



**MEETING NOTICE**

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

**DATE: Tuesday, December 16, 2025  
TIME: 12:00 PM  
LOCATION: HASCO Main Office  
12711 4<sup>th</sup> Ave W  
Everett, WA 98204**

**AGENDA**

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

**CONSENT ITEMS**

- C. APPROVE** Agenda for the December 16, 2025, Regular Meeting.....1
- D. ACTION** Minutes of the November 18, 2025, Regular Meetings.....3
- E. Resolution No. 2561** Authorizing Payment of November 2025 Expenditures.....9

**EMPLOYEE MILESTONE ANNIVERSARY RECOGNITION**

**ACTION ITEMS**

- F. Resolution No. 2562** Authorizing Staff to Make Available the Draft 2026-2027 One-Year Public Housing Agency Plan for Public Comment.....16
- G. Resolution No. 2563** Approving the Write Off of Delinquent Tenant Accounts Receivable.....22
- H. Resolution No. 2564** Amending the HASCO Personnel Policy.....23

**INFORMATION ITEMS**

- I. Legal Counsel Report**
- J. Commissioners' Report**

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**K. 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, November 18, 2025 at the Housing Authority of Snohomish County.

**Present:** Commissioner Alonzo  
Commissioner Distelhorst  
Commissioner Kadir-Jensen  
Commissioner Metzger-Utt  
Commissioner Redmon  
Commissioner Wallace

**Staff:** Laurie Olson, Chief Executive Officer  
Jenisa Story, Chief Operating Officer  
Wendy Dougherty, Controller  
Victor Caesar, Director of Development  
Chris Collier, Director of Government Relations  
Maurice Drayton, Director of Internal Legal Affairs  
Jodie Halsne, Director of Tenant-Based Assistance  
Chris Jowell, Real Estate Controller  
Liz Dewey, HR & Administrative Services Manager  
Jenn Lehmann, Executive Assistant  
Karen Fan, Financial Analyst

**Legal:** Faith Pettis, Pacifica Law Group

### **PUBLIC COMMENT**

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

### **CONSENT ITEMS**

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

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**Item C. APPROVE Agenda for the November 18, 2025 Regular Meeting**

**Item D. ACTION Minutes of the September 8, October 2, October 9 Special Meetings**

**Item E. Resolution No. 2556 Authorizing Payment of August, September, and October 2025 Expenditures**

**ACTION ITEMS**

**Item F. Resolution No. 2557 Authorization to Amend and Revise the Section 8 Housing Choice Voucher Program Payment Standards**

The revision of Housing Choice Voucher (HCV) program payment standards will reduce the amount spent on housing assistance payments by HASCO over time. This change will not impact the participants' payments until they move. Implementing new payment standards is a HUD requirement each time they change the fair market rent (FMR) as we need to be within 90-110% FMR.

Commissioner Redmon moved to approve the resolution. Commissioner Wallace seconded, and the resolution was amended.

**Item G. Resolution No. 2558 Adopting Annual Updates to the Section 8 Housing Choice Voucher Administrative Plan**

Updates to HASCO's Administrative Plan are completed yearly to ensure better clarity and legibility, helping tenants better understand their rights in terms of how our programs operate. This year, HASCO updated the Live-In Aid standards to reflect that a live-in aid will not be approved if they have been a member of the household in the last 24 months. This change ensures HASCO approves live-in aides according to HUD's requirements. We have also added a local preference for households at risk of losing housing due to funding disruption or program change/end. This allows HASCO the option to consider adding people to the wait list who are receiving assistance in other housing programs that are affected by funding changes. Language was added to clarify that HAP payments (utility allowance) will be made directly to the family instead of the landlord when the subsidy exceeds the contract rent, reducing the need for tenants and landlords to transfer funds, streamlining the process. We have also removed the restriction of one elective move in a 12-month period. This change aligns our policy with practice as we allow leases that are less than 1 year, allowing clients to move as needed. Finally, we have removed the sections for special housing types such as group homes and single-room occupancy, to minimize the document and prevent confusion.

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Commissioner Matzger-Utt moved to approve the resolution. Commissioner Redmon seconded, and the resolution was adopted.

**Item H. Resolution No. 2559 Ratifying the Purchase of 3 New Inspection Vehicles**

We are updating our Inspection vehicle fleet. The new vehicles purchased will be able to handle worse weather conditions and save on gas. We have money in our Administration fee reserves to purchase these vehicles. We will assess our current vehicles to see if they can be repurposed.

Commissioner Kadir-Jensen moved to approve the resolution. Commissioner Redmon seconded the motion, and the resolution ratified.

**Item I. Resolution No. 2560 Amending the Classification Plan**

To better meet the agency needs and goals, HASCO would like to add the position of Real Estate Controller on the Classification Plan under the salary range H. This change will help to stabilize the agency's need to focus on planning and budgeting in the long term.

Commissioner Distelhorst moved to approve the resolution. Commissioner Redmon seconded the motion, and the resolution passed.

