



MEETING NOTICE

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

**DATE: Tuesday, November 19, 2024
TIME: 12:00 PM
LOCATION: HASCO Main Office
12711 4th Ave W
Everett, WA 98204**

AGENDA

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

CONSENT ITEMS

- C. APPROVE** Agenda for the November 19, 2024 Regular Meeting **1**
- D. ACTION** on Minutes of the October 15, 2024 Regular Meeting **3**
- E. Resolution No. 2525** Authorizing Payment of October 2024 Expenditures **8**

ACTION ITEMS

- F. Resolution No. 2526** Approving an Amendment to the Position Classification Plan (materials to be provided at the meeting) **16**
- G. Resolution No. 2527** Authorizing the Formation of a Limited Liability Limited Partnership within the City of Lynnwood **16**
- H. Resolution No. 2528** Authorizing HASCO to Declare its Intention to Reimburse a Tax Credit Limited Liability Partnership to Finance the Development and Construction of a Multifamily Apartment **19**

Ways Home. Paths Forward.



INFORMATION ITEMS

- I.** Alliance for Housing Affordability and Common Cause Campaign Report
- J.** Operations Report
- K.** Legal Counsel Report
- L.** Commissioners' Report
- M.** Chief Executive Officer Report

ADJOURNMENT

Ways Home. Paths Forward.



(425) 290-8499 Phone • (425) 290-5618 Fax
www.hasco.org • 12711 4th Ave West • Everett, WA 98204



The Regular Meeting of the Board of Commissioners was convened at 12:01 pm on Tuesday, October 15, 2024 at the Housing Authority of Snohomish County.

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

Absent & Excused: Commissioner Wallace

Staff: Duane Leonard, Chief Executive Officer
David Allard, Chief Financial Officer
Jenisa Story, Chief Operating Officer
Jodie Halsne, Director of Tenant Based Assistance
Pam Frost, Director of Finance
Liz Dewey, HR & Administrative Services Manager

Legal Counsel: Faith Pettis, Pacifica Law Firm

Guest: Terry Ryan, Snohomish County

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

Item B. APPROVE Agenda for the October 15, 2024 Regular Meeting

Item C. ACTION on Minutes of the September 17, 2024 Regular Meeting and the September 30, 2024 Special Meeting

Item D. Resolution No. 2521 Authorizing Payment of September 2024 Expenditures

Ways Home. Paths Forward.



(425) 290-8499 Phone • (425) 290-5618 Fax
www.hasco.org • 12711 4th Ave West • Everett, WA 98204



ACTION ITEMS

Item E. Resolution No. 2522 Approving an Amendment to the Position Classification Plan

This resolution updates the Position Classification Plan to reflect the following position changes: the addition of one Specialist 1 (Range A), one Construction Carpenter (Range D), and one Portfolio Manager (Range F), and the deletion of one Senior Asset Manager (Range G).

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

Item F. Resolution No. 2522 Authorizing the Surplus of Scrap Equipment from Hadley's Acres

This resolution authorizes the Housing Authority to surplus scrap equipment from Hadley's Acres in Edmonds.

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

Item G. Resolution No 2524 Authorization to Amend and Revise the Section 8 Housing Choice Voucher Program Payment Standards

This resolution authorizes the Housing Authority to revise the HCV payment standards, last revised on July 1, 2023. Effective January 1, 2025, the payment standards shall be updated to reflect the implementation of Small Area Fair Market Rents set by HUD.

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 Standards.

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

Ways Home. Paths Forward.





INFORMATION ITEMS

Item H. – Finance Report

Pam Frost provided the Finance report for the fourth quarter of Fiscal Year 2024. The strong housing market is contributing to a good financial report for the agency. 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 3,818.

The HASCO-Managed Communities portfolio's operating revenue was right in line with the budget and the operating expenses were within 2% of the budget. Maintenance expenses were over budget by approximately 9%.

The Fair Market portfolio was over budget by 8% in operating expenses and maintenance expenses were over due to water damage restoration, which will be reimbursed by HASCO's insurance provider. In addition, there was \$80,000 not budgeted for Olympic View/Sound View due to exiting a partnership early. Millwood Estates and Carvel had significant bad debt write-offs and debt payments were due to an early termination of swaps. There was a positive variance due to tenant revenue and investment income being over budget.

The Manufactured Homes Communities were within 4% of the budget; office expenses were over by 16%. Approximately \$26,000 was paid in utility improvements at Alpine Ridge due to failing utilities, which HASCO continues to work on locating grant funding to support. Net income was less than the budget due to operating revenue being under budget.

The Rural Development program was right in line with the budget in both rental revenue and operations. Maintenance was over budget due to unit turns.

The Local fund showed office expenses that were significantly over budget due to a Line of Credit fee and a consultant fee for the Elos Institute. HASCO will use excess cashflow from larger properties to help cover expenses within this fund.

Pam advised that Val Bordes, Assistant Director of Accounting, will begin presenting the Finance Reports in December 2024.

