



MEETING NOTICE

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

**DATE: Tuesday, January 21, 2025
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 January 21, 2025 Regular Meeting..... **1**
- D. ACTION** on Minutes of the December 17, 2024 Regular Meeting..... **3**
- E. Resolution No. 2533** Authorizing Payment of December 2024 Expenditures **8**

ACTION ITEMS

- F. Resolution No. 2534** Adopting Annual Updates to the Section 8 Housing Choice Voucher Administrative Plan **16**
- G. Resolution No. 2535** Approving an Update to the Position Classification Plan..... **21**
- H. Resolution No. 2536** Authorizing the Housing Authority of Snohomish County to Submit an Application for the CDBG Funds Through Snohomish County for the Alpine Ridge Utility Improvement Project **23**
- I. Resolution No. 2537** Authorizing the Addition of an Agency Vehicle **24**

Ways Home. Paths Forward.





INFORMATION ITEMS

- 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 12:01 pm on Tuesday, December 17, 2024, at the Housing Authority of Snohomish County.

Present: Commissioner Alonzo
Commissioner Distelhorst
Commissioner Wallace
Commissioner Weikel

Absent & Excused: Commissioner Metzger-Utt

Staff: Duane Leonard, Chief Executive Officer
Laurie Olson, Chief Executive Officer
Jenisa Story, Chief Operating Officer
Jodie Halsne, Director of Tenant Based Assistance
Pam Frost, Director of Finance
Victor Caesar, Director of Development
Val Bordes, Assistant Director of Accounting
Liz Dewey, HR & Administrative Services Manager
Debbie Krick, Accounting Manager
Jane Yuen, Accounting Manager
Pam Townsend, Communications Manager
Karen Fan, Financial Analyst
Serjay Shevchuk, Development Analyst
Bruce Tran, Accountant
Tamara Self, Senior Accounting Technician
Michelle Ayers, Senior Housing Specialist
Tess Lommers-Johnson, Compliance Specialist
Alison Barnes, Landlord Engagement Specialist

Legal Counsel: Faith Pettis, Pacifica Law Firm

Guests: Pat McCarthy, WA State Auditor, WA State Auditor's Office
Kellie Collins, Deputy Director, WA State Auditor's Office
Janel Roper, Director of Administrative Services, WA State Auditor's Office
Kristina Baylor, Program Manager, WA State Auditor's Office
Amanda Robinson, Assistant Audit Manager, WA State Auditor's Office
Jim Brawner, J.H. Brawner & Company

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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 Wallace seconded and the motion passed unanimously to adopt the following:

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

Item C. ACTION on Minutes of the November 19, 2024 Regular Meeting

Item D. Resolution No. 2529 Authorizing Payment of November 2024 Expenditures

PRESENTATION

Item. E. Introduction of Laurie Olson, Chief Executive Officer, and Victor Caesar, Director of Development

Laurie Olson and Victor Caesar provided introductions to the Board of Commissioners.

Item F. Employee Anniversary Recognition

The Board of Commissioners recognized employees for milestone work anniversaries. Nancy Larson and Serjay Shevchuk have worked at HASCO for 10 years. Alison Barnes, DeAnna Copper, Hannah Valadez, Jane Yuen, Khalid Khoshal, Michelle Ayers, Samantha Skala, Tess Lommers-Johnson, and Val Bordes have worked at HASCO for five years.

Item G. Washington State Auditor's Stewardship Award Presentation

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The Washington State Auditor’s Office presented their Stewardship Award to the HASCO Accounting and Finance team for excellence in financial stewardship.

ACTION ITEMS

Item H. Resolution No. 2530 Approving the Write-Off of Delinquent Tenant Accounts Receivable

Twice a year, the Housing Authority writes off tenant accounts receivable that are deemed uncollectible. This write-off includes Section 8 accounts totaling \$25,352 and HASCO-managed market-rate communities and Rural Development portfolios totaling \$13,671.

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

Item I. Resolution No. 2531 Authorizing Staff to Make Available the Draft 2025-2029 Five-Year Public Housing Agency Plan and One-Year Update for Public Comment

This resolution authorizes staff to make the draft 2025-2029 five-year Public Housing Agency Plan and the one-year update available for public comment.

