/20	\$4,004.52	5/15/2020 payroll	5/14/2020
Bristol Square	05/20/20	\$8,999.28	05/18/20 payables	5/21/2020
Bristol Square	05/27/20	\$2,001.30	05/26/20 payables	5/28/2020
Bristol Square	05/28/20	\$4,727.95	05/29/20 payroll	5/28/2020
Bristol Square Total		\$40,021.36		
Carvel Apartments	05/06/20	\$5,699.76	05/04/20 payables	5/7/2020
Carvel Apartments	05/06/20	\$15,002.02	05/08/20 payroll	5/7/2020
Carvel Apartments	05/14/20	\$40,859.95	05/11/20 payables	5/14/2020
Carvel Apartments	05/20/20	\$24,473.52	05/18/20 payables	5/21/2020
Carvel Apartments	05/20/20	\$15,546.95	05/22/20 payroll	5/21/2020
Carvel Apartments	05/27/20	\$13,363.04	05/26/20 payables	5/28/2020
Carvel Apartments Total		\$114,945.24		
Ebey Arms	05/06/20	\$2,642.34	05/04/20 payables	5/7/2020
Ebey Arms	05/06/20	\$3,246.45	05/08/20 payroll	5/7/2020
Ebey Arms	05/14/20	\$3,747.13	05/11/20 payables	5/14/2020
Ebey Arms	05/20/20	\$11,749.56	05/18/20 payables	5/21/2020
Ebey Arms	05/20/20	\$2,930.79	05/22/20 payroll	5/21/2020
Ebey Arms	05/27/20	\$13,007.70	05/26/20 payables	5/28/2020
Ebey Arms Total		\$37,323.97		
Edmonds Highlands	05/06/20	\$3,502.83	05/04/20 payables	5/7/2020
Edmonds Highlands	05/06/20	\$6,355.49	05/08/20 payroll	5/7/2020
Edmonds Highlands	05/14/20	\$3,475.71	05/11/20 payables	5/14/2020
Edmonds Highlands	05/20/20	\$7,597.80	05/18/20 payables	5/21/2020
Edmonds Highlands	05/20/20	\$6,790.28	05/22/20 payroll	5/21/2020
Edmonds Highlands	05/27/20	\$6,667.90	05/26/20 payables	5/28/2020
Edmonds Highlands Total		\$34,390.01		
Millwood Estates	05/06/20	\$12,773.24	05/04/20 payables	5/7/2020
Millwood Estates	05/06/20	\$11,760.17	05/08/20 payroll	5/7/2020
Millwood Estates	05/14/20	\$20,032.86	05/11/20 payables	5/14/2020
Millwood Estates	05/20/20	\$28,274.88	05/18/20 payables	5/21/2020
Millwood Estates	05/20/20	\$12,513.30	05/22/20 payroll	5/21/2020
Millwood Estates	05/27/20	\$33,993.72	05/26/20 payables	5/28/2020
Millwood Estates Total		\$119,348.17		
Raintree Village	05/06/20	\$1,243.07	05/04/20 payables	5/7/2020
Raintree Village	05/14/20	\$4,515.40	05/11/20 payables	5/14/2020
Raintree Village	05/14/20	\$4,952.34	5/15/2020 payroll	5/14/2020
Raintree Village	05/20/20	\$8,149.53	05/18/20 payables	5/21/2020
Raintree Village	05/27/20	\$697.32	05/26/20 payables	5/28/2020
Raintree Village	05/28/20	\$4,304.02	05/29/20 payroll	5/28/2020
Raintree Village Total		\$23,861.68		
Valley Commons	05/06/20	\$14,503.82	05/04/20 payables	5/7/2020
Valley Commons	05/06/20	\$2,865.00	05/08/20 payroll	5/7/2020
Valley Commons	05/14/20	\$188.25	05/11/20 payables	5/14/2020
Valley Commons	05/20/20	\$2,848.15	05/18/20 payables	5/21/2020
Valley Commons	05/20/20	\$1,944.76	05/22/20 payroll	5/21/2020
Valley Commons	05/27/20	\$1,396.49	05/26/20 payables	5/28/2020
Valley Commons Total		\$23,746.47		
Whispering Pines	05/06/20	\$6,127.46	05/04/20 payables	5/7/2020
Whispering Pines	05/14/20	\$7,505.84	05/11/20 payables	5/14/2020
Whispering Pines	05/14/20	\$15,753.35	5/15/2020 payroll	5/14/2020
Whispering Pines	05/20/20	\$64,418.00	05/18/20 payables	5/21/2020
Whispering Pines	05/27/20	\$2,970.83	05/26/20 payables	5/28/2020
Whispering Pines	05/28/20	\$14,286.73	05/29/20 payroll	5/28/2020
Whispering Pines Total		\$111,062.21		
Grand Total		\$562,879.69		