Ways Home. Paths Forward.





Item H. – Legal Counsel Report

Faith Pettis advised that her team has been following along with email communications to the Board regarding changes. The previous week her team held a Tax Securities Law course that a few members of HASCO staff attended.

Item I. – Commissioners’ Report

Commissioner Metzger-Utt advised that the Board prepares to bring on two more Commissioners to fill a current vacancy and an upcoming vacancy.

Commissioner Distelhorst shared about the Madrona Highlands property opening that is a 52-unit housing complex adjacent to the Edmonds Lutheran Church. HASCO partnered with Housing Hope to provide project-based vouchers for 26 units. This property was built for families who are experiencing homelessness and are going into permanent housing with healthcare and services on site.

Item J. – Chief Executive Officer Report

Duane Leonard reported that the Everett Herald wrote an article about litigation at Alderwood due to an eviction from a few years ago, citing violations of VAWA. HASCO has recommitted to doing better going forward and will be bringing in required training for all staff in November.

Duane advised that he sent a memo to the Board talking about our MOU with the Everett Housing Authority. The team is working on arranging a joint meeting with EHA to discuss the MOU and its future. Some staff would prefer to cancel the MOU due to complications. EHA would prefer to wait until after the election to meet and discuss.

The main office is currently open on Tuesday, Wednesday, and Thursday, from 10am to 3pm for public service. In December, Christmas is on a Wednesday and the team anticipates both December 24 and 26 to be very slow and would like to consider closing the office to the public during those days. If HASCO does close the office, staff would still have the option to work, but the team could be reduced and allow for more time off, if the Board would approve the closure.

Duane has started meeting with the new CEO, Laurie Olson, every other week to discuss different topics. He has reviewed the EHA MOU with her along with the asset repositioning memo that was distributed to the Board.

Ways Home. Paths Forward.





Over the previous weekend, the staff worked at the Elos Institute’s Oasis Game at Millwood Estates to encourage building community. There will be a debrief with the Elos team tomorrow to discuss future steps. A lot of residents participated, quite a few who are long term residents, and included a lot of Spanish-speakers.

ADJOURNMENT

Commissioner Distelhorst moved to adjourn the meeting, and the meeting was adjourned at 1:28 pm.

Luke Distelhorst, Chairperson

SEAL
ATTEST

Secretary

Ways Home. Paths Forward.



(425) 290-8499 Phone • (425) 290-5618 Fax
www.hasco.org • 12711 4th Ave West • Everett, WA 98204



**RESOLUTION NO. 2525
AUTHORIZING PAYMENT OF OCTOBER 2024 EXPENDITURES**

WHEREAS, the Chief Executive Officer has reviewed and approved HASCO expenditures for the month ending October 31, 2024.

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

Payment authorization is approved for October 2024 expenditures as attached.

DATED, this 19th day of November, 2024.

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

Luke Distelhorst, Chairperson

SEAL

ATTEST:

Secretary

Ways Home. Paths Forward.



Housing Authority of Snohomish County

Expenditure Approval

Month(s) Ending: October 2024

***I have reviewed the attached expenditures listing totaling
\$10,252,518.57 and have indicated any changes to be made.
I hereby approve payment of the expenditures.***