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

Item J. Resolution No. 2532 Approving the 2025 Capital Budget

This resolution approves the Capital Budget for the calendar year 2025. This budget is in addition to the Operating Budget and runs on a calendar year rather than a fiscal year. The budget is based on the needs of each property and prioritizes capital work based on available funding. HASCO will continue to invest money, from reserves and other sources of revenue, into assets, which requires planning. The Capital Budget assists with this planning.

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

INFORMATION ITEMS

Item K. – Finance Report

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Pam Frost advised that there would not be a Finance report presentation; however, the report is available, along with a narrative, within the Board packet. Pam encouraged the Commissioners to reach out to her or David Allard, Chief Financial Officer, with questions.

Item L. – Legal Counsel Report

Faith Pettis advised that her team has begun working with Laurie Olson and Victor Caesar as part of their new roles at HASCO. She advised that it has been a quiet month aside from one piece of ongoing litigation.

Item M. – Commissioners’ Report

The Commissioners had nothing to report.

Item N. – Chief Executive Officer Report

Duane Leonard introduced Jim Brawner, J.H. Brawner and Company, as part of an asset-repositioning presentation for the Commissioners. Jim explained his company’s recommendation of asset-repositioning and how it could work with HASCO’s current properties and allow for future property purchases. Jim will work with stakeholders on the next steps and how to improve the quality of our tenants’ lives by implementing changes.

Laurie Olson advised the Commissioners that she would be attending NAHRO’s Washington Conference in March and invited them to attend. She also advised that HASCO would be putting \$5-10K towards LISC and Casino Road planning to display the agency’s support of the project.

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ADJOURNMENT

Commissioner Distelhorst moved to adjourn the meeting, and the meeting was adjourned at 1:24 pm.

Luke Distelhorst, Chairperson

SEAL
ATTEST

Secretary

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**RESOLUTION NO. 2533
AUTHORIZING PAYMENT OF DECEMBER 2024 EXPENDITURES**

WHEREAS, the Chief Executive Officer has reviewed and approved HASCO expenditures for the month ending December 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 December 2024 expenditures as attached.

DATED, this 21st day of January, 2025.

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: December 2024

***I have reviewed the attached expenditures listing totaling
\$10,180,285.76 and have indicated any changes to be made.
I hereby approve payment of the expenditures.***

