



Service  
Integrity  
Respect  
Community  
Leadership  
Wisdom  
Creativity

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

Date: Monday, February 26, 2018  
Time: 12:00 p.m.  
Location: EHA Main Office  
3107 Colby Avenue  
Everett, WA 98201

**AGENDA  
Regular Meeting**

<b><u>Luncheon</u></b>		
<b><u>Roll Call</u></b>		
		<b>Page No.</b>
<b><u>Approval of Minutes</u></b>		
	Special Meeting Held on January 29, 2018	1-6
<b><u>Communications</u></b>		
<b><u>1)</u></b>	Reports from Resident Councils: Broadway Plaza Apartments	
<b><u>2)</u></b>	Other Communications	
<b><u>Executive Director's Report</u></b>		
Federal Funding Update Operations Update		
<b><u>Public Comment</u></b>		

**Consent Agenda (to be adopted by a single motion)**

<b><u>1)</u></b>	Section 8 Payments for the Month of December, 2017	Separate hand out- Directors Only
<b><u>2)</u></b>	Summary of Vouchers for the Month of December, 2017	7-21
<b><u>Public Hearing</u></b>  Proposed 2018-19 Annual PHA Plan		Distributed Separately

**Items for Individual Consideration**

<b><u>1)</u></b>	Motion to Approve Newton Kight Legal Expenses Over Annual Contracted Amount (Brenda McLeod)	22
<b><u>2)</u></b>	Motion to Approve New Provider Policy for Employee Medical Insurance (Jill Stanton)	23-24
<b><u>3)</u></b>	Requesting Approval to Enter an Agreement with Enterprise Fleet Management Services to Replace EHA's Vehicle Fleet (Jill Stanton)	25-26
<b><u>4)</u></b>	Resolution No. 1448 Revising the Personnel Policy to Provide Certain Temporary Employees with Benefits or Other Compensation (Jill Stanton)	27-28

**Policy Discussion**

Baker Heights Disposition and Replacement Housing

**Executive Session**

To Review the Performance of the Executive Director

**Adjournment**

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 [chrisn@evha.org](mailto:chrisn@evha.org).



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

**January 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 12:15 p.m. on Monday, January 29, 2018 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

**Commissioners Present at Roll Call:**

Chair Maddy Metzger-Utt  
Vice-Chair George Perez, Jr.  
Commissioner John Mierke

Commissioner Michele Rastovich  
Commissioner Todd Taylor

**Commissioners Absent:**

None

**Also in attendance were:**

**Staff:**

Ashley Lommers-Johnson, Executive Director  
Jill Stanton, Deputy Executive Director  
Rick Dorris, Director of Development and Acquisitions  
John Forsyth, Director of Housing Operations  
Steve Yago, Director of Acquisitions and Asset Management  
Wendy Westby, HCV Program Director  
Erica Dias, Relocation and Planning Manager  
Linda Baines, Deputy Director of Housing Management  
Brenda McLeod, Assistant Director of Procurement and Contracts  
Chris Neblett, Hearing Officer/Administrative Coordinator  
Katie Ulvestad, Executive Assistant

**Guests:**

Lorna Corrigan, Attorney  
Lyle Ryan, former EHA Commissioner  
Rebecca Ableman McCrary, City of Everett  
Catherine Holdsworth, President, Broadway Plaza Resident Council  
Krystyna Simm, Hope Options Supervisor

## **Resolution No. 1445 Honoring the Service of Lyle Ryan as a Commissioner of the Everett Housing Authority**

Chair Metzger-Utt introduced this resolution honoring Lyle Ryan's many years of service on the Board. Executive Director Lommers-Johnson read the full resolution and presented Mr. Ryan with a framed copy.

Commissioner Perez moved that the resolution be adopted. Commissioner Taylor seconded the motion, which passed unanimously.

## **Approval of Minutes**

Chair Metzger-Utt called for approval of the minutes for the Annual Meeting of November 13, 2017. Commissioner Perez moved to approve the minutes of this meeting, and Commissioner Mierke seconded the motion. Upon being put to a vote, the motion passed and the minutes of the Annual Meeting were approved.

## **Communications**

Catherine Holdsworth introduced herself as the newly elected President of the Broadway Plaza Resident Council, replacing Tom Douge. She said tenants have been pleased with the recent events the resident council has sponsored, and with life at Broadway Plaza in general. She concluded by saying she was looking forward to serving the residents and attending meetings of the Board of Commissioners.

Following Ms. Holdsworth's report, Executive Director Lommers-Johnson said the Housing Authority continued to implement the recently adopted change to admissions policy for Broadway Plaza and Bakerview Apartments that designated an increased percentage of units for seniors. Although it was in the early stages, this policy appeared to be having a positive impact for seniors living in both mixed population buildings, as was the hiring of a temporary service coordinator at Broadway Plaza.