Duane Leonard - Chief Executive Officer

Prepared by: DeAnna Copper

ItemDate	PayeeName	CheckNumber	ItemAmount
10/1/2024	Banner Bank		(4,643.31)
10/1/2024	Colliers		(51,415.95)
10/1/2024	Berkadia		(45,456.83)
10/1/2024	Beneficial State Bank		(34,379.96)
10/1/2024	Beneficial State Bank		(22,224.57)
10/1/2024	Banner Bank		(19,971.57)
10/1/2024	PUD No. 1 of Snohomish County		(42.00)
10/2/2024	Bank of America		(101,738.66)
10/3/2024	ppe 28Sep24 pd 04Nov24		(239,335.53)
10/3/2024	ppe 28Sep24 pd 04Nov24		(86,336.64)
10/3/2024	KeyBank National Association		(35,943.71)
10/4/2024	Amazon Com Sales Inc	727109	(2,167.44)
10/4/2024	American Family Life Assurance Company	727110	(1,798.47)
10/4/2024	Angela Seay		(214.74)
10/4/2024	Bobby Simpson		(208.64)
10/4/2024	Cintas Corporation No 2	727111	(143.75)
10/4/2024	Colorado Department of Revenue	727112	(43.00)
10/4/2024	Comcast Cable Communications Inc	727113	(148.16)
10/4/2024	Creative Roof Solutions	727114	(5,707.00)
10/4/2024	Daily Journal Of Commerce Inc	727115	(342.20)
10/4/2024	Department of Labor and Industries	727116	(17,731.14)
10/4/2024	Department of Retirement Systems		(56,791.31)
10/4/2024	Harbour Pointe Apartments Venture LLC	727117	(3,058.00)
10/4/2024	Ilir Budo		(8,000.00)
10/4/2024	Joshua K McStott	727118	(1,045.00)
10/4/2024	Kelly McDonald		(7,843.75)
10/4/2024	LaunchPad Technologies Inc	727119	(3,686.75)
10/4/2024	Les Schwab Warehouse Center Inc	727120	(837.12)
10/4/2024	Metron and Associates Inc	727121	(3,903.40)
10/4/2024	Mission Square Retirement		(1,246.21)
10/4/2024	New Life Flooring Inc	727122	(2,077.24)
10/4/2024	Northwest Computer Support Inc		(299.00)
10/4/2024	Novogradac & Company LLP	727123	(7,167.50)
10/4/2024	PUD No 1 of Snohomish County	727124	(3,630.84)
10/4/2024	Steven Pillitu	727125	(50.00)
10/4/2024	Team Car Care LLC	727126	(421.97)
10/4/2024	USDA		(4,167.51)
10/4/2024	Washington Alarm	727127	(2,419.59)
10/4/2024	Wex Bank		(4,213.33)
10/7/2024	Nadezhda F Klimovich	727128	(264.74)
10/7/2024	Nicole R Garris	727129	(150.00)
10/10/2024	JP Morgan Chase		(43,796.85)
10/11/2024	ADP Inc		(3,685.70)
10/11/2024	Alliance Technologies LLC	727130	(5,650.00)
10/11/2024	Amazon Com Sales Inc	727131	(250.31)
10/11/2024	Anixter Inc	727132	(957.36)
10/11/2024	Associated Glass Inc	727133	(914.83)
10/11/2024	Bellwether Linden LLLP	727134	(1,119.00)
10/11/2024	CBS Reporting Inc	727135	(390.50)