Laurie Olson - Chief Executive Officer

Prepared by: DeAnna Copper

AFFORDABLE HOUSING PAYABLE LOG

Property Name	Date	Amount	Description	Date wired
Autumn Chase	12/02/24	\$11,938.12	12/2/2024 Payables	12/05/24
Autumn Chase	12/03/24	\$6,326.94	12/6/2024 Payroll	12/05/24
Autumn Chase	12/09/24	\$42,500.82	12/9/2024 Payables	12/12/24
Autumn Chase	12/16/24	\$7,839.41	12/16/2024 Payables	12/19/24
Autumn Chase	12/20/24	\$8,576.48	12/20/24 Payroll	12/19/24
Autumn Chase Total		\$77,181.77		
Bristol Square	12/02/24	\$6,321.10	12/2/2024 Payables	12/05/24
Bristol Square	12/03/24	\$7,731.38	12/6/2024 Payroll	12/05/24
Bristol Square	12/09/24	\$4,349.85	12/9/2024 Payables	12/12/24
Bristol Square	12/16/24	\$33,157.38	12/16/2024 Payables	12/19/24
Bristol Square	12/20/24	\$7,230.27	12/20/24 Payroll	12/19/24
Bristol Square Total		\$58,789.98		
Carvel	12/02/24	\$45,410.72	12/2/2024 Payables	12/05/24
Carvel	12/03/24	\$15,038.76	12/6/2024 Payroll	12/05/24
Carvel	12/09/24	\$74,368.58	12/9/2024 Payables	12/12/24
Carvel	12/16/24	\$96,384.64	12/16/2024 Payables	12/19/24
Carvel	12/20/24	\$17,611.85	12/20/24 Payroll	12/19/24
Carvel Total		\$248,814.55		
Ebey Arms	12/02/24	\$13,002.35	12/2/2024 Payables	12/05/24
Ebey Arms	12/03/24	\$3,811.06	12/6/2024 Payroll	12/05/24
Ebey Arms	12/09/24	\$25,775.03	12/9/2024 Payables	12/12/24
Ebey Arms	12/16/24	\$1,639.80	12/16/2024 Payables	12/19/24
Ebey Arms	12/20/24	\$4,303.49	12/20/24 Payroll	12/19/24
Ebey Arms Total		\$48,531.73		
Edmonds Highlands	12/02/24	\$46,039.01	12/2/2024 Payables	12/05/24
Edmonds Highlands	12/03/24	\$6,088.49	12/6/2024 Payroll	12/05/24
Edmonds Highlands	12/09/24	\$12,024.56	12/9/2024 Payables	12/12/24
Edmonds Highlands	12/16/24	\$5,294.31	12/16/2024 Payables	12/19/24
Edmonds Highlands	12/20/24	\$8,140.67	12/20/24 Payroll	12/19/24
Edmonds Highlands Total		\$77,587.04		
Madison Park	12/02/24	\$40,373.85	12/2/2024 Payables	12/05/24
Madison Park	12/03/24	\$8,465.19	12/6/2024 Payroll	12/05/24
Madison Park	12/09/24	\$34,996.82	12/9/2024 Payables	12/12/24
Madison Park	12/16/24	\$5,394.69	12/16/2024 Payables	12/19/24
Madison Park	12/20/24	\$9,137.25	12/20/24 Payroll	12/19/24
Madison Park Total		\$98,367.80		
Millwood Estates	12/02/24	\$44,346.04	12/2/2024 Payables	12/05/24
Millwood Estates	12/03/24	\$20,774.22	12/6/2024 Payroll	12/05/24
Millwood Estates	12/09/24	\$37,668.81	12/9/2024 Payables	12/12/24
Millwood Estates	12/16/24	\$30,140.44	12/16/2024 Payables	12/19/24
Millwood Estates	12/20/24	\$19,615.23	12/20/24 Payroll	12/19/24
Millwood Estates Total		\$152,544.74		
Olympic View	12/02/24	\$19,715.41	12/2/2024 Payables	12/05/24
Olympic View	12/03/24	\$3,923.41	12/6/2024 Payroll	12/05/24
Olympic View	12/09/24	\$6,413.26	12/9/2024 Payables	12/12/24
Olympic View	12/16/24	\$8,508.87	12/16/2024 Payables	12/19/24
Olympic View	12/20/24	\$3,700.74	12/20/24 Payroll	12/19/24
Olympic View Total		\$42,261.69		
Raintree Village	12/02/24	\$64,130.30	12/2/2024 Payables	12/05/24
Raintree Village	12/03/24	\$7,795.75	12/6/2024 Payroll	12/05/24
Raintree Village	12/09/24	\$13,283.47	12/9/2024 Payables	12/12/24
Raintree Village	12/16/24	\$23,105.69	12/16/2024 Payables	12/19/24
Raintree Village	12/20/24	\$7,397.22	12/20/24 Payroll	12/19/24

Property Name	Date	Amount	Description	Date wired
Raintree Village Total		\$115,712.43		
Sound View	12/02/24	\$13,461.64	12/2/2024 Payables	12/05/24
Sound View	12/03/24	\$3,911.40	12/6/2024 Payroll	12/05/24
Sound View	12/09/24	\$5,142.90	12/9/2024 Payables	12/12/24
Sound View	12/16/24	\$9,313.70	12/16/2024 Payables	12/19/24
Sound View	12/20/24	\$3,693.53	12/20/24 Payroll	12/19/24
Sound View Total		\$35,523.17		
Valley Commons	12/02/24	\$5,736.23	12/2/2024 Payables	12/05/24
Valley Commons	12/03/24	\$2,419.15	12/6/2024 Payroll	12/05/24
Valley Commons	12/09/24	\$7,328.92	12/9/2024 Payables	12/12/24
Valley Commons	12/16/24	\$171.50	12/16/2024 Payables	12/19/24
Valley Commons	12/20/24	\$3,391.62	12/20/24 Payroll	12/19/24
Valley Commons Total		\$19,047.42		
Westend II	12/02/24	\$8,063.19	12/2/2024 Payables	12/05/24
Westend II	12/03/24	\$1,821.68	12/6/2024 Payroll	12/05/24
Westend II	12/09/24	\$4,480.21	12/9/2024 Payables	12/12/24
Westend II	12/16/24	\$376.02	12/16/2024 Payables	12/19/24
Westend II	12/20/24	\$2,029.55	12/20/24 Payroll	12/19/24
Westend II Total		\$16,770.65		
Grand Total		\$991,132.97		