**INFORMATION ITEMS**

**Item J. – Finance Report**

Our First Quarter 2026 results that HASCO is performing close to budget with expenses lower in some categories including wages. This report does not include capital budget items.

**Item K. – Legal Counsel Report**

Faith Pettis reported that it has been a quiet month. The potential purchase of a property near Lynnwood has reached the due diligence phase, and we are hoping to close in late January if all progresses well.

**Item L. – Commissioners' Report**

The Board of Commissioners had nothing to report this month.

**Item M. – Chief Executive Officer Report**

Laurie Olson would like to officially welcome HASCO's new Real Estate Controller, Chris Jowell, to the Senior Leadership team. Chris will be a great addition to the agency as he will help

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with preparing our S&P portfolio plan over the next few months and identify available resources to ensure sustainability.

Victor Caesar provided a development update; reporting funding season has come to a close. We were granted \$2.5 million for the 200<sup>th</sup> Street transit-oriented project, totaling over \$5 million overall from County funding sources. We are working with the design team and waiting to hear back about their ideas. Further, Victor reported the team walked a potential acquisition on November 17th, and we are currently in the 30-Day Due Diligence phase as we move forward with this property. The Habitat for Humanity project is moving along well. HASCO assisted them with their CHIP funds application, which will be awarded in January if approved. The groundbreaking for this project is projected to take place in the summer of 2026. The Cedar & Grove project is still on track. We ran into a slight hiccup with the traffic engineer, but we were approved for a variance. We are now working on a parking variance from the City of Marysville. Once we receive approval, we can work towards land use.

Jenisa Story provided an operations update, sharing that we continue to work on our strategic plan draft. HASCO hosted Resident Advisory Board (RAB) meetings with the public as an opportunity to obtain housing feedback we can apply to strategic planning. Jenisa will also send out a staff survey that will provide further feedback to strengthen our long-term planning.

We are taking the Asset Management department in a direction that better corresponds with our mission and ensures longevity to our portfolio, aligning with our strategic plan and leveraged funding. We are excited to head in a direction that helps staff get a clearer sense of the bigger picture and where HASCO is headed.

We are focusing more on Risk Management, looking at trends of incident reporting and data. We have been installing two fire mitigation devices in our units, which fight fire without causing further damage to the unit. A small fire in a Millwood unit was extinguished immediately and saved the unit from further damage. The cost of these devices is partially covered through insurance, and it will save HASCO costs in the long term in mitigating fires and reduced insurance premiums.

HASCO has several holiday events planned for our residents and landlords this season, encouraging better engagement between residents. Additionally, our Landlord Engagement Specialist will be hosting informative meetings that educate our landlords on the mitigation program.

2026 will start with the annual Point in Time Count (PIT Count) and resource fair on January 27th at the HASCO office. This event gives us an opportunity to partner with other resource agencies in one location, providing helpful information to residents and the public. The PIT Count offers an opportunity for agencies to gather helpful data by surveying unhoused individuals. We will also be hosting our first all-staff meeting, in person, on January 29th, when

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we roll out our strategic plan. Finally, we are pleased to share HASCO participated in the VOA Food Bank drive in November, and staff donated a total of 498 lbs. of food!

Chris Collier shared an intergovernmental update. Beginning with the Continuum of Care (CoC) changes in the current notice of funding availability, the notice represents potentially substantial impacts to Snohomish County's homelessness response system. The current award criteria include that no more than 30% of operations costs can go towards Permanent Supportive Housing (PSH), and that to score well in applications. Additionally, there is a requirement (unclearly defined) to have criminalized homelessness. Applications are due January 14<sup>th</sup> with funds to be distributed in the summer. A lawsuit is anticipated, seeking an injunction against these new requirements, like suits filed earlier this year on related aspects of CoC funding. While HASCO is not dependent on CoC funding, many partners are. HASCO is playing a supportive and convening role as a committed partner and ally.

Next, Chris shared a summary of HASCO-proposed legislation to clarify areas of confusion in the definition of a housing authority's operational area (RCW 35.82.020(6)). The bill would further default cities to the coverage of a county housing authority (if present) until such time as that city utilizes its authority to activate a local housing authority. Next steps are for the bill to be discussed at the AWhA Legislative Committee meeting in December.

Laurie shared she is planning to have lunch with Sarah Smith, the new Executive Director of the Everett Housing Authority. They met at the AHWA meeting last week and are looking forward to partnering together. Laurie will also be meeting with the Executive Director of Sno-Isle Libraries this week to touch base. Additionally, Councilmember Jared Mead and Laurie remain in touch as CM Mead has shown great enthusiasm regarding housing and has many supportive ideas at the county level. Laurie continues to attend all quarterly AHWA meetings, ensuring connections and alignment with Housing Authorities across the state, offering support where we can. Now that HUD has reopened, we have submitted our shortfall application requesting additional housing assistance payment funds for the HCV program.

Laurie and team presented to the Investments Committee of the Community Foundation in an effort to stretch our limited dollars.

