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**Annual Meeting of the
Board of Commissioners
of the
Housing Authority of the City of Everett**

Date: Monday, November 13, 2018
Time: 12:00 p.m.
Location: EHA Main Office
3107 Colby Avenue
Everett, WA 98201

**AGENDA
Annual November Meeting**

<u>Luncheon</u>		
<u>Roll Call</u>		
<u>Administration of Oath of Office to Commissioner Allison Warren-Barbour</u>		
		Page No.
<u>Election of Officers</u>		
<u>1)</u>	Election of Chair	
<u>2)</u>	Election of Vice-Chair	
<u>Communications</u>		
<u>1)</u>	Reports from Resident Councils: Broadway Plaza Apartments	
<u>2)</u>	Other Communications	
<u>Executive Director's Report</u>		
<u>Public Comment</u>		

<u>Consent Agenda (to be adopted by a single motion)</u>		
<u>1)</u>	Section 8 Payments for the Month of September 2018	Separate hand out-Directors Only
<u>2)</u>	Summary of Vouchers for the Month of September 2018	1-15
<u>3)</u>	Approval of Minutes of the Special Meeting Held on October 29, 2018	16-20
<u>4)</u>	Approve Updates to Telecommuting Policy	21-28
<u>5)</u>	Approve Revisions to Education Assistance and Tuition Reimbursement Policy	29-39
<u>6)</u>	Acceptance of Executive Director's Report on Write-offs of Tenant Accounts Receivable	40-43

<u>Items for Individual Consideration</u>		
<u>1)</u>	Resolution No. 1467 Approving Section 125 Cafeteria Plan for 2019 (Wendy Abbey)	44-46
<u>2)</u>	Resolution No. 1468 Authorizing Disposition of Scattered Sites Public Housing Units and Related Actions	47-48
<u>Policy Discussion</u> Review of Financial Statements (Distributed Separately): <ul style="list-style-type: none"> • Core Properties – Third, Fourth Quarters • Tax Credit Properties – First, Second Quarters 		
<u>Adjournment</u>		

Everett Housing Authority does not discriminate on the basis of disability in the administration of, or access to, its programs or activities. Requests for assistance or accommodations can be arranged by contacting Chris Neblett at (425) 303-1186, or chrism@evha.org.



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SUMMARY OF VOUCHERS

Bank Code	Fund	Beginning and Ending Check Numbers	Check Amount For Sept. 2018
500	Payroll	2461-2469	\$ 16,685.45
001	General Fund	40683-40695	\$ 1.195.00
	Claims	210436 (previous months) 210518 210692-210739 210740 210741-210760 210761 210762-210977 210979-211062	VOID VOID \$ 745,628.00 VOID VOID VOID
s8a	Section 8	502235 (previous months) 502274 513330 515240 521447 523232-523541 8014051-8014702 8014703 8014704-8014936 8014937 8014938-8014940	VOID VOID VOID VOID VOID \$ 2,841,689.11 VOID VOID VOID

Chairman _____

Date _____



Payment Summary

Bank=0payroll AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0payroll - Opus Payroll Account	2461	1335 - UNITED WAY OF SNOHOMISH COUNTY	9/12/2018	09-2018	398.00	
0payroll - Opus Payroll Account	2462	1986 - WASHINGTON COUNCIL OF COUNTY AND CITY	9/12/2018	09-2018	2,395.62	
0payroll - Opus Payroll Account	2463	300 - SHEPARD / EHA COFFEE FUND	9/12/2018	09-2018	60.50	
0payroll - Opus Payroll Account	2464	3862 - WA TEAMSTERS LEGISLATURE LEAGUE	9/12/2018	09-2018	50.00	
0payroll - Opus Payroll Account	2465	4976 - GUARDIAN	9/12/2018	09-2018	11,466.78	
0payroll - Opus Payroll Account	2466	5152 - VSP VISION CARE, INC. (AT)	9/12/2018	09-2018	744.05	
0payroll - Opus Payroll Account	2467	300 - SHEPARD / EHA COFFEE FUND	9/20/2018	09-2018	60.50	
0payroll - Opus Payroll Account	2468	3608 - TEAMSTER LOCAL #38	9/20/2018	09-2018	1,101.00	
0payroll - Opus Payroll Account	2469	4447 - EHA-GEN FUND	9/20/2018	09-2018	409.00	
					16,685.45	

Payment Summary

Bank=Ophgener AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

		Check	Post	Total Date	
Bank	Check#	Vendor	Date	Month	Amount Reconciled
Ophgener - Opus PH General Fund Account	40683	t0044075 - LYSEN	9/1/2018	09-2018	81.00
Ophgener - Opus PH General Fund Account	40684	t0044693 - DAVYDENKO	9/1/2018	09-2018	121.00 9/30/2018
Ophgener - Opus PH General Fund Account	40685	t018831 - VOROBYEVA	9/1/2018	09-2018	166.00 9/30/2018
Ophgener - Opus PH General Fund Account	40686	t025090 - LUKE	9/1/2018	09-2018	162.00 9/30/2018
Ophgener - Opus PH General Fund Account	40687	t025819 - SAVCHUK	9/1/2018	09-2018	66.00 9/30/2018
Ophgener - Opus PH General Fund Account	40688	x028091 - WOHLLEBEN	9/1/2018	09-2018	73.00 9/30/2018
Ophgener - Opus PH General Fund Account	40689	x0037910 - McCulloch	9/1/2018	09-2018	61.00 9/30/2018
Ophgener - Opus PH General Fund Account	40690	x0045472 - BLOCK	9/1/2018	09-2018	44.00 9/30/2018
Ophgener - Opus PH General Fund Account	40691	x020376 - MARTIN	9/1/2018	09-2018	69.00 9/30/2018
Ophgener - Opus PH General Fund Account	40692	x021958 - PAE	9/1/2018	09-2018	81.00 9/30/2018
Ophgener - Opus PH General Fund Account	40693	x030242 - AIWORO	9/1/2018	09-2018	96.00
Ophgener - Opus PH General Fund Account	40694	x031069 - HAKSO	9/1/2018	09-2018	73.00 9/30/2018
Ophgener - Opus PH General Fund Account	40695	x031490 - JORMELU	9/1/2018	09-2018	102.00 9/30/2018
					1,195.00

Payment Summary

Bank=0claims AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

		Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
0claims - Opus Claims Account	210436	x031935 - SARASY	9/5/2018	09-2018	-600.00
0claims - Opus Claims Account	210518	5206 - Ryan W. Kilby & Misty Kilby	9/5/2018	09-2018	-945.00
0claims - Opus Claims Account	210692	3675 - PROFESSIONAL CLAIMS INTERVENTION SRVCS	9/1/2018	09-2018	1,920.00
0claims - Opus Claims Account	210693	3914 - AFFORDABLE HOUSING RISK POOL	9/1/2018	09-2018	99,287.00
0claims - Opus Claims Account	210694	4658 - PHADA MEMBERSHIP	9/1/2018	09-2018	4,610.00
0claims - Opus Claims Account	210695	4847 - WALKER & DUNLOP, LLC	9/1/2018	09-2018	24,321.83
0claims - Opus Claims Account	210696	4891 - WCRA	9/1/2018	09-2018	7,108.25
0claims - Opus Claims Account	210697	5065 - BANNER BANK	9/1/2018	09-2018	6,800.00
0claims - Opus Claims Account	210698	59 - GUARDIAN SECURITY SYSTEMS, INC.	9/1/2018	09-2018	1,190.00
0claims - Opus Claims Account	210699	t0043737 - MIN	9/1/2018	09-2018	17.00
0claims - Opus Claims Account	210700	4968 - VINTAGE AT HOLLY VILLAGE	9/5/2018	09-2018	200.00
0claims - Opus Claims Account	210701	x024900 - MOHAMUD	9/5/2018	09-2018	25.00
0claims - Opus Claims Account	210702	5057 - Bonnie Wong	9/6/2018	09-2018	1,558.00
0claims - Opus Claims Account	210703	t0046792 - Jimenez	9/6/2018	09-2018	228.00
0claims - Opus Claims Account	210704	x024900 - MOHAMUD	9/6/2018	09-2018	6.51
0claims - Opus Claims Account	210705	x025888 - HIHIMAD	9/6/2018	09-2018	600.00
0claims - Opus Claims Account	210706	x031935 - SARASY	9/6/2018	09-2018	600.00
0claims - Opus Claims Account	210707	t0039207 - Rodgers	9/6/2018	09-2018	400.00
0claims - Opus Claims Account	210708	t0042898 - Clements	9/6/2018	09-2018	298.18
0claims - Opus Claims Account	210709	t0043376 - Farrell	9/6/2018	09-2018	110.00
0claims - Opus Claims Account	210710	t0043420 - Gregg	9/6/2018	09-2018	200.00
0claims - Opus Claims Account	210711	t0044427 - Swenson	9/6/2018	09-2018	128.20
0claims - Opus Claims Account	210712	t0046200 - Hanes	9/6/2018	09-2018	160.24
0claims - Opus Claims Account	210713	x025270 - JUDAH	9/6/2018	09-2018	180.00
0claims - Opus Claims Account	210714	x025360 - NGUYEN	9/6/2018	09-2018	150.00
0claims - Opus Claims Account	210715	x030440 - REED	9/6/2018	09-2018	230.62
0claims - Opus Claims Account	210716	1006 - ARGUS PACIFIC, INC	9/6/2018	09-2018	225.00
0claims - Opus Claims Account	210717	1345 - ECONOMY FENCE CENTER	9/6/2018	09-2018	123.96
0claims - Opus Claims Account	210718	1365 - COMCAST	9/6/2018	09-2018	160.23
0claims - Opus Claims Account	210719	1365 - COMCAST	9/6/2018	09-2018	128.43
0claims - Opus Claims Account	210720	1479 - WASTE MANAGEMENT NORTHWEST INC	9/6/2018	09-2018	5,684.61

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0claims - Opus Claims Account	210721	2312 - OFFICE TEAM	9/6/2018	09-2018	2,932.86
0claims - Opus Claims Account	210722	2368 - THYSSENKRUPP ELEVATOR CORPORATION	9/6/2018	09-2018	394.33
0claims - Opus Claims Account	210723	2875 - LOWES COMMERCIAL	9/6/2018	09-2018	830.65
0claims - Opus Claims Account	210724	3158 - PITNEY BOWES	9/6/2018	09-2018	1,019.82
0claims - Opus Claims Account	210725	3212 - GOVCONNECTION, INC	9/6/2018	09-2018	2,995.92
0claims - Opus Claims Account	210726	3458 - GENERATOR SERVICES NORTHWEST LLC	9/6/2018	09-2018	740.43
0claims - Opus Claims Account	210727	3485 - SNYDER ROOFING	9/6/2018	09-2018	941.00
0claims - Opus Claims Account	210728	3498 - DANIEL LY SNO-KING CARPET CLEANING	9/6/2018	09-2018	2,194.00
0claims - Opus Claims Account	210729	3544 - PACIFIC BREEZE PRODUCTS, INC	9/6/2018	09-2018	647.64
0claims - Opus Claims Account	210730	3593 - SOUND PUBLISHING, INC	9/6/2018	09-2018	53.20
0claims - Opus Claims Account	210731	363 - GENERAL ELECTRIC COMPANY	9/6/2018	09-2018	1,347.12
0claims - Opus Claims Account	210732	3784 - STAPLES BUSINESS ADVANTAGE	9/6/2018	09-2018	407.88
0claims - Opus Claims Account	210733	3792 - HENDERSON DBA HENDERSON HAULING	9/6/2018	09-2018	650.00
0claims - Opus Claims Account	210734	3792 - HENDERSON DBA HENDERSON HAULING	9/6/2018	09-2018	1,075.00
0claims - Opus Claims Account	210735	4075 - BERGO	9/6/2018	09-2018	480.00
0claims - Opus Claims Account	210736	4338 - VINTAGE AT EVERETT	9/6/2018	09-2018	1,095.00
0claims - Opus Claims Account	210737	4341 - DEPT OF COMMERCE	9/6/2018	09-2018	6,565.17
0claims - Opus Claims Account	210738	4354 - EMG	9/6/2018	09-2018	7,040.00
0claims - Opus Claims Account	210739	4383 - SOULE MECHANICAL, INC.	9/6/2018	09-2018	2,737.70
0claims - Opus Claims Account	210740	4442 - ABBEY	9/6/2018	09-2018	144.00
0claims - Opus Claims Account	210740	4442 - ABBEY	9/30/2018	09-2018	-144.00
0claims - Opus Claims Account	210741	4468 - DIAS	9/6/2018	09-2018	128.00
0claims - Opus Claims Account	210742	4471 - YAGO	9/6/2018	09-2018	128.00
0claims - Opus Claims Account	210743	4476 - MOTEL EXPRESS MANAGER	9/6/2018	09-2018	478.25
0claims - Opus Claims Account	210744	4476 - MOTEL EXPRESS MANAGER	9/6/2018	09-2018	478.25
0claims - Opus Claims Account	210745	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	9/6/2018	09-2018	543.02
0claims - Opus Claims Account	210746	4641 - GIZZI	9/6/2018	09-2018	128.00
0claims - Opus Claims Account	210747	4644 - KINGS III OF AMERICA, INC.	9/6/2018	09-2018	697.58
0claims - Opus Claims Account	210748	4764 - GREBEN	9/6/2018	09-2018	64.20
0claims - Opus Claims Account	210749	4790 - Corporate Payment Systems-Maynard	9/6/2018	09-2018	327.19
0claims - Opus Claims Account	210750	4791 - Corporate Payment Systems-Mcleod	9/6/2018	09-2018	449.73
0claims - Opus Claims Account	210751	4799 - Corporate Payment Systems-Westby	9/6/2018	09-2018	54.97
0claims - Opus Claims Account	210752	4802 - Corporate Payment Systems-Finance Dept.	9/6/2018	09-2018	176.66

