

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, September 15, 2020
TIME: 12:00 PM
LOCATION: Via Conference Call
Contact edewey@hasco.org
For call-in details.**

AGENDA

A. ROLL CALL

CONSENT ITEMS

- B. APPROVE** Agenda for the September 15, 2020 Regular Meeting **1**
- C. ACTION** on Minutes of the July 21, 2020 Regular Meeting..... **2**
- D. Resolution No. 2379** Authorizing Payment of July & August 2020 Expenditures **6**

INFORMATION ITEMS

- E.** Finance Report
- F.** Asset Management Report
- G.** Administrative Services Report
- H.** Tenant-Based Assistance Report
- I.** Legal Counsel Report
- J.** Commissioners’ Report
- K.** Executive Director Report

ADJOURNMENT

The Regular Meeting of the Board of Commissioners was convened at 12:00 pm on Tuesday, July 21, 2020 at the 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 and Administrative Services
Steve Kehler, Director of Asset Management
Liz Dewey, Administrative Services Supervisor

Legal Counsel: Jon Jurich, Pacifica Law Firm

CONSENT ITEMS

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

Item B. APPROVE Agenda for the July 21, 2020 Regular Meeting

Item C. ACTION on Minutes of the June 16, 2020 Regular Meeting

Item D. Resolution No. 2378 Authorizing Payment of June 2020 Expenditures

INFORMATION ITEMS

Item E. – Legal Counsel Report

Jon Jurich reported that this has been a quiet month and that his team is still waiting to hear from HUD regarding their findings.

Item F. – Commissioners' Report

Commissioner Matsumoto Wright advised that the City of Mountlake Terrace will be giving away masks to low-income citizens, and she wanted to make them available for HASCO residents within Mountlake Terrace. There have been 92 packets including two masks and hand sanitizer to every HASCO resident within the city. Nancy Larson, Community Manager, assisted with the deliveries. Commissioner Matsumoto Wright is hoping that other cities will start taking the same action. In addition to the masks provided to HASCO tenants, all other residents in Mountlake Terrace were offered two masks per citizen.

Item G. – Executive Director Report

Duane Leonard asked Steve Kehler to provide an overview of the HASCO properties and Asset Management department activities.

Steve advised that there have only been five confirmed cases of COVID-19 within the HASCO portfolio out of 2400 units. Notice was received just last week confirming that a manager at one of the Market Rate communities tested positive. Allied, the property management company for the property, has already thoroughly cleaned the property and closed the community spaces. The manager is home recuperating.

Rural Development doesn't have much adjustment in terms of delinquencies, since most of the tenants receive housing subsidy. In the Affordable Housing Group, approximately 12 tenants are behind in rent. Most clients are communicating with HASCO regarding their situation, which allows the Portfolio Manager to set up payment arrangements with the tenants. Currently, this portfolio is down approximately \$20,000. Vacancies are normal at around 5% and so far, there has not been a decrease in HASCO's bottom line due to vacancies. In the Market Rate portfolio, approximately 42 tenants are behind on their rent, with a few up to four months behind, which equals approximately \$87,000. The total delinquencies equal approximately \$107,000 across the agency. The combination of rents being lower to start with and working with tenants on making payment arrangements have helped to keep the amount of delinquencies lower than expected. Currently, the team is learning how to rent units and work with people virtually.

Weather sensitive projects are a month behind due to COVID-19 disrupting normal processes. Four to five months' worth of projects have been put off until later but HASCO has ensured that the properties are safe in the interim. Asphalt, sidewalk, and light projects are underway.

Commissioner Alonzo asked whether HASCO is anticipating a further drop in rent with schools being closed this fall. Steve confirmed that HASCO is anticipating this.

Duane Leonard provided an update on the agency. He advised that he has continued to engage virtually with County Council members Dunn and Mead regarding affordable housing. He also advised that he wrote an opinion editorial that was published in the Mukilteo Beacon about House-Bill 1590, which allows the council to vote in approximately 1/10th of 1% of sales tax to be contributed to affordable housing. The 2019 HART report showed the need for more affordable housing, but the committee tabled discussions on funding mechanisms for now. Property and sales taxes are the options for funding. He also explained that the longer we are in this pandemic, the harder it will be for people in retail and hospitality to get back to work.

Currently, the team is working on a request for additional HUD funding for vouchers. Chris Collier, from the Alliance for Housing Affordability, continues to help with more communication activities. He was selected to do a TEDx presentation, which will occur on September 2nd at 11am. He will present on housing issues in the area and an invitation will be sent to the Board at a closer date.

Mainstream vouchers started leasing up on July 1; these are part of the 100-voucher allocation received in 2019. Twenty-five names have been pulled to be processed in August.

The Keeping Families Together program was put together by Building Changes and the grant period is coming to an end.

An upgrade of SharePoint and the website are in progress but moving a bit slower than originally planned.

HASCO continues to wait for HUD's response regarding several issues, including an audit report that included a finding in the HCV program. They provided some instruction on how to proceed, but additional information was requested over six weeks ago and there still has not been a response. A follow-up request has been sent.

Currently, HASCO is in contact with the Special Applications Center in Chicago regarding the sale of five former Public Housing scattered sites, with the plan to use the funds to build at 1356 Cedar Ave. An architect has been contracted and a preliminary plat proposal was submitted to Marysville.

Duane has been in contact with S&P regarding updating HASCO's S&P rating. Additional information has been provided and they have reaffirmed HASCO's A+ rating.

