



**MEETING NOTICE**

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

**DATE: Tuesday, October 15, 2024  
TIME: 12:00 PM  
LOCATION: HASCO Main Office  
12711 4<sup>th</sup> Ave W  
Everett, WA 98204**

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**AGENDA**

- A. PUBLIC COMMENT**
- B. ROLL CALL**

**CONSENT ITEMS**

- C. APPROVE** Agenda for the October 15, 2024, Regular Meeting ..... **1**
- D. ACTION** on Minutes of the September 17, 2024, Regular Meeting and the September 30, 2024, Special Meeting ..... **3**
- E. Resolution No. 2521** Authorizing Payment of September 2024 Expenditures..... **10**

**ACTION ITEMS**

- F. Resolution No. 2522** Approving an Amendment to the Position Classification Plan ..... **18**
- G. Resolution No. 2523** Authorizing the Surplus of Scrap Equipment from Hadley’s Acres ..... **20**
- H. Resolution No. 2524** Authorization to Amend and Revise the Section 8 Housing Choice Voucher Program Payment Standards ..... **21**

**INFORMATION ITEMS**

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- I. Finance Report
- J. Legal Counsel Report
- K. Commissioners' Report
- L. Chief Executive Officer Report

**ADJOURNMENT**

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The Regular Meeting of the Board of Commissioners was convened at 12:00 pm on Tuesday, September 17, 2024, at the Housing Authority of Snohomish County.

**Present:** Commissioner Alonzo  
Commissioner Distelhorst  
Commissioner Metzger-Utt  
Commissioner Wallace  
Commissioner Weikel

**Staff:** Duane Leonard, Chief Executive Officer  
David Allard, Chief Financial Officer  
Jenisa Story, Chief Operating Officer  
Liz Dewey, HR & Administrative Services Manager  
Serjay Shevchuk, Development Analyst

### **PUBLIC COMMENT**

The Board opened the floor for comments from the public. No one from the public attended the meeting to comment.

### **CONSENT ITEMS**

Commissioner Weikel moved for approval of consent items. Commissioner Metzger-Utt seconded and the motion passed unanimously to adopt the following:

**Item B. APPROVE Agenda for the September 17, 2024 Regular Meeting**

**Item C. ACTION on Minutes of the July 16, 2024 Regular Meeting**

**Item D. Resolution No. 2518 Authorizing Payment of July and August 2024 Expenditures**

### **ACTION ITEMS**

**Item E. Resolution No. 2519 Authorizing the Surplus and Purchase of an Agency Vehicle**

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This resolution authorizes the Housing Authority to auction one vehicle for sale and to purchase one new vehicle.

Commissioner Metzger-Utt moved to approve the resolution. Commissioner Weikel seconded and the motion was unanimously approved.

## **INFORMATION ITEMS**

### **Item F. – Capital Budget Report**

Serjay Shevchuk provided the Capital Budget report. Serjay gave an overview of each HASCO portfolio and the capital projects in progress. The Fair Market portfolio has planned expenditures of \$6,490,234; the HASCO Communities portfolio has planned expenditures of \$942,223, and the Elderly and Disabled portfolio has planned expenditures of \$1,366,800.

The Fair Market portfolio has several planned projects including cleaning and painting the trim and doors at Carvel, improving the front of the property and rehabilitating the pool and gym at Autumn Chase, redoing the interior paint at Olympic View/Sound View, a landscaping and irrigation project at Millwood Estates, a pool rehabilitation at Raintree Village, and completing fire-caused repairs at Bristol Square. A project at Edmonds Highlands is in the permitting process to allow site improvements.

The HASCO Communities portfolio has several projects planned to include improvements to building lighting at Center House, exterior paint and replacing a playground with a gazebo at Maplewood, removing a playground and replacing it with benches at North Terrace, and multiple properties will receive updated asphalt and sealcoating in the parking lots.

The Elderly and People with Disabilities portfolio has several projects planned including roof and gutter replacements at Willow Run, a partial roof replacement at Glenwood, mailbox replacements at River Vista I and II, and updated asphalt and seal-coating in the parking lots at multiple properties.

Serjay also provided an overview of community engagement activities at the properties. These included a back-to-school event at Autumn Chase and Bristol Square, a BBQ/pool party at Carvel, a spaghetti dinner and an ice cream social at Jackson House, a National Night Out event at Millwood Estates, a BBQ at novo on 52<sup>nd</sup> and Westend/Westend II, and a Bingo night at

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Willow Run and Wrobliski Manor. Serjay shared that both the staff and community members enjoyed the activities and look forward to more in the future.

### **Item G. – Administrative Services Report**

Jenisa Story provided the Administrative Services report. She advised that HASCO is reintroducing Camp Fire at three properties after a hiatus during the COVID-19 pandemic. Once a week, for the entire school year, Camp Fire will have someone out at East Terrace, Centerwood, and Center House to provide programming to the kids. They will tailor programming to match the kids that participate and will also provide mentoring and leadership skills to older children.

The Timberglen site has emptied of tenants and one tenant remains at Pinewood. The Community Services team has provided help with utilities, moving expenses and other financial resources.

The Elos Institute has returned to work with HASCO on a community project in September and October at Millwood Estates. A lot of partners were invited, along with residents, community members, and the Board of Commissioners. This will be the first time Elos has completed this activity within the United States; it is called the Oasis Game and encourages dreaming of what the community could become and how community members can work together to achieve it.

There is one opening on the Board of Commissioners and there will be another at the end of the year. There is one applicant who has applied and another who may be interested in joining. The Board will nominate two Commissioners to participate in candidate interviews and then they will make a recommendation to the others. The process will start this fall.

Commissioner Alonzo's appointment was up in March and HASCO continues to wait for Snohomish County to move his appointment through the process and renew his position.

### **Item H. – Tenant-Based Assistance Report**

Jodie Halsne provided the Tenant-Based Assistance report. She advised that the team continues working on goals for the Agency Plan.

She also advised that NSPIRE will replace HQS for inspection requirements. This requires inspectors to review the unit, the inside, and the outside, each with different requirements. There will be new fire standards connected to smoke alarms and cooking appliances. There will also be an update to deficiency types, and they will be based on low (will not result in a fail), severe & moderate (will have 30 days to correct), or life-threatening (must be corrected within 24 hours after notice).

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Another upcoming change is related to HOTMA which will require new payment standards based on ZIP code and will only require asset verification every three years instead of annually. HASCO will start honoring this update on October 30, 2024.

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

Faith Pettis advised that there is a lot of work coming through for her team. First, a draw on the KeyBank line of credit for Hadley Acres in Edmonds. Her team also continues working on partnership agreements and miscellaneous questions from the Internal Legal Affairs team.

### **Item J. – Commissioners’ Report**

Commissioner Metzger-Utt advised that she and Commissioner Weikel will complete interviews with CEO candidates during this coming week.

### **Item K. – Chief Executive Officer Report**

Duane Leonard reported HASCO closed on Hadley’s Acres at the end of August. Also, the team participated in a National Night Out event held at Willis Tucker Park. HASCO was invited by the Snohomish County Sheriff’s office. The team will participate again next year.

The City of Lynnwood has contacted Duane regarding a developer with interests in exploring a development near 196<sup>th</sup> in Lynnwood. Duane received an email from Representative Strom Peterson about the developers and they are planning a meeting for October 3.