Laurie continues to meet with each of the teams at HASCO to provide a high-level overview of the agency and the direction we're taking to meet our goals and remain aligned with our mission. These conversations have helped staff understand what's happening at the agency and offer transparency from the Executive level to the staff.

Finally, Laurie acknowledged the work of the Housing Consortium of Everett and Snohomish County, who took a leading role in conversations that led to a shift in the PAB decision, resulting in a successful awarding of \$2.9 million.

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**ADJOURNMENT**

The meeting was adjourned at 1:32 pm.

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Joseph Alonzo, Chairperson

SEAL  
ATTEST

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Secretary

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

## ***Expenditure Approval***

***Month(s) Ending: November 2025***

***I have reviewed the attached expenditures listing totaling  
\$10,164,580.48 and have indicated any changes to be made.  
I hereby approve payment of the expenditures.***

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***Laurie Olson - Chief Executive Officer***

***Prepared by: DeAnna Copper***

## AFFORDABLE HOUSING PAYABLE LOG

Property Name	Date	Amount	Description	Date wired
Autumn Chase	11/03/25	\$10,990.90	11/3/2025 Payables	11/06/25
Autumn Chase	11/05/25	\$10,931.67	11/7/2025 Payroll	11/06/25
Autumn Chase	11/10/25	\$12,954.84	11/10/2025 Payables	11/13/25
Autumn Chase	11/17/25	\$15,656.12	11/17/2025 Payables	11/20/25
Autumn Chase	11/19/25	\$9,052.19	11/21/25 Payroll	11/20/25
<b>Autumn Chase Total</b>		<b>\$59,585.72</b>		
Bristol Square	11/03/25	\$26,202.51	11/3/2025 Payables	11/06/25
Bristol Square	11/05/25	\$9,883.60	11/7/2025 Payroll	11/06/25
Bristol Square	11/10/25	\$22,410.77	11/10/2025 Payables	11/13/25
Bristol Square	11/17/25	\$15,559.73	11/17/2025 Payables	11/20/25
Bristol Square	11/19/25	\$9,154.04	11/21/25 Payroll	11/20/25
<b>Bristol Square Total</b>		<b>\$83,210.65</b>		
Carvel	11/03/25	\$30,321.74	11/3/2025 Payables	11/06/25
Carvel	11/05/25	\$12,976.35	11/7/2025 Payroll	11/06/25
Carvel	11/10/25	\$36,395.43	11/10/2025 Payables	11/13/25
Carvel	11/17/25	\$11,440.29	11/17/2025 Payables	11/20/25
Carvel	11/19/25	\$12,874.76	11/21/25 Payroll	11/20/25
<b>Carvel Total</b>		<b>\$104,008.57</b>		
Ebey Arms	11/03/25	\$5,327.77	11/3/2025 Payables	11/06/25
Ebey Arms	11/05/25	\$4,260.15	11/7/2025 Payroll	11/06/25
Ebey Arms	11/10/25	\$962.26	11/10/2025 Payables	11/13/25
Ebey Arms	11/17/25	\$13,081.86	11/17/2025 Payables	11/20/25
Ebey Arms	11/19/25	\$4,244.45	11/21/25 Payroll	11/20/25
<b>Ebey Arms Total</b>		<b>\$27,876.49</b>		
Edmonds Highlands	11/03/25	\$11,518.14	11/3/2025 Payables	11/06/25
Edmonds Highlands	11/05/25	\$6,104.32	11/7/2025 Payroll	11/06/25
Edmonds Highlands	11/10/25	\$30,104.59	11/10/2025 Payables	11/13/25
Edmonds Highlands	11/17/25	\$23,257.34	11/17/2025 Payables	11/20/25
Edmonds Highlands	11/19/25	\$7,646.58	11/21/25 Payroll	11/20/25
<b>Edmonds Highlands Total</b>		<b>\$78,630.97</b>		
Madison Park	11/03/25	\$14,569.59	11/3/2025 Payables	11/06/25
Madison Park	11/05/25	\$9,604.82	11/7/2025 Payroll	11/06/25
Madison Park	11/10/25	\$26,047.82	11/10/2025 Payables	11/13/25
Madison Park	11/13/25	\$2,323.81	11/13/2025 Urgent funds	11/13/25
Madison Park	11/17/25	\$24,566.67	11/17/2025 Payables	11/20/25
Madison Park	11/19/25	\$11,111.36	11/21/25 Payroll	11/20/25
<b>Madison Park Total</b>		<b>\$88,224.07</b>		
Millwood Estates	11/03/25	\$18,480.16	11/3/2025 Payables	11/06/25
Millwood Estates	11/05/25	\$23,489.73	11/7/2025 Payroll	11/06/25
Millwood Estates	11/10/25	\$147,206.78	11/10/2025 Payables	11/13/25
Millwood Estates	11/17/25	\$31,818.96	11/17/2025 Payables	11/20/25
Millwood Estates	11/19/25	\$21,405.78	11/21/25 Payroll	11/20/25
<b>Millwood Estates Total</b>		<b>\$242,401.41</b>		
Olympic View	11/03/25	\$2,880.57	11/3/2025 Payables	11/06/25
Olympic View	11/05/25	\$3,420.62	11/7/2025 Payroll	11/06/25
Olympic View	11/10/25	\$4,258.26	11/10/2025 Payables	11/13/25
Olympic View	11/17/25	\$2,651.54	11/17/2025 Payables	11/20/25
Olympic View	11/19/25	\$3,250.66	11/21/25 Payroll	11/20/25
<b>Olympic View Total</b>		<b>\$16,461.65</b>		
Raintree Village	11/03/25	\$530.27	11/3/2025 Payables	11/06/25
Raintree Village	11/05/25	\$7,693.45	11/7/2025 Payroll	11/06/25
Raintree Village	11/10/25	\$7,756.49	11/10/2025 Payables	11/13/25
Raintree Village	11/17/25	\$3,874.83	11/17/2025 Payables	11/20/25