Payment Summary

Bank=0claims AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

0claims - Opus Claims Account	210753	4944 - Western Exterminator Company	9/6/2018	09-2018	117.95
0claims - Opus Claims Account	210754	4992 - Corporate Payment Systems-Kienholz	9/6/2018	09-2018	66.99
0claims - Opus Claims Account	210755	5037 - Corporate Payment Systems-Forsyth	9/6/2018	09-2018	75.00
0claims - Opus Claims Account	210756	5080 - RENTGROW, INC.	9/6/2018	09-2018	1,191.00
0claims - Opus Claims Account	210757	5104 - MCKENNA	9/6/2018	09-2018	128.00
0claims - Opus Claims Account	210758	5136 - Amazon Capital Services	9/6/2018	09-2018	230.80
0claims - Opus Claims Account	210759	5216 - Marcella Fleming Reed	9/6/2018	09-2018	3,045.84
0claims - Opus Claims Account	210760	5217 - KING OF KINGS RECOVERY	9/6/2018	09-2018	500.00
0claims - Opus Claims Account	210761	5218 - CALISTA CUELLAR	9/6/2018	09-2018	144.00
0claims - Opus Claims Account	210761	5218 - CALISTA CUELLAR	9/30/2018	09-2018	-144.00
0claims - Opus Claims Account	210762	684 - NEWTON * KIGHT ATTORNEYS AT LAW	9/6/2018	09-2018	925.00
0claims - Opus Claims Account	210763	70 - AUTOMATED COMMUNICATIONS INC	9/6/2018	09-2018	713.05
0claims - Opus Claims Account	210764	7329 - SILVER LAKE WATER DISTRICT	9/6/2018	09-2018	297.60
0claims - Opus Claims Account	210765	771 - HD SUPPLY FACILITIES MAINTENANCE	9/6/2018	09-2018	1,657.72
0claims - Opus Claims Account	210766	820 - AAA FIRE & SAFETY, INC	9/6/2018	09-2018	4,486.24
0claims - Opus Claims Account	210767	graybar - Graybar	9/6/2018	09-2018	117.69
0claims - Opus Claims Account	210768	3158 - PITNEY BOWES	9/6/2018	09-2018	323.44
0claims - Opus Claims Account	210769	3158 - PITNEY BOWES	9/6/2018	09-2018	323.44
0claims - Opus Claims Account	210770	4010 - ALLSTREAM	9/6/2018	09-2018	692.07
0claims - Opus Claims Account	210771	4522 - BAINES	9/6/2018	09-2018	128.00
0claims - Opus Claims Account	210772	4781 - Corporate Payment Systems-Albertson	9/6/2018	09-2018	394.14
0claims - Opus Claims Account	210773	5037 - Corporate Payment Systems-Forsyth	9/6/2018	09-2018	56.79
0claims - Opus Claims Account	210774	5219 - PITNEY BOWES RESERVE ACCOUNT	9/6/2018	09-2018	2,000.00
0claims - Opus Claims Account	210775	771 - HD SUPPLY FACILITIES MAINTENANCE	9/6/2018	09-2018	21.14
0claims - Opus Claims Account	210776	t0046792 - Jimenez	9/10/2018	09-2018	384.00
0claims - Opus Claims Account	210777	x025270 - JUDAH	9/10/2018	09-2018	600.00
0claims - Opus Claims Account	210778	x025360 - NGUYEN	9/10/2018	09-2018	700.00
0claims - Opus Claims Account	210779	x030440 - REED	9/10/2018	09-2018	600.00
0claims - Opus Claims Account	210780	t0042857 - Rexroat c/o Brad Trinkaus	9/12/2018	09-2018	204.06
0claims - Opus Claims Account	210781	t0044452 - Kim c/o Kelly Yu	9/12/2018	09-2018	366.00
0claims - Opus Claims Account	210782	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	9/13/2018	09-2018	131.00
0claims - Opus Claims Account	210783	1177 - SOUND SECURITY DBA SONITROL PACIFIC	9/13/2018	09-2018	744.64
0claims - Opus Claims Account	210784	123 - MCLEOD	9/13/2018	09-2018	19.04

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Payment Summary Bank=Occlaims AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

84.98	09-2018	9/13/2018	210785	1365 - COMCAST	0cclaims - Opus Claims Account
324.91	09-2018	9/13/2018	210786	1365 - COMCAST	0cclaims - Opus Claims Account
207.46	09-2018	9/13/2018	210787	1365 - COMCAST	0cclaims - Opus Claims Account
139.83	09-2018	9/13/2018	210788	1365 - COMCAST	0cclaims - Opus Claims Account
117.71	09-2018	9/13/2018	210789	1365 - COMCAST	0cclaims - Opus Claims Account
194.25	09-2018	9/13/2018	210790	1365 - COMCAST	0cclaims - Opus Claims Account
231.13	09-2018	9/13/2018	210791	1365 - COMCAST	0cclaims - Opus Claims Account
95.75	09-2018	9/13/2018	210792	1365 - COMCAST	0cclaims - Opus Claims Account
192.38	09-2018	9/13/2018	210793	1365 - COMCAST	0cclaims - Opus Claims Account
89.54	09-2018	9/13/2018	210794	1365 - COMCAST	0cclaims - Opus Claims Account
108.56	09-2018	9/13/2018	210795	1365 - COMCAST	0cclaims - Opus Claims Account
243.05	09-2018	9/13/2018	210796	1365 - COMCAST	0cclaims - Opus Claims Account
474.29	09-2018	9/13/2018	210797	1380 - GRAINGER, INC	0cclaims - Opus Claims Account
0.00	09-2018	9/13/2018	210798	1405 - PUGET SOUND ENERGY	0cclaims - Opus Claims Account
432.64	09-2018	9/13/2018	210799	1479 - WASTE MANAGEMENT NORTHWEST INC	0cclaims - Opus Claims Account
92.57	09-2018	9/13/2018	210800	1505 - CDW COMPUTER CENTERS	0cclaims - Opus Claims Account
26,217.24	09-2018	9/13/2018	210801	200 - CITY OF EVERETT - UTILITY SERVICES	0cclaims - Opus Claims Account
9.05	09-2018	9/13/2018	210802	217 - AIRGAS - NORPAC, INC	0cclaims - Opus Claims Account
1,031.00	09-2018	9/13/2018	210803	2312 - OFFICE TEAM	0cclaims - Opus Claims Account
6,176.74	09-2018	9/13/2018	210804	2368 - THYSSENKRUPP ELEVATOR CORPORATION	0cclaims - Opus Claims Account
262.29	09-2018	9/13/2018	210805	2802 - FERGUSON ENTERPRISES INC, NW	0cclaims - Opus Claims Account
49.67	09-2018	9/13/2018	210806	2875 - LOWE'S COMMERCIAL	0cclaims - Opus Claims Account
19.68	09-2018	9/13/2018	210807	2983 - TALX CORP DBA EQUIFAX WORKFORCE SOLUTIONS	0cclaims - Opus Claims Account
2,716.19	09-2018	9/13/2018	210808	3212 - GOVCONNECTION, INC	0cclaims - Opus Claims Account
7,564.50	09-2018	9/13/2018	210809	322 - PACIFIC AIR CONTROL, INC	0cclaims - Opus Claims Account
795.33	09-2018	9/13/2018	210810	3393 - SPRAGUE PEST SOLUTIONS	0cclaims - Opus Claims Account
4,670.00	09-2018	9/13/2018	210811	3425 - WEST COAST ELECTRICAL SERVICES, LLC	0cclaims - Opus Claims Account
422.36	09-2018	9/13/2018	210812	345 - LANGUAGE LINE SERVICES, INC	0cclaims - Opus Claims Account
39.20	09-2018	9/13/2018	210813	3593 - SOUND PUBLISHING, INC	0cclaims - Opus Claims Account
21.92	09-2018	9/13/2018	210814	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DIST	0cclaims - Opus Claims Account
500.00	09-2018	9/13/2018	210815	3737 - NEW FRONTIER TECHNOLOGIES, LLC	0cclaims - Opus Claims Account
119.74	09-2018	9/13/2018	210816	375 - EVERETT SAFE & LOCK, INC	0cclaims - Opus Claims Account
2,725.88	09-2018	9/13/2018	210817	3784 - STAPLES BUSINESS ADVANTAGE	0cclaims - Opus Claims Account

Payment Summary

Bank=0claims AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

0claims - Opus Claims Account	210818	3784 - STAPLES BUSINESS ADVANTAGE	9/13/2018	09-2018	104.48
0claims - Opus Claims Account	210819	3792 - HENDERSON DBA HENDERSON HAULING	9/13/2018	09-2018	702.50
0claims - Opus Claims Account	210820	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	9/13/2018	09-2018	3,220.29
0claims - Opus Claims Account	210821	386 - EVERETT VACUUM SALES & SERVICE	9/13/2018	09-2018	29.52
0claims - Opus Claims Account	210822	3870 - AACRA BACKFLOW TESTING AND REPAIR, INC	9/13/2018	09-2018	385.00
0claims - Opus Claims Account	210823	39 - FRANK LUMBER THE DOOR STORE	9/13/2018	09-2018	196.38
0claims - Opus Claims Account	210824	3950 - CO-OP SUPPLY, INC.	9/13/2018	09-2018	98.72
0claims - Opus Claims Account	210825	4075 - BERGO	9/13/2018	09-2018	240.00
0claims - Opus Claims Account	210826	4343 - WATSON & MCDONELL, PLLC	9/13/2018	09-2018	550.00
0claims - Opus Claims Account	210827	4463 - ALBERTSON	9/13/2018	09-2018	2,325.00
0claims - Opus Claims Account	210828	4468 - DIAS	9/13/2018	09-2018	30.00
0claims - Opus Claims Account	210829	4476 - MOTEL EXPRESS MANAGER	9/13/2018	09-2018	240.24
0claims - Opus Claims Account	210830	4583 - ABODE INSPECTION SERVICES LLC	9/13/2018	09-2018	4,263.00
0claims - Opus Claims Account	210831	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	9/13/2018	09-2018	433.32
0claims - Opus Claims Account	210832	463 - HOUSING HOPE	9/13/2018	09-2018	1,045.00
0claims - Opus Claims Account	210833	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	9/13/2018	09-2018	3,075.23
0claims - Opus Claims Account	210834	4748 - GRANITE TELECOMMUNICATIONS, LLC	9/13/2018	09-2018	174.92
0claims - Opus Claims Account	210835	475 - FRONTIER	9/13/2018	09-2018	4,114.53
0claims - Opus Claims Account	210836	4762 - NORTHERN ENERGY	9/13/2018	09-2018	116.86
0claims - Opus Claims Account	210837	4763 - Evergreen Moving Systems, Inc.	9/13/2018	09-2018	680.46
0claims - Opus Claims Account	210838	4781 - Corporate Payment Systems-Albertson	9/13/2018	09-2018	370.00
0claims - Opus Claims Account	210839	4782 - Corporate Payment Systems-Dias	9/13/2018	09-2018	6.00
0claims - Opus Claims Account	210840	4790 - Corporate Payment Systems-Maynard	9/13/2018	09-2018	157.31
0claims - Opus Claims Account	210841	4802 - Corporate Payment Systems-Finance Dept.	9/13/2018	09-2018	314.43
0claims - Opus Claims Account	210842	4804 - LEIVO	9/13/2018	09-2018	20.00
0claims - Opus Claims Account	210843	4805 - BANFIELD	9/13/2018	09-2018	42.62
0claims - Opus Claims Account	210844	4812 - GREAT FLOORS COMMERCIAL SALES	9/13/2018	09-2018	5,744.21
0claims - Opus Claims Account	210845	4814 - Woodway Homes, Inc.	9/13/2018	09-2018	1,177.05
0claims - Opus Claims Account	210846	482 - GOLDFINCH BROS IN	9/13/2018	09-2018	150.01
0claims - Opus Claims Account	210847	4860 - CITY OF LYNNWOOD	9/13/2018	09-2018	8,726.08
0claims - Opus Claims Account	210848	4861 - HACKETT.	9/13/2018	09-2018	19.89
0claims - Opus Claims Account	210849	4863 - IRON MOUNTAIN	9/13/2018	09-2018	8.22
0claims - Opus Claims Account	210850	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	9/13/2018	09-2018	1,020.72