Duane advised that he is working with Mary Swenson, interim Executive Director at Everett Housing Authority, to schedule a joint Board meeting to improve communication. The meeting will include a brief presentation about each agency and then time for conversation. There are a lot of topics for the two Boards to discuss surrounding development within Everett and Snohomish County.

In addition, Duane shared an Asset Repositioning memo with the Board, which could provide ideas for the future, including strategic repositioning. J.H. Brawner will complete an analysis of our entire housing portfolio, and it will be up to the next CEO to decide on next steps.

### **ADJOURNMENT**

Commissioner Distelhorst moved to adjourn the meeting, and the meeting was adjourned at 1:09 pm.

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Luke Distelhorst, Chairperson

SEAL  
ATTEST

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Secretary

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The Special Meeting of the Board of Commissioners was convened at 2:00 pm on Monday, September 30, 2024 at the Housing Authority of Snohomish County.

**Present:** Commissioner Distelhorst  
Commissioner Metger-Utt  
Commissioner Wallace  
Commissioner Weikel

**Absent & Excused:** Commissioner Alonzo

**Legal Counsel:** Faith Pettis, Pacifica Law Firm

**Staff:** Duane Leonard, Chief Executive Officer  
Liz Dewey, HR & Administrative Services Manager

### **PUBLIC COMMENT**

The Board opened the floor for comments from the public. No one from the public attended the meeting to comment.

### **ACTION ITEMS**

#### **Item C. Resolution No. 2520 Executing an Employment Contract with the Chief Executive Officer**

This resolution authorizes the Board to enter into an employment contract with the next Chief Executive Officer, Laurie Olson.

Commissioner Metger-Utt moved to approve the resolution. Commissioner Weikel seconded and the motion was unanimously approved.

### **ADJOURNMENT**

Commissioner Distelhorst moved to adjourn the meeting and the meeting was adjourned at 2:09 pm.

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Luke Distelhorst, Chairperson

SEAL  
ATTEST

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Secretary

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**RESOLUTION NO. 2521  
AUTHORIZING PAYMENT OF SEPTEMBER 2024 EXPENDITURES**

**WHEREAS**, the Chief Executive Officer has reviewed and approved HASCO expenditures for the month ending September 30, 2024.

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

Payment authorization is approved for September 2024 expenditures as attached.

**DATED, this 15th day of October, 2024.**

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

\_\_\_\_\_  
Luke Distelhorst, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary

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# ***Housing Authority of Snohomish County***

## ***Expenditure Approval***

***Month(s) Ending: September 2024***

***I have reviewed the attached expenditures listing totaling  
\$8,125,875.22 and have indicated any changes to be made.  
I hereby approve payment of the expenditures.***

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***Duane Leonard - Chief Executive Officer***

***Prepared by: DeAnna Copper***

## AFFORDABLE HOUSING PAYABLE LOG

Property Name	Date	Amount	Description	Date wired
Autumn Chase	09/03/24	\$6,979.14	9/3/24 Payables	09/05/24
Autumn Chase	09/09/24	\$884.72	9/9/24 Payables	09/12/24
Autumn Chase	09/11/24	\$9,417.01	9/13/24 Payroll	09/12/24
Autumn Chase	09/16/24	\$18,890.02	9/16/24 Payables	09/19/24
Autumn Chase	09/23/24	\$12,926.50	9/23/24 Payables	09/26/24
Autumn Chase	09/24/24	\$11,081.08	9/27/24 Payroll	09/26/24
<b>Autumn Chase Total</b>		<b>\$60,178.47</b>		
Bristol Square	09/03/24	\$7,189.59	9/3/24 Payables	09/05/24
Bristol Square	09/09/24	\$33,483.97	9/9/24 Payables	09/12/24
Bristol Square	09/11/24	\$7,803.76	9/13/24 Payroll	09/12/24
Bristol Square	09/16/24	\$7,590.29	9/16/24 Payables	09/19/24
Bristol Square	09/23/24	\$40,052.54	9/23/24 Payables	09/26/24
Bristol Square	09/24/24	\$6,756.09	9/27/24 Payroll	09/26/24
<b>Bristol Square Total</b>		<b>\$102,876.24</b>		
Carvel	09/03/24	\$21,884.56	9/3/24 Payables	09/05/24
Carvel	09/09/24	\$14,350.73	9/9/24 Payables	09/12/24
Carvel	09/11/24	\$13,207.34	9/13/24 Payroll	09/12/24
Carvel	09/16/24	\$23,858.15	9/16/24 Payables	09/19/24
Carvel	09/23/24	\$39,435.93	9/23/24 Payables	09/26/24
Carvel	09/24/24	\$15,986.02	9/27/24 Payroll	09/26/24
<b>Carvel Total</b>		<b>\$128,722.73</b>		
Ebey Arms	09/03/24	\$1,380.92	9/3/24 Payables	09/05/24
Ebey Arms	09/09/24	\$6,231.04	9/9/24 Payables	09/12/24
Ebey Arms	09/11/24	\$2,519.20	9/13/24 Payroll	09/12/24
Ebey Arms	09/16/24	\$2,998.36	9/16/24 Payables	09/19/24
Ebey Arms	09/23/24	\$14,577.96	9/23/24 Payables	09/26/24
Ebey Arms	09/24/24	\$4,260.91	9/27/24 Payroll	09/26/24
<b>Ebey Arms Total</b>		<b>\$31,968.39</b>		
Edmonds Highlands	09/03/24	\$8,197.43	9/3/24 Payables	09/05/24
Edmonds Highlands	09/09/24	\$15,253.36	9/9/24 Payables	09/12/24
Edmonds Highlands	09/11/24	\$6,618.57	9/13/24 Payroll	09/12/24
Edmonds Highlands	09/16/24	\$9,868.88	9/16/24 Payables	09/19/24
Edmonds Highlands	09/23/24	\$4,779.07	9/23/24 Payables	09/26/24
Edmonds Highlands	09/24/24	\$7,702.33	9/27/24 Payroll	09/26/24
<b>Edmonds Highlands Total</b>		<b>\$52,419.64</b>		
Madison Park	09/03/24	\$6,600.48	9/3/24 Payables	09/05/24
Madison Park	09/09/24	\$6,081.82	9/9/24 Payables	09/12/24
Madison Park	09/11/24	\$7,848.85	9/13/24 Payroll	09/12/24
Madison Park	09/16/24	\$11,177.88	9/16/24 Payables	09/19/24
Madison Park	09/23/24	\$31,004.65	9/23/24 Payables	09/26/24
Madison Park	09/24/24	\$9,934.57	9/27/24 Payroll	09/26/24
<b>Madison Park Total</b>		<b>\$72,648.25</b>		
Millwood Estates	09/03/24	\$25,420.38	9/3/24 Payables	09/05/24
Millwood Estates	09/09/24	\$12,201.18	9/9/24 Payables	09/12/24
Millwood Estates	09/11/24	\$20,606.61	9/13/24 Payroll	09/12/24
Millwood Estates	09/16/24	\$47,309.13	9/16/24 Payables	09/19/24
Millwood Estates	09/23/24	\$33,164.64	9/23/24 Payables	09/26/24
Millwood Estates	09/24/24	\$16,853.35	9/27/24 Payroll	09/26/24
<b>Millwood Estates Total</b>		<b>\$155,555.29</b>		
Olympic View	09/03/24	\$1,706.70	9/3/24 Payables	09/05/24
Olympic View	09/09/24	\$12,047.27	9/9/24 Payables	09/12/24
Olympic View	09/11/24	\$2,580.80	9/13/24 Payroll	09/12/24
Olympic View	09/16/24	\$3,298.79	9/16/24 Payables	09/19/24