Property Name	Date	Amount	Description	Date wired
Raintree Village	11/19/25	\$7,139.21	11/21/25 Payroll	11/20/25
<b>Raintree Village Total</b>		<b>\$26,994.25</b>		
Sound View	11/03/25	\$6,419.39	11/3/2025 Payables	11/06/25
Sound View	11/05/25	\$3,417.70	11/7/2025 Payroll	11/06/25
Sound View	11/10/25	\$5,213.31	11/10/2025 Payables	11/13/25
Sound View	11/17/25	\$3,426.93	11/17/2025 Payables	11/20/25
Sound View	11/19/25	\$3,247.32	11/21/25 Payroll	11/20/25
<b>Sound View Total</b>		<b>\$21,724.65</b>		
Valley Commons	11/03/25	\$13,978.74	11/3/2025 Payables	11/06/25
Valley Commons	11/05/25	\$3,869.59	11/7/2025 Payroll	11/06/25
Valley Commons	11/10/25	\$5,209.77	11/10/2025 Payables	11/13/25
Valley Commons	11/17/25	\$2,248.71	11/17/2025 Payables	11/20/25
Valley Commons	11/19/25	\$3,698.81	11/21/25 Payroll	11/20/25
<b>Valley Commons Total</b>		<b>\$29,005.62</b>		
Westend II	11/03/25	\$1,610.39	11/3/2025 Payables	11/06/25
Westend II	11/05/25	\$1,575.01	11/7/2025 Payroll	11/06/25
Westend II	11/10/25	\$0.00	NO OPEN INVOICES 11/10/25	11/13/25
Westend II	11/17/25	\$2,666.09	11/17/2025 Payables	11/20/25
Westend II	11/19/25	\$1,451.23	11/21/25 Payroll	11/20/25
<b>Westend II Total</b>		<b>\$7,302.72</b>		
<b>Grand Total</b>		<b>\$785,426.77</b>		

ItemDate	PayeeName	CheckNumber	ItemAmount
11/3/2025	Berkadia		(45,456.83)
11/3/2025	Colliers		(49,438.77)
11/3/2025	Beneficial State Bank		(22,224.57)
11/3/2025	Beneficial State Bank		(34,379.96)
11/3/2025	Banner Bank		(19,971.57)
11/3/2025	Banner Bank		(4,662.88)
11/3/2025	KeyBank National Association		(49,754.56)
11/4/2025	PUD No. 1 of Snohomish County		(38.00)
11/5/2025	KeyBank National Association		(42,500.29)
11/6/2025	Caron Ballance	728673	(75.00)
11/7/2025	ADP Inc		(2,620.07)
11/7/2025	Amazon Com Sales Inc	728652	(994.41)
11/7/2025	American Family Life Assurance Company		(1,805.23)
11/7/2025	Angela Seay		(213.64)
11/7/2025	Bobby Simpson		(134.82)
11/7/2025	Cellco Partnership	728653	(1,375.90)
11/7/2025	Christine Hoover		(882.40)
11/7/2025	Cintas Corporation No 2	728654	(142.59)
11/7/2025	Comcast Cable Communications Inc	728655	(213.05)
11/7/2025	Comcast Cable Communications Inc	728656	(376.52)
11/7/2025	Comcast Cable Communications Inc	728657	(583.54)
11/7/2025	Comcast Cable Communications Inc	728658	(280.50)
11/7/2025	First American Title Insurance Company	728659	(450.00)
11/7/2025	First American Title Insurance Company	728660	(300.00)
11/7/2025	GSIC II OneSixFour LLC	728661	(1,146.00)
11/7/2025	HD Supply Facilities Maintenance LTD	728662	(2,088.76)
11/7/2025	JB Consulting Systems LLC		(1,950.00)
11/7/2025	Leigh Ann Coleman		(224.92)
11/7/2025	New Life Flooring Inc	728663	(4,810.58)
11/7/2025	Northwest Fiber LLC	728664	(868.28)
11/7/2025	PUD No 1 of Snohomish County	728665	(1,073.75)
11/7/2025	Puget Sound Energy	728666	(45.57)
11/7/2025	Rentokil North America Inc	728667	(300.00)
11/7/2025	Robert Half International Inc		(2,030.00)
11/7/2025	Sound Security Inc	728668	(560.41)
11/7/2025	USDA		(4,167.51)
11/7/2025	Warren Watts Technology	728669	(6,407.00)
11/7/2025	Washington State Health Care Authority	728670	(160,886.55)
11/7/2025	Washington State Housing Finance Commission	728671	(1,265.00)
11/7/2025	Waste Management - Northwest	728672	(18,588.95)
11/10/2025	JP Morgan Chase		(46,737.50)
11/13/2025	ppe 08Nov25 pd 14Nov25		(97,196.42)
11/13/2025	ppe 08Nov25 pd 14Nov25		(263,286.14)
11/13/2025	Joseph A. Harmon	728703	(85.00)
11/13/2025	Nadezhda N Put	728704	(85.00)
11/14/2025	All Clear Screening LLC		(155.00)
11/14/2025	Alliance Technologies LLC	728674	(5,650.00)
11/14/2025	Anderson Hunter Law Firm PS	728675	(300.00)
11/14/2025	Bobby Simpson		(199.08)
11/14/2025	CBS Reporting Inc	728676	(119.00)
11/14/2025	Chad Hansen		(359.99)
11/14/2025	City of Arlington	728677	(5,764.34)
11/14/2025	City of Lynnwood	728678	(5,801.45)
11/14/2025	City of Snohomish	728679	(2,117.36)
11/14/2025	Comcast Cable Communications Inc	728680	(359.09)
11/14/2025	Comcast Cable Communications Inc	728681	(300.66)
11/14/2025	Comcast Cable Communications Inc	728682	(166.85)