Payment Summary

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0claims - Opus Claims Account	210851	4880 - Corporate Payment Systems-Owens	9/13/2018	09-2018	539.47
0claims - Opus Claims Account	210852	4992 - Corporate Payment Systems-Klenholz	9/13/2018	09-2018	67.20
0claims - Opus Claims Account	210853	5095 - O'BRIEN	9/13/2018	09-2018	34.84
0claims - Opus Claims Account	210854	5132 - CORPORATE PAYMENT SYSTEMS-TSYMBALYUK	9/13/2018	09-2018	745.85
0claims - Opus Claims Account	210855	5136 - Amazon Capital Services	9/13/2018	09-2018	825.95
0claims - Opus Claims Account	210856	5185 - Winterbauer & Diamond PLLC	9/13/2018	09-2018	8,354.01
0claims - Opus Claims Account	210857	5193 - O'MARA	9/13/2018	09-2018	45.29
0claims - Opus Claims Account	210858	5208 - WELLS FARGO VENDOR FIN SER	9/13/2018	09-2018	564.71
0claims - Opus Claims Account	210859	5221 - AWA Electrical Consultants Inc.	9/13/2018	09-2018	1,267.99
0claims - Opus Claims Account	210860	5222 - NORTH COUNTRY MANOR	9/13/2018	09-2018	885.00
0claims - Opus Claims Account	210861	5223 - WELCOME EVERETT INN	9/13/2018	09-2018	210.00
0claims - Opus Claims Account	210862	59 - GUARDIAN SECURITY SYSTEMS, INC.	9/13/2018	09-2018	347.63
0claims - Opus Claims Account	210863	771 - HD SUPPLY FACILITIES MAINTENANCE	9/13/2018	09-2018	2,840.41
0claims - Opus Claims Account	210864	869 - OFFICE DEPOT, INC.	9/13/2018	09-2018	363.86
0claims - Opus Claims Account	210865	985 - PUD #1 OF SNOHOMISH COUNTY	9/13/2018	09-2018	12,605.01
0claims - Opus Claims Account	210866	graybar - Graybar	9/13/2018	09-2018	39.23
0claims - Opus Claims Account	210867	t0046792 - Jimenez	9/13/2018	09-2018	60.00
0claims - Opus Claims Account	210868	t0046792 - Jimenez	9/13/2018	09-2018	192.00
0claims - Opus Claims Account	210869	t0038975 - Demarc	9/13/2018	09-2018	252.00
0claims - Opus Claims Account	210870	t0046999 - Ang	9/13/2018	09-2018	18.00
0claims - Opus Claims Account	210871	1405 - PUGET SOUND ENERGY	9/14/2018	09-2018	4,539.98
0claims - Opus Claims Account	210872	x031069 - HAKSO	9/17/2018	09-2018	500.00
0claims - Opus Claims Account	210873	4258 - HEATHERWOOD APARTMENTS	9/18/2018	09-2018	500.00
0claims - Opus Claims Account	210874	4311 - EVERETT HOUSING AUTHORITY	9/18/2018	09-2018	19.00
0claims - Opus Claims Account	210875	x0037433 - PHAM	9/18/2018	09-2018	500.00
0claims - Opus Claims Account	210876	x0038100 - TRAN VIACRUSIS	9/18/2018	09-2018	600.00
0claims - Opus Claims Account	210877	x031622 - PEREZ	9/18/2018	09-2018	382.00
0claims - Opus Claims Account	210878	x032114 - AL-RUBAIE	9/18/2018	09-2018	600.00
0claims - Opus Claims Account	210879	t0043376 - Farrell	9/18/2018	09-2018	45.00
0claims - Opus Claims Account	210880	x0037433 - PHAM	9/18/2018	09-2018	145.00
0claims - Opus Claims Account	210881	x0038100 - TRAN VIACRUSIS	9/18/2018	09-2018	742.00
0claims - Opus Claims Account	210882	x020376 - MARTIN	9/18/2018	09-2018	677.00
0claims - Opus Claims Account	210883	t0039214 - Watkins	9/20/2018	09-2018	161.06

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Payment Summary

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0claims - Opus Claims Account	210884	1006 - ARGUS PACIFIC, INC	9/20/2018	09-2018	225.00
0claims - Opus Claims Account	210885	1039 - HOME DEPOT CREDIT SERVICES	9/20/2018	09-2018	110.85
0claims - Opus Claims Account	210886	1055 - RUBATINO REFUSE REMOVAL INC	9/20/2018	09-2018	16,108.53
0claims - Opus Claims Account	210887	1190 - SOUND SAFETY PRODUCTS, INC	9/20/2018	09-2018	349.39
0claims - Opus Claims Account	210888	1365 - COMCAST	9/20/2018	09-2018	252.78
0claims - Opus Claims Account	210889	1365 - COMCAST	9/20/2018	09-2018	251.30
0claims - Opus Claims Account	210890	1365 - COMCAST	9/20/2018	09-2018	88.68
0claims - Opus Claims Account	210891	1365 - COMCAST	9/20/2018	09-2018	126.11
0claims - Opus Claims Account	210892	1365 - COMCAST	9/20/2018	09-2018	176.30
0claims - Opus Claims Account	210893	1365 - COMCAST	9/20/2018	09-2018	188.45
0claims - Opus Claims Account	210894	1365 - COMCAST	9/20/2018	09-2018	211.44
0claims - Opus Claims Account	210895	1365 - COMCAST	9/20/2018	09-2018	108.79
0claims - Opus Claims Account	210896	1365 - COMCAST	9/20/2018	09-2018	499.82
0claims - Opus Claims Account	210897	1365 - COMCAST	9/20/2018	09-2018	89.54
0claims - Opus Claims Account	210898	1365 - COMCAST	9/20/2018	09-2018	95.44
0claims - Opus Claims Account	210899	1365 - COMCAST	9/20/2018	09-2018	208.40
0claims - Opus Claims Account	210900	1405 - PUGET SOUND ENERGY	9/20/2018	09-2018	353.64
0claims - Opus Claims Account	210901	200 - CITY OF EVERETT - UTILITY SERVICES	9/20/2018	09-2018	31,525.96
0claims - Opus Claims Account	210902	203 - CITY OF EVERETT	9/20/2018	09-2018	714.79
0claims - Opus Claims Account	210903	203 - CITY OF EVERETT	9/20/2018	09-2018	73,301.36
0claims - Opus Claims Account	210904	2127 - ALLWATER CORPORATION	9/20/2018	09-2018	307.76
0claims - Opus Claims Account	210905	262 - DEPT LABOR & INDUSTRY ELEVATOR SECTION	9/20/2018	09-2018	808.40
0claims - Opus Claims Account	210906	2875 - LOWE'S COMMERCIAL	9/20/2018	09-2018	320.04
0claims - Opus Claims Account	210907	3152 - SHRED-IT USA LLC	9/20/2018	09-2018	497.22
0claims - Opus Claims Account	210908	32 - ALDERWOOD WATER DISTRICT	9/20/2018	09-2018	44.32
0claims - Opus Claims Account	210909	3212 - GOVCONNECTION, INC	9/20/2018	09-2018	8,105.90
0claims - Opus Claims Account	210910	3593 - SOUND PUBLISHING, INC	9/20/2018	09-2018	650.00
0claims - Opus Claims Account	210911	3784 - STAPLES BUSINESS ADVANTAGE	9/20/2018	09-2018	30.78
0claims - Opus Claims Account	210912	3784 - STAPLES BUSINESS ADVANTAGE	9/20/2018	09-2018	3,571.80
0claims - Opus Claims Account	210913	3784 - STAPLES BUSINESS ADVANTAGE	9/20/2018	09-2018	1,229.98
0claims - Opus Claims Account	210914	380 - EVERETT STAMP WORKS	9/20/2018	09-2018	16.60
0claims - Opus Claims Account	210915	3800 - J.H. BRAWNER & CO	9/20/2018	09-2018	665.00
0claims - Opus Claims Account	210916	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	9/20/2018	09-2018	1,353.90

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0claims - Opus Claims Account	210917	418 - FEDEX	9/20/2018	09-2018	80.36
0claims - Opus Claims Account	210918	4300 - HOUSING AUTHORITIES RISK RETENTION POOL	9/20/2018	09-2018	120.00
0claims - Opus Claims Account	210919	4311 - EVERETT HOUSING AUTHORITY	9/20/2018	09-2018	212.00
0claims - Opus Claims Account	210920	4311 - EVERETT HOUSING AUTHORITY	9/20/2018	09-2018	250.00
0claims - Opus Claims Account	210921	4319 - MICROSOFT CORPORATION	9/20/2018	09-2018	2,030.32
0claims - Opus Claims Account	210922	4332 - SUPERIOR SERVICES WINDOW CLEANING, LLC	9/20/2018	09-2018	3,071.60
0claims - Opus Claims Account	210923	4469 - DORRIS	9/20/2018	09-2018	128.00
0claims - Opus Claims Account	210924	4585 - LOOPUP DBA RING2 COMMUNICATIONS LLC	9/20/2018	09-2018	14.60
0claims - Opus Claims Account	210925	4598 - HARRISON	9/20/2018	09-2018	40.00
0claims - Opus Claims Account	210926	4633 - KIENHOLZ	9/20/2018	09-2018	64.51
0claims - Opus Claims Account	210927	4643 - PROTECTION ONE ALARM MONITORING INC.	9/20/2018	09-2018	3,531.63
0claims - Opus Claims Account	210928	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	9/20/2018	09-2018	1,086.71
0claims - Opus Claims Account	210929	4669 - SAFEGUARD PEST CONTROL, INC.	9/20/2018	09-2018	103.46
0claims - Opus Claims Account	210930	475 - FRONTIER	9/20/2018	09-2018	4,756.16
0claims - Opus Claims Account	210931	4763 - Evergreen Moving Systems, Inc.	9/20/2018	09-2018	4,797.54
0claims - Opus Claims Account	210932	4781 - Corporate Payment Systems-Albertson	9/20/2018	09-2018	620.40
0claims - Opus Claims Account	210933	4782 - Corporate Payment Systems-Dias	9/20/2018	09-2018	302.03
0claims - Opus Claims Account	210934	4801 - Corporate Payment Systems-HS Manage	9/20/2018	09-2018	538.35
0claims - Opus Claims Account	210935	4802 - Corporate Payment Systems-Finance Dept.	9/20/2018	09-2018	341.00
0claims - Opus Claims Account	210936	4814 - Woodway Homes, Inc.	9/20/2018	09-2018	1,463.49
0claims - Opus Claims Account	210937	4834 - GroundWorks Landscaping Services	9/20/2018	09-2018	18,961.20
0claims - Opus Claims Account	210938	4866 - WELLS FARGO FINANCIAL LEASING	9/20/2018	09-2018	605.90
0claims - Opus Claims Account	210939	4871 - LAKE STEVENS SEWER DISTRICT	9/20/2018	09-2018	3,440.00
0claims - Opus Claims Account	210940	4872 - CITY OF MONROE	9/20/2018	09-2018	2,217.29
0claims - Opus Claims Account	210941	4878 - Corporate Payment Systems-Floeting	9/20/2018	09-2018	98.66
0claims - Opus Claims Account	210942	4879 - Corporate Payment Systems-Moe	9/20/2018	09-2018	482.68
0claims - Opus Claims Account	210943	4880 - Corporate Payment Systems-Owens	9/20/2018	09-2018	348.25
0claims - Opus Claims Account	210944	4902 - Corporate Payment Systems-Baines	9/20/2018	09-2018	1,333.13
0claims - Opus Claims Account	210945	4944 - Western Exterminator Company	9/20/2018	09-2018	508.50
0claims - Opus Claims Account	210946	4998 - Cascadian Associates	9/20/2018	09-2018	1,350.00
0claims - Opus Claims Account	210947	5041 - GGLO	9/20/2018	09-2018	843.75
0claims - Opus Claims Account	210948	5083 - QUILCEDA CREEK APARTMENTS	9/20/2018	09-2018	270.00
0claims - Opus Claims Account	210949	5090 - The Reserve at Everett Partners LLLP	9/20/2018	09-2018	790.00