ItemDate	PayeeName	CheckNumber	ItemAmount
12/2/2024	Beneficial State Bank		(34,379.96)
12/2/2024	Berkadia		(45,456.83)
12/2/2024	Banner Bank		(4,643.31)
12/2/2024	Colliers		(51,415.95)
12/2/2024	Banner Bank		(19,971.57)
12/2/2024	Beneficial State Bank		(22,224.57)
12/2/2024	PUD No. 1 of Snohomish County		(42.00)
12/4/2024	J H Brawner & Company		(86,880.20)
12/4/2024	KeyBank National Association		(43,340.10)
12/6/2024	Affordable Renovations Inc	727335	(11,400.00)
12/6/2024	Alliance Technologies LLC	727336	(5,650.00)
12/6/2024	American Family Life Assurance Company	727337	(1,798.47)
12/6/2024	Angela Seay		(145.79)
12/6/2024	Bickford Motors Inc	727350	(63,255.00)
12/6/2024	Bickford Motors Inc	727351	(36,165.00)
12/6/2024	Christopher Bogdan		(139.76)
12/6/2024	Christopher Collier		(422.60)
12/6/2024	City of Snohomish	727339	(3,075.83)
12/6/2024	Comcast Cable Communications Inc	727340	(1,579.16)
12/6/2024	HD Supply Facilities Maintenance LTD	727341	(147.87)
12/6/2024	Mark Papritz		(72.90)
12/6/2024	Paradise Valley Landscaping Company Inc	727342	(500.00)
12/6/2024	Pitney Bowes Inc	727343	(936.70)
12/6/2024	Pitney Bowes Inc	727344	(1,135.83)
12/6/2024	PUD No 1 of Snohomish County	727345	(2,413.46)
12/6/2024	Puget Sound Energy	727346	(201.97)
12/6/2024	Serjay Shevchuk		(109.36)
12/6/2024	Sound Publishing Inc	727347	(173.46)
12/6/2024	USDA		(4,167.51)
12/6/2024	Washington Alarm	727348	(1,039.50)
12/6/2024	Washington State Health Care Authority	727349	(140,662.56)
12/6/2024	Wex Bank		(4,580.82)
12/10/2024	JP Morgan Chase		(42,613.32)
12/12/2024	ppe 07Dec24 pd 13Dec24		(88,412.78)
12/12/2024	ppe 07Dec24 pd 13Dec24		(251,820.43)
12/13/2024	ADP Inc		(2,425.95)
12/13/2024	All Clear Screening LLC		(70.00)
12/13/2024	Alliance Technologies LLC	727352	(10,005.00)
12/13/2024	Amazon Com Sales Inc	727353	(9,997.00)
12/13/2024	Anderson Hunter Law Firm PS	727354	(110.00)
12/13/2024	Bobby Simpson		(85.36)
12/13/2024	Christine Hoover		(527.44)
12/13/2024	Christopher Collier		(114.69)
12/13/2024	Cintas Corporation No 2	727355	(442.55)
12/13/2024	ClearCompany Inc		(556.85)
12/13/2024	Comcast Cable Communications Inc	727356	(304.45)
12/13/2024	Dalco Inc	727357	(755.94)
12/13/2024	Department of Retirement Systems		(58,989.25)
12/13/2024	ELTEC Systems LLC	727358	(215.40)