ItemDate	PayeeName	CheckNumber	ItemAmount
5/1/2020	Swap - EA CH RT VC 13059034		(2,833.34)
5/1/2020	Swap - EA CH RT VC 13059023		(15,007.21)
5/1/2020	Berkadia		(45,456.83)
5/1/2020	Dougherty Mortgage		(42,097.92)
5/1/2020	Banner Bank		(4,570.57)
5/1/2020	Swap - OV SV 4262763		(11,548.70)
5/1/2020	Bellwether		(35,954.07)
5/1/2020	Banner Bank		(19,971.57)
5/1/2020	American Family Life Assurance Company	720586	(1,528.47)
5/1/2020	Builders Exchange of Washington Inc	720587	(135.60)
5/1/2020	Cintas Corporation No 2	720588	(141.67)
5/1/2020	City of Lynnwood	720589	(13,805.24)
5/1/2020	Comcast Cable Communications Inc	720590	(1,941.13)
5/1/2020	HD Supply Facilities Maintenance LTD	720591	(804.87)
5/1/2020	Interstate Restoration LLC	720592	(14,125.09)
5/1/2020	Jenny Barker		(35.00)
5/1/2020	Judd & Black	720593	(710.00)
5/1/2020	Lauri Sutter		(43.80)
5/1/2020	Pitney Bowes Inc	720594	(428.37)
5/1/2020	PUD No 1 of Snohomish County	720595	(5,487.96)
5/1/2020	PUD No. 1 of Snohomish County		(269.00)
5/1/2020	Puget Sound Energy	720596	(134.65)
5/1/2020	Refinishing Solutions LLC	720597	(800.00)
5/1/2020	Rentokil North America Inc	720598	(200.00)
5/1/2020	Signature Forms	720599	(737.50)
5/1/2020	Stop Bugging Me LLC	720600	(78.75)
5/1/2020	The Sherwin-Williams Company	720601	(328.61)
5/1/2020	U S Bank National Association	720602	(44.00)
5/1/2020	USDA	720603	(4,167.51)
5/1/2020	Washington Alarm	720604	(375.51)
5/1/2020	Waste Management - Northwest	720605	(2,617.92)
5/1/2020	Wex Bank	720606	(1,512.14)
5/7/2020	ppe 02May20 pd 8May20		(52,380.76)
5/7/2020	ppe 02May20 pd 8May20		(149,153.01)
5/8/2020	Bank of America		(5,937.32)
5/8/2020	Bank of America		(4,522.43)
5/8/2020	Affordable Renovations Inc	720607	(8,050.00)
5/8/2020	Alderwood Water & Wastewater District	720608	(254.04)
5/8/2020	Arlington Hardware & Lumber	720609	(22.36)
5/8/2020	Ascendent LLC	720610	(3,228.10)
5/8/2020	Cellco Partnership	720611	(1,534.14)
5/8/2020	Cintas Corporation No 2	720612	(141.67)
5/8/2020	City of Marysville	720613	(469.39)
5/8/2020	City of Snohomish	720614	(1,991.98)
5/8/2020	Comcast Cable Communications Inc	720615	(106.76)
5/8/2020	Department of Retirement Systems	50820	(47,100.78)
5/8/2020	Devblock Technologies Inc	720616	(17,070.00)
5/8/2020	ELTEC Systems LLC	720617	(184.49)
5/8/2020	HD Supply Facilities Maintenance LTD	720618	(4,166.55)