As of July 1, Whispering Pines has stopped leasing units, and as people move out, the units will not be made available for new tenants. There will be a draft RFP ready by the end of July to invite bids for the project. One-year notices will be sent out to tenants on September 1 and the team has started preparing for the notices.

There are two candidates for Michael Choy's open Commissioner position on the Board, and interviews are in process.

The original plan for staff was to return to the office on September 1; however, this plan has been reevaluated to extend the return until January 4, 2021. There is not any benefit to having staff return before that date. If a vaccine or another change happens, then the decision can be reevaluated at that time. There continues to be a skeleton crew at the office and field employees are in the field as needed.

Duane requested suggestions from the Commissioners on making the monthly meetings more productive. He also advised that the August meeting would be canceled as there are not any agenda items.

ADJOURNMENT

Commissioner Alonzo moved to adjourn the meeting at 12:33 pm.

Amy Rusko, Chairperson

SEAL
ATTEST

Secretary

**HOUSING AUTHORITY OF SNOHOMISH COUNTY
RESOLUTION NO. 2379**

AUTHORIZING PAYMENT OF JULY & AUGUST 2020 EXPENDITURES

WHEREAS, the Executive Director has reviewed and approved HASCO expenditures for the months ending July 31, 2020, and August 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 July & August 2020 expenditures as attached.

DATED, this 15th day of September, 2020.

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

Amy Rusko, Chairperson

SEAL

ATTEST:

Secretary

Housing Authority of Snohomish County

Expenditure Approval

Month(s) Ending: July 2020

I have reviewed the attached expenditures listing totaling \$6,742,002.57 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	7/2/2020	\$33,540.12	06/29/20 payables	7/2/2020
Autumn Chase	7/8/2020	\$6,658.65	07/06/20 payables	7/9/2020
Autumn Chase	7/8/2020	\$7,244.64	07/10/20 payroll	7/9/2020
Autumn Chase	7/15/2020	\$18,278.33	07/13/20 payables	7/16/2020
Autumn Chase	7/22/2020	\$5,857.49	07/20/20 payables	7/23/2020
Autumn Chase	7/23/2020	\$7,443.41	07/24/20 payroll	7/23/2020
Autumn Chase	7/29/2020	\$30,193.49	07/27/20 payables	7/30/2020
Autumn Chase Total		\$109,216.13		
Bristol Square	7/2/2020	\$25,750.82	06/29/20 payables	7/2/2020
Bristol Square	7/8/2020	\$1,528.85	07/06/20 payables	7/9/2020
Bristol Square	7/9/2020	\$3,880.80	07/10/20 payroll	7/9/2020
Bristol Square	7/15/2020	\$2,942.83	07/13/20 payables	7/16/2020
Bristol Square	7/22/2020	\$6,904.75	07/20/20 payables	7/23/2020
Bristol Square	7/23/2020	\$2,525.71	07/24/20 payroll	7/23/2020
Bristol Square	7/29/2020	\$2,292.79	07/27/20 payables	7/30/2020
Bristol Square Total		\$45,826.55		
Carvel Apartments	7/2/2020	\$24,178.69	06/29/20 payables	7/2/2020
Carvel Apartments	7/8/2020	\$2,808.32	07/06/20 payables	7/9/2020
Carvel Apartments	7/8/2020	\$11,194.37	07/10/20 payroll	7/9/2020
Carvel Apartments	7/15/2020	\$33,915.73	07/13/20 payables	7/16/2020
Carvel Apartments	7/22/2020	\$8,328.26	07/20/20 payables	7/23/2020
Carvel Apartments	7/23/2020	\$13,481.31	07/24/20 payroll	7/23/2020
Carvel Apartments	7/29/2020	\$23,549.24	07/27/20 payables	7/30/2020
Carvel Apartments Total		\$117,455.92		
Ebey Arms	7/2/2020	\$653.11	06/29/20 payables	7/2/2020
Ebey Arms	7/8/2020	\$3,597.16	07/06/20 payables	7/9/2020
Ebey Arms	7/8/2020	\$2,797.07	07/10/20 payroll	7/9/2020
Ebey Arms	7/15/2020	\$5,919.71	07/13/20 payables	7/16/2020
Ebey Arms	7/22/2020	\$5,881.30	07/20/20 payables	7/23/2020
Ebey Arms	7/23/2020	\$2,095.02	07/24/20 payroll	7/23/2020
Ebey Arms	7/29/2020	\$1,100.45	07/27/20 payables	7/30/2020
Ebey Arms Total		\$22,043.82		
Edmonds Highlands	7/2/2020	\$3,234.27	06/29/20 payables	7/2/2020
Edmonds Highlands	7/8/2020	\$1,614.40	07/06/20 payables	7/9/2020
Edmonds Highlands	7/8/2020	\$5,528.05	07/10/20 payroll	7/9/2020
Edmonds Highlands	7/15/2020	\$12,708.87	07/13/20 payables	7/16/2020
Edmonds Highlands	7/22/2020	\$680.05	07/20/20 payables	7/23/2020
Edmonds Highlands	7/23/2020	\$5,508.56	07/24/20 payroll	7/23/2020
Edmonds Highlands	7/29/2020	\$11,538.37	07/27/20 payables	7/30/2020
Edmonds Highlands Total		\$40,812.57		
Millwood Estates	7/2/2020	\$22,961.61	06/29/20 payables	7/2/2020
Millwood Estates	7/8/2020	\$7,586.29	07/06/20 payables	7/9/2020
Millwood Estates	7/8/2020	\$11,753.23	07/10/20 payroll	7/9/2020
Millwood Estates	7/15/2020	\$39,454.93	07/13/20 payables	7/16/2020
Millwood Estates	7/22/2020	\$24,477.38	07/20/20 payables	7/23/2020
Millwood Estates	7/23/2020	\$9,106.74	07/24/20 payroll	7/23/2020
Millwood Estates	7/29/2020	\$11,808.73	07/27/20 payables	7/30/2020
Millwood Estates	7/30/2020	\$802.10	07/30/20 Supplemental Payroll	7/30/2020
Millwood Estates Total		\$127,951.01		
Raintree Village	7/2/2020	\$2,903.20	06/29/20 payables	7/2/2020
Raintree Village	7/8/2020	\$1,281.90	07/06/20 payables	7/9/2020
Raintree Village	7/9/2020	\$4,883.32	07/10/20 payroll	7/9/2020
Raintree Village	7/15/2020	\$1,577.93	07/13/20 payables	7/16/2020
Raintree Village	7/22/2020	\$10,924.68	07/20/20 payables	7/23/2020
Raintree Village	7/23/2020	\$5,273.34	07/24/20 payroll	7/23/2020
Raintree Village	7/29/2020	\$3,185.22	07/27/20 payables	7/30/2020
Raintree Village Total		\$30,029.59		
Valley Commons	7/2/2020	\$18,151.73	06/29/20 payables	7/2/2020
Valley Commons	7/8/2020	\$4,359.40	07/06/20 payables	7/9/2020
Valley Commons	7/8/2020	\$2,083.92	07/10/20 payroll	7/9/2020
Valley Commons	7/15/2020	\$2,735.59	07/13/20 payables	7/16/2020
Valley Commons	7/22/2020	\$1,959.30	07/20/20 payables	7/23/2020
Valley Commons	7/23/2020	\$2,603.39	07/24/20 payroll	7/23/2020
Valley Commons	7/29/2020	\$2,899.48	07/27/20 payables	7/30/2020
Valley Commons Total		\$34,792.81		
Whispering Pines	7/2/2020	\$2,388.58	06/29/20 payables	7/2/2020
Whispering Pines	7/8/2020	\$7,269.95	07/06/20 payables	7/9/2020
Whispering Pines	7/9/2020	\$12,488.27	07/10/20 payroll	7/9/2020
Whispering Pines	7/15/2020	\$11,190.03	07/13/20 payables	7/16/2020
Whispering Pines	7/22/2020	\$24,562.25	07/20/20 payables	7/23/2020
Whispering Pines	7/23/2020	\$13,751.84	07/24/20 payroll	7/23/2020
Whispering Pines	7/29/2020	\$47,443.69	07/27/20 payables	7/30/2020
Whispering Pines Total		\$119,094.61		
Grand Total		\$647,223.01		