ItemDate	PayeeName	CheckNumber	ItemAmount
11/14/2025	Comcast Cable Communications Inc	728683	(267.62)
11/14/2025	Databar Inc	728684	(4,223.50)
11/14/2025	Department of Retirement Systems		(46,559.47)
11/14/2025	FireAvert LLC	728685	(95,106.13)
11/14/2025	Gerald R Christin Jr		(450.00)
11/14/2025	Granite Telecommunications LLC	728686	(1,270.47)
11/14/2025	Harrison Irwin		(550.71)
11/14/2025	HD Supply Facilities Maintenance LTD	728687	(2,858.06)
11/14/2025	Iris Group Holdings LLC	728688	(139.93)
11/14/2025	Iron Mountain Inc		(1,137.75)
11/14/2025	Lake Stevens Sewer District	728689	(10,410.03)
11/14/2025	Mission Square Retirement		(1,592.00)
11/14/2025	Online Information Services	728690	(502.60)
11/14/2025	Pacifica Law Group LLP	728691	(26,540.41)
11/14/2025	Pam Frost		(1,225.00)
11/14/2025	Paradise Valley Landscaping Company Inc	728692	(300.00)
11/14/2025	Pitney Bowes Inc	728693	(614.47)
11/14/2025	PUD No 1 of Snohomish County	728694	(3,186.14)
11/14/2025	Puget Sound Energy	728695	(123.20)
11/14/2025	Robert Half International Inc		(3,831.63)
11/14/2025	Silver Lake Water & Sewer District	728696	(7,105.75)
11/14/2025	Snohomish County	728697	(64,695.33)
11/14/2025	Statewide Rent-a-Fence Inc	728698	(6,000.00)
11/14/2025	Team Car Care LLC	728699	(1,163.65)
11/14/2025	Tess Lommers-Johnson		(39.01)
11/14/2025	Transworld Systems Inc	728700	(369.81)
11/14/2025	Troy Delaney		(85.00)
11/14/2025	West Publishing Corporation	728701	(521.87)
11/14/2025	YWCA	728702	(2,520.00)
11/17/2025	Denise L James	728705	(125.00)
11/17/2025	Jane Bowman	728706	(235.00)
11/17/2025	Ruth A Donis-Arreaga	728707	(345.00)
11/17/2025	Selase Nigse	728708	(125.00)
11/21/2025	5 Star Services Inc		(11,800.00)
11/21/2025	Comcast Cable Communications Inc	728709	(624.84)
11/21/2025	Dunn Lumber Company Inc	728710	(3,153.58)
11/21/2025	Elizabeth Miller		(155.60)
11/21/2025	Federal Express	728711	(28.27)
11/21/2025	FireAvert LLC	728712	(9,489.36)
11/21/2025	HD Supply Facilities Maintenance LTD	728713	(3,742.37)
11/21/2025	Housing Authority Risk Retention Group	728714	(180.00)
11/21/2025	Jades Jet City Carpet Cleaning Inc	728715	(1,714.00)
11/21/2025	Jenna Herring		(497.19)
11/21/2025	Karen Fan		(487.06)
11/21/2025	Language Line Services Inc	728716	(786.11)
11/21/2025	Northwest Computer Support Inc		(331.50)
11/21/2025	Paradise Valley Landscaping Company Inc	728717	(70,058.70)
11/21/2025	PUD No 1 of Snohomish County	728718	(975.36)
11/21/2025	Rentokil North America Inc	728719	(176.04)
11/21/2025	Republic Services Inc	728720	(2,093.01)
11/21/2025	Ronald King	728721	(130.00)
11/21/2025	Sara O'Neill		(27.84)
11/21/2025	Stephanie Page		(62.79)
11/21/2025	Team Car Care LLC	728722	(668.03)
11/21/2025	The Sherwin-Williams Company	728723	(266.87)
11/21/2025	TK Elevator Corporation	728724	(54,401.05)
11/21/2025	U S Bank	728725	(38.00)