Property Name	Date	Amount	Description	Date wired
Olympic View	09/23/24	\$5,510.11	9/23/24 Payables	09/26/24
Olympic View	09/24/24	\$3,649.54	9/27/24 Payroll	09/26/24
<b>Olympic View Total</b>		<b>\$28,793.21</b>		
Raintree Village	09/03/24	\$1,624.21	9/3/24 Payables	09/05/24
Raintree Village	09/09/24	\$11,023.77	9/9/24 Payables	09/12/24
Raintree Village	09/11/24	\$6,790.37	9/13/24 Payroll	09/12/24
Raintree Village	09/16/24	\$5,986.81	9/16/24 Payables	09/19/24
Raintree Village	09/23/24	\$2,836.51	9/23/24 Payables	09/26/24
Raintree Village	09/24/24	\$5,510.19	9/27/24 Payroll	09/26/24
<b>Raintree Village Total</b>		<b>\$33,771.86</b>		
Sound View	09/03/24	\$2,259.64	9/3/24 Payables	09/05/24
Sound View	09/09/24	\$5,362.50	9/9/24 Payables	09/12/24
Sound View	09/11/24	\$2,574.80	9/13/24 Payroll	09/12/24
Sound View	09/16/24	\$6,104.36	9/16/24 Payables	09/19/24
Sound View	09/23/24	\$10,454.46	9/23/24 Payables	09/26/24
Sound View	09/24/24	\$3,646.03	9/27/24 Payroll	09/26/24
<b>Sound View Total</b>		<b>\$30,401.79</b>		
Valley Commons	09/03/24	\$13,290.65	9/3/24 Payables	09/05/24
Valley Commons	09/09/24	\$918.44	9/9/24 Payables	09/12/24
Valley Commons	09/11/24	\$2,514.10	9/13/24 Payroll	09/12/24
Valley Commons	09/16/24	\$4,940.87	9/16/24 Payables	09/19/24
Valley Commons	09/23/24	\$1,191.96	9/23/24 Payables	09/26/24
Valley Commons	09/24/24	\$3,017.34	9/27/24 Payroll	09/26/24
<b>Valley Commons Total</b>		<b>\$25,873.36</b>		
Westend II	09/03/24	\$1,559.16	9/3/24 Payables	09/05/24
Westend II	09/09/24	\$1,420.73	9/9/24 Payables	09/12/24
Westend II	09/11/24	\$322.49	9/13/24 Payroll	09/12/24
Westend II	09/16/24	\$2,029.45	9/16/24 Payables	09/19/24
Westend II	09/23/24	\$5,744.06	9/23/24 Payables	09/26/24
Westend II	09/24/24	\$2,054.46	9/27/24 Payroll	09/26/24
<b>Westend II Total</b>		<b>\$13,130.35</b>		
<b>Grand Total</b>		<b>\$736,339.58</b>		

ItemDate	PayeeName	CheckNumber	ItemAmount
9/3/2024	Banner Bank		(4,643.31)
9/3/2024	Colliers		(51,415.95)
9/3/2024	Berkadia		(45,456.83)
9/3/2024	Beneficial State Bank		(34,379.96)
9/3/2024	Banner Bank		(57.00)
9/3/2024	Beneficial State Bank		(22,224.57)
9/3/2024	Banner Bank		(19,971.57)
9/3/2024	PUD No. 1 of Snohomish County		(42.00)
9/5/2024	ppe 31Agu24 Pf 06Sep24		(237,436.90)
9/5/2024	ppe 31Agu24 Pf 06Sep24		(85,711.55)
9/5/2024	Christopher Brackett	727020	(127.50)
9/5/2024	KeyBank National Association		(28,573.18)
9/5/2024	Lynette Marie Minerich	727021	(20.00)
9/5/2024	Sharon A Smith	727022	(184.00)
9/6/2024	Amazon Com Sales Inc	726996	(7,670.36)
9/6/2024	American Family Life Assurance Company	726997	(1,464.10)
9/6/2024	Brush N Roll Painting Co LLC	726998	(137,706.28)
9/6/2024	Cintas Corporation No 2	726999	(183.87)
9/6/2024	City of Lynnwood	727000	(19,394.79)
9/6/2024	Comcast Cable Communications Inc	727001	(2,836.03)
9/6/2024	Department of Retirement Systems		(55,902.92)
9/6/2024	ELTEC Systems LLC	727002	(215.40)
9/6/2024	HD Supply Facilities Maintenance LTD	727003	(4,803.65)
9/6/2024	KnowBe4 Inc	727004	(419.93)
9/6/2024	Mariner Square Owners Association	727005	(5,643.00)
9/6/2024	Metron and Associates Inc	727006	(1,243.75)
9/6/2024	Mission Square Retirement		(1,246.21)
9/6/2024	Nan McKay & Associates Inc	727007	(239.00)
9/6/2024	Natalie J Moon	727008	(124.03)
9/6/2024	New Life Flooring Inc	727009	(1,910.76)
9/6/2024	Pitney Bowes Inc	727010	(913.28)
9/6/2024	Puckett & Redford PLLC	727011	(640.00)
9/6/2024	PUD No 1 of Snohomish County	727012	(3,593.21)
9/6/2024	Rentokil North America Inc	727013	(81.75)
9/6/2024	Rexel Inc	727014	(226.45)
9/6/2024	Snohomish County	727015	(2,031.48)
9/6/2024	Sound Security Inc	727016	(488.41)
9/6/2024	USDA		(4,167.51)
9/6/2024	Washington Alarm	727017	(1,039.50)
9/6/2024	Wave Broadband	727018	(739.50)
9/6/2024	YWCA	727019	(904.50)
9/10/2024	JP Morgan Chase		(43,796.85)
9/12/2024	David Johnson	727046	(1,102.00)
9/12/2024	George Leslie Ward	727047	(1,032.00)
9/13/2024	ADP Inc		(2,942.15)
9/13/2024	All Valley Plumbing Inc	727023	(4,375.90)
9/13/2024	Alliance Technologies LLC	727024	(5,100.00)
9/13/2024	Amazon Com Sales Inc	727025	(7,377.14)
9/13/2024	Anderson Hunter Law Firm PS	727026	(357.50)