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Payment Summary

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0claims - Opus Claims Account	210950	5100 - DIAMOND SHINE CLEANING	9/20/2018	09-2018	4,429.50
0claims - Opus Claims Account	210951	5122 - Aurangzeb Akbar	9/20/2018	09-2018	1,495.00
0claims - Opus Claims Account	210952	5122 - Aurangzeb Akbar	9/20/2018	09-2018	450.00
0claims - Opus Claims Account	210953	5122 - Aurangzeb Akbar	9/20/2018	09-2018	60.00
0claims - Opus Claims Account	210954	5136 - Amazon Capital Services	9/20/2018	09-2018	201.33
0claims - Opus Claims Account	210955	5161 - Sprint	9/20/2018	09-2018	821.10
0claims - Opus Claims Account	210956	5182 - ENTERPRISE FM TRUST	9/20/2018	09-2018	16,344.08
0claims - Opus Claims Account	210957	5202 - KCDA PURCHASING COOPERATIVE	9/20/2018	09-2018	121.20
0claims - Opus Claims Account	210958	5218 - CALISTA CUELLAR	9/20/2018	09-2018	242.40
0claims - Opus Claims Account	210959	5223 - WELCOME EVERETT INN	9/20/2018	09-2018	690.00
0claims - Opus Claims Account	210960	5224 - FAIRWAY APARTMENTS	9/20/2018	09-2018	1,150.00
0claims - Opus Claims Account	210961	5225 - Margaret C. Gelger	9/20/2018	09-2018	100.00
0claims - Opus Claims Account	210962	5226 - Tom C. Khuu	9/20/2018	09-2018	1,700.00
0claims - Opus Claims Account	210963	574 - MAGELLAN BEHAVIORAL HEALTH	9/20/2018	09-2018	497.04
0claims - Opus Claims Account	210964	771 - HD SUPPLY FACILITIES MAINTENANCE	9/20/2018	09-2018	3,819.29
0claims - Opus Claims Account	210965	963 - PLATT ELECTRIC SUPPLY	9/20/2018	09-2018	363.45
0claims - Opus Claims Account	210966	985 - PUD #1 OF SNOHOMISH COUNTY	9/20/2018	09-2018	5,567.64
0claims - Opus Claims Account	210967	bekins - dba BEKINS NORTHWEST	9/20/2018	09-2018	13,809.50
0claims - Opus Claims Account	210968	regional - REPUBLIC SERVICES #197	9/20/2018	09-2018	405.15
0claims - Opus Claims Account	210969	x0037490 - FURMAN	9/20/2018	09-2018	700.00
0claims - Opus Claims Account	210970	x031519 - ROSS	9/20/2018	09-2018	600.00
0claims - Opus Claims Account	210971	x031519 - ROSS	9/20/2018	09-2018	29.00
0claims - Opus Claims Account	210972	subccs - CATHOLIC COMMUNITY SERVICES OF WASHIN	9/21/2018	09-2018	519.00
0claims - Opus Claims Account	210973	t0040684 - Clarkson	9/21/2018	09-2018	2.30
0claims - Opus Claims Account	210974	t0044249 - LEE	9/21/2018	09-2018	1,275.00
0claims - Opus Claims Account	210975	t0038991 - Smith	9/26/2018	09-2018	378.00
0claims - Opus Claims Account	210976	t0046208 - Adams	9/26/2018	09-2018	128.48
0claims - Opus Claims Account	210977	x008525 - SANDERS	9/26/2018	09-2018	205.00
0claims - Opus Claims Account	210979	1156 - SHERWIN-WILLIAMS PAINT CO	9/27/2018	09-2018	72.15
0claims - Opus Claims Account	210980	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	9/27/2018	09-2018	812.00
0claims - Opus Claims Account	210981	126 - BILL'S BLUEPRINT INC	9/27/2018	09-2018	78.60
0claims - Opus Claims Account	210982	1365 - COMCAST	9/27/2018	09-2018	135.88
0claims - Opus Claims Account	210983	1365 - COMCAST	9/27/2018	09-2018	165.79

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0claims - Opus Claims Account	210984	1365 - COMCAST	9/27/2018	09-2018	113.33
0claims - Opus Claims Account	210985	1479 - WASTE MANAGEMENT NORTHWEST INC	9/27/2018	09-2018	644.59
0claims - Opus Claims Account	210986	1906 - ELLISON	9/27/2018	09-2018	5,080.05
0claims - Opus Claims Account	210987	200 - CITY OF EVERETT - UTILITY SERVICES	9/27/2018	09-2018	17,269.38
0claims - Opus Claims Account	210988	2026 - CHAMPION BOLT & SUPPLY INC	9/27/2018	09-2018	5.17
0claims - Opus Claims Account	210989	2312 - OFFICE TEAM	9/27/2018	09-2018	3,589.66
0claims - Opus Claims Account	210990	2685 - U.G. CASH & CARRY	9/27/2018	09-2018	5.99
0claims - Opus Claims Account	210991	2739 - SNOHOMISH CO. PLANNING & DEVELOPMENT	9/27/2018	09-2018	412.00
0claims - Opus Claims Account	210992	2802 - FERGUSON ENTERPRISES INC. NW	9/27/2018	09-2018	48.97
0claims - Opus Claims Account	210993	2875 - LOWE'S COMMERCIAL	9/27/2018	09-2018	476.89
0claims - Opus Claims Account	210994	3330 - RODDA PAINT CO. INC	9/27/2018	09-2018	2,377.78
0claims - Opus Claims Account	210995	3498 - DANIEL LY SNO-KING CARPET CLEANING	9/27/2018	09-2018	1,206.20
0claims - Opus Claims Account	210996	3536 - VERIZON WIRELESS	9/27/2018	09-2018	2,623.82
0claims - Opus Claims Account	210997	3544 - PACIFIC BREEZE PRODUCTS, INC	9/27/2018	09-2018	710.47
0claims - Opus Claims Account	210998	3593 - SOUND PUBLISHING, INC	9/27/2018	09-2018	999.60
0claims - Opus Claims Account	210999	3637 - OTIS ELEVATOR COMPANY	9/27/2018	09-2018	2,420.34
0claims - Opus Claims Account	211000	375 - EVERETT SAFE & LOCK, INC.	9/27/2018	09-2018	176.91
0claims - Opus Claims Account	211001	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	25.99
0claims - Opus Claims Account	211002	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	13.19
0claims - Opus Claims Account	211003	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	119.38
0claims - Opus Claims Account	211004	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	107.71
0claims - Opus Claims Account	211005	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	52.21
0claims - Opus Claims Account	211006	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	44.99
0claims - Opus Claims Account	211007	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	47.97
0claims - Opus Claims Account	211008	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	75.14
0claims - Opus Claims Account	211009	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	62.30
0claims - Opus Claims Account	211010	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	42.04
0claims - Opus Claims Account	211011	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	66.12
0claims - Opus Claims Account	211012	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	213.16
0claims - Opus Claims Account	211013	3784 - STAPLES BUSINESS ADVANTAGE	9/27/2018	09-2018	63.36
0claims - Opus Claims Account	211014	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	9/27/2018	09-2018	193.50
0claims - Opus Claims Account	211015	3870 - AACRA BACKFLOW TESTING AND REPAIR, INC	9/27/2018	09-2018	600.00
0claims - Opus Claims Account	211016	39 - FRANK LUMBER THE DOOR STORE	9/27/2018	09-2018	139.32

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Payment Summary

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0claims - Opus Claims Account	211017	390 - EYLANDER SALES & SERVICE	9/27/2018	09-2018	65.82
0claims - Opus Claims Account	211018	399 - WASHINGTON STATE PATROL	9/27/2018	09-2018	168.00
0claims - Opus Claims Account	211019	4075 - BERGO	9/27/2018	09-2018	240.00
0claims - Opus Claims Account	211020	4308 - WA STATE HOUSING FINANCE COMMISSION	9/27/2018	09-2018	3,600.00
0claims - Opus Claims Account	211021	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	9/27/2018	09-2018	596.40
0claims - Opus Claims Account	211022	4488 - BERGER	9/27/2018	09-2018	20.61
0claims - Opus Claims Account	211023	4556 - BANNER BANK	9/27/2018	09-2018	26,462.59
0claims - Opus Claims Account	211024	4577 - EVERETT TRANSITIONAL HOUSING SERVICES	9/27/2018	09-2018	600.00
0claims - Opus Claims Account	211025	4585 - LOOPUP DBA RING2 COMMUNICATIONS LLC	9/27/2018	09-2018	143.01
0claims - Opus Claims Account	211026	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	9/27/2018	09-2018	1,195.74
0claims - Opus Claims Account	211027	4612 - SHELCO INC.	9/27/2018	09-2018	421.77
0claims - Opus Claims Account	211028	4631 - HELTNE	9/27/2018	09-2018	142.14
0claims - Opus Claims Account	211029	464 - GE APPLIANCES	9/27/2018	09-2018	3,979.92
0claims - Opus Claims Account	211030	4653 - LEE	9/27/2018	09-2018	525.00
0claims - Opus Claims Account	211031	475 - FRONTIER	9/27/2018	09-2018	193.53
0claims - Opus Claims Account	211032	4782 - Corporate Payment Systems-Dias	9/27/2018	09-2018	2,597.88
0claims - Opus Claims Account	211033	4790 - Corporate Payment Systems-Maynard	9/27/2018	09-2018	81.01
0claims - Opus Claims Account	211034	4802 - Corporate Payment Systems-Finance Dept.	9/27/2018	09-2018	275.00
0claims - Opus Claims Account	211035	4834 - GroundWorks Landscaping Services	9/27/2018	09-2018	740.05
0claims - Opus Claims Account	211036	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	9/27/2018	09-2018	191.98
0claims - Opus Claims Account	211037	4900 - DOORKING INC.	9/27/2018	09-2018	196.35
0claims - Opus Claims Account	211038	4941 - Absco Solutions	9/27/2018	09-2018	532.05
0claims - Opus Claims Account	211039	4995 - dba SJ Williams Family LLC - Riverdale	9/27/2018	09-2018	1,295.00
0claims - Opus Claims Account	211040	4996 - dba GJJ Williams Investments LLC - River's Land	9/27/2018	09-2018	4,345.00
0claims - Opus Claims Account	211041	4997 - Highlander Associates	9/27/2018	09-2018	2,740.00
0claims - Opus Claims Account	211042	4998 - Cascadian Associates	9/27/2018	09-2018	1,395.00
0claims - Opus Claims Account	211043	5065 - BANNER BANK	9/27/2018	09-2018	29,269.73
0claims - Opus Claims Account	211044	5122 - Aurangzeb Akbar	9/27/2018	09-2018	1,955.00
0claims - Opus Claims Account	211045	5136 - Amazon Capital Services	9/27/2018	09-2018	458.14
0claims - Opus Claims Account	211046	5174 - WEX BANK	9/27/2018	09-2018	1,188.98
0claims - Opus Claims Account	211047	5225 - Margaret C. Geiger	9/27/2018	09-2018	2,400.00
0claims - Opus Claims Account	211048	59 - GUARDIAN SECURITY SYSTEMS, INC.	9/27/2018	09-2018	381.35
0claims - Opus Claims Account	211049	684 - NEWTON * KIGHT ATTORNEYS AT LAW	9/27/2018	09-2018	1,822.50