ItemDate	PayeeName	CheckNumber	ItemAmount
7/1/2020	Dougherty Mortgage		(41,810.44)
7/1/2020	SWAP - OV SV 4262763		(14,480.90)
7/1/2020	Bellwether		(35,954.07)
7/1/2020	ppe 27Jun20 pd 02Jul20		(139,173.60)
7/1/2020	Berkadia		(45,456.83)
7/1/2020	ppe 27Jun20 pd 02Jul20		(51,089.51)
7/1/2020	Banner Bank		(4,570.57)
7/1/2020	Banner Bank		(19,971.57)
7/1/2020	SWAP - EA,CH,RT,VC 13059034		(3,198.46)
7/1/2020	SWAP - EA,CH,RT,VC 13059023		(16,879.38)
7/1/2020	PUD No. 1 of Snohomish County		(269.00)
7/2/2020	Alderwood Water & Wastewater District	720832	(293.64)
7/2/2020	American Family Life Assurance Company	720833	(1,370.47)
7/2/2020	Christopher Bogdan		(131.62)
7/2/2020	Cintas Corporation No 2	720834	(117.25)
7/2/2020	City of Lynnwood	720835	(9,171.61)
7/2/2020	Comcast Cable Communications Inc	720836	(1,881.36)
7/2/2020	Department of Labor and Industries	720837	(17,826.94)
7/2/2020	Department of Retirement Systems	70220	(44,381.48)
7/2/2020	ELTEC Systems LLC	720838	(184.49)
7/2/2020	Environmental Works	720839	(742.50)
7/2/2020	HD Supply Facilities Maintenance LTD	720840	(786.11)
7/2/2020	International City Management Association Corp		(1,178.32)
7/2/2020	Jades Jet City Carpet Cleaning Inc	720841	(245.00)
7/2/2020	Judd & Black	720842	(710.00)
7/2/2020	Liz Dickson	720843	(25,080.00)
7/2/2020	New Life Flooring Inc	720844	(2,484.84)
7/2/2020	Pitney Bowes Inc	720845	(366.36)
7/2/2020	PUD No 1 of Snohomish County	720846	(3,537.29)
7/2/2020	Puget Sound Energy	720847	(83.13)
7/2/2020	Rentokil North America Inc	720848	(525.00)
7/2/2020	Snohomish County Treasurer	720849	(61.00)
7/2/2020	State of Washington	720850	(150.50)
7/2/2020	State of Washington	720851	(5,093.75)
7/2/2020	Stop Bugging Me LLC	720852	(593.55)
7/2/2020	Team Car Care LLC	720853	(149.84)
7/2/2020	ToniMarie Eloise England		(352.63)
7/2/2020	USDA	720854	(4,167.51)
7/2/2020	Washington Alarm	720855	(935.43)
7/2/2020	Washington State Health Care Authority	720856	(88,725.54)
7/2/2020	Waste Management - Northwest	720857	(2,617.92)
7/2/2020	Wex Bank	720858	(2,019.47)
7/6/2020	L/C 3090186		(1,128.11)
7/6/2020	L/C 3057359		(1,012.46)
7/8/2020	June analysis fee		(863.80)
7/10/2020	JP Morgan Chase		(39,504.76)
7/10/2020	5 Star Services Inc	720860	(6,200.00)
7/10/2020	Advantage Building Services	720861	(2,806.23)
7/10/2020	Brett Minor Bond	720862	(4,180.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
7/10/2020	Cintas Corporation No 2	720863	(117.25)
7/10/2020	City of Marysville	720864	(478.43)
7/10/2020	City of Snohomish	720865	(2,037.93)
7/10/2020	Comcast Cable Communications Inc	720866	(244.35)
7/10/2020	Daily Journal Of Commerce Inc	720867	(271.20)
7/10/2020	Devblock Technologies Inc	720868	(6,530.00)
7/10/2020	Frontier	720869	(519.59)
7/10/2020	HD Supply Facilities Maintenance LTD	720870	(967.20)
7/10/2020	Jades Jet City Carpet Cleaning Inc	720871	(1,479.00)
7/10/2020	Jodie Halsne		(2,550.00)
7/10/2020	Mark Papritz		(217.35)
7/10/2020	Nancy Larson		(219.48)
7/10/2020	New Life Flooring Inc	720872	(1,694.08)
7/10/2020	Northwest Computer Support Inc	720873	(63.20)
7/10/2020	Puckett & Redford PLLC	720874	(265.00)
7/10/2020	PUD No 1 of Snohomish County	720875	(1,012.87)
7/10/2020	Puget Sound Energy	720876	(20.06)
7/10/2020	Refinishing Solutions LLC	720877	(525.00)
7/10/2020	Rentokil North America Inc	720878	(525.00)
7/10/2020	Snohomish County	720879	(27,330.73)
7/10/2020	Sound Publishing Inc	720880	(749.00)
7/10/2020	Sound Publishing Inc	720881	(165.20)
7/10/2020	Staples Contract & Commercial Inc	720882	(8,860.08)
7/10/2020	Stop Bugging Me LLC	720883	(115.17)
7/10/2020	Team Car Care LLC	720884	(84.58)