ItemDate	PayeeName	CheckNumber	ItemAmount
9/13/2024	Angela Seay		(177.62)
9/13/2024	Camp Fire USA Snohomish County Council	727027	(6,554.00)
9/13/2024	Centaur Construction LLC	727028	(26,854.58)
9/13/2024	City of Lynnwood	727029	(5,131.63)
9/13/2024	City of Snohomish	727030	(1,894.43)
9/13/2024	ClearCompany Inc		(35.00)
9/13/2024	Comcast Cable Communications Inc	727031	(304.71)
9/13/2024	FileVision USA LLC		(16,350.00)
9/13/2024	Granite Telecommunications LLC	727032	(1,062.59)
9/13/2024	Greater Seattle Construction LLC	727033	(251,296.41)
9/13/2024	HD Supply Facilities Maintenance LTD	727034	(156.56)
9/13/2024	Housing Authorities Risk Retention Pool	727035	(3,813.00)
9/13/2024	Kelly McDonald		(5,593.75)
9/13/2024	Kendall Dealership Holdings LLC	727036	(27,563.00)
9/13/2024	Leigh Ann Coleman		(107.07)
9/13/2024	Maddy Metzger-Utt	727037	(276.00)
9/13/2024	Mark Papritz		(194.43)
9/13/2024	Northwest Fiber LLC	727038	(692.61)
9/13/2024	Pacifica Law Group LLP	727039	(1,125.50)
9/13/2024	Paradise Valley Landscaping Company Inc	727040	(250.00)
9/13/2024	PUD No 1 of Snohomish County	727041	(2,931.63)
9/13/2024	Puget Sound Energy	727042	(184.33)
9/13/2024	Serjay Shevchuk		(54.40)
9/13/2024	Stephanie Page		(144.39)
9/13/2024	Troy Delaney		(85.00)
9/13/2024	Washington State Health Care Authority	727043	(137,266.05)
9/13/2024	Waste Management - Northwest	727044	(18,979.33)
9/13/2024	West Publishing Corporation	727045	(497.02)
9/13/2024	Wex Bank		(4,889.93)
9/13/2024	Woodburn Company		(1,394.51)
9/19/2024	ppe 14Sep24 pd 20Sep24		(241,464.02)
9/19/2024	ppe 14Sep24 pd 20Sep24		(88,379.58)
9/19/2024	Mark Levin	727083	(149.00)
9/20/2024	Anixter Inc	727048	(732.43)
9/20/2024	Apollo Plumbing LLC	727049	(2,574.00)
9/20/2024	Arlington Hardware & Lumber	727050	(31.99)
9/20/2024	Bobby Simpson		(401.87)
9/20/2024	Brimstone Fire Safety Mgmt LLC	727051	(350.00)
9/20/2024	CBS Reporting Inc	727052	(205.50)
9/20/2024	Cintas Corporation No 2	727053	(335.15)
9/20/2024	City of Arlington	727054	(5,374.69)
9/20/2024	City of Marysville	727055	(348.71)
9/20/2024	City of Mountlake Terrace	727056	(533.31)
9/20/2024	Comcast Cable Communications Inc	727057	(1,205.10)
9/20/2024	Department of Labor and Industries	727058	(285.40)
9/20/2024	Department of Retirement Systems		(57,110.38)
9/20/2024	HD Supply Facilities Maintenance LTD	727059	(2,532.17)
9/20/2024	Horeco Inc	727060	(590.50)
9/20/2024	Housing Authority Risk Retention Group	727061	(71,736.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
9/20/2024	Jodie Halsne		(2,436.00)
9/20/2024	Joshua K McStott	727062	(5,225.00)
9/20/2024	Judd & Black	727063	(754.00)
9/20/2024	Lake Stevens Sewer District	727064	(10,098.00)
9/20/2024	Language Line Services Inc	727065	(1,102.09)
9/20/2024	Mark Papritz		(195.37)
9/20/2024	Mission Square Retirement		(1,246.21)
9/20/2024	Natalie J Moon	727066	(17.47)
9/20/2024	New Life Flooring Inc	727067	(2,928.76)
9/20/2024	Online Information Services	727068	(412.85)
9/20/2024	Paradise Valley Landscaping Company Inc	727069	(550.00)
9/20/2024	Puckett & Redford PLLC	727070	(2,205.00)
9/20/2024	PUD No 1 of Snohomish County	727071	(1,297.27)
9/20/2024	Puget Sound Energy	727072	(75.80)
9/20/2024	Rentokil North America Inc	727073	(928.46)
9/20/2024	Republic Services Inc	727074	(1,989.96)
9/20/2024	Rexel Inc	727075	(456.46)
9/20/2024	Silver Lake Water & Sewer District	727076	(9,129.70)
9/20/2024	Snohomish County	727077	(255.00)
9/20/2024	Steel Bison Security LLC	727078	(2,320.50)
9/20/2024	Team Car Care LLC	727079	(97.18)
9/20/2024	The Sherwin-Williams Company	727080	(50.94)
9/20/2024	Tree Solutions Inc	727081	(4,824.00)
9/20/2024	Wave Broadband	727082	(1,069.38)
9/24/2024	Janet Shawn Dinwiddie	727084	(152.00)
9/27/2024	5 Star Services Inc		(11,540.00)
9/27/2024	Angela Seay		(112.33)
9/27/2024	Answerline Communications Inc	727085	(320.00)
9/27/2024	Bobby Simpson		(424.85)
9/27/2024	Builders Exchange of Washington Inc	727086	(45.15)
9/27/2024	Carahsoft Technology Corporation	727087	(199.64)
9/27/2024	Cellco Partnership	727088	(1,257.62)
9/27/2024	Christopher Bogdan		(69.61)
9/27/2024	Cintas Corporation No 2	727089	(151.28)
9/27/2024	City of Marysville	727090	(7,170.99)
9/27/2024	Comcast Cable Communications Inc	727091	(2,308.16)
9/27/2024	Denis Batyuchenko	727092	(781.38)
9/27/2024	Environmental Works	727093	(47,954.25)
9/27/2024	First American Title Insurance Company	727094	(450.00)
9/27/2024	Goldfinch Brothers Inc	727095	(720.37)
9/27/2024	HD Supply Facilities Maintenance LTD	727096	(369.90)
9/27/2024	Housing Authorities Risk Retention Pool	727097	(1,014.00)
9/27/2024	Hultz BHU Engineers Inc	727098	(2,299.10)
9/27/2024	Iris Group Holdings LLC	727099	(128.39)
9/27/2024	K-A General Construction Contractor LLC	727100	(24,517.65)
9/27/2024	Puckett & Redford PLLC	727101	(3,355.00)
9/27/2024	PUD No 1 of Snohomish County	727102	(4,456.84)
9/27/2024	Snohomish County	727103	(685.00)
9/27/2024	Snohomish County	727104	(2,031.48)



ItemDate	PayeeName	CheckNumber	ItemAmount
9/27/2024	Team Car Care LLC	727105	(231.69)
9/27/2024	U S Bank	727106	(40.00)
9/27/2024	Wave Broadband	727107	(739.50)
9/27/2024	YWCA	727108	(1,143.00)
9/30/2024	KeyBank National Association		(60,338.54)
	<b>Total</b>		<b>(2,067,029.93)</b>
	Total HAP/UAP Payments		<b>(6,795,184.87)</b>
	Total Wires to Property Managers		<b>736,339.58</b>
	Total Payments		<b>\$ (8,125,875.22)</b>



**RESOLUTION NO. 2522  
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**, the proposed changes in staffing are 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:

1. Addition of one Specialist I (Range A)
2. Addition of one Construction Carpenter (Range D)
3. Addition of one Portfolio Manager (Range F)
4. Deletion of one Senior Asset Manager (Range G)

**DATED, this 15<sup>th</sup> day of October 2024.**

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

\_\_\_\_\_  
Luke Distelhorst, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary

## HASCO Position Classification Plan

Position	Salary Range	Number Authorized
Client Service Representative	A	2
Maintenance Laborer	A	3
Specialist I: Administrative Services, Community Services, Housing, Housing and Client Services, and Portfolio	A	16
Accounting Technician	B	3
IT Help Desk Technician	B	1
Portfolio Coordinator	B	2
Specialist II: Housing, Inspections, Portfolio, and TBA	B	10
Supportive Services Navigator	B	5
Accountant	C	1
Compliance Specialist	C	1
Coordinator: Construction, IT, Internal Legal Affairs, Lead Portfolio, Office, Research, and Records Program	C	7
Inspector	C	1
Landlord Engagement Specialist	C	1
Lead Supportive Services Navigator	C	2
Maintenance Technician II	C	5
Senior Accounting Technician	C	1
Specialist III/Senior Specialist: Housing and Portfolio	C	8
Construction Carpenter	D	1
Development Analyst	D	1
Financial Analyst	D	2
Lead Inspector	D	2
Lead Maintenance Technician	D	1
Manufactured Housing Program Manager	D	1
Portfolio Specialist Lead	D	1
Project Engineer	D	1
Risk and Safety Analyst	D	1
Senior Accountant	D	1
Administrative Services Supervisor	E	1
Communications Manager	E	1
Community Services Manager	E	1
Construction Carpenter Lead	E	1
Construction Superintendent	E	2
Hearing Officer	E	1
Housing Program Manager	E	1
IT Analyst	E	1
Portfolio Administrative Supervisor	E	1
Special Programs Manager	E	1
Accounting Manager	F	2
AHA Program Manager	F	1
Fair Housing Program Counsel	F	1
Human Resources & Administrative Services Manager	F	1
Portfolio Manager	F	1
Senior Housing Program Manager	F	1
Assistant Director of Accounting	G	1
Assistant Director of Property Management	G	2
Senior Construction Manager	G	1
Senior IT Manager	G	1
Senior Maintenance Manager	G	1
Director of Development	H	1
Director of Finance	H	1
Director of Internal Legal Affairs	H	1
Director of Tenant Based Assistance	H	1
Chief Financial Officer	I	1
Chief Operating Officer	I	1
Chief Executive Officer	J	1
<b>Total Employees</b>		<b>112</b>

Amended to be effective October 15, 2024



**HOUSING AUTHORITY OF SNOHOMISH COUNTY  
RESOLUTION NO. 2523**

**AUTHORIZING THE SURPLUS OF SCRAP EQUIPMENT FROM HADLEY’S ACRES**

**WHEREAS**, the Housing Authority of Snohomish County recently purchased a new property in Edmonds that included scrap metal, railroad parts, and other equipment not part of the Housing Authority’s future plans; and,

**WHEREAS**, the items found on the property are unusable and of limited value; and,

**WHEREAS**, the Housing Authority has identified interest from the public to remove the old equipment for donation to local museums or to discard by taking to the dump.

**WHEREAS**, the Commissioners of the Housing Authority of Snohomish County previously adopted a written Disposition Policy; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY** that scrap metal, old farm equipment, and railroad equipment be declared surplus in accordance with Disposition Policy.

**DATED, this 15<sup>th</sup> day of October, 2024.**

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

\_\_\_\_\_  
Luke Distelhorst, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary

*Ways Home. Paths Forward.*





**RESOLUTION NO. 2524**  
**AUTHORIZATION TO AMEND AND REVISE THE SECTION 8 HOUSING CHOICE**  
**VOUCHER PROGRAM PAYMENT STANDARDS**

**WHEREAS**, the Board of Commissioners established a Payment Standard in March 1985 which is used to calculate the amount of housing assistance a family will receive in the Housing Authority’s Voucher Program; and,

**WHEREAS**, the Board of Commissioners last revised the Payment Standard on July 1, 2023; and,

**WHEREAS**, the Board of Commissioners wishes to revise the Payment Standard schedule to ensure rent affordability and the availability of housing assistance for program participants and to conform to HUD rules relative to Payment Standards;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY** that the Payment Standards shall be increased to reflect the implementation of Small Area Fair Market Rents set by HUD. See attached document for list of payment standards across the county.

The revised Payment Standards shall be used for new voucher holders and for participants who move to a new unit beginning January 1, 2025. Participants with annual reviews on or after January 1, 2025 shall receive the revised Payment Standard.

**DATED, this 15th day of October, 2024.**

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

\_\_\_\_\_  
Luke Distelhorst, Chairperson

**SEAL**  
**ATTEST**

\_\_\_\_\_  
Secretary

*Ways Home. Paths Forward.*



PAYMENT STANDARDS 2025

<b>ZIP Code</b>	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
<a href="#">98036</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98037</a>	\$2,090	\$2,140	\$2,490	\$3,280	\$3,830
<a href="#">98043</a>	\$2,130	\$2,180	\$2,540	\$3,350	\$3,900
<a href="#">98046</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98072</a>	\$2,540	\$2,600	\$3,030	\$3,990	\$4,660
<a href="#">98077</a>	\$2,710	\$2,770	\$3,230	\$4,260	\$4,960
<a href="#">98082</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98087</a>	\$2,180	\$2,230	\$2,600	\$3,430	\$4,000
<a href="#">98201</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98203</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98204</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98205</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98206</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98207</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98208</a>	\$2,020	\$2,070	\$2,410	\$3,180	\$3,700
<a href="#">98213</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98223</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98241</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98251</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98252</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98256</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98258</a>	\$2,280	\$2,340	\$2,720	\$3,590	\$4,180
<a href="#">98259</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98270</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98271</a>	\$2,050	\$2,100	\$2,450	\$3,230	\$3,760
<a href="#">98272</a>	\$2,130	\$2,180	\$2,540	\$3,350	\$3,900
<a href="#">98275</a>	\$2,310	\$2,370	\$2,760	\$3,640	\$4,240
<a href="#">98282</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98287</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98290</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98291</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98292</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98293</a>	\$2,070	\$2,120	\$2,470	\$3,260	\$3,800
<a href="#">98294</a>	\$1,990	\$2,050	\$2,390	\$3,160	\$3,680
<a href="#">98296</a>	\$2,610	\$2,670	\$3,110	\$4,100	\$4,780