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Payment Summary

Bank=0claims AND mm/yy=09/2018-09/2018 AND All Checks=Yes AND Include Voids=All Checks

0claims - Opus Claims Account	211050	771 - HD SUPPLY FACILITIES MAINTENANCE	9/27/2018	09-2018	2,868.06
0claims - Opus Claims Account	211051	771 - HD SUPPLY FACILITIES MAINTENANCE	9/27/2018	09-2018	46.77
0claims - Opus Claims Account	211052	771 - HD SUPPLY FACILITIES MAINTENANCE	9/27/2018	09-2018	2.80
0claims - Opus Claims Account	211053	869 - OFFICE DEPOT, INC.	9/27/2018	09-2018	131.18
0claims - Opus Claims Account	211054	920 - PACIFIC COPY AND PRINTING INC	9/27/2018	09-2018	265.16
0claims - Opus Claims Account	211055	926 - CEDAR GROVE COMPOSTING	9/27/2018	09-2018	68.00
0claims - Opus Claims Account	211056	940 - THE PART WORKS INC	9/27/2018	09-2018	131.46
0claims - Opus Claims Account	211057	963 - PLATT ELECTRIC SUPPLY	9/27/2018	09-2018	62.58
0claims - Opus Claims Account	211058	985 - PUD #1 OF SNOHOMISH COUNTY	9/27/2018	09-2018	4,816.09
0claims - Opus Claims Account	211059	t0042894 - Abdulsattar	9/27/2018	09-2018	82.00
0claims - Opus Claims Account	211060	x008525 - SANDERS	9/27/2018	09-2018	500.00
0claims - Opus Claims Account	211061	x031519 - ROSS	9/27/2018	09-2018	29.00
0claims - Opus Claims Account	211062	1177 - SOUND SECURITY DBA SONITROL PACIFIC	9/27/2018	09-2018	1,650.56
					745,628.00



**Minutes of the Special Meeting
of the Board of Commissioners of the
Housing Authority of the City of Everett**

October 29, 2018

Meeting Called to Order

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Maddy Metzger-Utt following lunch, at 12:05 p.m. on Monday, October 29, 2018 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Maddy Metzger-Utt

Commissioner Michele Rastovich

Vice-Chair George Perez, Jr.

Commissioner John Mierke

Commissioners Absent:

Commissioner Todd Taylor

Commissioner Allison Warren-Barbour (arrived later)

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive Director

Rick Dorris, Director of Development

John Forsyth, Director of Housing Operations

Steve Yago, Director of Acquisitions and Asset Mgmt.

Wendy Westby, HCV Program Director

Erica Dias, Relocation Manager

Linda Baines, Deputy Director of Housing Mgmt.

Brenda McLeod, Ass't. Director of Procurement & Contracts

Chris Neblett, Hearing Officer/Administrative Coordinator

Krystal O'Mara, Executive Assistant

Guests:

Lorna Corrigan, Attorney

Becky Ableman McCrary, City of Everett

Paul Pitre, Chancellor, WSU Everett Campus

Public Comment

Paul Petrie, Chancellor of Washington State University, Everett Campus, thanked the Housing Authority for considering WSU as a potential purchaser of a portion of the Baker Heights property. He saw this a chance for the school to continue to grow and develop academic opportunities, especially within the field of engineering, for residents of the region. Although the sale of land to WSU will be subject to the legislative process, Mr. Pitre indicated lawmakers have expressed support for the idea.

Consent Agenda

Commissioner Perez made a motion to adopt the Consent Agenda, and Commissioner Mierke seconded the motion. The Consent Agenda contained the following item:

1. Approval of Minutes of Special Meeting Held on September 24, 2018

Items for Individual Consideration

Resolution No. 1465 Authorizing Everett Housing Authority to Enter into Agreements with Bakerview/Grandview Affordable Housing, LLLP Relating to the Development of a Clubhouse and Housing Units at Grandview Homes

As explained by Director of Development Rick Dorris, this served as a modified version of a resolution (No. 1430) that was adopted in 2017, authorizing construction of a new clubhouse in the Grandview Homes neighborhood and the conversion of its existing community center back to two dwelling units. The earlier resolution provided for the Housing Authority to sublease the property from the Partnership for the execution of these construction activities; however, the State Housing Finance Commission was against this approach, as it conflicted with tax credit regulations. To overcome this issue, the current resolution provides for the Partnership to coordinate construction efforts, which the Housing Authority will finance. Chair Metzger-Utt inquired about the cost of the project, and Director Dorris said it will take the form of a zero-interest loan not to exceed \$1,750,000. He said the agreement has been structured to ensure any revenue generated by the project will go back to the Housing Authority.

Commissioner Rastovich moved that the resolution be adopted. Commissioner Mierke seconded the motion, which passed unanimously.

Motion to Approve Contract with Foster Pepper PLLC to Provide Legal Services Relating to Development and Redevelopment Activities

Executive Director Lommers-Johnson said the Housing Authority had issued an RFP for a firm to provide legal services relating to the Housing Authority's development and redevelopment activities. Of the two responding firms, Ballard Spahr and Foster Pepper, the latter scored higher during the evaluation process. As such, management was recommending that the Executive Director be given authorization to execute a contract with Foster Pepper. Mr. Lommers-Johnson said the contract would be for a period of three years, with an annual cap of \$125,000, not to exceed a total cost of \$375,000.

Commissioner Mierke moved to authorize the Executive Director to execute a contract with Foster Pepper under the terms as stated. Commissioner Perez seconded the motion, which passed unanimously.

Motion to Approve Recommendation for Future Use of Baker Heights Property, Disposition Method(s) and Related Matters

Executive Director Lommers-Johnson reviewed a resolution (No. 1466) that was provided to the Board prior to the meeting. This resolution modified the terms for disposition of the Baker Heights site approved by HUD in July 2017 in several ways. First, it added the Wiggums Hollow Ballfield as part of the property to be sold; second, it sought to sell most of the site to Washington State University (WSU) at Fair Market Value (FMV) via negotiated sale, rather than offering it via public bid at FMV; third, it expanded the size and scope of development – from 60 units of Project-Based Voucher housing on a 3.61- acre parcel, to up to 200 units of mixed income (subsidized and unsubsidized) housing on an estimated additional two acres – on a portion of the site the Housing Authority will sell to an affiliated partnership for less than FMV.

The Executive Director noted that this recommendation for future use of the Baker Heights site was a result of two years of planning efforts with the Housing Authority's partners and the Mayor's office. In addition, he said public meetings with local stakeholders, including the Delta Neighborhood organization, and residents have also been held, to discuss the proposed sale of the site and development of mixed income housing on a portion of it. Based on the most recent two such meetings, he sensed strong support from the community for WSU and the Housing Authority to steer the future use of Baker Heights. Mr. Lommers-Johnson said the adoption of Resolution No. 1466 would authorize him to take specific actions with respect to the disposition and redevelopment of Baker Heights. In summary, this included development of a Memorandum of Understanding with WSU regarding the terms of sale, to be finalized after an action of the state legislature; moving forward with financing and development plans for up to 200 units on a portion of Baker Heights, to include collaboration with the Everett School District to ensure homeless families with school children receive priority for the subsidized units; ensuring staff continue to consult with residents and other stakeholders in the design of the new housing development and potential relocation of the Friendship Garden; and finally, authorizing the Executive Director to seek HUD approval for all appropriate amendments to the disposition approval letter resulting from implementation of the resolution and following successful negotiation of a Purchase and Sale Agreement with WSU.

The floor was opened to questions from the Board regarding the proposed plan for the disposition and future use of Baker Heights. In response to Commissioner Rastovich's question, the Executive Director expected the total number of mixed income units and land used to develop those units will be contingent on the amount of the property WSU is able to purchase. Commissioner Perez asked the Executive Director if he thought the consultation with stakeholders and residents had been sufficient to warrant the current decision. Mr. Lommers-Johnson reiterated the support at the most recent public meeting for WSU's development plans and those of the Housing Authority. Chair Metzger-Utt and Commissioner Mierke echoed that assessment. In response to Chair Metzger Utt's question as to how soon WSU planned to move forward with development if the legislature approved funding for the purchase of a portion of Baker Heights, Chancellor Pitre said expanding

enrollment and programs at the Everett campus were such that a new facility would need to be completed within a maximum of three years.

Commissioner Perez moved to approve a recommendation for the future use of Baker Heights and its disposition as outlined in Resolution No. 1466. Commissioner Rastovich seconded the motion, which passed unanimously.

Executive Session

At 12:26 p.m. Chair Metzger-Utt announced the Board would convene into Executive Session to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). She noted that final action on the Executive Director's performance evaluation for 2017-18 may be taken when the Board reconvened in regular session at 12:55 p.m.

Reconvene Regular Session

The Board reconvened in regular session at 12:55 p.m. with no action taken in Executive Session. Chair Metzger-Utt said the Board had reviewed the Executive Director's performance evaluation for the period ending June 30, 2018 and called for a motion to approve it as written. Commissioner Perez motioned as stated and Commissioner Rastovich seconded. Speaking for the Board's Personnel Committee, Commissioner Warren-Barbour noted that this process had required some adaptation over the past year and recognized the Executive Director's flexibility in seeing the process through. Chair Metzger-Utt then asked Executive Director Lommers-Johnson if he had any comments.

Mr. Lommers-Johnson said says Nov. 1 will mark his sixth year at the Housing Authority, during which time he has enjoyed working with the team and fostering its development. He then cited some specific examples of the team's recent accomplishments, including the HCV department's rating as a "high performer" on the SEMAP, the overall 98.8% occupancy rate achieved by the Housing Management department, and the completion of renovations at Wiggums Park Place. He observed that over the past five years the Housing Authority has improved its net fiscal position from \$42 to \$132 million, expanded its total assets from approximately \$80 to \$320 million, and had numerous other achievements that have surpassed his expectations. He thanked the Board for giving him the opportunity to continue leading the agency and looked forward to more future achievements, particularly the transformation of Baker Heights.

Recognizing that the Board had already approved the Executive Director's written performance evaluation for 2017-18, Chair Metzger-Utt called for a recommendation regarding his salary compensation. Commissioner Warren-Barbour moved for approval of a 4% salary increase based on his performance evaluation, retroactive to July 1, 2018. Commissioner Perez seconded the motion, which passed unanimously. It was also noted that the results of a pending management compensation survey may have an impact on the Executive Director's salary, but that will be treated separately.

Adjournment

There being no further business, Chair Metzger-Utt adjourned the meeting at 1:09 p.m.

ATTEST:

Chair, Board of Commissioners

Secretary



Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

TO: Board of Commissioners
FROM: Anne Brix, eLearning Developer and Administrator
RE: Updating EHA Telecommuting Policy
DATE: October 24, 2018

In October, 2017 Everett Housing Authority adopted a telecommuting policy as an amendment to the Personnel Policy Manual (Appendix K), pursuant to Resolution No. 1444. Based on a recent review of this policy, legal counsel has recommended some minor wording changes, to promote clarity and provide the agency with the authority to periodically review and terminate telecommuting arrangements on an individual basis without notice or cause. A summary of those changes is listed below; the updated policy for approval is included with this memo.

- In Section A, the policy was updated to remove verbiage around the nature of the work and no longer limits the work to non-sensitive websites.
- In Section A and I, verbiage was included that telecommuting arrangements can be canceled immediately without cause and without notice and without appeal.
- In Section A, the ad-hoc verbiage was revised to require that the safety checklist be completed within two days of the arrangement.
- In Section I, verbiage was adjusted to state that EHA will endeavor to review arrangements at particular time increments.

RECOMMENDED ACTION: Approve updates to EHA's Telecommuting Policy.