ItemDate	PayeeName	CheckNumber	ItemAmount
12/13/2024	Federal Express	727359	(44.73)
12/13/2024	Granite Telecommunications LLC	727360	(1,179.40)
12/13/2024	HD Supply Facilities Maintenance LTD	727361	(8,933.89)
12/13/2024	Housing Authorities Risk Retention Pool	727362	(532.00)
12/13/2024	Jodie Halsne		(2,436.00)
12/13/2024	Les Schwab Warehouse Center Inc	727363	(326.98)
12/13/2024	Lineage Tree Care LLC	727364	(3,300.00)
12/13/2024	Mission Square Retirement		(1,246.21)
12/13/2024	Nan McKay & Associates Inc	727365	(419.00)
12/13/2024	Northwest Computer Support Inc		(279.00)
12/13/2024	Online Information Services	727366	(682.10)
12/13/2024	Pacifica Law Group LLP	727367	(5,305.00)
12/13/2024	PUD No 1 of Snohomish County	727368	(779.96)
12/13/2024	Puget Sound Energy	727369	(308.49)
12/13/2024	Rentokil North America Inc	727370	(513.80)
12/13/2024	Sound Security Inc	727371	(488.41)
12/13/2024	Stephanie Page		(54.07)
12/13/2024	Team Car Care LLC	727372	(97.18)
12/13/2024	Topline Counters LLC	727373	(2,177.93)
12/13/2024	Troy Delaney		(85.00)
12/13/2024	Waste Management - Northwest	727374	(18,256.94)
12/13/2024	West Publishing Corporation	727375	(497.02)
12/13/2024	Woodburn Company		(685.62)
12/18/2024	Donald B Bolton	727397	(250.00)
12/18/2024	William T Dodd	727398	(150.00)
12/20/2024	5 Star Services Inc		(11,205.00)
12/20/2024	Adobe Inc	727376	(806.04)
12/20/2024	Associated Glass Inc	727377	(677.80)
12/20/2024	Centennial Park 5J LLC	727378	(102.01)
12/20/2024	Cintas Corporation No 2	727379	(137.96)
12/20/2024	City of Arlington	727380	(5,243.42)
12/20/2024	City of Lynnwood	727381	(14,226.33)
12/20/2024	City of Stanwood	727382	(6,361.53)
12/20/2024	Comcast Cable Communications Inc	727383	(651.90)
12/20/2024	Debbie Krick		(600.92)
12/20/2024	Dunn Lumber Company Inc	727384	(291.34)
12/20/2024	HD Supply Facilities Maintenance LTD	727385	(3,297.19)
12/20/2024	Hultz BHU Engineers Inc	727386	(3,448.65)
12/20/2024	Joshua K McStott	727387	(8,056.00)
12/20/2024	Karen Fan		(329.21)
12/20/2024	Kelly McDonald		(1,687.50)
12/20/2024	Lake Stevens Sewer District	727388	(10,098.00)
12/20/2024	Lineage Tree Care LLC	727389	(3,500.00)
12/20/2024	Northwest Computer Support Inc		(235.90)
12/20/2024	Puget Sound Energy	727390	(131.95)
12/20/2024	Rentokil North America Inc	727391	(667.30)
12/20/2024	Republic Services Inc	727392	(2,029.26)
12/20/2024	Silver Lake Water & Sewer District	727393	(8,238.05)
12/20/2024	Snohomish County	727394	(61,326.08)

ItemDate	PayeeName	CheckNumber	ItemAmount
12/20/2024	Total Landscape Corporation	727395	(7,715.00)
12/20/2024	U S Bank	727396	(120.00)
12/20/2024	Valentine Bordes-Balloni		(330.00)
12/26/2024	ppe 21Dec24 pd 27Dec24		(255,595.93)
12/26/2024	ppe 21Dec24 pd 27Dec24		(89,757.87)
12/27/2024	FCP Home Sales LLC		(119,640.14)
12/27/2024	FCP Home Sales LLC		(800.00)
12/27/2024	Alderwood Water & Wastewater District	727399	(12,789.06)
12/27/2024	Amazon Com Sales Inc	727400	(261.84)
12/27/2024	Answerline Communications Inc	727401	(320.00)
12/27/2024	Athena Consulting LLC	727402	(8,000.00)
12/27/2024	Bobby Simpson		(122.01)
12/27/2024	Carahsoft Technology Corporation	727403	(194.84)
12/27/2024	Cellco Partnership	727404	(1,924.77)
12/27/2024	Cintas Corporation No 2	727405	(137.96)
12/27/2024	City of Edmonds	727406	(724.48)
12/27/2024	City of Lynnwood	727407	(18,296.45)
12/27/2024	City of Marysville	727408	(9,034.54)
12/27/2024	City of Mountlake Terrace	727409	(28,270.64)
12/27/2024	ClearCompany Inc		(1,980.82)
12/27/2024	Council of Large Public Housing Authorities	727410	(13,094.00)
12/27/2024	Department of Retirement Systems		(59,801.78)
12/27/2024	Elizabeth Dewey		(20.00)
12/27/2024	Falkin Associates Inc	727411	(31,500.00)
12/27/2024	Greater Seattle Construction LLC	727412	(237,076.92)
12/27/2024	Harmsen LLC	727413	(24,192.15)
12/27/2024	HD Supply Facilities Maintenance LTD	727414	(5,499.34)
12/27/2024	IBP Holdings II LLC	727415	(4,510.00)
12/27/2024	Jades Jet City Carpet Cleaning Inc	727416	(170.00)
12/27/2024	Leigh Ann Coleman		(119.61)
12/27/2024	Les Schwab Warehouse Center Inc	727417	(205.84)
12/27/2024	Mission Square Retirement		(1,246.22)
12/27/2024	New Life Flooring Inc	727418	(8,186.84)
12/27/2024	Northwest Computer Support Inc		(52.50)
12/27/2024	Paradise Valley Landscaping Company Inc	727419	(1,640.00)
12/27/2024	Pitney Bowes Inc		(4,018.75)
12/27/2024	PUD No 1 of Snohomish County	727420	(3,098.63)
12/27/2024	Rachael Clark	727421	(1,850.00)
12/27/2024	Refinishing Solutions LLC	727422	(520.00)
12/27/2024	Sierra Anderson		(301.11)
12/27/2024	State Auditors Office	727423	(1,043.25)
12/27/2024	Steel Bison Security LLC	727424	(1,963.50)
12/27/2024	The Farm by Vintage LP	727425	(466.00)
12/27/2024	Total Landscape Corporation	727426	(19,433.92)
12/27/2024	Wave Broadband	727427	(1,808.88)
12/27/2024	YWCA	727428	(540.00)
12/31/2024	KeyBank National Association		(54,444.44)
	Total		(2,280,772.55)
	Total HAP/UAP Payments		(6,908,380.24)