## **Executive Director's Report**

Executive Director Ashley Lommers-Johnson began with an update on federal funding for the Housing Authority's programs. He noted that the budgetary stalemate and recent government shutdown had resulted in the passage of a Continuing Resolution that would maintain program funding at current levels. Although this stopgap measure was scheduled to expire on February 8, he remained optimistic that an appropriations bill that would increase program funding was forthcoming. He anticipated HUD would increase its funding of the Housing Choice Voucher program in response to a recent study of market conditions within the local statistical area – this study called for a 19 percent increase in area Fair Market Rents (FMRs) – but it was not certain this additional funding would be available in the same program year that the Housing Authority raised its payment standards in response to the increased FMRs. In such case, Mr. Lommers-Johnson said it would be necessary to apply for set aside and shortfall funding with HUD, to ensure full Voucher utilization. The Executive Director went on to inform the Board that the Housing Authority was recently awarded in excess of \$500,000, as part of a judgment in a lawsuit approximately 300 PHAs filed against HUD several years ago. The cause of this action was

HUD's decision to reduce each PHA's operating subsidy by "sweeping" its reserves. Management planned to allocate this pending award to the Housing Authority's unrestricted funds.

Continuing with an update on the relocation of households from the Baker Heights neighborhood in preparation for its disposition, the Executive Director said there were 45 vacant units at last count, on target with the scheduled rate of 10 units per month. He said Relocation and Planning Manager Erica Dias had her team working diligently to relieve tenants' anxieties about moving and ensure a smooth transition into their next place of residence. Plans to construct approximately 80 units of replacement housing on a portion of the Baker Heights site hit a recent hurdle, as budgetary issues resulted in the State Housing Finance Commission putting applications for nine percent tax credits on hold. As a result, the Housing Authority had to reconsider plans to divide the project into two phases, starting with construction of 43 units and an early learning facility project this year. Mr. Lommers-Johnson said that early indications were that the Housing Finance Commission would be accepting applications for tax credit funding in 2019, including Housing Trust Funds, making it necessary to delay construction plans accordingly.

The Executive Director concluded his report with an update on disposition plans for the portion of the Baker Heights property that was not being redeveloped, which included the Wiggums Hollow Ballfield. This was expected to transpire in late summer next year. Under the current approval from HUD, the method of sale was required to be via public bid at fair market value, although that was potentially subject to further negotiation as things developed further. Mr. Lommers-Johnson said that multiple parties had expressed an interest in this property to date, including Washington State University, and he planned to seek the Board's guidance in the coming months as disposition options came more clearly into focus.

### **Public Comment**

None

### **Consent Agenda**

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

1. Section 8 Payments for the Month of November, 2017
2. Summary of Vouchers for the Month of November, 2017

### **Items for Individual Consideration**

#### ***Resolution No. 1446 Establishing a Policy Regarding the Payment of Security Deposits and Other Qualified Relocation Costs for Baker Heights Tenants***

Relocation and Planning Manager Erica Dias said HUD's Section 18 regulations required PHAs to cover "reasonable" relocation expenses, making it necessary to establish a policy for the payment of security deposits and other move-in costs associated with the relocation of Baker Heights tenants. This resolution set the limit for security deposits at two times

the monthly rent, which was the amount landlords often charge prospective tenants with debt or credit issues. It also provided for payment of the first month's rent, in the few cases where the tenant household was over-income and therefore ineligible for a continued rent subsidy via a Tenant Protection Voucher. Chair Metzger-Utt asked whether the Housing Authority would require paid security deposits to be refunded at move-out, which was not the case. She also inquired about the number of families who did not qualify for a Tenant Protection Voucher, and Ms. Dias responded that it was 10 or fewer, out of a total 244 units.

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

***Resolution No. 1447 Authorizing Participation in the Region VIII Education Service Center's Interlocal Purchasing Systems Program***

Assistant Director of Procurement and Contracts Brenda McLeod said this resolution authorized the Housing Authority's participation in an out-of-state interlocal agreement that would afford the opportunity to participate in a fleet management service program. This could serve as an economical and efficient means of replacing the Authority's aging vehicles, under either a standard lease, or a lease to purchase option. Ms. McLeod said the first clause of the resolution should be amended include the lease to purchase option. Deputy Executive Director Stanton said this was a preliminary step, and any decision to contract with a fleet management service vendor would be subject to the Board's approval at a subsequent meeting. Attorney Lorna Corrigan noted that a term of this contract limited the adjudication of any related disputes to the state of Texas, but she did not think this was an issue that should necessarily stand in the way of the proposed action.