ItemDate	PayeeName	CheckNumber	ItemAmount
10/11/2024	Christine Hoover		(1,028.28)
10/11/2024	Cintas Corporation No 2	727136	(353.88)
10/11/2024	City of Snohomish	727137	(3,241.67)
10/11/2024	ClearCompany Inc		(125.19)
10/11/2024	Comcast Cable Communications Inc	727138	(304.45)
10/11/2024	Dalco Inc	727139	(141.78)
10/11/2024	ELTEC Systems LLC	727140	(215.40)
10/11/2024	Federal Express	727141	(27.17)
10/11/2024	Granite Telecommunications LLC	727142	(1,771.48)
10/11/2024	Greater Seattle Construction LLC	727143	(400,215.93)
10/11/2024	HD Supply Facilities Maintenance LTD	727144	(5,343.22)
10/11/2024	Leigh Ann Coleman		(102.71)
10/11/2024	Lida Khoshal		(2,091.00)
10/11/2024	Mark Papritz		(324.95)
10/11/2024	New Life Flooring Inc	727145	(8,009.50)
10/11/2024	Northwest Fiber LLC	727146	(694.00)
10/11/2024	Paradise Valley Landscaping Company Inc	727147	(159,894.50)
10/11/2024	Pitney Bowes Inc	727148	(1,212.27)
10/11/2024	PUD No 1 of Snohomish County	727149	(3,719.76)
10/11/2024	Puget Sound Energy	727150	(172.70)
10/11/2024	Rentokil North America Inc	727151	(607.88)
10/11/2024	Rexel Inc	727152	(460.02)
10/11/2024	Serjay Shevchuk		(57.82)
10/11/2024	Silver Lake Water & Sewer District	727153	(7,946.60)
10/11/2024	Sound Security Inc	727154	(488.41)
10/11/2024	State of Washington Department of Revenue	727155	(3,207.50)
10/11/2024	Stephanie Page		(20.64)
10/11/2024	Tamra Close		(54.14)
10/11/2024	Team Car Care LLC	727156	(266.39)
10/11/2024	The Sherwin-Williams Company	727157	(398.75)
10/11/2024	Troy Burke		(430.00)
10/11/2024	Troy Delaney		(85.00)
10/11/2024	Waste Management - Northwest	727158	(18,358.78)
10/11/2024	Woodburn Company		(577.94)
10/14/2024	Daphne E Greenleaf	727159	(154.00)
10/14/2024	Kara Schmidt	727160	(300.00)
10/14/2024	Munish Kumar	727161	(150.00)
10/14/2024	Sandra L Schierman	727162	(200.00)
10/17/2024	ppe 12Oct24 pd 18Oct24		(87,005.90)
10/17/2024	ppe 12Oct24 pd 18Oct24		(241,096.71)
10/18/2024	5 Star Services Inc		(11,500.00)
10/18/2024	Alderwood Water & Wastewater District	727163	(16,842.58)
10/18/2024	Anixter Inc	727164	(260.78)
10/18/2024	Cellco Partnership	727165	(2,238.73)
10/18/2024	City of Arlington	727166	(5,329.32)
10/18/2024	City of Lynnwood	727167	(14,015.18)
10/18/2024	City of Mountlake Terrace	727168	(27,015.61)
10/18/2024	City of Stanwood	727169	(6,361.53)
10/18/2024	Clearview Glass Company Inc	727170	(2,050.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
10/18/2024	Cory Harper	727171	(214.62)
10/18/2024	Department of Retirement Systems		(57,156.49)
10/18/2024	Dianna M Matlosz	727172	(524.00)
10/18/2024	Dunn Lumber Company Inc	727173	(51.10)
10/18/2024	HD Supply Facilities Maintenance LTD	727174	(3,640.96)
10/18/2024	Horeco Inc	727175	(590.50)
10/18/2024	Jodie Halsne		(1,111.19)
10/18/2024	Lake Stevens Sewer District	727176	(10,098.00)
10/18/2024	Les Schwab Warehouse Center Inc	727177	(1,082.32)
10/18/2024	Lineage Tree Care LLC	727178	(3,388.30)
10/18/2024	Mission Square Retirement		(1,246.22)
10/18/2024	New Life Flooring Inc	727179	(7,220.40)
10/18/2024	Northwest Computer Support Inc		(279.00)
10/18/2024	Online Information Services	727180	(861.60)
10/18/2024	Pacifica Law Group LLP	727181	(1,548.50)
10/18/2024	PUD No 1 of Snohomish County	727182	(248.51)
10/18/2024	Refinishing Solutions LLC	727183	(2,390.00)
10/18/2024	Rentokil North America Inc	727184	(284.00)
10/18/2024	Republic Services Inc	727185	(2,037.34)
10/18/2024	Riverview I LLC	727186	(700.00)
10/18/2024	Ronald King	727187	(130.00)
10/18/2024	Sound Publishing Inc	727188	(176.40)
10/18/2024	Steel Bison Security LLC	727189	(2,142.00)
10/18/2024	The Sherwin-Williams Company	727190	(222.15)
10/18/2024	Wave Broadband	727191	(1,069.38)
10/18/2024	West Publishing Corporation	727192	(497.02)
10/18/2024	YWCA	727193	(787.50)
10/21/2024	Standard Chartered Bank		(35,200.00)
10/25/2024	Alderwood Water & Wastewater District	727194	(17.94)
10/25/2024	American Leak Detection Inc	727195	(3,175.00)
10/25/2024	Anixter Inc	727196	(239.68)
10/25/2024	Builders Exchange of Washington Inc	727197	(113.25)
10/25/2024	Carahsoft Technology Corporation	727198	(61.94)
10/25/2024	City of Lynnwood	727199	(18,852.53)
10/25/2024	City of Marysville	727200	(9,086.34)
10/25/2024	Comcast Cable Communications Inc	727201	(3,513.92)
10/25/2024	Creative Roof Solutions	727202	(19,456.72)
10/25/2024	Dunn Lumber Company Inc	727203	(2,508.00)
10/25/2024	Federal Express	727204	(22.88)
10/25/2024	HD Supply Facilities Maintenance LTD	727205	(1,714.77)
10/25/2024	Hultz BHU Engineers Inc	727206	(9,196.40)
10/25/2024	Iris Group Holdings LLC	727207	(128.39)
10/25/2024	Language Line Services Inc	727208	(289.20)
10/25/2024	Mark Papritz		(130.25)
10/25/2024	Metro Sealcoating and Striping LLC	727209	(3,550.00)
10/25/2024	Northwest Computer Support Inc		(20.00)
10/25/2024	Olin Fields Venture LLC	727210	(1,689.09)
10/25/2024	Pitney Bowes Inc		(4,018.75)
10/25/2024	PUD No 1 of Snohomish County	727211	(1,253.42)

ItemDate	PayeeName	CheckNumber	ItemAmount
10/25/2024	Puget Sound Energy	727212	(85.56)
10/25/2024	Rentokil North America Inc	727213	(156.80)
10/25/2024	Snohomish County	727214	(132.00)
10/25/2024	Snohomish County	727215	(1,979.15)
10/25/2024	State of Washington		(12,327.10)
10/25/2024	Steven Pillitu	727216	(50.00)
10/25/2024	Technology Unlimited Inc	727217	(510.00)
10/25/2024	The Sherwin-Williams Company	727218	(348.44)
10/25/2024	U S Bank	727219	(40.00)
10/25/2024	Valentine Bordes-Balloni		(6.00)
10/29/2024	Snohomish County Treasurer	727220	(4,075.78)
10/31/2024	KeyBank National Association		(54,895.83)
10/31/2024	ppe 26Oct24 pd 01Nov24		(242,541.28)
10/31/2024	ppe 26Oct24 pd 01Nov24		(87,608.41)
	Total		(2,493,193.45)
	Total HAP/UAP Payments		(6,792,690.90)
	Total Wires to Property Managers		(966,634.22)
	Total Payments		\$ (10,252,518.57)