## 4th Quarter Budget Results

Fiscal Year 2024

June 30, 2024

*Ways Home. <sup>23</sup> Paths Forward.*

# Fourth Quarter Operations Financial Statement



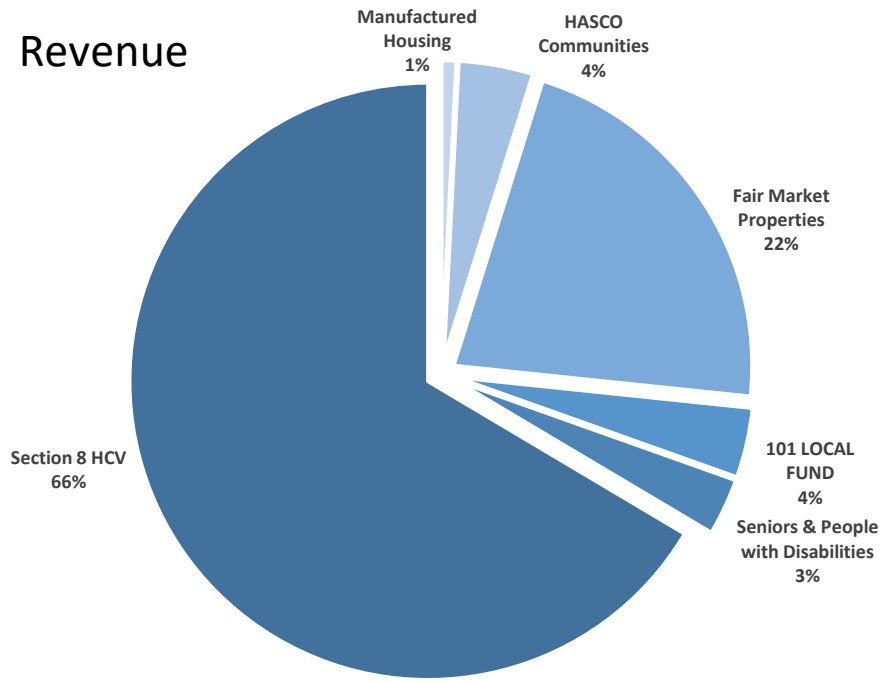
	Q4 2023		Q4 2024		
	Actuals	Budget	Actuals	Variance	
Tenant Revenue	31,225,683	33,648,142	35,557,226	1,909,084	6%
Fee Revenue	3,323,247	3,719,342	3,767,349	48,006	1%
Other Operating Revenue	104,629	494,400	513,880	19,480	4%
Investment Income - Unrestricted	306,594	981,543	686,943	(294,600)	-30%
<b>Operating Revenue</b>	<b>\$ 34,960,152</b>	<b>\$ 38,843,427</b>	<b>\$ 40,525,398</b>	<b>\$ 1,681,971</b>	<b>4%</b>
Wages & Benefits	7,981,972	9,904,863	9,290,623	614,241	6%
Office Expenses	7,878,279	8,356,250	9,195,349	(839,099)	-10%
Maintenance Operating Expenses	2,425,401	2,594,853	2,863,119	(268,265)	-10%
Housing Assistance Payments	110,000	110,000	110,000	-	0%
Other Expenses	301,396	773,182	1,249,869	(476,687)	-62%
<b>Operating Expense</b>	<b>\$ 18,697,047</b>	<b>\$ 21,739,149</b>	<b>\$ 22,708,959</b>	<b>\$ (969,810)</b>	<b>-4%</b>
<b>Net Income / (Loss) from Operations</b>	<b>\$ 16,263,105</b>	<b>\$ 17,104,278</b>	<b>\$ 17,816,439</b>	<b>\$ 712,161</b>	<b>4%</b>
<b>Debt Payments</b>	<b>\$ 3,339,859</b>	<b>\$ 7,710,889</b>	<b>\$ 8,276,030</b>	<b>\$ (565,141)</b>	<b>-7%</b>
<b>Net Income / (Loss)</b>	<b>\$ 12,923,247</b>	<b>\$ 9,393,389</b>	<b>\$ 9,540,409</b>	<b>\$ 147,020</b>	<b>2%</b>



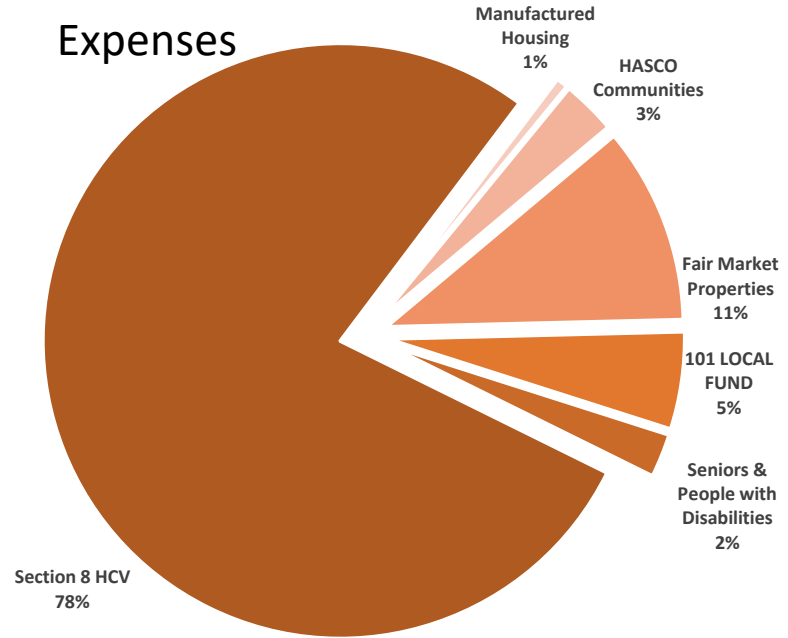
# FY2024 Q-4 Operating Revenue & Expenses



### Revenue



### Expenses





# Current Balance Sheet

- Cash - Unrestricted
- Cash - Other Restricted
- Accounts Receivable - (net)
- Notes, Loans, Mtg Receivable - Current
- Cash - Investments

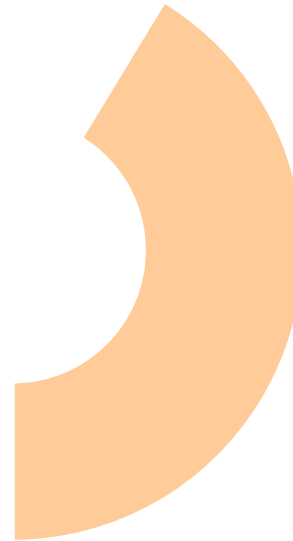


Current Assets  
\$45 Million



# Current Balance Sheet

- Construction in Progress
- Prepaid Expenses & Other Assets
- Fixed Assets – Land
- Fixed Assets – Structure & Eq, Net of Depr.
- Notes, Loans, Mtg Receivable – Non-Current
- Notes Receivable – Limited Partners
- Other Assets



Long Term Assets  
\$216 Million

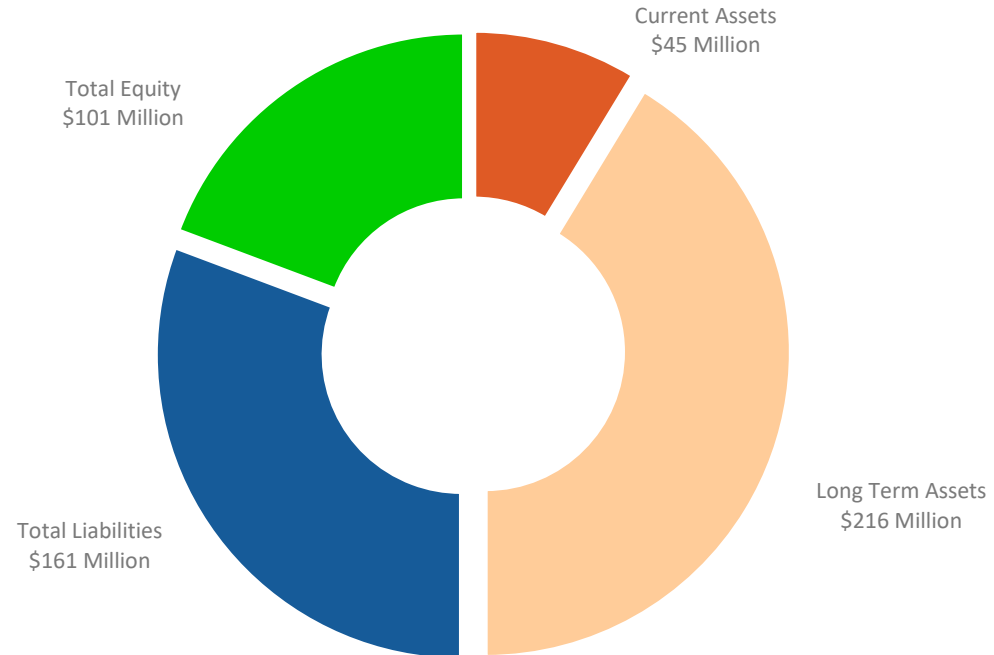
# Current Balance Sheet

- Accounts Payable – Vendors
- Tenant Security Deposits
- Accrued Interest Payable
- Long Term Debt
- Deferred Revenue
- Compensated Absences
- Other Accrued Liabilities
- Capital Projects/Mtg Revenue Bonds
- Net Pension & OPEB Liability