TELECOMMUTING POLICY

PURPOSE

Telecommuting is a voluntary arrangement that allows eligible EHA employees an opportunity to perform their work in a designated work area at home on specified workdays. EHA recognizes that situations may occur where employees may need to temporarily alter their work arrangements in order to better accommodate difficult or demanding aspects of their job. In addition, EHA also recognizes that certain job tasks do not require an onsite presence. Towards these ends, EHA may offer regular employees the opportunity to request a telecommuting arrangement on both a limited and longer-term basis.

A telecommuting arrangement allows an employee to work from home or an alternate work site, for all or part of the scheduled workweek, through a formal written agreement with their supervisor and EHA. In general, Telecommuting is a privilege that may be granted under appropriate circumstances to employees in good standing whose job responsibilities are suited to such an arrangement. In considering any request for a telecommuting arrangement, EHA must ensure business priorities and objectives will be met and the employee has the ability to balance work demands from the alternative site. EHA will evaluate all requests for telecommuting arrangements on a case-by-case basis and retains discretion to change or discontinue such arrangements at any time. Unless otherwise agreed to in writing between an employee and management, telecommuting arrangements do not change the compensation, benefits, job responsibilities, or any other terms and conditions of employment, including the nature of the employment relationship.

A. Eligibility for a Telecommuting Arrangement

To be considered a candidate for telecommuting, the following criteria must be satisfied:

- Successfully completed probationary period
- Documented performance is in good standing without performance improvement plans or job related discipline in recent history
- Proven to work effectively with minimal supervision
- Demonstrated ability to establish priorities and efficiently manage time
- Have a safe and ergonomically sound home work area, free from distractions
- A secure, approved high-speed internet connection
- Capability to be reached by phone during assigned work hours by EHA staff, vendors, clients or other arrangements
- Job assignments do not require an onsite presence
- Job tasks can be completed without access to sites containing sensitive information or hard copy files

EHA retains discretion to change or terminate a telecommuting arrangement at any time without appeal. In general, ad-hoc telecommuting days are permitted with the supervisor's and Department Director's approval and one (1) day notice, such as for a specific project, period of time, inclement weather or other emergencies. Ad-hoc telecommuting arrangements of longer than twenty (20) consecutive days require the approval of the Department Director and Executive/Deputy Director and may be subject to the requirements of a routine telecommuting arrangement. Ad-hoc telecommuting is for a particular purpose and for a set number of days. It is not expected to continue into the future. Ad-hoc telecommuting must meet the requirements outlined in the safety checklist and the ~~form~~ checklist must be completed ~~prior to the start~~ within two days of starting the ad-hoc arrangements.

B. Application for Telecommuting Arrangement

Employees and/or supervisors who would like an employee to telecommute must develop a plan with the supervisor. This should detail the functions of their job description which will be completed by telecommuting, any impacts their telecommuting could present in terms of normal day to day business needs, and detail the home office and equipment they intend to use. The next step will be to complete the Telecommuting Form which outlines schedules, duties, workspace, equipment, and duration. The Supervisor, the Department Director, the Human Resources Department, and Executive/Deputy Director must approve any formal Telecommuting arrangement in writing. The Executive/Deputy Director may make any official changes appropriate to the telecommuting arrangement.

Disapproval of a request to telecommuting will be explained in writing to the requestor. Management has discretion to decide whether to permit telecommuting on their work teams and will consider a number of factors in assessing a request for a telecommuting arrangement, including, but not limited to the following:

1. Organizational Basis for Telecommuting

- The employee's work is the type that can be performed outside of the office on a limited or regular basis;
- Length of time requested to telecommuting is reasonable from a business standpoint;
- Impact of the arrangement on the department's workload, productivity, and morale are minimal;
- Overall ability of the department to meet objectives is not compromised as a result of the employee's Telecommuting arrangement;
- Employee's likelihood of efficiently and successfully performing all job duties while Telecommuting.

2. Job Performance History & Accountability

- Employee's responsibility level and length of time in their current position and with EHA;

- Employee has demonstrated an acceptable overall level of contribution and performance;
- Employee has demonstrated that they are self-motivated, conscientious about work time and productivity, and able to work with minimal supervision and direction;
- Employee must be in "Good Standing," meaning that they are meeting all expectations in the current job including such things as performance, attendance, and reliability.
- Employee has demonstrated proficiency with job related software and computer hardware.
- Current tasks, scope of work, and expected results are specific, measurable, and can be monitored by the supervisor.

3. Communication and Customer Contact

- Employee has demonstrated the ability to successfully use technology to establish effective methods of communication with supervisors, co-workers, vendors, and customers,
- The need for face-to-face meetings with internal/external customers and contacts is minimal;
- The employee's supervisor has the necessary time and ability to provide regular guidance and feedback.

4. Equipment Needs

- The need and cost for specialized material or equipment must be minimal, and any such equipment must be easily installed for Telecommuting use. See "Equipment, Hardware, Software, and Supplies" for additional information.

C. Work Schedule, Benefits and Compensation

Unless otherwise approved in advance, Telecommuting employees are expected to work and be accessible during their agreed upon schedule. Alternative work schedules may not begin before 6:00 AM or end after 6:30 PM. Telecommuting employees must be required to attend regular meetings, training sessions, or work at the office or other designated locations, as requested and with little notice. No overtime may be incurred without the advance approval of the employee's supervisor.

Non-exempt employees must keep accurate records of their hours worked on electronic timecards and should be entered on a daily basis. Non-exempt employees must also take their regular breaks and meal periods, and notify their supervisor in advance if they will not be working during regularly scheduled work hours. The employee's compensation, benefits, leave accruals, work status and work responsibilities do not change due to participation in the Telecommuting program. Any time taken off work (annual leave, sick time, or leaves of absence) must be arranged in advance with the employee's supervisor in accordance with EHA's current policies and procedures. Although working from home may provide some flexibility in child or dependent care, Telecommuting is not to be used as a substitute for

such care. Employees who telecommuting from home are expected to maintain appropriate child and dependent care arrangements.

D. Alternative Workspace, Safety and Injuries

Telecommuting employees must designate a separate room or at least part of a room at their Telecommuting work site as their workspace. EHA will not reimburse the employee for any costs associated with furnishing, renovating or constructing a home office or alternative workspace.

Telecommuting employees must complete the **Safety Checklist**, which self-certifies that their designated work space is safe, ergonomically sound, and meets the standards set forth in the Checklist. If requested, they must allow EHA representatives reasonable access to their home office or other off-site workspace to audit the certification. Supervisors are required to give at least a 24-hour advance notice prior to requesting access to an employee's home office or alternative workspace. Supervisors must satisfy themselves that alternative workspaces are suitable prior to authorizing any Telecommuting arrangement. At the employee's request, EHA will offer appropriate assistance in setting up a workstation designed for safe and comfortable work. The **Risk Supervisor** or designee is available for assistance if requested. Potential health or safety hazards at the Telecommuting work site may result in a delay in the approval of a Telecommuting arrangement or the immediate suspension of an ongoing Telecommuting arrangement. The employee's Alternative Workspace is considered an extension of EHA's workspace and therefore is covered by EHA's worker's compensation insurance. Employees who work outside their designated work area and suffer an injury may not be eligible for worker's compensation insurance. EHA will be liable for job-related injuries or illnesses that occur during the employee's agreed-upon work hours when job responsibilities are fulfilled from within the designated work area only. EHA assumes no liability for injuries occurring in the employee's home workspace outside agreed-upon work hours. EHA is also not liable for loss, destruction, or injury that may occur in or to the employee's home as a result of the employee's participation in the Telecommuting program. This includes family members, visitors, or others that may become injured within or around the designated work area. Employees who are injured while working in their Telecommuting worksite during work hours must immediately report the injury to their supervisor or Human Resources. Telecommuting employees are not permitted to invite vendors, suppliers, customers, residents or other employees to their home to conduct business. Instead, such meetings must take place at EHA offices.

E. Equipment, Hardware, Software, and Supplies

Internet service connections are the responsibility of the employee and are an eligibility requirement. EHA does not reimburse employees for any Internet service charges or any other utilities. Employees must secure their home Internet connection from unauthorized outside use. EHA equipment will issued to the employee and all equipment used for work purposes is subject at any time to inspection and copying by EHA or its designees of any records that are contained in or related to the use of such equipment to respond to Public Records Act requests, subpoenas, or other legal requirements for the production of records or information. EHA will determine on a case-by-case basis any specialized type of office

equipment necessary for each Telecommuting arrangement and typically will not provide any office furniture. Employees agree to the following with regards to EHA equipment used for EHA business:

- Equipment shall be used for EHA business only and may be inspected directly during site visits or remotely by the EHA Network Administrator to ensure compliance. Use of EHA equipment for purposes not related to EHA business may be grounds for termination of the Telecommuting Agreement and/or disciplinary action.
- Work equipment must be protected and may not be accessed by other household members or guests.
- The employee will take reasonable precautions to protect EHA owned equipment from theft, damage or misuse and must not alter or modify any of these items without prior management authorization. Employees must immediately report to EHA any loss or damage of such property. If the Alternative Workplace is the employee's home, it is the employee's responsibility to ensure that their homeowner's or rental insurance policy adequately covers equipment used for Telecommuting purposes.
- If repairs or support is needed, employees must submit a support ticket and bring equipment to the Information Technology (IT) Department at the Central Office for repairs. Employees may work from an EHA office workspace while this equipment is being repaired, or may be issued loaner equipment, at EHA's option.
- Telecommuters may not add any hardware or software to EHA-owned computers without the express permission of the IT Department.

At the termination of employment or the Telecommuting Agreement, the employee must return all EHA-owned equipment as issued on the **Telecommuting Check-Out Form** to IT before the employee's last day of work. EHA will supply reasonable office supplies as needed, except ink for printers.

F. Security and Confidentiality

Telecommuting employees must comply with the security procedures specified in EHA's Standards of Conduct, including maintaining secure network access to computer systems and ensuring that only employees with proper password authorization will use such systems. Telecommuting employees must use secure passwords to prevent unauthorized access to EHA's confidential and proprietary information at the Telecommuting work site.

It is the employee's responsibility to secure EHA documents and other confidential information while in transit or working at an alternative worksite as when they are at an EHA office worksite. In order to prevent their loss and protect EHA, its clients, and tenants, permanent business records are not to be removed from EHA's offices. These include, for example, files such as personnel files, tenant and grant files, contracts, etc. Permanent business records are available to the telecommuter only online in electronic form. If a needed business record resides only in paper form, the approving supervisor must arrange with IT to convert the paper documents to electronic form prior to the commencement of

the Telecommuting assignment. Reference documents that do not contain confidential, business or tenant data may be removed from the office by the telecommuter only as approved by their supervisor. Telecommuters may not save EHA files or documents to their personal computers or to non-networked drives.

G. Expenses

EHA will not typically reimburse employees for Telecommuting related expenses. Requests for reimbursements will be determined on a case-by-case basis. To receive any reimbursements, Telecommuting expenses must be approved in advance and in writing. In order to obtain reimbursement for these expenses, employees must submit an expense report consistent with current company policies. Mileage between the telecommuting site and the official work site (typically the EHA work site where the telecommuter previously worked or currently reports to on non-telecommuting days) is not reimbursed. If commuting (driving) is required to attend a meeting or other official function at a location other than their official worksite, that mileage would be reimbursable.

H. Telecommuting Agreement

Prior to beginning a telecommuting arrangement a written Telecommuting Agreement must be approved by the employee's Supervisor, the Department Director, Human Resources and the Executive/Deputy Director. The agreement will be reviewed periodically to determine if it is still in the Authority's interests, which could result in changes in the telecommuting arrangement or in its cancellation. The terms and conditions of employment, except as modified by this policy, will remain unchanged for employees who enter into Telecommuting agreements. The Telecommuting agreement may be terminated at any time by either the employee or EHA. The employee should give two weeks' notice of their intention to end their telecommuting arrangement. Upon termination of the Telecommuting agreement, the employee must return to work at EHA offices on a date the supervisor requests. Any employee who chooses not to return to work will be considered to have voluntarily terminated the employment relationship.

I. Evaluation and Review

EHA will endeavor to review first time telecommuters during the first 45 calendar days, at the end of 3 months, at the end of 6 months and after 1 year to evaluate the success of the arrangement. Thereafter, EHA will endeavor to review the the Telecommuting arrangement ~~will be reviewed at least annually~~; this review may be included in the employee's annual performance evaluation. Telecommuting may be cancelled immediately without cause and without notice. Factors to include in the evaluation are:

- Completion of all work assignments according to guidelines and agreed upon expectations;
- Adherence to the Telecommuting Policy including, but not limited to workplace safety, accessibility, use of technology and confidentiality;
- Routine availability of the employee by telephone, email or Skype.