AFFORDABLE HOUSING PAYABLE LOG

Property Name	Date	Amount	Description	Date wired
Autumn Chase	09/30/24	\$31,400.59	9/30/24 Payables	10/03/24
Autumn Chase	10/07/24	\$25,917.66	10/7/24 Payables	10/10/24
Autumn Chase	10/11/24	\$8,957.37	10/11/2024 Payroll	10/10/24
Autumn Chase	10/14/24	\$20,238.66	10/14/24 Payables	10/17/24
Autumn Chase	10/21/24	\$5,483.25	10/21/24 Payables	10/24/24
Autumn Chase	10/25/24	\$10,654.03	10/25/24 Payroll	10/24/24
Autumn Chase	10/28/24	\$9,097.21	10/28/24 Payables	10/31/24
Autumn Chase Total		\$111,748.77		
Bristol Square	09/30/24	\$32,344.49	9/30/24 Payables	10/03/24
Bristol Square	10/07/24	\$4,773.06	10/7/24 Payables	10/10/24
Bristol Square	10/11/24	\$6,640.48	10/11/2024 Payroll	10/10/24
Bristol Square	10/14/24	\$19,468.81	10/14/24 Payables	10/17/24
Bristol Square	10/21/24	\$10,360.42	10/21/24 Payables	10/24/24
Bristol Square	10/25/24	\$8,056.63	10/25/24 Payroll	10/24/24
Bristol Square	10/28/24	\$25,467.93	10/28/24 Payables	10/31/24
Bristol Square Total		\$107,111.82		
Carvel	09/30/24	\$10,458.74	9/30/24 Payables	10/03/24
Carvel	10/07/24	\$36,278.09	10/7/24 Payables	10/10/24
Carvel	10/11/24	\$14,152.14	10/11/2024 Payroll	10/10/24
Carvel	10/14/24	\$121,409.79	10/14/24 Payables	10/17/24
Carvel	10/21/24	\$14,604.61	10/21/24 Payables	10/24/24
Carvel	10/25/24	\$16,234.20	10/25/24 Payroll	10/24/24
Carvel	10/28/24	\$10,517.16	10/28/24 Payables	10/31/24
Carvel Total		\$223,654.73		
Ebey Arms	09/30/24	\$109.82	9/30/24 Payables	10/03/24
Ebey Arms	10/07/24	\$4,112.36	10/7/24 Payables	10/10/24
Ebey Arms	10/11/24	\$3,883.28	10/11/2024 Payroll	10/10/24
Ebey Arms	10/14/24	\$3,352.45	10/14/24 Payables	10/17/24
Ebey Arms	10/21/24	\$719.74	10/21/24 Payables	10/24/24
Ebey Arms	10/25/24	\$4,859.65	10/25/24 Payroll	10/24/24
Ebey Arms	10/28/24	\$3,591.14	10/28/24 Payables	10/31/24
Ebey Arms Total		\$20,628.44		
Edmonds Highlands	09/30/24	\$2,231.45	9/30/24 Payables	10/03/24
Edmonds Highlands	10/07/24	\$4,798.05	10/7/24 Payables	10/10/24
Edmonds Highlands	10/11/24	\$6,067.19	10/11/2024 Payroll	10/10/24
Edmonds Highlands	10/14/24	\$29,128.76	10/14/24 Payables	10/17/24
Edmonds Highlands	10/21/24	\$14,459.88	10/21/24 Payables	10/24/24
Edmonds Highlands	10/25/24	\$8,031.90	10/25/24 Payroll	10/24/24
Edmonds Highlands	10/28/24	\$5,758.88	10/28/24 Payables	10/31/24
Edmonds Highlands Total		\$70,476.11		
Madison Park	09/30/24	\$904.83	9/30/24 Payables	10/03/24
Madison Park	10/07/24	\$22,728.31	10/7/24 Payables	10/10/24
Madison Park	10/11/24	\$7,864.21	10/11/2024 Payroll	10/10/24
Madison Park	10/14/24	\$14,887.64	10/14/24 Payables	10/17/24
Madison Park	10/21/24	\$2,563.77	10/21/24 Payables	10/24/24
Madison Park	10/25/24	\$9,733.20	10/25/24 Payroll	10/24/24
Madison Park	10/28/24	\$6,636.05	10/28/24 Payables	10/31/24
Madison Park Total		\$65,318.01		
Millwood Estates	09/30/24	\$15,351.10	9/30/24 Payables	10/03/24
Millwood Estates	10/07/24	\$3,121.54	10/7/24 Payables	10/10/24
Millwood Estates	10/11/24	\$16,570.61	10/11/2024 Payroll	10/10/24
Millwood Estates	10/14/24	\$10,123.48	10/14/24 Payables	10/17/24
Millwood Estates	10/21/24	\$44,963.70	10/21/24 Payables	10/24/24