ItemDate	PayeeName	CheckNumber	ItemAmount
11/21/2025	U S Bank	728726	(1,350.00)
11/21/2025	Wave Broadband	728727	(1,223.88)
11/25/2025	Steven Schlecht	728728	(300.00)
11/27/2025	ppe 22Nov25 pd 28Nov25		(106,518.01)
11/27/2025	ppe 22Nov25 pd 28Nov25		(280,598.42)
11/28/2025	Affordable Housing Risk Pool	728729	(26,057.00)
11/28/2025	Amazon Com Sales Inc	728730	(921.18)
11/28/2025	Answerline Communications Inc	728731	(690.00)
11/28/2025	Bluebeam Inc		(330.00)
11/28/2025	Brinton Business Ventures Inc	728732	(39.90)
11/28/2025	Carahsoft Technology Corporation	728733	(194.84)
11/28/2025	Cintas Corporation No 2	728734	(342.59)
11/28/2025	City of Marysville	728735	(7,254.86)
11/28/2025	Comcast Cable Communications Inc	728736	(128.08)
11/28/2025	Cory M Jones	728737	(21.32)
11/28/2025	Department of Retirement Systems		(47,348.99)
11/28/2025	Dunn Lumber Company Inc	728738	(51.35)
11/28/2025	Elizabeth Dewey		(8,674.00)
11/28/2025	Environmental Works	728739	(34,475.85)
11/28/2025	FireAvert LLC	728740	(32,453.61)
11/28/2025	Gene Johnson Plumbing Heating Cooling & Electric LLC	728741	(2,057.00)
11/28/2025	HD Supply Facilities Maintenance LTD	728742	(2,324.29)
11/28/2025	JMC Cabinets & Interiors Inc.	728743	(5,962.95)
11/28/2025	Jodie Halsne		(2,436.00)
11/28/2025	Joshua K McStott	728744	(10,811.00)
11/28/2025	Judd & Black	728745	(2,182.85)
11/28/2025	Mark Papritz		(203.28)
11/28/2025	Mission Square Retirement		(1,592.00)
11/28/2025	New Life Flooring Inc	728746	(6,439.38)
11/28/2025	New Restoration and Recovery Services LLC	728747	(6,095.20)
11/28/2025	Northwest Computer Support Inc		(20.00)
11/28/2025	Northwest Professional Residential & Commercial Construction Inc	728748	(96,079.20)
11/28/2025	Novogradac & Company LLP	728749	(8,000.00)
11/28/2025	Olsen Law Firm PLLC	728750	(212.50)
11/28/2025	Paine Hamblen PS	728751	(3,811.61)
11/28/2025	Paradise Valley Landscaping Company Inc	728752	(6,930.00)
11/28/2025	Pitney Bowes Inc		(4,018.75)
11/28/2025	Pitney Bowes Inc	728753	(1,135.83)
11/28/2025	Pitney Bowes Inc	728754	(655.55)
11/28/2025	Print West Inc		(4,632.78)
11/28/2025	PUD No 1 of Snohomish County	728755	(9,323.62)
11/28/2025	Refinishing Solutions LLC	728756	(1,740.00)
11/28/2025	Rentokil North America Inc	728757	(2,729.04)
11/28/2025	Rexel Inc	728758	(678.92)
11/28/2025	Robert Half International Inc		(1,624.00)
11/28/2025	Ronald King	728759	(325.00)
11/28/2025	SMR Architects PLLC	728760	(75,646.10)
11/28/2025	Snohomish County	728761	(786.00)
11/28/2025	State of Washington		(5,093.75)
11/28/2025	Tami R Dugan	728762	(14.60)
11/28/2025	Team Car Care LLC	728763	(161.95)
11/28/2025	Total Landscape Corporation	728764	(44,216.00)
11/28/2025	Transworld Systems Inc	728765	(369.81)
11/28/2025	TRICO Companies LLC	728766	(24,465.38)
11/28/2025	Warren Watts Technology	728767	(7,914.00)
11/28/2025	Wave Broadband	728768	(377.40)
11/28/2025	Wex Bank		(4,240.09)