7/10/2020	The Plumbing & Drain Company	720885	(2,493.03)
7/10/2020	The Sherwin-Williams Company	720886	(225.90)
7/10/2020	Waste Management - Northwest	720887	(10,954.48)
7/15/2020	Bryan Keltner	720920	(300.00)
7/15/2020	Nicole Crohn	720921	(650.00)
7/15/2020	Patricia Sutherland	720922	(17.00)
7/16/2020	ppe 11Jul20 pd 17Jul20		(53,367.43)
7/16/2020	ppe 11Jul20 pd 17Jul20		(145,521.17)
7/17/2020	5 Star Services Inc	720889	(6,550.00)
7/17/2020	Apollo Plumbing LLC	720890	(1,125.00)
7/17/2020	Associated Glass Inc	720891	(2,015.00)
7/17/2020	Bobby Simpson		(896.38)
7/17/2020	CBS Reporting Inc	720892	(78.50)
7/17/2020	Cellco Partnership	720893	(1,627.04)
7/17/2020	Cintas Corporation No 2	720894	(117.25)
7/17/2020	City of Arlington	720895	(6,316.75)
7/17/2020	City of Lynnwood	720896	(3,767.03)
7/17/2020	City of Marysville	720897	(24.38)
7/17/2020	DoorKing Inc	720898	(87.45)
7/17/2020	Environmental Works	720899	(1,196.25)
7/17/2020	Environmental Works	720900	(891.25)
7/17/2020	HD Supply Facilities Maintenance LTD	720901	(1,972.02)
7/17/2020	International City Management Association Corp		(1,184.37)
7/17/2020	Jades Jet City Carpet Cleaning Inc	720902	(210.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
7/17/2020	Joshua K McStott	720903	(4,634.00)
7/17/2020	Judd & Black	720904	(2,115.00)
7/17/2020	KnowBe4 Inc	720905	(3,434.40)
7/17/2020	Lake Stevens Sewer District	720906	(8,772.00)
7/17/2020	New Life Flooring Inc	720907	(1,725.84)
7/17/2020	Northwest Computer Support Inc	720908	(254.25)
7/17/2020	Pacifica Law Group LLP	720909	(911.50)
7/17/2020	Paradise Valley Landscaping Company Inc	720910	(1,200.00)
7/17/2020	PUD No 1 of Snohomish County	720911	(778.03)
7/17/2020	Puget Sound Energy	720912	(64.03)
7/17/2020	Refinishing Solutions LLC	720913	(1,300.00)
7/17/2020	Silver Lake Water & Sewer District	720914	(4,159.70)
7/17/2020	Stop Bugging Me LLC	720915	(218.25)
7/17/2020	Team Car Care LLC	720916	(35.99)
7/17/2020	Thyssenkrupp Elevator Corp	720917	(1,312.07)
7/17/2020	Wave Broadband	720918	(749.88)
7/17/2020	YWCA	720919	(120.00)
7/20/2020	ADP Tax		(10.09)
7/20/2020	Department of Retirement Systems	72020	(46,153.22)
7/21/2020	Sabrina Harris	720923	(77.00)
7/24/2020	ADP Inc	720924	(1,797.34)
7/24/2020	ADT US Holdings Inc	720925	(90.95)
7/24/2020	Allstream Business US Inc	720926	(1,703.42)
7/24/2020	Answerline Communications Inc	720927	(249.00)
7/24/2020	Apollo Plumbing LLC	720928	(1,208.56)
7/24/2020	ARC Architects Inc	720929	(2,805.00)
7/24/2020	Archbright Inc	720930	(3,078.00)
7/24/2020	Bobby Simpson		(112.82)
7/24/2020	Builders Exchange of Washington Inc	720931	(45.00)
7/24/2020	CBS Reporting Inc	720932	(1,241.50)
7/24/2020	Cintas Corporation No 2	720933	(275.64)
7/24/2020	City of Marysville	720934	(7,332.81)
7/24/2020	Comcast Cable Communications Inc	720935	(844.71)
7/24/2020	Devblock Technologies Inc	720936	(11,160.00)
7/24/2020	DocuSign Inc	720937	(2,760.00)
7/24/2020	First American Title Insurance Company	720938	(470.00)
7/24/2020	HD Supply Facilities Maintenance LTD	720939	(1,268.46)
7/24/2020	Jades Jet City Carpet Cleaning Inc	720940	(880.00)
7/24/2020	Judd & Black	720941	(809.95)
7/24/2020	Paradise Valley Landscaping Company Inc	720942	(500.00)
7/24/2020	PUD No 1 of Snohomish County	720943	(3,383.30)
7/24/2020	Puget Sound Energy	720944	(50.69)
7/24/2020	Republic Services Inc	720945	(3,113.09)
7/24/2020	Ronald King	720946	(165.00)
7/24/2020	SHRED-IT US JV LLC	720947	(705.20)
7/24/2020	Snohomish County	720948	(217.00)
7/24/2020	Steven Pillitu	720949	(13,090.00)
7/24/2020	The Sherwin-Williams Company	720950	(225.90)
7/24/2020	The Sherwin-Williams Company	720951	(165.70)