ItemDate	PayeeName	CheckNumber	ItemAmount
5/8/2020	International City Management Association Corp		(1,178.32)
5/8/2020	Judd & Black	720619	(2,500.00)
5/8/2020	Kimberly Hart		(146.97)
5/8/2020	Liz Dickson	720620	(3,857.00)
5/8/2020	Nancy Larson		(27.83)
5/8/2020	Nancy Larson		(27.83)
5/8/2020	PUD No 1 of Snohomish County	720621	(2,302.97)
5/8/2020	Puget Sound Energy	720622	(162.91)
5/8/2020	Rentokil North America Inc	720623	(200.00)
5/8/2020	Seahurst Electric	720624	(230.30)
5/8/2020	Silver Lake Water & Sewer District	720625	(4,059.05)
5/8/2020	Sound Security Inc	720626	(307.00)
5/8/2020	Stop Bugging Me LLC	720627	(129.83)
5/8/2020	Team Car Care LLC	720628	(106.16)
5/8/2020	Washington Alarm	720629	(765.90)
5/8/2020	Washington State Health Care Authority	720630	(93,665.87)
5/8/2020	Waste Management - Northwest	720631	(11,252.44)
5/8/2020	Williams Investments II LLC	720632	(550.00)
5/11/2020	JPM Chase		(39,371.20)
5/12/2020	Alexandra Cook-Mitalas	720633	(300.00)
5/15/2020	DOL		(13.00)
5/15/2020	OV SV QTRLY SBLC COMM		(14,583.85)
5/15/2020	ADP Inc	720634	(1,835.82)
5/15/2020	Affirma Consulting LLC	720635	(3,566.00)
5/15/2020	Affordable Renovations Inc	720636	(5,200.00)
5/15/2020	Camp Fire USA Snohomish County Council	720637	(4,646.00)
5/15/2020	CBS Reporting Inc	720638	(663.00)
5/15/2020	Cintas Corporation No 2	720639	(141.67)
5/15/2020	City of Arlington	720640	(6,179.97)
5/15/2020	City of Lynnwood	720641	(3,669.53)
5/15/2020	Comcast Cable Communications Inc	720642	(137.56)
5/15/2020	Debbie Krick		(34.16)
5/15/2020	Frontier	720643	(486.90)
5/15/2020	HD Supply Facilities Maintenance LTD	720644	(714.98)
5/15/2020	Kool Change Printing Inc	720645	(3,141.15)
5/15/2020	Lake Stevens Sewer District	720646	(8,772.00)
5/15/2020	Mark Papritz		(202.12)
5/15/2020	New Life Flooring Inc	720647	(2,551.48)
5/15/2020	Northwest Computer Support Inc	720648	(220.50)
5/15/2020	Northwest Insurance Contractor Inc	720649	(5,795.00)
5/15/2020	Pacifica Law Group LLP	720650	(2,546.00)
5/15/2020	PUD No 1 of Snohomish County	720651	(971.56)
5/15/2020	Puget Sound Energy	720652	(72.47)
5/15/2020	Republic Services Inc	720653	(3,129.70)
5/15/2020	SHRED-IT US JV LLC	720654	(282.08)
5/15/2020	Signature Forms	720655	(184.59)
5/15/2020	Snohomish County	720656	(2,408.51)
5/15/2020	Steven Pillitu	720657	(1,950.00)
5/15/2020	Syglobe USA LLC	720658	(500.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
5/15/2020	The Sherwin-Williams Company	720659	(651.32)
5/15/2020	U S Bank National Association	720660	(1,500.00)
5/15/2020	Wave Broadband	720661	(749.88)
5/15/2020	Woodburn Company	720662	(684.29)
5/21/2020	ppe 16May20 pd 22May20		(147,824.83)
5/21/2020	ppe 16May20 pd 22May20		(55,179.69)
5/22/2020	ADT US Holdings Inc	720663	(90.95)
5/22/2020	Advantage Building Services	720664	(2,596.23)
5/22/2020	Affordable Renovations Inc	720665	(29,700.00)
5/22/2020	Affordable Renovations Inc	720666	(33,800.00)
5/22/2020	Allstream Business US Inc	720667	(1,612.59)
5/22/2020	Bickford Motors Inc	720668	(241.58)
5/22/2020	Cintas Corporation No 2	720669	(106.39)
5/22/2020	City of Marysville	720670	(24.38)
5/22/2020	Comcast Cable Communications Inc	720671	(841.70)
5/22/2020	Department of Retirement Systems	52220	(47,135.34)
5/22/2020	Elizabeth Dewey		(2,952.50)
5/22/2020	Gerald R Christin Jr		(8,187.50)
5/22/2020	HD Supply Facilities Maintenance LTD	720672	(1,280.65)
5/22/2020	International City Management Association Corp		(1,178.32)
5/22/2020	Jodie Halsne		(2,550.00)
5/22/2020	Joshua K McStott	720673	(2,162.00)
5/22/2020	Mark Tingley		(2,842.00)
5/22/2020	Pitney Bowes Inc	720674	(90.00)
5/22/2020	Pitney Bowes Inc	720675	(2,500.00)
5/22/2020	PUD No 1 of Snohomish County	720676	(5,458.15)
5/22/2020	Ronald King	720677	(210.00)
5/22/2020	Snohomish County	720678	(340.00)
5/22/2020	Snohomish County	720679	(412.00)
5/22/2020	Staples Contract & Commercial Inc	720680	(17,720.16)
5/22/2020	The Sherwin-Williams Company	720681	(47.34)
5/22/2020	The Sherwin-Williams Company	720682	(39.53)
5/22/2020	Total Landscape Corporation	720683	(18,640.63)
5/22/2020	Tyco Fire & Security (US) Management Inc	720684	(1,534.46)
5/22/2020	U S Bank National Association	720685	(42.00)
5/22/2020	Wave Broadband	720686	(739.50)
5/25/2020	Cintas Corporation No 2	720687	(473.10)
5/29/2020	Bank of America	720689	(7,622.61)
5/29/2020	City of Marysville	720690	(6,850.13)
5/29/2020	Devblock Technologies Inc	720691	(17,450.00)
5/29/2020	Emphasys Computer Solutions	720692	(2,053.96)
5/29/2020	HD Supply Facilities Maintenance LTD	720693	(26.58)
5/29/2020	John H Williams	720694	(3,780.62)
5/29/2020	Lerch Bates Inc	720695	(1,200.00)
5/29/2020	Mark Tingley		(12.97)
5/29/2020	Stop Bugging Me LLC	720696	(127.37)
5/29/2020	Team Car Care LLC	720697	(76.29)
5/29/2020	The Sherwin-Williams Company	720698	(45.79)
5/29/2020	Wex Bank	720699	(1,505.18)