ItemDate	PayeeName	CheckNumber	ItemAmount
	<b>Total</b>		<b>(2,254,358.08)</b>
	Total HAP/UAP Payments		(7,124,795.63)
	Total Wires to Property Managers		<u>(785,426.77)</u>
	Total Payments		<u>\$ (10,164,580.48)</u>



**RESOLUTION NO. 2562**  
**AUTHORIZING STAFF TO MAKE AVAILABLE THE DRAFT 2026-2027 ONE-YEAR**  
**PUBLIC HOUSING AGENCY PLAN FOR PUBLIC COMMENT**

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires the preparation and adoption of a 5-year Public Housing Agency Plan by HASCO and also requires an annual update that documents the progress made during the year and amends the Plan as needed; and,

**WHEREAS**, staff has consulted with the Resident Advisory Board composed of residents and community agencies to draft a new Plan effective July 1 2026 to June 30, 2027; and,

**WHEREAS**, the Plan is being prepared in accordance with HUD instructions, including the requirement of a 45-day public comment period prior to submittal of the Plan to HUD for approval and adoption;

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

1. Staff is authorized to inform HASCO residents and the public that the Plan is available for review between January 14, 2026 and February 28, 2026 with a public hearing to be held at the start of the March Board meeting on March 17, 2026.
2. Staff shall maintain a record of resident and public comment for Board consideration prior to adoption of the Plan at the March 2026 meeting of the Board.

**DATED, this 16th day of December, 2025.**

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

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Joe Alonzo, Chairperson

**SEAL**

**ATTEST**

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Secretary

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## Resident Advisory Board

1pm, November 12<sup>th</sup> 2025

HASCO Office

The meeting took place in the Grand Canyon conference room at HASCO's office. 9 participants in HASCO's voucher programs attended with 9 HASCO staff also in attendance. Jodie Halsne, Tenant Based Assistance (TBA) Director presented and Sara O'Neill, TBA Administrative Specialist took notes. Also attending were Jenisa Story, Chief Operating Officer and Victor Caesar, Director of Development. They presented a real estate development update.

The meeting started at 1:05 after everyone had signed in, grabbed themselves a snack and water, then took a seat. The presentation began with an introduction and description of what the Resident Advisory Board (RAB) is for the attendees. Jodie went over the agenda and overview before giving the floor to Victor. He presented on development updates by HASCO. This included timelines of two upcoming projects, one in Marysville, WA and another in Lynnwood, WA. Victor's presentation ended with opening it up to the group of what they look for in a building they would like to live in. What sorts of amenities they would like.

Some suggestions are listed below:

- Hobby areas. This participant said they do a lot of sewing, but an area that is great for doing arts and crafts would be most appreciated.
- Another person said that the dog park at her current apartment was very helpful. Someone else built on this note with a point to have enough dog waste receptacles around the property. Another suggestion about allowing for reserving these spaces
- A participant said they thought community spaces at the apartments was a good idea, but also a separate crafting space would be good for sharing meals, events, watching sports events, etc. Maybe educational trainings or events in these community spaces as well.
- Someone mentioned that she likes the gardens she has seen in other apartment buildings. Community gardens for growing food. There was general consensus appreciating greenspaces.
- Solar panels
- Good security was another suggestion from a HCV participant, citing the poor security at the apartment complex he currently lives in.
- There was discussion about parking. Some asked for more reserved parking, others talking about more disabled resident parking.
- Additional storage for residents.

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After Victor’s presentation, Jenisa introduced the strategic plan HASCO is working on. HASCO wants to expand how many affordable units we own, the question she posed to the group was, “thinking across all of Snohomish County, where would you suggest building more housing?”

- Mountlake Terrace is a hotspot because of the lightrail, people are really looking to live there, one participant offered.
- Lynnwood and North Seattle, generally has a large need for more affordable housing.
- Edmonds
- Between Arlington and Marysville. Twin Lake.
- More broadly, people suggested semi-rural areas, duplexes and triplexes to convert these. Again, interest in greenspace was expressed.

After the presentations by Victor and Jenisa, Jodie took back over to take on the discussion regarding HASCO’s goals and progress. The attendees had been provided with printed write ups of the presentations, to this end, questions and comments could happen with the data written out for the participants to give input on.

Using HASCO resources to increase affordable housing stock:

- A participant offered to provide her stories and experiences in hopes of educating the population about vouchers, as well as sharing with other voucher holders.
- Affordable homeownership process?
  - o Victor shared that HASCO has been gifted land that we are working with Habitat for Humanity on. There was interest in more information on this project. Marcus Showalter, manager of the Community Services department said this was something that could go in his team’s newsletter.

Inform the community on the needs of families who are homeless or rent-burdened:

- Building off a suggestion made by another participant, people sharing their experiences is a good idea, an attendee said. “The public doesn’t realize that this can happen to anyone, it happened to me.”
  - o If people were interested in sharing their experience, they were encouraged to connect with Jenisa
- During the meeting, HASCO’s CEO, Laurie Olson joined to watch the presentation and discussion. She jumped in during this conversation to inform people that HASCO doesn’t need donations, their voices are far more powerful. She then shared with them that she has been to Washington D.C. three times this year, as well as seeing our state representatives to speak about affordable housing. “Your stories can translate into government dollars.”
- Another final note was that they were happy the Landlord Engagement Specialist role exists because they find many landlords don’t know how the program works and avoid working with voucher holders for this reason.