ItemDate	PayeeName	CheckNumber	ItemAmount
7/24/2020	Total Landscape Corporation	720952	(18,640.63)
7/24/2020	U S Bank National Association	720953	(84.00)
7/24/2020	Wave Broadband	720954	(739.50)
7/24/2020	Woodburn Company		(546.63)
7/30/2020	ppd 25Jul20 pd 31Jul20		(55,406.69)
7/30/2020	ppd 25Jul20 pd 31Jul20		(156,826.79)
7/31/2020	Affordable Renovations Inc	720956	(3,950.00)
7/31/2020	Affordable Renovations Inc	720957	(8,900.00)
7/31/2020	Anixter Inc	720958	(672.90)
7/31/2020	Apex Facility Resources Inc	720959	(1,531.04)
7/31/2020	Bank of America	720960	(16,968.26)
7/31/2020	Bobby Simpson		(162.55)
7/31/2020	Central Paving LLC	720961	(82,118.00)
7/31/2020	Cintas Corporation No 2	720962	(117.25)
7/31/2020	Comcast Cable Communications Inc	720963	(59.77)
7/31/2020	Department of Retirement Systems	73120	(43,477.65)
7/31/2020	First American Title Insurance Company	720964	(235.00)
7/31/2020	HD Supply Facilities Maintenance LTD	720965	(551.85)
7/31/2020	Jades Jet City Carpet Cleaning Inc	720966	(80.00)
7/31/2020	John Graff	720967	(225.00)
7/31/2020	Judd & Black	720968	(1,910.00)
7/31/2020	Language Line Services Inc	720969	(178.35)
7/31/2020	Mark Papritz		(339.25)
7/31/2020	New Life Flooring Inc	720970	(2,839.82)
7/31/2020	Paradise Valley Landscaping Company Inc	720971	(2,300.00)
7/31/2020	Pitney Bowes Inc	720972	(385.70)
7/31/2020	PUD No 1 of Snohomish County	720973	(4,599.15)
7/31/2020	Siskun Power Equipment Inc	720974	(424.96)
7/31/2020	State of Washington	720975	(12,327.10)
7/31/2020	Team Car Care LLC	720976	(84.58)
7/31/2020	The Sherwin-Williams Company	720977	(230.90)
7/31/2020	Wex Bank	720978	(2,219.62)
	Total		(1,500,050.90)
	Total HAP/UAP Payments		(4,594,728.66)
	Total Wires to Property Managers		(647,223.01)
	Total Payments		\$ (6,742,002.57)