ItemDate	PayeeName	CheckNumber	ItemAmount
	Total Wires to Property Managers		<u>(991,132.97)</u>
	Total Payments		<u>\$ (10,180,285.76)</u>



**RESOLUTION NO. 2534
ADOPTING ANNUAL UPDATES TO THE SECTION 8 HOUSING CHOICE
VOUCHER ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of Snohomish County (HASCO) is required by the U.S. Department of Housing and Urban Development (HUD) to establish an Administrative Plan outlining its policies and procedures for the Housing Choice Voucher Program; and,

WHEREAS, the original Administrative Plan and any updates must be approved by the Board annually; and,

WHEREAS, HASCO has made discretionary revisions throughout the Administrative Plan to reflect current regulations and practices,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that the revisions to the Administrative Plan described in Exhibit A are hereby adopted.

DATED, this 21st day of January, 2025.

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

Luke Distelhorst, Chairperson

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Exhibit A: Winter 2025 Revisions to HASCO Administrative Plan

This summary document highlights the updated content in HASCO’s Administrative Plan to be presented to the Board of Commissioners in January 2025.

HOTMA 102/104

NMA released a revised Model Administrative Plan that was fully updated for HOTMA 102/104 in November 2023 in anticipation of the original January 1, 2024, HOTMA 102/104 compliance date. However, HUD pushed back the compliance date for HOTMA 102/104 twice, and we could not fully apply the revisions that the board approved in the last update.

This current environment creates challenges for agencies that must continue to operate their programs under pre-HOTMA 102/104 policies while also managing a version of their policy that can be used immediately upon the HOTMA 102/104 compliance date. Because the last two full revisions of the model plan already contained changes for HOTMA 102/104, to make updating our policies as simple as possible, they adapted the latest revision to apply to both pre-and post-HOTMA 102/104 requirements.

As usual, we could update our policies for most chapters in this revision. However, it was impossible for three of the chapters to apply to both pre-HOTMA 102/104 and HOTMA 102/104 requirements due to the extent of changes. As a result, **they provided two different versions of Chapters 6, 7, and 11.**

HASCO is currently using the pre-HOTMA 102/104 version of Chapters 6,7 and 11, labeled as the “A” version of each chapter with the policies we can use right now, before the transition to HOTMA 102/104. Once we transition to HOTMA 102/104, we will replace these with each chapter’s “B” versions.

Further, per HUD’s recent recommendation, NMA provided an appendix we are adding to the Admin Plan, specifically pointing out where HOTMA 102/104 policies have been included to help us navigate policy changes during the transition.