J. Abuse of Telecommuting

If it is determined that there has been an abuse of the Telecommuting agreement, an investigation may be conducted and the privilege will be terminated. ~~There is no appeal from any decision of EHA regarding telecommuting arrangements.~~



Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

TO: Board of Commissioners
FROM: Paula Kennedy, Human Resources Manager
RE: Revising EHA's Education Assistance and Tuition Reimbursement Policy
DATE: October 31, 2018

In June, 2017 Everett Housing Authority adopted an Education Assistance and Tuition Reimbursement Policy (Resolution No. 1436). Per the current terms of this policy, an employee must be continuously employed for a period of one year before (s)he is eligible for participation. Management has reevaluated this eligibility period and determined it should be shortened to six months, as this is the standard employee probationary period. A copy of the revised policy reflecting the change to the eligibility period is included with this memo.

RECOMMENDED ACTION: Approve revisions to Education Assistance and Tuition Reimbursement Policy.



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EDUCATION ASSISTANCE AND TUITION REIMBURSEMENT POLICY

Effective: July 1, 2017

Retroactive: May 1, 2017

Contact: Human Resources

~~Adopted on June 26, 2017~~ Revised November 13, 2018



EDUCATION ASSISTANCE AND TUITION REIMBURSEMENT POLICY

I. Purpose

The Housing Authority of the City of Everett (EHA) is committed to "continuous learning." The objective of this policy is to assist employees who wish to pursue further education in an effort to enhance current skills and improve future potential benefit to EHA. This program is designed to:

- Encourage education,
- Expand job knowledge and upgrade skills,
- Help employees meet the minimum requirements for EHA jobs, and
- Prepare employees for promotional opportunities at EHA

In order to financially assist as many employees as possible, this is a shared responsibility between the employee and EHA (since EHA may not be able to reimburse all costs.)

II. Types of Educational Opportunities

A. Tuition Reimbursement

1. Eligibility

- a) All regular, full-time employees are eligible for reimbursement. Part-time employees working 20 hours per week or more will be eligible for reimbursement on a pro-rated basis according to the number of hours worked. Temporary and probationary employees are not eligible for reimbursement.
- b) An employee must have worked for EHA for a period of ~~one continuous year~~ six continuous months. Temporary service does not apply toward the ~~one-year~~ eligibility period.

2. Guidelines

- a) Reimbursement will only be made for coursework through an accredited college or university (including on-line coursework). An accredited college or university is one that is recognized by one of the following regional accrediting associations:
 - 1) North Central Association
 - 2) Northwest Association
 - 3) Middle States Association
 - 4) New England Association
 - 5) Southern Association
 - 6) Western Association
 - 7) Distance Education Accrediting Commission
- b) Courses must meet one of the following guidelines to be eligible for reimbursement:
 - 1) Non-Degree Seeking Students:
 - a) Individual college level course related to the employee's current position or any position in EHA, to which the employee could reasonably aspire.
 - b) Individual college level course that is customer service focused.
 - 2) Degree Seeking Students:
 - c) Any class necessary to obtain a degree (must be related to the employee's current position or to any position within the department or closely related department.) If there is any question about the relation, employee should provide a written explanation.

- c) Employees may be reimbursed 80% (subject to the availability of funds) of eligible tuition fees up to \$5,250 (IRS threshold) annually as a non-taxable benefit if the employee receives a grade of "75%" or better in the class. Employees who feel they are unable to earn a "75%" or better due to a disability and would like to request a reasonable accommodation, should contact the Human Resources Director. The employee will provide a disability certification from the college or university and each request will be reviewed on a case-by-case basis. PASS FAIL COURSES may be covered if they meet accreditation requirements. Tuition reimbursement above the IRS threshold or above 80% may be considered on the contingency of the benefit to and/or requirement of EHA. Reimbursement covers tuition only. Any additional costs for materials, books or supplies, will not be eligible for reimbursement.
- d) Employees must use personal time to attend class(es) unless prior approval has been granted by the Department Director or anyone to whom the Department Director has delegated responsibility.
- e) Employees who receive financial assistance for their education from other sources (i.e. scholarships, grants, etc.) must disclose the source and amount on their Tuition Reimbursement Application. Based on the amount of financial assistance received, EHA will adjust the tuition reimbursement.
- f) In order to assist with budgeting, employees must declare in advance their intent to take classes and must receive approval prior to taking classes. The Executive Director will have final approval of all requests. If the employee does not obtain approval before the class starts, there is no guarantee that the request for reimbursement will be approved.

3. Application Process

- a) Employees must submit a Tuition Reimbursement Application prior to the start of classes. Employees must also submit a description of the course of study and a copy of tuition receipt.
- b) The application will be routed to the employee's supervisor, Department Director, Human Resources Manager, and Executive Director for approval.
- c) Once approved, the employee will receive a written approval from EHA to submit with their reimbursement request.

4. Reimbursement Process

- a) Upon registration of the class and approval of Tuition Reimbursement Application, employee can receive 40% of the tuition either as a reimbursement check or a check made directly to the institution. Employee must submit the Tuition Reimbursement Approval, a check request, and a copy of tuition invoice or receipt to their supervisor for processing.
- b) Upon completion of the class the employee must submit a copy of the Tuition Reimbursement approval, grade-slip showing a "75%" grade or better for each class, a check request for an additional 40% reimbursement, and tuition receipt to their supervisor for processing. When applicable, state and federal taxes will be deducted.
- c) If employee passes the class but fails to meet the "75%" requirement the second 40% will not be paid. If employee fails the class, they must either retake the class at their own expense or reimburse EHA for the 1st 40% payment. The 2nd 40% payment will be made once the class is passed at the "75%" or above grade level.

- d) The reimbursement will be processed through Accounts Payable and the employee will receive a separate check.

5. Repayment

- a) An employee that terminates employment or is terminated by EHA must repay 100% of tuition reimbursements they have received within the last 12 months and 50% of tuition reimbursements they have received between the prior 12 and 24 months of employment.
- b) Payments will begin with the last paycheck and will be evenly distributed over a six-month period.
- c) If the employee's last paycheck is distributed prior to Human Resources' knowledge of the separation of employment, repayment will begin on the 1st of the month following separation and will be evenly distributed over a six-month period.
- d) After six months, any unpaid balances will be forwarded to collections and the employee will be responsible for the cost of the collection, including any attorney fees and court costs.
- e) Exceptions to the repayment requirement may be made for special circumstances (i.e. retirement). Exceptions may be granted through the Department Director, with recommendation of the Human Resources Manager and final approval by the Executive Director.

B. Other Education and Test Preparation Coursework.

1. Eligibility

- a) All regular full-time employees are eligible for reimbursement. Part-time, temporary and probationary employees are not eligible.
- b) An employee must have worked for EHA for a period of six continuous months ~~one continuous year~~. Temporary service does not apply toward the ~~one-year~~ eligibility period.

2. Guidelines

- a) Non-accredited other educational coursework including test preparation for certification classes taken to prepare for a promotional opportunity at EHA will be eligible for 80% reimbursement (subject to availability of funds). Tuition reimbursement may be reported as taxable income on employees W-2. Any additional costs for materials, books, or supplies, or test fees will not be eligible for reimbursement.
- b) Employees must use personal time to attend class(es) unless prior approval has been granted by the Department Director or anyone to whom the Department Director has delegated responsibility.
- c) In order to assist with budgeting, employees must declare in advance their intent to take classes and must receive approval prior to taking classes. The Executive Director will have final approval of all requests. If the employee does not obtain approval before the class starts, there is no guarantee that the request for reimbursement will be approved.

3. Application Process

- a) Employees must submit a Tuition Reimbursement Application prior to the start of classes. Employee must also submit a description of the course of study and a copy of tuition receipt.

- b) The application will be routed to the employee's supervisor, Department Director, Human Resources Manager, and Executive Director for approval.
- c) Once approved, employee will receive a written approval from EHA to submit with their reimbursement request.

4. Reimbursement Process

- a) Upon registration of the class and approval of Tuition Reimbursement Application, employee can receive 40% of the tuition either as a reimbursement check or a check made directly to the institution. Employee must submit the Tuition Reimbursement Approval, a check request, and a copy of tuition invoice or receipt to their supervisor for processing.
- b) Upon completion of the class the employee must submit a copy of the Tuition Reimbursement approval, evidence showing they passed or completed the course, and tuition receipt to their supervisor for processing. When applicable, state and federal taxes will be deducted.
- c) If employee fails to complete and/or pass the class the second 40% will not be paid. If employee fails the class, they must either retake the class at their own expense or reimburse EHA for the 1st 40% payment. The 2nd 40% payment will be made once the class is passed and/or completed.
- d) The reimbursement will be processed through Accounts Payable and the employee will receive a separate check.

5. Repayment

- a) An employee that terminates employment or is terminated by EHA must repay tuition reimbursements they have received within the last 12 months and 50% of tuition reimbursements they have received between the prior 12 and 24 months of employment.
- b) Payments will begin with the last paycheck and will be evenly distributed over a six-month period.
- c) If the employee's last paycheck is distributed prior to Human Resources' knowledge of the separation of employment, repayment will begin on the 1st of the month following separation and will be evenly distributed over a six-month period.
- d) After six months, any unpaid balances will be forwarded to collections and the employee will be responsible for the cost of the collection, including any attorney fees and court costs.
- e) Exceptions to the repayment requirement may be made for special circumstances (i.e. retirement). Exceptions may be granted through the Department Director, with recommendation of the Human Resources Manager and final approval by the Executive Director.

III. ATTACHMENTS

- A. Education Assistance Application
- B. Tuition Reimbursement Request

By:

~~Jill Stanton, Deputy~~ Ashley Lommers-
Johnson, Executive Director

Dated:



Service
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Creativity

To: Board of Commissioners
From: Finance Director Wendy Blain Abbey, for the Executive Director
Re: Report on Write-Offs of Tenant Accounts Receivable
Date: October 31, 2018

In accordance with Resolution No. 1083, adopted in February 2006, unpaid tenant account balances are written off as uncollectible at the time a tenant vacates and detailed in an annual report to the Board by the Executive Director. This memo serves as the required report and covers the calendar year ending December 31, 2017 for tax credit properties and the fiscal year ending June 30, 2018 for all others.

Up until 2011, collections received in the Section 8 Voucher Program from HAP overpayments were accounted for in the period received as an offset to HAP expense. Since then, and per HUD guidance, repayments from clients have been accounted for in the current period as fraud recovery revenue. It is important to note that HUD's definition of "fraud recovery" includes revenue from Section 8 participants where we have made retroactive adjustments but have not dealt with the issue of whether a deliberate attempt to deceive us was involved. At year end, each client's balance is analyzed for collectability and an appropriate percentage is written off as bad debt.

The following schedules provide the total gross dollar amounts written off for the year in comparison to each of the three previous years.