Housing Authority of Snohomish County

Expenditure Approval

Month(s) Ending: August 2020

I have reviewed the attached expenditures listing totaling \$6,527,514.82 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	8/5/2020	\$10,567.25	08/03/20 payables	8/6/2020
Autumn Chase	8/6/2020	\$8,072.74	08/10/20 payroll	8/6/2020
Autumn Chase	8/12/2020	\$4,366.55	08/10/20 payables	8/13/2020
Autumn Chase	8/19/2020	\$10,782.19	08/17/20 payables	8/20/2020
Autumn Chase	8/20/2020	\$6,940.04	08/25/20 payroll	8/21/2020
Autumn Chase	8/26/2020	\$2,957.65	08/24/20 payables	8/27/2020
Autumn Chase Total		\$43,686.42		
Bristol Square	8/5/2020	\$3,648.72	08/03/20 payables	8/6/2020
Bristol Square	8/6/2020	\$3,566.70	08/07/20 payroll	8/6/2020
Bristol Square	8/12/2020	\$3,000.34	08/10/20 payables	8/13/2020
Bristol Square	8/19/2020	\$6,841.88	08/17/20 payables	8/20/2020
Bristol Square	8/20/2020	\$4,808.60	08/21/20 payroll	8/20/2020
Bristol Square	8/26/2020	\$7,162.73	08/24/20 payables	8/27/2020
Bristol Square Total		\$29,028.97		
Carvel Apartments	8/5/2020	\$9,761.81	08/03/20 payables	8/6/2020
Carvel Apartments	8/6/2020	\$12,943.26	08/10/20 payroll	8/6/2020
Carvel Apartments	8/12/2020	\$61,915.67	08/10/20 payables	8/13/2020
Carvel Apartments	8/19/2020	\$18,088.99	08/17/20 payables	8/20/2020
Carvel Apartments	8/20/2020	\$12,977.36	08/25/20 payroll	8/21/2020
Carvel Apartments	8/26/2020	\$11,605.39	08/24/20 payables	8/27/2020
Carvel Apartments Total		\$127,292.48		
Ebey Arms	8/5/2020	\$13,914.18	08/03/20 payables	8/6/2020
Ebey Arms	8/6/2020	\$3,033.06	08/10/20 payroll	8/6/2020
Ebey Arms	8/12/2020	\$9,049.55	08/10/20 payables	8/13/2020
Ebey Arms	8/19/2020	\$3,736.10	08/17/20 payables	8/20/2020
Ebey Arms	8/20/2020	\$2,546.21	08/25/20 payroll	8/21/2020
Ebey Arms	8/26/2020	\$13,824.38	08/24/20 payables	8/27/2020
Ebey Arms Total		\$46,103.48		
Edmonds Highlands	8/5/2020	\$936.84	08/03/20 payables	8/6/2020
Edmonds Highlands	8/6/2020	\$6,081.16	08/10/20 payroll	8/6/2020
Edmonds Highlands	8/12/2020	\$5,882.58	08/10/20 payables	8/13/2020
Edmonds Highlands	8/19/2020	\$42,303.30	08/17/20 payables	8/20/2020
Edmonds Highlands	8/20/2020	\$5,080.72	08/25/20 payroll	8/21/2020
Edmonds Highlands	8/26/2020	\$3,767.66	08/24/20 payables	8/27/2020
Edmonds Highlands Total		\$64,052.26		
Millwood Estates	8/5/2020	\$12,376.81	08/03/20 payables	8/6/2020
Millwood Estates	8/6/2020	\$10,118.59	08/10/20 payroll	8/6/2020
Millwood Estates	8/12/2020	\$38,054.92	08/10/20 payables	8/13/2020
Millwood Estates	8/19/2020	\$24,375.39	08/17/20 payables	8/20/2020
Millwood Estates	8/20/2020	\$10,505.96	08/25/20 payroll	8/21/2020
Millwood Estates	8/26/2020	\$79,551.12	08/24/20 payables	8/27/2020
Millwood Estates Total		\$174,982.79		
Raintree Village	8/5/2020	\$3,843.85	08/03/20 payables	8/6/2020
Raintree Village	8/6/2020	\$5,421.94	08/07/20 payroll	8/6/2020
Raintree Village	8/12/2020	\$5,989.00	08/10/20 payables	8/13/2020
Raintree Village	8/19/2020	\$7,878.15	08/17/20 payables	8/20/2020
Raintree Village	8/20/2020	\$5,203.60	08/21/20 payroll	8/20/2020
Raintree Village	8/26/2020	\$16,375.69	08/24/20 payables	8/27/2020
Raintree Village Total		\$44,712.23		
Valley Commons	8/5/2020	\$234.66	08/03/20 payables	8/6/2020
Valley Commons	8/6/2020	\$2,198.43	08/10/20 payroll	8/6/2020
Valley Commons	8/12/2020	\$1,024.12	08/10/20 payables	8/13/2020
Valley Commons	8/19/2020	\$4,438.61	08/17/20 payables	8/20/2020
Valley Commons	8/20/2020	\$1,791.96	08/25/20 payroll	8/21/2020
Valley Commons	8/26/2020	\$560.98	08/24/20 payables	8/27/2020
Valley Commons Total		\$10,248.76		
Whispering Pines	8/5/2020	\$10,373.27	08/03/20 payables	8/6/2020
Whispering Pines	8/6/2020	\$13,066.26	08/07/20 payroll	8/6/2020
Whispering Pines	8/12/2020	\$7,222.96	08/10/20 payables	8/13/2020
Whispering Pines	8/19/2020	\$41,029.58	08/17/20 payables	8/20/2020
Whispering Pines	8/20/2020	\$13,693.88	08/21/20 payroll	8/20/2020
Whispering Pines	8/26/2020	\$2,596.95	08/24/20 payables	8/27/2020
Whispering Pines Total		\$87,982.90		
Grand Total		\$628,090.29		