Property Name	Date	Amount	Description	Date wired
Millwood Estates	10/25/24	\$15,881.54	10/25/24 Payroll	10/24/24
Millwood Estates	10/28/24	\$121,670.57	10/28/24 Payables	10/31/24
Millwood Estates Total		\$227,682.54		
Olympic View	09/30/24	\$8,953.32	9/30/24 Payables	10/03/24
Olympic View	10/07/24	\$966.25	10/7/24 Payables	10/10/24
Olympic View	10/11/24	\$3,835.61	10/11/2024 Payroll	10/10/24
Olympic View	10/14/24	\$425.00	10/14/24 Payables	10/17/24
Olympic View	10/21/24	\$5,519.08	10/21/24 Payables	10/24/24
Olympic View	10/25/24	\$4,061.01	10/25/24 Payroll	10/24/24
Olympic View	10/28/24	\$1,265.24	10/28/24 Payables	10/31/24
Olympic View Total		\$25,025.51		
Raintree Village	09/30/24	\$2,819.73	9/30/24 Payables	10/03/24
Raintree Village	10/07/24	\$27,440.82	10/7/24 Payables	10/10/24
Raintree Village	10/11/24	\$5,813.93	10/11/2024 Payroll	10/10/24
Raintree Village	10/14/24	\$3,158.35	10/14/24 Payables	10/17/24
Raintree Village	10/21/24	\$11,406.97	10/21/24 Payables	10/24/24
Raintree Village	10/25/24	\$7,388.07	10/25/24 Payroll	10/24/24
Raintree Village	10/28/24	\$7,574.83	10/28/24 Payables	10/31/24
Raintree Village Total		\$65,602.70		
Sound View	09/30/24	\$9,002.59	9/30/24 Payables	10/03/24
Sound View	10/07/24	\$1,832.80	10/7/24 Payables	10/10/24
Sound View	10/11/24	\$3,832.28	10/11/2024 Payroll	10/10/24
Sound View	10/14/24	\$105.04	10/14/24 Payables	10/17/24
Sound View	10/21/24	\$6,222.86	10/21/24 Payables	10/24/24
Sound View	10/25/24	\$4,057.19	10/25/24 Payroll	10/24/24
Sound View	10/28/24	\$1,149.46	10/28/24 Payables	10/31/24
Sound View Total		\$26,202.22		
Valley Commons	09/30/24	\$528.63	9/30/24 Payables	10/03/24
Valley Commons	10/07/24	\$639.45	10/7/24 Payables	10/10/24
Valley Commons	10/11/24	\$2,401.91	10/11/2024 Payroll	10/10/24
Valley Commons	10/14/24	\$5,520.99	10/14/24 Payables	10/17/24
Valley Commons	10/21/24	\$2,442.68	10/21/24 Payables	10/24/24
Valley Commons	10/25/24	\$3,151.54	10/25/24 Payroll	10/24/24
Valley Commons	10/28/24	\$232.68	10/28/24 Payables	10/31/24
Valley Commons Total		\$14,917.88		
Westend II	09/30/24	\$655.00	9/30/24 Payables	10/03/24
Westend II	10/07/24	\$564.61	10/7/24 Payables	10/10/24
Westend II	10/11/24	\$1,721.75	10/11/2024 Payroll	10/10/24
Westend II	10/14/24	\$1,800.68	10/14/24 Payables	10/17/24
Westend II	10/21/24	\$1,228.86	10/21/24 Payables	10/24/24
Westend II	10/25/24	\$2,041.60	10/25/24 Payroll	10/24/24
Westend II	10/28/24	\$252.99	10/28/24 Payables	10/31/24
Westend II Total		\$8,265.49		
Grand Total		\$966,634.22		

RESOLUTION NO. 2527

A RESOLUTION of the Board of Commissioners of the Housing Authority of Snohomish County providing for the formation of a limited liability limited partnership in which the Authority will be the sole general partner in connection with the acquisition, development, construction, equipping, and operation of an affordable rental housing project within the City of Lynnwood, Washington, and authorizing other actions related thereto.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY, as follows:

Section 1. The Board of Commissioners (the “Board”) of the Housing Authority of Snohomish County (the “Authority”) finds and determines that:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within the City of Lynnwood, Washington (the “City”).

(b) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “make . . . loans for the . . . acquisition, construction . . . rehabilitation, improvement . . . or refinancing of land, buildings, or developments for housing of persons of low income” (RCW 35.82.070(18)); and (v) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040).

(c) The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.”

(d) The Authority expects to participate in the leasing, development, construction, equipping, operation and maintenance of a proposed 86-unit affordable rental housing project to be located on property currently owned by the Authority at 5710 and 5714 200th Street SW, in Lynnwood, Washington (the “Project”). The total financing for the Project is expected to require the use of various funding and credit enhancement sources, including low-income housing tax credits, loans from public and private lenders, loans from the Authority, and grants. Certain of these sources will require the creation of a partnership or limited liability company to maximize the benefits and minimize the risks to the Authority.

(e) Based on its consideration of the funding sources available for the Project, the need for affordable housing in the City of Lynnwood, and other matters, the Board deems it necessary to proceed with the transactions described in this resolution, and that any financing provided by the Authority for the Project is important for the Project’s feasibility and is necessary to enable the Authority to carry out its powers and purposes under the Housing Authorities Law.