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

***Motion to Approve Additional Expenses Related to Original Contract with J. H. Brawner and Company***

Assistant Director of Procurement and Contracts Brenda McLeod said the Board had previously approved a contract with J. H. Brawner and Company for services related to the tax credit re-syndication of Meadows/Lakewoods and 12 Pines/Wiggums Park Place, in an amount not to exceed \$500,000. She said it was necessary to request additional funding above that amount retroactively, to cover services already rendered in the re-syndication of Wiggums Park Place.

Commissioner Mierke moved to retroactively approve payment of an additional \$12,000 to J. H. Brawner and Company, for services received in the re-syndication of Wiggums Park Place. Commissioner Perez seconded the motion, which passed unanimously.

## **Policy Discussion**

### ***Approval of Core Properties' First Quarter, Tax Credit Properties' Third Quarter Financial Statements***

Deputy Executive Director Stanton provided a summarized version of the statements the Board's Finance Committee had reviewed the previous month. She began with a recap of the budget priorities for the current fiscal year, including the decision to seek balanced program budgets to the greatest extent possible. Statements showed positive net cash flows for the majority of programs, and Ms. Stanton provided explanations for the few with significant variances. She concluded by introducing Krystyna Simm, the supervisor of the Hope Options program, who provided the Board with some background about the program and its current activities. This program serves vulnerable seniors in Snohomish County, age 60 or older, who are facing a housing crisis; with a goal to permanently place these clients in stable affordable or subsidized housing. Ms. Simm said that her program has an overall success rate of 80 percent.

Commissioner Rastovich made motion to approve first quarter financial statements for the Core Properties and Third quarter financial statements for the Tax Credit Properties. Commissioner Taylor seconded the motion, which passed unanimously.

## **Executive Session**

At 1:17 P.M. Chair Metzger-Utt announced the Board would convene into Executive Session for a duration of approximately 18 minutes, in order to discuss the Executive Director's annual performance review. Commissioner Rastovich motioned as stated, Commissioner Mierke seconded, and the Board convened in Executive Session.

## **Reconvene Regular Session**

The Board reconvened in public session at 1:37 P.M., at which time Chair Metzger-Utt announced that it would be necessary for the Board to reconvene into Executive Session for a duration of approximately 20 minutes.

## **Reconvene Executive Session**

Commissioner Taylor moved to reconvene the Executive Session until 2 P.M, for the purpose of continuing the discussion of the Executive Director's annual performance review. Commissioner Mierke seconded, and the Board reconvened in Executive Session.

## **Reconvene Regular Session**

The Board reconvened in public session at 2:02 P.M. Chair Metzger-Utt called for a motion for the Board's Personnel Committee to meet before the next regular Board of Commissioners meeting, in order to further develop a process for the Executive Director's performance review. Commissioner Taylor motioned as stated, and Commissioner Mierke seconded.

**Adjournment**

There being no further business, Chair Metzger-Utt adjourned the meeting at 2:04 P.M.

ATTEST:

---

Chair, Board of Commissioners

---

Secretary





Service  
Integrity  
Respect  
Community  
Leadership  
Wisdom  
Creativity

### SUMMARY OF VOUCHERS

Bank Code	Fund	Beginning and Ending Check Numbers	Check Amount For Dec. 2017
500	Payroll	2337-2350	\$ 118,379.11
001	General Fund	40498-40519	\$ 1,511.00
	Claims	204336 (previous months) 204816 205434 206222 206568 206672 206757 206996 207341 207348  207352-207357 207360-207368 207369 207370-207715	VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID  \$ 594,475.41  VOID
s8a	Section 8	520178 (previous months)  520352-520414 520415 520416-520423 520424 520425-520503 520504 520505-520665 8006277-8007121 9995137	VOID  \$ 2,558,088.94 VOID  VOID  VOID