ItemDate	PayeeName	CheckNumber	ItemAmount
8/1/2020	USDA	720955	(4,167.51)
8/3/2020	Bellwether		(35,954.07)
8/3/2020	Berkadia		(45,456.83)
8/3/2020	Banner Bank		(4,570.57)
8/3/2020	Banner Bank		(19,971.57)
8/3/2020	SWAP - EA,CH,RT,VC 13059023		(16,893.38)
8/3/2020	Dougherty		(41,810.44)
8/3/2020	SWAP - OV SV 4262763		(14,355.21)
8/3/2020	SWAP - EA,CH,RT,VC, 13059034		(3,201.19)
8/3/2020	PUD No. 1 of Snohomish County		(269.00)
8/7/2020	L/C 3057359		(1,301.05)
8/7/2020	L/C 3090186		(1,232.89)
8/7/2020	Alliance 2020 Inc	720979	(59.30)
8/7/2020	American Family Life Assurance Company	720980	(1,370.47)
8/7/2020	Archbright Inc	720981	(3,960.00)
8/7/2020	Cellco Partnership	720982	(2,342.63)
8/7/2020	Cintas Corporation No 2	720983	(117.25)
8/7/2020	City of Snohomish	720984	(2,961.31)
8/7/2020	Comcast Cable Communications Inc	720985	(2,126.43)
8/7/2020	ELTEC Systems LLC	720986	(184.49)
8/7/2020	Frontier	720987	(519.60)
8/7/2020	Gerald R Christin Jr		(1,250.00)
8/7/2020	HD Supply Facilities Maintenance LTD	720988	(1,191.73)
8/7/2020	New Life Flooring Inc	720989	(1,531.30)
8/7/2020	Pitney Bowes Inc	720990	(203.46)
8/7/2020	PUD No 1 of Snohomish County	720991	(1,560.42)
8/7/2020	Puget Sound Energy	720992	(147.84)
8/7/2020	Silver Lake Water & Sewer District	720993	(4,318.30)
8/7/2020	Washington Alarm	720994	(375.51)
8/7/2020	Washington State Health Care Authority	720995	(88,483.48)
8/7/2020	Waste Management - Northwest	720997	(11,001.73)
8/7/2020	Waste Management - Northwest	720998	(66.19)
8/10/2020	JP Morgan Chase		(39,504.76)
8/10/2020	July analysis service charge		(921.94)
8/13/2020	ppe 08Aug20 pd 14Aug20		(145,966.29)
8/13/2020	ppe 08Aug20 pd 14Aug20		(52,109.84)
8/13/2020	Elamin Elkheder	721025	(150.00)
8/13/2020	Rebecca D Hornyak	721026	(150.00)
8/14/2020	OV SV QTRLY SBLC COMM		(14,907.94)
8/14/2020	5 Star Services Inc	720999	(8,150.00)
8/14/2020	ADP Inc	721000	(1,758.34)
8/14/2020	Advantage Building Services	721001	(2,596.23)
8/14/2020	Arbitrage Compliance Specialists Inc	721002	(1,750.00)
8/14/2020	Bobby Simpson		(334.88)
8/14/2020	Brett Minor Bond	721003	(6,745.00)
8/14/2020	Carahsoft Technology Corporation	721004	(274.19)
8/14/2020	CBS Reporting Inc	721005	(110.00)
8/14/2020	City of Arlington	721006	(6,573.51)
8/14/2020	Department of Retirement Systems	81420	(46,299.16)

ItemDate	PayeeName	CheckNumber	ItemAmount
8/14/2020	Devblock Technologies Inc	721007	(3,452.50)
8/14/2020	First American Title Insurance Company	721008	(235.00)
8/14/2020	Gerald R Christin Jr		(12,750.00)
8/14/2020	HD Supply Facilities Maintenance LTD	721009	(169.37)
8/14/2020	Horeco Inc	721010	(565.00)
8/14/2020	International City Management Association Corp		(1,185.88)
8/14/2020	Jades Jet City Carpet Cleaning Inc	721011	(80.00)
8/14/2020	Mindy Wilson		(605.89)
8/14/2020	Nancy Larson		(200.04)
8/14/2020	Northwest Computer Support Inc	721012	(225.00)
8/14/2020	Northwest Insurance Contractor Inc	721013	(39,528.41)
8/14/2020	Pacifica Law Group LLP	721014	(602.50)
8/14/2020	Paradise Valley Landscaping Company Inc	721015	(480.00)
8/14/2020	Paradise Valley Landscaping Company Inc	721016	(450.00)
8/14/2020	PUD No 1 of Snohomish County	721017	(744.15)
8/14/2020	Signature Forms	721018	(73.28)
8/14/2020	Snohomish County	721019	(83,910.13)
8/14/2020	The Sherwin-Williams Company	721020	(309.86)
8/14/2020	ToniMarie Eloise England		(9.70)
8/14/2020	U S Bank National Association	721021	(1,125.00)
8/14/2020	Washington Alarm	721022	(184.65)
8/14/2020	Wave Broadband	721023	(749.88)
8/14/2020	Western States Fire Protection Co	721024	(872.00)
8/21/2020	Affordable Housing Network LLC		(9,500.00)
8/21/2020	Alderwood Water & Wastewater District	721027	(10,606.84)
8/21/2020	Anderson Hunter Law Firm PS	721028	(385.00)
8/21/2020	CBS Reporting Inc	721029	(959.00)
8/21/2020	Cintas Corporation No 2	721030	(115.72)
8/21/2020	City of Mountlake Terrace	721031	(17,035.97)
8/21/2020	City of Stanwood	721032	(5,252.29)
8/21/2020	Comcast Cable Communications Inc	721033	(844.81)
8/21/2020	Elizabeth Dewey		(3,004.00)
8/21/2020	Environmental Works	721034	(1,696.25)
8/21/2020	Judd & Black	721035	(1,420.00)
8/21/2020	Lake Stevens Sewer District	721036	(8,772.00)
8/21/2020	Language Line Services Inc	721037	(226.37)
8/21/2020	Mark Papritz		(326.60)
8/21/2020	New Life Flooring Inc	721038	(624.78)
8/21/2020	Northwest Computer Support Inc	721039	(3,266.23)
8/21/2020	Pitney Bowes Inc	721040	(2,500.00)
8/21/2020	PUD No 1 of Snohomish County	721041	(1,188.05)
8/21/2020	Puget Sound Energy	721042	(47.89)
8/21/2020	Republic Services Inc	721043	(3,140.17)
8/21/2020	SHRED-IT US JV LLC	721044	(423.12)
8/21/2020	Stanley Convergent Security Solutions Inc	721045	(261.00)
8/21/2020	Staples Contract & Commercial Inc	721046	(8,397.54)
8/21/2020	Steven Pillitu	721047	(180.00)
8/21/2020	The Sherwin-Williams Company	721048	(22.09)
8/21/2020	U S Bank National Association	721049	(1,531.25)