Section 2. The Authority is authorized to participate in the formation of, and become the sole general partner in, a Washington limited liability limited partnership (the “Partnership”). The Board intends that the Partnership will acquire, demolish existing structures, develop, construct, equip, operate and maintain the Project and receive low-income housing tax credits in connection therewith.

Section 3. The Authority’s Chief Executive Officer and his or her designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, are authorized on behalf of the Authority to: (i) execute, deliver and file (or cause to be executed, delivered and filed), the extent required by law, a partnership agreement, a certificate of limited partnership, and all such forms, certificates, applications and other documents that are necessary to form the Partnership; (ii) determine the name of the Partnership (it being understood that the words “200th Street” should appear in the name to the greatest extent feasible); and (iii) take any other action that they deem necessary and advisable to give effect to this resolution and the transactions contemplated herein. The Authority’s Chief Executive Officer is delegated the authority to cause, in his or her discretion, the Partnership to be created as a Washington limited liability company, in which case all references in this resolution to limited liability limited partnership, partnership agreement, general partner, limited partner, chapter 25.10 RCW, and certificate of limited partnership shall be deemed to be references to limited liability company, operating agreement, managing member, investor member, chapter 25.15 RCW and certificate of formation, respectively.

Section 4. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the Partnership’s general partner) to: (i) apply for, and enter into contracts relating to, such funding for the Project as they deem necessary or desirable, including without limitation public and/or private sector financing, Community Development Block Grant(s), Snohomish County AHTF funding, Snohomish County HOME funds, Washington State Housing Trust Fund grant(s) and/or loan(s), , and other federal, state and local funds; (ii) apply for any and all necessary approvals from the U.S. Department of Housing and Urban Development in connection with such funding; (iii) lend or grant all or any portion of the money derived from such funding sources to the Partnership, and/or cause any contracts relating to such funding to be assigned to the Partnership; (iv) apply to the Washington State Housing Finance Commission for an allocation of 4% low income housing tax credits for the Project, enter into such agreements (including a credit reservation and carryover allocation contract), provide such documents (including cost certifications) necessary to secure such allocation, and cause such allocation to be assigned to the Partnership if the allocation initially is made to the Authority; (v) seek, negotiate and approve investors to serve as subsequent limited partners in the Partnership in connection with the receipt of low income housing tax credits for the Project; (vi) execute documents pursuant to which up to \$12,000,000 of Authority funds may be lent to the Partnership; (vii) negotiate contracts relating to the use, management and naming of Project buildings; (viii) take all necessary and appropriate actions for the Partnership to acquire the Project by sale or lease from the existing owner thereof (including entering into any option to lease, or lease, necessary to provide the Partnership with control of the Project site); (ix) apply for bond insurance and other credit enhancement for any bonds to be issued by the Authority to finance the Project (but only if the Authority’s Chief Executive Officer determines such credit enhancement to be cost effective); (x) solicit and select investment banking firms to serve as the underwriter for any publicly-sold bonds to be issued for the Project; (xi) apply for ratings of any bonds to be issued by the Authority for the Project (but

only if the Authority’s Chief Executive Officer determines such ratings to be desirable); (xii) assist in the preparation of any official statement to be used in connection with the offering of any bonds by the Authority to finance the Project; and (xiii) otherwise execute the Authority’s rights under the Partnership Agreement. Nothing herein shall commit the Authority to issuing

Section 5. The Authorized Officers, and each of them acting alone, are hereby directed, and granted the discretionary authority, to execute and deliver any and all other certificates, documents, agreements and instruments that are necessary or appropriate in their discretion to give effect to this resolution and to consummate the transactions contemplated herein, including, but not limited to, any development services agreement between the Partnership and the Authority (and/or others) providing for the development of the Project, contracts with architects, engineers and other consultants, and construction contracts.

Section 6. The Authority is authorized to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution. To the extent any fees or predevelopment costs are incurred and payable by the Partnership prior to the time the Authority enters into a formal loan agreement, the Authority may lend up to \$3,000,000 to the Partnership to pay such costs, with the loan bearing interest at such rate that the Chief Executive Officer determines, in his or her discretion (which may be 0% per annum).

Section 7. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 8. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of Snohomish County at a regular meeting thereof this 19th day of November, 2024.

HOUSING AUTHORITY OF SNOHOMISH
COUNTY

Luke Distelhorst, Chair

ATTEST:

Secretary/Treasurer

RESOLUTION NO. 2528

A RESOLUTION of the Housing Authority of Snohomish County declaring its intention to reimburse a tax credit limited liability limited partnership with proceeds of bonds to be issued by the Authority to finance the development and construction of a multifamily apartment by such entity.