HOTMA Voucher Final Rule

In May 2024, HUD released the HOTMA Voucher Final Rule, which is separate from HOTMA 102/104. While the rule does not require PHA policies to be updated until June 2025 at the latest, agencies must operate under the new provisions of the rule at various points throughout 2024 and 2025. To ensure that our policy matches our practice, this plan revision includes updates to reflect these changes now, which are included in all relevant chapters.

Further, this rule required a complete rewrite of Chapter 17 for the Project Based Voucher program. Changes to this chapter were so extensive that they did not provide redlines in this revision and are treating this as a new chapter. **After reviewing and adapting it for our policies, we replaced our old Chapter 17 with this new version.**

NSPIRE and HQS

To address the transition from HQS to NSPIRE that was supposed to occur in October 2024, in the last revision, NMA replaced the terms “HQS” and “housing quality standards” with “NSPIRE” anywhere in the plan that those terms were used with the understanding that HQS would sunset in October 2024. HUD has since made clear that the regulations for the HCV program will continue to use the term “HQS” and “housing quality standards” rather than “NSPIRE” as the general term for unit inspections in the regulations, even after the transition occurs. As a result, this revision reverts back to using the terms “HQS” and “housing quality standards” where applicable. **We revised all chapters in the Admin Plan as indicated by NMA since “HQS” and “housing quality standards” will continue to be used in program regulations into the future.**

Overview of Changes in the Current Revision

Below is a high-level summary of the changes contained in this revision, organized by chapter.

Introduction

- Added explanation of HOTMA changes throughout the policy document, including changes for Sections 102 and 104 and the HOTMA Voucher Final Rule.
- Added explanation of the use of HQS and NSPIRE in the policy document.

Chapter 1

- Added information on the HOTMA Voucher Final Rule to the Overview and History of the Program.
- Updated terminology from NSPIRE to “minimum quality standards” per the HOTMA Voucher Final Rule.
- Added policies on increases and decreases in the payment standard to the list of required plan contents.

Chapter 2

- Added additional examples to the list of reasonable accommodation types.

Chapter 3

- Called out and added policies that will be effective prior to the PHA’s HOTMA 102/104 compliance date.
- Called out and added policies for HOTMA 102/104 that will become effective upon the PHA’s compliance date.
- Clarified policy language on live-in aides to better align with fair housing best practices.
- Added families eligible for VASH to the list of eligible applicant families.
- Clarified language regarding the EIV Income Report.

Chapter 4

- This chapter contains only minor corrections and clarifications.

Chapter 5

- Clarified fair housing and NSPIRE-related language throughout the chapter to bring the content current with the HOTMA Final Rule.

Chapter 6

- Split Chapter 6 into two chapters: 6.A and 6.B. 6.A implemented pre-HOTMA

Chapter 7

- Split Chapter 7 into two chapters: 7.A and 7.B. Chapter 7.A used pre-HOTMA

Chapter 8

- Split Chapter 8 into two chapters: 8.A and 8.B.
- Implementing Chapter 8.B, which represents the policies the PHA will use upon the NSPIRE effective January 2025 and contains changes made to the previously released version of Chapter 8. This includes:
 - Updates for Notice PIH 2024-26.
 - An explainer on the continued use of the term *housing quality standards*.
 - Various revisions for the HOTMA Voucher Final Rule. Policies effective prior to and upon specific

effective dates are explicitly called out.

Chapter 9

- Revisions to revert back to using the term *housing quality standards* as per the HOTMA Voucher Final Rule.
- Clarification regarding permitting the family to submit more than one request for tenancy approval at a time.
- Clarification regarding PHA-owned units.
- Clarifications regarding HAP contract execution.

Chapter 10

- Added section on family moves due to unit deficiencies per the HOTMA Voucher Final Rule.
- Clarified policy regarding voucher issuance and term of the voucher.

Chapter 11

- Split Chapter 11 into two chapters: 11.A and 11.B. Chapter 11.A used pre-HOTMA

Chapter 12

- Added a callout to state that the section on failure to provide consent is effective upon the PHA's HOTMA 102/104 compliance date.
- Added a section on the asset limitation with a callout effective upon the PHA's HOTMA 102/104 compliance date.
- Clarification regarding insufficient funding.
- Reverted references to *housing quality standards*.
- Clarification of mandatory policy regarding termination for use of illegal drugs.

Chapter 13

- Clarifications to bring content in line with the *HCV Landlord Strategies Guidebook*.
- Reverted references to *housing quality standards*.