Total Liabilities  
\$161 Million



# Current Balance Sheet





# Summary Balance Sheet

	Total Amount	Section 8 HCV	HASCO Communities	Fair Market Rentals	Manufactured Housing	Seniors & People with Disabilities	Local HASCO Operations
Current Assets: Cash	32,476,629	6,534,762	5,855,262	21,056,630	(1,948,791)	3,046,127	(2,067,362)
Current Assets: All Other	13,015,439	(50,003)	218,347	6,765,589	(7,450)	127,979	5,960,977
Long Term Assets	216,073,054	1,157,935	19,684,936	142,493,726	9,748,600	9,161,219	33,826,637
<b>Total : Assets</b>	<b>261,565,122</b>	<b>7,642,694</b>	<b>25,758,545</b>	<b>170,315,945</b>	<b>7,792,360</b>	<b>12,335,326</b>	<b>37,720,253</b>
Total Liabilities	160,671,229	1,003,658	13,091,923	122,201,783	6,850,108	9,493,064	8,030,694
Total Equity	100,893,893	6,639,036	12,666,623	48,114,162	942,252	2,842,262	29,689,559
<b>Total : Liabilities and Net Assets</b>	<b>261,565,122</b>	<b>7,642,694</b>	<b>25,758,545</b>	<b>170,315,945</b>	<b>7,792,360</b>	<b>12,335,326</b>	<b>37,720,253</b>



## Detail Increase/(Decrease) in Operating Cash 2024 Q4

	All HASCO	101 LOCAL FUND	Manufactured Housing	HASCO Communities	Fair Market Properties	Seniors & People with Disabilities	Section 8 HCV	Tax Credit Properties	Other Funds/Projects
Cash Receipts from Tenants	8,312,566	57,600	240,295	1,137,374	6,419,902	463,816	(6,420)	-	-
Cash Receipts from Govt Grants	13,632,847	-	-	-	-	(116,698)	13,749,545	-	-
Cash Receipts from Other Sources	903,438	1,042,127	-	-	1,089	-	687,099	-	(826,877)
Cash Receipts from Loan Servicing	745	-	530	-	-	-	-	-	215
Cash Payments to Suppliers for Goods & Services	(6,263,435)	(1,123,030)	(133,126)	(751,775)	(4,354,114)	(574,458)	(401,660)	168,508	906,219
Cash Payments for Housing Assistance	(19,640,475)	-	-	-	-	-	(19,640,475)	-	-
Cash Payments to Employees for Wages/Benefit:	(3,539,668)	(1,166,809)	(49,686)	(286,581)	(757,479)	(313,206)	(903,330)	(20,884)	(41,693)
<b>Net Cash Provided/(Used) by Operating Activitie</b>	<b>(6,593,982)</b>	<b>(1,190,111)</b>	<b>58,013</b>	<b>99,019</b>	<b>1,309,399</b>	<b>(540,546)</b>	<b>(6,515,242)</b>	<b>147,624</b>	<b>37,864</b>



# Section 8 HCV Data







**\$1,519**

Average Monthly HAP

**3,818**

Leased HAP Vouchers

**96.0%**

Regular Voucher Lease Rate

	2023		2024			
	Actuals	Budget	Actuals	Variance		
HUD PHA Operating Grants	\$ 63,053,900	\$ 72,471,140	\$ 70,894,248	\$ (1,576,892)	-2%	
Housing Assistance Payments	\$ 63,522,425	\$ 72,391,140	\$ 72,236,863	\$ 154,277	0%	
<b>Net Restricted Position</b>	<b>\$ (468,525)</b>	<b>\$ 80,000</b>	<b>\$ (1,342,615)</b>	<b>\$ (1,422,615)</b>	<b>-1778%</b>	
<b>Administrative Fee Received</b>	<b>\$ 9,244,076</b>	<b>\$ 9,012,014</b>	<b>\$ 9,435,307</b>	<b>\$ 423,293</b>	<b>5%</b>	
Wages & Benefits	3,088,028	3,568,419	3,112,480	455,939	13%	
Office Expenses	1,638,939	1,650,476	1,843,581	(193,105)	-12%	
Port Expenses & Tenant Services	3,652,401	3,483,775	3,200,055	283,720	8%	
<b>Expenses Paid from Admin Fees</b>	<b>\$ 8,379,368</b>	<b>\$ 8,702,671</b>	<b>\$ 8,156,116</b>	<b>\$ 546,555</b>	<b>6%</b>	
<b>Unrestricted Net Position</b>	<b>\$ 864,708</b>	<b>\$ 309,343</b>	<b>\$ 1,279,191</b>	<b>\$ 969,848</b>	<b>314%</b>	



# Budget Summaries by Program

# HASCO Communities



	2023		2024			
	Actuals	Budget	Actuals	Variance		
Tenant Revenue	5,008,683	4,670,008	4,760,272	90,264	2%	
Investment Income - Unrestricted	49,921	37,860	106,072	68,212	180%	
<b>Operating Revenue</b>	<b>\$ 5,058,603</b>	<b>\$ 4,707,868</b>	<b>\$ 4,866,344</b>	<b>\$ 158,476</b>	<b>3%</b>	
Wages & Benefits	1,075,817	1,257,893	1,133,847	124,046	10%	
Office Expenses	1,168,294	1,262,442	1,274,433	(11,991)	-1%	
Maintenance Operating Expenses	513,343	584,780	636,619	(51,839)	-9%	
Other Expenses	13,462	14,630	9,417	5,213	36%	
<b>Operating Expense</b>	<b>\$ 2,770,916</b>	<b>\$ 3,119,746</b>	<b>\$ 3,054,315</b>	<b>\$ 65,430</b>	<b>2%</b>	
<b>Net Income / (Loss) from Operations</b>	<b>\$ 2,287,687</b>	<b>\$ 1,588,122</b>	<b>\$ 1,812,029</b>	<b>\$ 223,906</b>	<b>14%</b>	
<b>Debt Payments</b>	<b>\$ 108,561</b>	<b>\$ 243,571</b>	<b>\$ 281,691</b>	<b>\$ (38,120)</b>	<b>16%</b>	
<b>Net Income / (Loss)</b>	<b>\$ 2,179,126</b>	<b>\$ 1,344,552</b>	<b>\$ 1,530,338</b>	<b>\$ 185,786</b>	<b>14%</b>	