WHEREAS, the Housing Authority of Snohomish County (the “Authority”) seeks to encourage the provision of long-term housing for low-income persons residing in Snohomish County, Washington;

WHEREAS, the Authority has determined that the Pinewood Apartments, an affordable housing project owned by the Authority and constructed in 1980 on 1.22 acres of land, located at 5714 200th Street SW in Lynnwood, Washington is in need of replacement; and

WHEREAS, the Authority has determined that the Timberglen Apartments, an affordable housing project owned by the Authority and constructed in 1968 on 1.35 acres of land, located at 5710 200th Street SW in Lynnwood, Washington is also in need of replacement; and

WHEREAS, the Authority intends to sell such apartment projects to a limited liability limited partnership or limited liability company (the “Partnership”) for the redevelopment of a replacement affordable housing project (the “Project”) on the two sites; and

WHEREAS, the Authority intends to issue tax-exempt bonds and to loan the proceeds to the Partnership for the construction of the Project by the Partnership; and

WHEREAS, Treasury Regulations Section 1.103-8(a)(5) requires that, in order for expenditures for an exempt facility that are made before the issue date of bonds issued to provide financing for that facility to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse any such expenditures from the proceeds of those bonds, and one of the purposes of this resolution is to satisfy the requirements of such regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Snohomish County as follows:

Section 1. The Authority reasonably expects to issue tax-exempt bonds in the aggregate principal amount of not to exceed \$25,000,000 (the “Bonds”) and to loan the proceeds of the Bonds to the Partnership.

Section 2. The Partnership intends to use the loaned Bond proceeds for the development and construction of the Project.

Section 3. The Authority reasonably expects to reimburse the Partnership from the proceeds of the Bonds for costs and expenses incurred prior to the date of issuance of the Bonds.

Section 4. This Resolution is intended as a declaration of official intent to reimburse in accordance with the requirements of Treasury Regulation Section 1.150-2.

ADOPTED by the Board of Commissioners of the Housing Authority of Snohomish County at a regular meeting thereof this 19th day of November, 2024.

HOUSING AUTHORITY OF
SNOHOMISH COUNTY

By _____
Luke Distelhorst, Chair

ATTEST:

Secretary/Treasurer



Memo

To: HASCO Board of Commissioners
From: Duane Leonard
Date: 11/19/2024
Re: Agency-Wide VAWA Policy

It is important and vital that all HASCO staff provide participants with the information they need to access their rights. To this end, HASCO's client-facing departments have already been implementing new procedures and communications to ensure clients that are survivors of domestic violence, dating violence, sexual assault, and/or stalking understand their housing rights and get prompt service and support from us.

To further support our clients, HASCO is developing an agency-wide policy and department specific procedures, so that HASCO may continue to improve service provision to households experiencing the impacts of domestic violence in all its forms.

Attached to this memo is the Final Draft of an agency-wide VAWA policy HASCO plans to formally adopt. This policy will be foundation for on-boarding information, on-going staff training, agency-wide procedural development, and department-specific procedural development. Please review the language; I welcome any feedback you may have on both the policy language and the larger issue.

HASCO is committed to continuous improvement in all areas. This VAWA policy is the first step in a greater response to fulfill our commitment to our clients and our community.

Purpose

The purpose of this policy is to declare HASCO's intent to uphold VAWA to provide protection to individuals who have been, or currently are, victims of domestic violence, dating violence, sexual assault, or stalking. HASCO is committed to ensuring the safety and well-being of our staff, our program participants, and our tenants.

This policy and its procedures are intended to guide HASCO staff to ensure VAWA protections are provided and to provide a supportive environment responsive to each situation's unique needs.

Policy

HASCO will uphold all requirements of VAWA housing protections required by the United States Department of Housing and Urban Development (HUD) located at 34 U.S.C. §12491 et. Seq and 24 CFR §5.2001 et seq, as well as the Washington State Domestic Violence Act located at RCW § 49.76.010 et seq. HASCO will not discriminate or take legal action against employees, program participants, or tenants because they are or have been victims of VAWA-related crimes or VAWA-related program violations. Each HASCO department will maintain confidentiality in accordance with the policies and procedures outlined in therein. HASCO will ensure that employees, program participants, and tenants are informed of their rights under VAWA in accordance with (citation) by the following:

- HASCO employees will be informed of their rights under Washington State Domestic Violence Act during their on-boarding process.
- HASCO employees will be required to complete a VAWA training that covers the protections, policy, and confidentiality aspects of VAWA .
- HASCO Housing Choice Voucher (HCV) Program Applicants and Participants will be informed of their right under VAWA as required by section 16-IX.C. NOTIFICATION of its Administrative Plan:
 - With the application packet when they reach the top of the wait list
 - With any notices of denial of assistance (see section 3-III.G)
 - At the time of admission (See section 5-I.B).
 - With any notices of termination of assistance (see section 12-II.F)
- At a minimum, HASCO Tenants and Program Participants will be informed of their rights under VAWA at the time that application or admission is denied, at the time that admission or assistance begins, and at the time that HASCO seeks any adverse action against a Tenant or Program Participant.