Chapter 14

- Reverted references to *housing quality standards*.
- Added a callout to state that the section on de minimis errors is effective upon the PHA's HOTMA 102/104 compliance date.

Chapter 15

- Changes for the HOTMA Voucher Final Rule regarding manufactured home space rentals, eligible housing expenses, distribution of HAP, and single HAP to family.
- Reverted references to *housing quality standards*.
- Minor clarifications regarding homeownership counseling and homeownership assistance payments.

Chapter 16

- Required revisions for the HOTMA Voucher Final Rule, including extensive revisions concerning payment standards and the use of SAFMRs.
- Reverted references to *housing quality standards*.
- Amended policy on repayment agreements to allow new debt to be combined with existing debt should a

participant incur an additional overpayment while still repaying one.

Chapter 17

- This chapter has undergone an extensive rewrite for the HOTMA Voucher Final Rule. As such, it contains no redlines and should be completely replaced.
- Updated property sheets for each PBV contract.

Chapter 18

- Multiple clarifications to the section on FUP vouchers.
- Extensive changes to the VASH section to account for the requirements set forth in the *Federal Register* on August 13, 2024.
- Extensive changes to the Mainstream section to account for the requirements set forth in Notice PIH 2024-30.

Glossary

- Called out various definitions for HOTMA. Definitions effective prior to and upon specific effective dates are explicitly called out.
- Reverted references to *housing quality standards*.

Appendix

- Added a new appendix per recent HUD guidance to explicitly call out HOTMA 102/104 policies that are on hold until implementation.



**RESOLUTION NO. 2535
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 change in staffing is reflected on the Position Classification Plan.

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

- Addition of one Executive Assistant (Range E)

DATED, this 21st day of January, 2025.

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	A	19
Accounting Technician	B	3
IT Help Desk Technician	B	1
Maintenance Technician I	B	1
Portfolio Coordinator	B	3
Specialist II: Compliance, Housing, Inspections, Portfolio, & Supportive Services Navigator	B	11
Accountant	C	1
Coordinator: Construction, IT, Internal Legal Affairs, Office, Research, and Records Program	C	6
Inspector	C	1
Landlord Engagement Specialist	C	1
Lead Supportive Services Navigator	C	2
Maintenance Technician II	C	4
Senior Accounting Technician	C	1
Specialist III/Senior Specialist: Compliance, Housing and Construction Carpenter	C	9
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
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
Executive Assistant	E	1
Hearing Officer	E	1
Housing Program Manager	E	2
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	2
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
Total Employees		118

Amended to be effective January 21, 2025



RESOLUTION NO. 2536
AUTHORIZING THE HOUSING AUTHORITY OF SNOHOMISH COUNTY TO
SUBMIT AN APPLICATION FOR CDBG FUNDS THROUGH SNOHOMISH COUNTY
FOR THE ALPINE RIDGE UTILITY IMPROVEMENT PROJECT

WHEREAS, the mission of the Housing Authority of Snohomish County (HASCO) is to expand and preserve affordable housing opportunities for residents of Snohomish County; and,

WHEREAS, the Alpine Ridge Manufactured Homes Park is in need of renovations to extend the property's useful life in excess of available replacement reserves; and,

WHEREAS, HASCO intends to submit a funding application to Snohomish County for CDBG funds ranging between \$1,500,000 and \$2,500,000 to finance a portion of the renovation costs; and,

WHEREAS, Snohomish County requires Board endorsement for all agencies that submit an application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY hereby authorizes the Chief Executive Officer to submit an application for CDBG funds on behalf of the Housing Authority of Snohomish County with full Board endorsement.

DATED, this 21st day of January 2025.

Luke Distelhorst, Chairperson

SEAL

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Secretary

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**RESOLUTION NO. 2537
AUTHORIZING THE ADDITION OF AN AGENCY VEHICLE**

WHEREAS, the Housing Authority has a need to purchase a new vehicle to meet the needs of our maintenance team; and,

WHEREAS, the Housing Authority of Snohomish County previously adopted a written Procurement Policy for the purchase of new equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SNOHOMISH COUNTY that a bucket van, with costs not to exceed \$250,000, be purchased by the Housing Authority of Snohomish County in accordance with the Procurement Policy.

DATED, this 21st day of January, 2025.

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

Luke Distelhorst, Chairperson

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