ItemDate	PayeeName	CheckNumber	ItemAmount
5/29/2020	YWCA	720700	(300.00)
	Total		(1,193,138.47)
	Total HAP/UAP Payments		(4,575,716.04)
	Total Wires to Property Managers		<u>(562,879.69)</u>
	Total Payments		<u>\$ (6,331,734.20)</u>

Purchase Orders Over \$15,000

DATE	DESCRIPTION	P.O. NUMBER	P.O. TOTAL	RECEIVED	VENDOR
4/28/17	T&M contract planning workflows, new sites, bug fixing and other adhoc requests	1999-1832	\$ 65,000.00	\$ 62,417.50	Affirma Consulting LLC
8/24/17	Paperless solution for RD	2248-2061	\$ 25,000.00	\$ 23,501.00	FileVision USA LLC
9/13/17	Stevens Circle-12412A unit renovation	2199-2102	\$ 24,750.00	\$ 22,500.00	Affordable Renovations Inc
10/23/17	Westend-playground	2360-2171	\$ 18,300.00	\$ 16,628.81	Playcore Wisconsin Inc
10/23/17	Westend Building E interior repaint	2313-2172	\$ 31,000.00	\$ 26,511.30	Mattila Painting Inc
11/20/17	Centerwood Building F fire muck out and abatement	2272-2244	\$ 21,500.00	\$ 19,536.93	Belfor USA Group Inc
11/20/17	Westend-owner directed landscaping	2434-2249	\$ 45,000.00	\$ 31,595.37	Paradise Valley Landscaping Company Inc
11/27/17	Pinewood unit 5714A renovation	2368-2264	\$ 25,800.00	\$ 23,440.00	Wesley Axlen
4/10/18	Maplewood Unit 1019E Renovation	2771-2584	\$ 23,000.00	\$ 20,865.00	Wesley Axlen
6/12/18	Scattered Sites exterior paint project	2990-2787	\$ 46,203.00	\$ 41,469.78	K-A General Construction Contractor LLC
8/14/18	HASCO Branding and Design Project	3194-2950	\$ 36,162.00	\$ 35,529.50	Steven Pillitu
9/5/18	NT-unit 21403A renovation	3245-2997	\$ 26,500.00	\$ -	Wesley Axlen
9/26/18	Craigmont ADA unit 12 renovation	3033-3059	\$ 21,100.00	\$ -	Affordable Renovations Inc
1/29/19	Ebey Arms Elevator Modernization consulting services	3606-3402	\$ 16,300.00	\$ 9,150.00	Lerch Bates Inc
4/9/19	WebApp and Recertification Portals	3801-3543	\$ 49,860.00	\$ 30,140.00	Emphasys
5/7/19	Paperless for Kimberly and Kristen's departments.	3912-3642	\$ 40,000.00	\$ 35,415.12	FileVision USA LLC
9/12/19	Annual Postage - Meter refill (12 months @ \$2,500)	4238-3953	\$ 30,000.00	\$ 20,000.00	Pitney Bowes Inc
10/24/19	Centerhouse B105 renovation	4229-4049	\$ 24,600.00	\$ 23,450.00	Wesley Axlen
11/18/19	HASCO Website Design and Build	4400-4102	\$ 57,000.00	\$ 26,180.00	Steven Pillitu
1/2/20	01/01/2020 to 12/31/2020 Annual Contract New Appliance	4483-4208	\$ 75,000.00	\$ 25,642.00	Judd & Black
1/2/20	01/01/2020 to 12/31/2020 Annual Contract HASCO Office Cleaning	4485-4210	\$ 30,000.00	\$ 10,384.92	Advantage Building Services
1/2/20	01/01/2020 to 12/31/2019 Annual Contract Interior Painting	4487-4212	\$ 80,000.00	\$ 30,589.00	Joshua K McStott
1/2/20	01/01/2020 to 12/31/2020 Annual Contract Weekly Cleaning RP, TR, TG	4490-4214	\$ 39,000.00	\$ 13,500.00	5 Star Services Inc
1/2/20	01/01/2020 to 12/31/2020 5 Star Services weekly comm and laundry room cleaning	4491-4215	\$ 25,000.00	\$ 8,700.00	5 Star Services Inc
1/2/20	01/01/2020 to 12/31/2020 5 Star Services Vacate Cleaning	4492-4216	\$ 26,000.00	\$ 14,350.00	5 Star Services Inc
1/7/20	This is on an Annual Contract with Microsoft via NWCS for our Office 365 products.	4538-4233	\$ 20,000.00	\$ 2,868.00	Northwest Computer Support Inc