ItemDate	PayeeName	CheckNumber	ItemAmount
8/21/2020	U S Bank National Association	721050	(42.00)
8/21/2020	Wave Broadband	721051	(739.50)
8/26/2020	Margaret M Phillips	721083	(200.00)
8/27/2020	ppe 22Aug20 pd 28Aug20		(146,640.54)
8/27/2020	ppe 22Aug20 pd 28Aug20		(53,097.99)
8/28/2020	ADT US Holdings Inc	721052	(90.95)
8/28/2020	Allstream Business US Inc	721053	(1,712.77)
8/28/2020	Arbitrage Compliance Specialists Inc	721054	(1,750.00)
8/28/2020	Bank of America	721055	(12,356.76)
8/28/2020	Bobby Simpson		(227.88)
8/28/2020	Builders Exchange of Washington Inc	721056	(45.45)
8/28/2020	Carahsoft Technology Corporation	721057	(216.89)
8/28/2020	Cintas Corporation No 2	721058	(231.44)
8/28/2020	City of Lynnwood	721059	(10,519.62)
8/28/2020	City of Marysville	721060	(8,463.32)
8/28/2020	Department of Retirement Systems	82820	(46,415.50)
8/28/2020	Emphasys Computer Solutions	721061	(67,747.00)
8/28/2020	Environmental Works	721062	(725.00)
8/28/2020	HD Supply Facilities Maintenance LTD	721063	(392.66)
8/28/2020	International City Management Association Corp		(1,185.89)
8/28/2020	Jerry Huffman	721064	(3,283.00)
8/28/2020	Jodie Halsne		(2,550.00)
8/28/2020	Judd & Black	721065	(1,093.95)
8/28/2020	Liz Dickson	721066	(1,320.00)
8/28/2020	Olsen Law Firm PLLC	721067	(747.50)
8/28/2020	Pacifica Law Group LLP	721068	(581.00)
8/28/2020	Pitney Bowes Inc	721069	(344.37)
8/28/2020	PUD No 1 of Snohomish County	721070	(4,499.67)
8/28/2020	Puget Sound Energy	721071	(12.99)
8/28/2020	Rentokil North America Inc	721072	(75.00)
8/28/2020	Robert L Sommer Jr	721073	(500.00)
8/28/2020	Signature Forms	721074	(1,396.60)
8/28/2020	Snohomish County	721075	(227.00)
8/28/2020	State of Washington	721076	(5,093.75)
8/28/2020	The Sherwin-Williams Company	721077	(419.65)
8/28/2020	Total Landscape Corporation	721078	(18,640.63)
8/28/2020	Western States Fire Protection Co	721079	(1,365.00)
8/28/2020	Wex Bank	721080	(1,830.34)
8/28/2020	Woodburn Company		(889.37)
8/28/2020	YWCA	721081	(120.00)
8/31/2020	DOL		(13.00)
	Total		(1,269,296.42)
	Total HAP/UAP Payments		(4,630,128.11)
	Total Wires to Property Managers		(628,090.29)
	Total Payments		\$ (6,527,514.82)

Purchase Orders Over \$15,000

DATE	DESCRIPTION	P.O. NUMBER	P.O. TOTAL	RECEIPTED	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
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	\$ 39,270.00	Steven Pillitu
1/2/20	01/01/2020 to 12/31/2020 Annual Contract New Appliance	4483-4208	\$ 75,000.00	\$ 39,223.80	Judd & Black
1/2/20	01/01/2020 to 12/31/2020 Annual Contract HASCO Office Cleaning	4485-4210	\$ 30,000.00	\$ 18,173.61	Advantage Building Services
1/2/20	01/01/2020 to 12/31/2019 Annual Contract Interior Painting	4487-4212	\$ 80,000.00	\$ 38,718.00	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	\$ 23,250.00	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	\$ 14,850.00	5 Star Services Inc
1/2/20	01/01/2020 to 12/31/2020 5 Star Services Vacate Cleaning	4492-4216	\$ 26,000.00	\$ 19,350.00	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	\$ 4,219.25	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	\$ 4,457.57	Cintas Corporation No 2
2/24/20	Supplies for maintenance all properties	4673-4381	\$ 85,000.00	\$ 29,235.45	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	\$ 17,720.16	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	\$ 21,945.00	Brett Minor Bond
7/27/20	Ebey Arms-asphalt	4848-4577	\$ 90,000.00	\$ 82,118.00	Central Paving LLC
8/11/20	Annual Postage - Meter refill (12 months @ \$2500)	4900-4595	\$ 30,000.00	\$ 2,500.00	Pitney Bowes Inc