PROPERTY	FY ENDING 6/30/2015		FY ENDING 6/30/2016		FY ENDING 6/30/2017		FY ENDING 6/30/2018	
	Gross Write-Off Amount		Gross Write-Off Amount		Gross Write-Off Amount		Gross Write-Off Amount	
	#		#		#		#	
Baker Heights	14	\$4,710.00	16	\$20,584.01	11	\$20,119.73	13	\$23,095.20
Scattered Sites	-	-	1	15,745.67	2	2,220.34	2	2,220.34
Pacific Square	-	-	-	-	-	-	2	3,157.12
Lakeview Terrace	-	-	1	271.54	-	-	2	10,007.20
Evergreen Cottages	-	-	-	-	-	-	-	-
Royal Oakes	-	-	1	5,741.00	1	467.48	1	1,220.23
TOTAL EHA-OWNED PROPERTIES	14	\$4,710.00	19	\$42,342.22	14	\$22,807.55	20	\$39,700.09
PROPERTY	CY ENDING 12/31/2014		CY ENDING 12/31/2015		CY ENDING 12/31/2016		CY ENDING 12/31/2017	
	Gross Write-Off Amount		Gross Write-Off Amount		Gross Write-Off Amount		Gross Write-Off Amount	
	#		#		#		#	
Broadway Plaza	10	\$1,746.28	8	\$1,895.11	7	\$2,789.97	14	\$ 7,257.48
Bakerview	9	3,354.00	7	5,529.76	9	12,051.32	9	10,137.22
Grandview	7	7,356.76	4	1,227.08	3	1,568.00	9	11,150.96
Pivotal Point	-	-	4	551.00	4	780.00	3	1,589.21
12 Pines	4	(491.30)	1	176.24	2	339.24	-	-
Bridge Creek	2	1,761.45	1	-	2	1,146.62	1	896.53
Douglas Grove	1	-	-	-	-	-	-	-
Madison Villa	-	-	1	230.82	2	1,200.82	5	14,664.31
Oakes	-	-	-	-	1	194.16	-	-
Pineview	1	104.62	1	144.28	3	1,172.60	-	-
Rainier Park	1	2,750.00	2	2,900.30	1	2,544.58	1	441.00
Rucker	-	-	1	369.12	2	511.33	1	2,608.40
Timber Hill	2	602.00	3	1,232.72	3	1,444.26	2	1,162.82
Meadows I	-	-	-	-	1	1,213.00	2	1,201.40
Meadows II	-	-	-	-	1	2,850.00	3	444.05
Meadows III	-	-	-	-	1	1,381.00	-	-
Wiggums Park Place	-	-	-	-	-	-	2	1,038.83
Section 8	33	16,532.84	42	5,164.49	40	8,051.31	27	11,496.29
TOTAL EHA-MANAGED PROPERTIES	70	\$33,716.65	75	\$19,420.92	82	\$39,238.21	79	\$64,088.50
TOTAL ALL PROPERTIES	84	\$38,426.65	94	\$61,763.14	96	\$62,045.76	99	\$103,788.59
SUBSEQUENT COLLECTIONS - (RENTS ONLY)								
For Current Year Write-Offs		\$ 2,513.00		\$ 3,111.40		\$ 2,441.67		\$ 5,254.86
For Prior Year Write-Offs		2,930.00		959.00		3,200.94		888.16
TOTAL COLLECTIONS		\$5,443.00		\$4,070.40		\$5,642.61		\$6,143.02

The number of accounts that were written off rose from 96 to 99, 3% higher than the previous year, and the dollar amount written off increased by 67%. This dollar increase was primarily due to bad debt associated with a few properties which had unusual and expensive evictions. Baker Heights remains the property with the highest dollar amount of write-offs with over \$23,000, a trend that is consistent because it is our largest property. In addition, the ongoing relocation of all Baker Heights tenants during the current HUD Section 18 disposition proceedings has meant that write-offs occurred more often, due to the high number of move-outs.

The following chart highlights *only rents*, leaving out maintenance, move-out charges, legal and other charges. It is intended to give the reader an idea of the amount of our write-offs of rent in comparison with the total rent charged during the year. It does not reflect any offsetting security deposits.

TOTAL RENTS CHARGED VS RENTS WRITTEN OFF FOR FYE 6/30/2018						FOR FYE 6/30/2017 (For comparison)	
PROPERTY	# of Units	Total Rents Charged	# of Write Offs	Net Rents Written Off	% Written off	# of Write Offs	Net Rents Written Off
Baker Heights	244	\$753,125	13	\$15,355	2.04%	11	\$7,097
Scattered Sites	44	225,192	2	(164)	-0.07%	2	(164)
Pacific Square	8	83,525	2	1,520	1.82%	-	-
Lakeview Terrace	21	223,202	2	8,871	3.97%	-	-
Evergreen Cottages	20	196,030	0	-	0.00%	-	-
Royal Oakes	16	190,475	1	1,399	0.73%	1	428
TOTAL EHA-OWNED PROPERTIES	353	\$1,671,549	20	\$26,980	1.61%	14	\$7,361

TOTAL RENTS CHARGED VS RENTS WRITTEN OFF FOR FYE 12/31/2017						FOR FYE 12/31/2016 (For comparison)	
PROPERTY	# of Units	Total Rents Charged	# of Write Offs	Net Rents Written Off	% Written off	# of Write Offs	Net Rents Written Off
Broadway Plaza	190	\$2,105,003	14	\$2,138	0.10%	7	\$847
Bakerview	151	980,436	9	1,380	0.14%	9	1,273
Grandview	147	1,308,504	9	5,217	0.40%	3	179
Pivotal Point	20	204,124	3	211	0.10%	4	192
Wiggums Park Place	80	371,768	2	582	0.16%	-	-
Bridge Creek	22	247,200	1	843	0.34%	2	352
Douglas Grove	10	115,500	0	-	0.00%	-	-
Madison Villa	22	195,942	5	11,425	5.83%	2	-
Oakes	12	132,310	0	-	0.00%	1	-
Pineview	34	272,533	0	-	0.00%	3	601
Rainier Park	14	148,718	1	810	0.54%	1	854
Rucker	15	131,746	1	2,638	2.00%	2	431
Timber Hill	30	328,925	2	57	0.02%	3	836
Meadows I	50	417,419	2	845	0.20%	1	-
Meadows II	50	399,744	3	(477)	-0.12%	1	1,054
Meadows III	50	424,803	0	-	0.00%	1	1,020
TOTAL EHA-MANAGED PROPERTIES	897	\$7,784,675	52	\$25,669	0.33%	40	\$7,638

TOTAL ALL PROPERTIES	1,250	\$9,456,224	72	\$52,649	0.56%	54	\$14,999
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For this year, write-offs of rents charged rose slightly to 0.55% from .16% in the prior year. Most rents written off came from three properties, Baker Heights, Lakeview Terrace, and Madison Villa. These delinquent accounts have been sent to collections at the Credit Bureau or are under repayment agreements.

We continue to pursue a policy of strict attention to unpaid rents, issuing Pay or Vacate notices on the 6th of the month for most properties and referring files to our attorney, Newton Knight, by the end of the month.

A large portion of our uncollected rent stems from a relatively few cases where delinquencies grow during the unlawful detainer period.

RECOMMENDED ACTION: Accept Executive Director's report on tenant accounts receivable write-offs, for fiscal years ending December 31, 2017 at tax credit properties, and June 30, 2018 at other properties.



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Wisdom
Creativity

TO: Board of Commissioners
FROM: Wendy Blain Abbey, Finance Director
RE: Resolution No. 1467 Approving Section 125 Cafeteria Plan for 2019
DATE: October 31, 2018

This resolution authorizes the Housing Authority to participate in the Section 125 Cafeteria Plan, also known as the Premium Only Plan, for calendar year 2019. The Plan enables Everett Housing Authority employees who opt in to have the portion of medical insurance they pay deducted from pre-tax dollars. The Plan must be renewed through the plan administrator each year. Based on precedent and the Plan administrator's requirements, this action is best suited for adoption via resolution.

RECOMMENDED ACTION: Adopt Resolution No. 1467 authorizing Everett Housing Authority to participate in the Section 125 Cafeteria Plan for calendar year 2019.



RESOLUTION NO. 1467

APPROVING SECTION 125 CAFETERIA PLAN FOR 2019

WHEREAS, the Housing Authority of the City of Everett has previously adopted a Section 125 Cafeteria Plan for EHA employees; and

WHEREAS, the Plan is normally revised annually;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EVERETT:

Section 1. That the form of Amended Section 125 Cafeteria Plan effective January 1, 2019, presented to this meeting (Exhibit "A") is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Section 2. That the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

Section 3. That the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 13th day of November, 2018.

Chair, Board of Commissioners

Attest:

Secretary

Certificate of Resolution (2019)

For Housing Authority of the City of Everett

Section 125 Premium Only Plan

Plan Year Ending December 31, 2019

The undersigned Secretary or Principal of **Housing Authority of the City of Everett** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on ~~January 1, 2019~~, and that such resolutions have not been modified or rescinded as of the date hereof: November 13, 2018

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **January 1, 2019**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

By See Board resolution
Secretary/Principal

**HOUSING AUTHORITY OF THE CITY OF EVERETT
RESOLUTION NO. 1468**

A RESOLUTION authorizing the Authority to sell public housing units pursuant to HUD approval thereof, and determining related matters.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EVERETT as follows:

Section 1. Recitals and Findings. The Board of Commissioners (the "Board") of the Housing Authority of the City of Everett (the "Authority") finds and determines that:

(a) The Authority is authorized by RCW 35.82.070(2) to, among other things: (i) "sell . . . or dispose of any real or personal property or any interest therein;" (ii) "sell, . . . exchange, transfer, or dispose of any real or personal property or interest therein at less than fair market value to a governmental entity for any purpose when such action assists the housing authority in carrying out its powers and purposes under [chapter 35.82 RCW];" (iii) "sell, . . . exchange, transfer, or dispose of any real or personal property or interest therein at less than fair market value . . . to a low-income person or family for the purpose of providing housing for that person, to a low-income person or family for the purpose of providing housing for that person or family; (iv) "sell, . . . exchange, transfer, or dispose of any real or personal property or interest therein at less than fair market value . . . to a nonprofit corporation provided the nonprofit corporation agrees to sell the property to a low-income person or family or to use the property for the provision of housing for persons of low income for at least twenty years." The Authority also is authorized to "make and execute contracts and other instruments" (RCW 35.82.070(1)), and to "delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper" (RCW 35.82.040).

(b) The Authority currently owns homes at the following addresses within the City of Everett, which homes have been owned (each, a "Section 18 Property"), leased, maintained and repaired as public housing units pursuant to rules and regulations of the U.S. Department of Housing and Urban Development ("HUD"):

1907 Chestnut St.	1203 103rd Place SW	1221 103rd Place. SW	1220 103rd Place SW
2028 Chestnut St.	2032 Chestnut St.	608 58th Place SE	614 58th Place SE
620 58th Place SE	623 58th Place SE	6518 Fleming St.	712 60th St. SW
727 60th St. SW	728 60th St. SW	13716 9th Ave. W	13718 9th Ave. W
1513 Virginia St.	1620 Rainier Ave.	2030 Jackson Ave.	2220 Pine St.
4632 College Ave.	2007 105th Place SE	302 76th Place SW	9305 3rd Place SE
1816 Cedar St.	6514 Fleming St.	6608 Cady Rd.	2504 Howard Ave.
2510 Howard Ave.	117 79th Place SE		

(c) Pursuant to Section 18 of the United States Housing Act of 1937, HUD authorized the Authority to dispose of the Section 18 Properties.

Section 2. Approval of Financing. The Authority is authorized to sell the Section 18 Properties, subject to the conditions of HUD's approval of the disposition of the Section 18 Properties, and further subject to the restrictions set forth in RCW 35.82.070(2). The Executive Director of the Authority, the Authority's Director of Acquisitions and Asset Management, and their respective designees (each, an "Authorized Officer" and,

collectively, the "Authorized Officers"), and each of them acting alone, are authorized and directed, on behalf of the Authority to cause each of the Section 18 Properties to be sold and, in connection therewith, to: (i) determine the timing of the sale of each Section 18 Property; (ii) determine the purchase price of each Section 18 Property; (iii) determine whether any Section 18 Property should be sold separately or together with one or more other Section 18 Properties; (iv) cause the Authority to retain a real estate agent to sell any Section 18 Property, if such Authorized Officer determines such to be in the Authority's best interest; (v) determine whether the Authority's best interest are served by selling any one or more of the Section 18 Properties at less than fair market value to a governmental entity, to low-income persons or families, or to one or more nonprofit corporations; (vi) determine the terms of any such sale (provided, no such sale shall be made by means of an installment purchase contract without further Board approval); (vii) execute, deliver and, if applicable, file such purchase and sale agreements, transfer deeds and other property transfer instruments as any such Authorized Officer deems necessary or desirable to carry out the transactions contemplated by this resolution; and (viii) with respect to any Section 18 Property sold to a nonprofit corporation at a price less than its fair market value, to cause the purchaser to record as an encumbrance on title a restrictive covenant requiring the owner of purchaser to (A) sell such Section 18 Property to a low-income person or family or (B) use such Section 18 Property for the provision of housing for persons of low income for at least 20 years.

Section 3. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 4. Effective Date. 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 the City of Everett at meeting held on November 13, 2018.

HOUSING AUTHORITY OF THE CITY OF EVERETT

Chair, Board of Commissioners

ATTEST:

Secretary-Treasurer