- Alderwood
- Aurora House
- Cedar Grove
- Center House
- Center wood
- East Terrace I & II
- Headstart
- Maplewood
- North Terrace
- Pinewood
- Robin Park
- Stevens Circle
- Timberglen
- Trillium
- East Terrace II PBV
- East Terrace III

# Fair Market Rentals



	2023		2024		
	Actuals	Budget	Actuals	Variance	
Tenant Revenue	21,527,781	23,969,931	25,937,803	1,967,872	8%
Other Operating Revenue	3,824	-	14,459	14,459	-
Investment Income - Unrestricted	177,990	94,143	416,656	322,513	343%
<b>Operating Revenue</b>	<b>\$21,709,595</b>	<b>\$24,064,074</b>	<b>\$26,368,919</b>	<b>\$2,304,845</b>	<b>10%</b>
Wages & Benefits	2,163,351	2,841,041	2,715,717	125,324	4%
Office Expenses	4,743,900	5,088,777	5,554,110	(465,333)	-9%
Maintenance Operating Expenses	1,422,819	1,513,915	1,683,964	(170,048)	-11%
Other Expenses	237,857	758,552	1,104,525	(345,973)	-46%
<b>Operating Expense</b>	<b>\$8,567,927</b>	<b>\$10,202,285</b>	<b>\$11,058,316</b>	<b>(\$856,031)</b>	<b>-8%</b>
<b>Net Income / (Loss) from Operations</b>	<b>\$13,141,668</b>	<b>\$13,861,789</b>	<b>\$15,310,604</b>	<b>\$1,448,814</b>	<b>10%</b>
Debt Payments	\$3,174,526	\$6,991,936	\$7,520,256	(\$528,320)	-8%
<b>Net Income / (Loss)</b>	<b>\$9,967,142</b>	<b>\$6,869,853</b>	<b>\$7,790,348</b>	<b>\$920,494</b>	<b>13%</b>

- Autumn Chase
- Bristol Square
- Carvel
- Ebey Arms
- Edmonds Highlands
- Madison Park
- Millwood Estates
- Olympic View\*
- Raintree Village
- Sound View\*
- Valley Commons
- Westend II

\*Not Budgeted

# Manufactured Housing



	2023		2024		Variance	
	Actuals	Budget	Actuals			
Tenant Revenue	910,200	1,002,716	960,726	(41,991)	-4%	
Investment Income - Unrestricted	4,256	3,000	8,454	5,454	182%	
<b>Operating Revenue</b>	<b>\$ 914,456</b>	<b>\$ 1,005,716</b>	<b>\$ 969,180</b>	<b>\$ (36,537)</b>	<b>-4%</b>	
Wages & Benefits	101,362	194,320	185,615	8,705	4%	
Office Expenses	332,784	363,087	420,155	(57,068)	-16%	
Maintenance Operating Expenses	62,153	62,750	60,921	1,829	3%	
Other Expenses	-	-	32	(32)	-100%	
<b>Operating Expense</b>	<b>\$ 496,299</b>	<b>\$ 620,157</b>	<b>\$ 666,723</b>	<b>\$ (46,566)</b>	<b>-8%</b>	
<b>Net Income / (Loss) from Operations</b>	<b>\$ 418,157</b>	<b>\$ 385,559</b>	<b>\$ 302,457</b>	<b>\$ (83,103)</b>	<b>-22%</b>	
Debt Payments	\$ 579	\$ 5,098	\$ 5,098	-	0%	
<b>Net Income / (Loss)</b>	<b>\$ 417,579</b>	<b>\$ 380,461</b>	<b>\$ 297,359</b>	<b>\$ (83,103)</b>	<b>-22%</b>	

- Alpine Ridge East
- Alpine Ridge South
- Thomas Place

# Seniors & People with Disabilities



	2023		2024		Variance	
	Actuals	Budget	Actuals			
Tenant Revenue	3,573,579	3,775,086	3,668,025	(107,061)	-3%	
Other Operating Revenue	17,485	-	-	-	0%	
Investment Income - Unrestricted	41,990	33,540	73,627	40,087	120%	
<b>Operating Revenue</b>	<b>\$ 3,633,054</b>	<b>\$ 3,808,626</b>	<b>\$ 3,741,652</b>	<b>\$ (66,975)</b>	<b>-2%</b>	
Wages & Benefits	1,058,963	1,157,257	1,076,952	80,304	7%	
Office Expenses	958,054	969,133	971,380	(2,247)	0%	
Maintenance Operating Expenses	361,676	342,638	413,128	(70,490)	-21%	
Other Expenses	-	-	330	(330)	-100%	
<b>Operating Expense</b>	<b>\$ 2,378,693</b>	<b>\$ 2,469,028</b>	<b>\$ 2,461,790</b>	<b>\$ 7,237</b>	<b>0%</b>	
<b>Net Income / (Loss) from Operations</b>	<b>\$ 1,254,361</b>	<b>\$ 1,339,599</b>	<b>\$ 1,279,861</b>	<b>\$ (59,737)</b>	<b>-4%</b>	
Debt Payments	\$ 56,193	\$ 470,285	\$ 468,985	\$ 1,299	0%	
<b>Net Income / (Loss)</b>	<b>\$ 1,198,167</b>	<b>\$ 869,314</b>	<b>\$ 810,876</b>	<b>\$ (58,438)</b>	<b>-7%</b>	

- Craigmont
- Glenwood
- Hilltop House I & II
- River Vista I
- River Vista II
- Soap Suds Row
- Willow Run
- Woodlake Manor
- Wrobliski Manor

# Local HASCO Operations



	2023		2024		
	Actuals	Budget	Actuals	Variance	
Tenant Revenue	205,440	230,400	230,400	-	0%
Fee Revenue	3,323,247	3,719,342	3,767,349	48,006	1%
Other Operating Revenue	83,320	494,400	499,421	5,021	1%
Investment Income - Unrestricted	32,437	813,000	82,135	(730,865)	-90%
<b>Operating Revenue</b>	<b>\$ 3,644,444</b>	<b>\$ 5,257,142</b>	<b>\$ 4,579,304</b>	<b>\$ (677,838)</b>	<b>-13%</b>
Wages & Benefits	3,582,478	4,454,353	4,178,492	275,861	6%
Office Expenses	677,459	672,811	975,270	(302,459)	-45%
Maintenance Operating Expenses	65,767	90,770	68,488	22,282	25%
Housing Assistance Payments	110,000	110,000	110,000	-	0%
Other Expenses	50,077	-	135,565	(135,565)	0%
<b>Operating Expense</b>	<b>\$ 4,485,782</b>	<b>\$ 5,327,934</b>	<b>\$ 5,467,815</b>	<b>\$ (139,881)</b>	<b>-3%</b>
<b>Net Income / (Loss) from Operations</b>	<b>\$ (841,338)</b>	<b>\$ (70,792)</b>	<b>\$ (888,511)</b>	<b>\$ (817,719)</b>	<b>1155%</b>
<b>Net Income / (Loss)</b>	<b>\$ (841,338)</b>	<b>\$ (70,792)</b>	<b>\$ (888,511)</b>	<b>\$ (817,719)</b>	<b>1155%</b>