2/3/20	Soap Suds-exterior door & window replacement	4583-4309	\$ 32,000.00	\$ 7,218.75	Wesley Axlen
2/3/20	RiverVista & Wrobliski hot water tank replacement	4566-4315	\$ 40,000.00	\$ 32,621.76	Vokun Construction
2/18/20	Willow Run-Unit 19 renovations	4613-4349	\$ 21,120.00	\$ 19,200.00	Affordable Renovations Inc
2/24/20	Maintenance Uniforms	4666-4374	\$ 15,000.00	\$ 2,549.61	Cintas Corporation No 2
2/24/20	Supplies for maintenance all properties	4673-4381	\$ 85,000.00	\$ 17,651.58	HD Supply Facilities Maintenance LTD
2/24/20	FY 2019 Audit - \$54,000 audit + \$2,500 estimated travel charges	4650-4382	\$ 56,500.00	\$ 51,317.26	State Auditors Office
3/16/20	Willow Run-Unit 73 renovations	4612-4410	\$ 23,870.00	\$ 21,700.00	Wesley Axlen
3/16/20	Proceeds for buyback of used home on E12 lot	4705-4412	\$ 25,074.00	\$ 25,074.00	The Estate of Dale Burnett
4/16/20	12 Laptops	4754-4452	\$ 18,000.00	\$ -	Staples Contract & Commercial Inc
5/14/20	12 more Laptops	4784-4485	\$ 18,000.00	\$ 17,720.16	Staples Contract & Commercial Inc
6/8/20	East Terrace-Dumpster surround	4809-4508	\$ 34,500.00	\$ 4,750.00	Brett Minor Bond
6/8/20	Glenwood-Curbing & asphalt	4811-4509	\$ 19,930.00	\$ 19,930.00	Evergreen Asphalt and Concrete

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2375**

**APPROVING THE WRITE OFF OF DELINQUENT TENANT ACCOUNTS
RECEIVABLE**

WHEREAS, the Housing Authority of Snohomish County declares that certain tenant accounts are uncollectible by staff; and,

WHEREAS, collection efforts will continue on delinquent accounts through a collection agency; and,

WHEREAS, this action allows agency books to be cleared of delinquent accounts turned over for collection.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that accounts for Section 8 delinquent receivables totaling \$11,515 be written off, and that accounts for the period ending June 30, 2019 for previous tenants of our HASCO-managed market-rate and Rural Development portfolios totaling \$3,306 be written off.

DATED, this 16th day of June, 2020.

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

Gary Weikel, Chairperson

SEAL

ATTEST:

Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2376**

APPROVING THE FY21 OPERATING BUDGET

WHEREAS, public housing authorities are empowered at Chapter 35.82 of the Revised Code of Washington to carry out a broad range of housing projects and programs to meet the needs of low-income citizens; and,

WHEREAS, the Housing Authority did adopt, in July 2019, an updated Vision, Mission Statement and Values as a clear statement of purpose for the Agency; and,

WHEREAS, the Housing Authority strives for fiscally responsible and sound businesslike management of resources; and,

WHEREAS, staff have developed a budget for the period of July 1, 2020 through June 30, 2021 to guide their efforts toward the achievement of the mission and goals of the Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that the FY21 Operating Budget be approved as presented.

DATED, this 16th day of June, 2020.

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

Gary Weikel, Chairperson

SEAL

ATTEST

Secretary