The meeting ended at 2:15pm.

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## Resident Advisory Board

5pm, November 13<sup>th</sup> 2025  
Microsoft Teams

The virtual meeting took place through Microsoft Teams on November 13<sup>th</sup> at 5pm. There were five attendees, along with Victor Caesar, Director of Development and Jenisa Story, Chief Operating Officer to host a short presentation on HASCO's development plans and strategic plan. Jodie Halsne, Director of Tenant Based Assistance (TBA), presented and Sara O'Neill, TBA Administrative Specialist took notes. After Victor's presentation, he opened up the conversation for input on amenities people looked for in units. While no one had any suggestions for amenities other than for washer and dryer in-unit, there was a question about government funding for vouchers.

Jenisa posed the same question to the virtual group as she did to the in-person about where someone would want to see more affordable housing.

- One response from an attendee was that they were interested in Bellevue or Redmond, WA. It was clarified for the participant that those cities are outside HASCO's jurisdiction.
- Another participant said they were interested in single-family homes as opposed to apartments for rent, suggesting that as something for HASCO to expand into.

After Jenisa and Victor's presentation, Jodie Halsne began to go over goals and progress on them over 2025.

A participant asked about funding ending and Jodie made it clear that the funding ending was for Emergency Housing Vouchers (EHVs) in 2026. She also reminded this voucher holder that the EHV program is different than the regularly Housing Choice Vouchers (HCVs, Section 8) "We are trying to work with the federal and state governments to keep that funding going and keep people housed."

An attendee posed the question of if HASCO has any properties in Everett. Jodie responded saying that Everett Housing Authority had jurisdiction over the city for properties within city limits, but HASCO voucher holders can still use their vouchers in the city or at their properties.

On the subject of HASCO using our resources in the community, one of the meeting goers talked about her experience going to Olympia for affordable housing advocacy. She asked if that was something HASCO could do.

- Jodie responded that HASCO hasn't organized events like this, however doing this sort of thing is very valuable, reiterating that participants and people telling their individual stories is great.
- The participant followed up by asking if residents are able to volunteer for outreach programs because she would like to talk to people who are on the program.
- A few participants gave their information to Jenisa in hopes of joining this.
- Another suggestion came for education nights at the different properties as something else to work towards for the education goal.

A participant asked for clarification about who to go to for questions about their vouchers. Jodie emphasized the [housing@hasco.org](mailto:housing@hasco.org) contact. "We have doubled the staff on that team and are across

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the board within 48 hours on response time to calls and emails. If you want to make any changes or updates, connect with them,” she told those attending the meeting.

- Another participant shared his story of having difficulty getting in contact with his specialist. Jodie recommended a course of action to follow up again at least one more time with the specialist and if there is still no contact back to reach out to [housing@hasco.org](mailto:housing@hasco.org) because they will respond back.

For the final question, a participant asked about the online portal for document submission. Jodie confirmed that we are still working with the vendor with hopes that will be live in the next year. The participant expressed interest in being a tester for the portal if they needed that.

General thanks went around the meeting before it was ended at 5:57 pm.

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**RESOLUTION NO. 2563**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Snohomish County that accounts for the period ending 12/31/2025 for previous tenants of our HASCO-managed market-rate portfolio totaling \$39,735 be written off.

**DATED, this 16<sup>th</sup> day of December, 2025.**

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

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Joseph Alonzo, Chairperson

**SEAL**

**ATTEST:**

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Secretary

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**RESOLUTION NO. 2564  
AMENDING THE HASCO PERSONNEL POLICY**

**WHEREAS**, the Board of Commissioners did on April 26, 1993, adopt a Personnel Manual of the Housing Authority of Snohomish County and last amended it on June 17, 2014; and,

**WHEREAS**, due to changing agency needs, government funding and regulations, staff recommended a change in approach to personnel policy to allow for flexibility to quickly adapt administrative procedures when needed to maintain efficiency and best utilize public resources; and,

**WHEREAS**, the Board of Commissioners repealed the Personnel Manual and adopted the HASCO Personnel Policy on September 16, 2014; and,

**WHEREAS**, on September 16, 2014, the Board of Commissioners delegated to the Executive Director and their designee the authority to implement the HASCO Personnel Policy, including through the development of employee manuals and procedures for their application; and,

**WHEREAS** staff recommends amendments to the HASCO Personnel Policy in response to changing job titles and business practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Snohomish County amend the HASCO Personnel Policy as attached.

**DATED, this 16<sup>th</sup> day of December, 2025.**

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

\_\_\_\_\_  
Joe Alonzo, Chairperson

**SEAL**

**ATTEST:**

\_\_\_\_\_  
Secretary