Chairman \_\_\_\_\_

Date \_\_\_\_\_



# Payment Summary

Bank=Opayroll AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
Opayroll - Opus Payroll Account	2337	1335 - UNITED WAY OF SNOHOMISH COUNTY	12/11/2017	12-2017	364.00	12/31/2017
Opayroll - Opus Payroll Account	2338	1986 - WASHINGTON COUNCIL OF COUNTY AND CITY EM	12/11/2017	12-2017	2,162.03	12/31/2017
Opayroll - Opus Payroll Account	2339	265 - DEPT OF RETIREMENT SYSTEMS	12/11/2017	12-2017	45,395.76	12/31/2017
Opayroll - Opus Payroll Account	2340	300 - SHEPARD / EHA COFFEE FUND	12/11/2017	12-2017	62.00	12/31/2017
Opayroll - Opus Payroll Account	2341	3862 - WA TEAMSTERS LEGISLATURE LEAGUE	12/11/2017	12-2017	50.00	12/31/2017
Opayroll - Opus Payroll Account	2342	40 - NORTHWEST PLUS CREDIT UNION	12/11/2017	12-2017	94.00	12/31/2017
Opayroll - Opus Payroll Account	2343	4976 - GUARDIAN	12/11/2017	12-2017	11,360.34	12/31/2017
Opayroll - Opus Payroll Account	2344	979 - DEPT OF RETIREMENT SYSTEMS DEFERRED COMPENSA	12/11/2017	12-2017	5,320.00	12/31/2017
Opayroll - Opus Payroll Account	2345	265 - DEPT OF RETIREMENT SYSTEMS	12/28/2017	12-2017	46,489.50	
Opayroll - Opus Payroll Account	2346	300 - SHEPARD / EHA COFFEE FUND	12/28/2017	12-2017	64.00	
Opayroll - Opus Payroll Account	2347	3608 - TEAMSTER LOCAL #38	12/28/2017	12-2017	1,161.00	
Opayroll - Opus Payroll Account	2348	40 - NORTHWEST PLUS CREDIT UNION	12/28/2017	12-2017	98.00	
Opayroll - Opus Payroll Account	2349	4447 - EHA-GEN FUND	12/28/2017	12-2017	407.00	12/31/2017
Opayroll - Opus Payroll Account	2350	979 - DEPT OF RETIREMENT SYSTEMS DEFERRED COMPENSA	12/28/2017	12-2017	5,351.48	
					<b>118,379.11</b>	

## Payment Summary

Bank=Ophgener AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
Ophgener - Opus PH General Fund Account	40498	t0037825 - HAWLEY	12/1/2017	12-2017	77.00	12/31/2017
Ophgener - Opus PH General Fund Account	40499	x0038427 - Ryablnln	12/1/2017	12-2017	84.00	12/31/2017
Ophgener - Opus PH General Fund Account	40500	t0044069 - AL-KHAFAJI	12/1/2017	12-2017	105.00	12/31/2017
Ophgener - Opus PH General Fund Account	40501	t0044693 - DAVYDENKO	12/1/2017	12-2017	91.00	12/31/2017
Ophgener - Opus PH General Fund Account	40502	t018271 - EWING	12/1/2017	12-2017	73.00	12/31/2017
Ophgener - Opus PH General Fund Account	40503	t021958 - PAE	12/1/2017	12-2017	78.00	12/31/2017
Ophgener - Opus PH General Fund Account	40504	t025090 - LUKE	12/1/2017	12-2017	139.00	12/31/2017
Ophgener - Opus PH General Fund Account	40505	t025208 - ROTARI	12/1/2017	12-2017	92.00	12/31/2017
Ophgener - Opus PH General Fund Account	40506	t025819 - SAVCHUK	12/1/2017	12-2017	41.00	12/31/2017
Ophgener - Opus PH General Fund Account	40507	t027842 - DUKE	12/1/2017	12-2017	96.00	
Ophgener - Opus PH General Fund Account	40508	t028091 - WOHLLEBEN	12/1/2017	12-2017	73.00	12/31/2017
Ophgener - Opus PH General Fund Account	40509	t030556 - COOK	12/1/2017	12-2017	73.00	12/31/2017
Ophgener - Opus PH General Fund Account	40510	t031069 - HAKSO	12/1/2017	12-2017	73.00	12/31/2017
Ophgener - Opus PH General Fund Account	40511	t031798 - ROCHE	12/1/2017	12-2017	4.00	
Ophgener - Opus PH General Fund Account	40512	t036252 - ALLEN	12/1/2017	12-2017	59.00	12/31/2017
Ophgener - Opus PH General Fund Account	40513	x0037746 - CEDENO-CIRILO	12/1/2017	12-2017	48.00	12/31/2017
Ophgener - Opus PH General Fund Account	40514	x0037910 - McCulloch	12/1/2017	12-2017	24.00	12/31/2017
Ophgener - Opus PH General Fund Account	40515	x0045472 - BLOCK	12/1/2017	12-2017	44.00	12/31/2017
Ophgener - Opus PH General Fund Account	40516	x007272 - TRAN	12/1/2017	12-2017	81.00	12/31/2017
Ophgener - Opus PH General Fund Account	40517	x029647 - JONKAN	12/1/2017	12-2017	9.00	12/31/2017
Ophgener - Opus PH General Fund Account	40518	x031017 - CAPELLE	12/1/2017	12-2017	47.00	12/31/2017
Ophgener - Opus PH General Fund Account	40519	x030728 - ALSHATEE	12/1/2017	12-2017	100.00	12/31/2017
					<b>1,511.00</b>	

P.9

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
0claims - Opus Claims Account	1	t0044231 - NAM	12/28/2017	12-2017	0.00	
0claims - Opus Claims Account	204336	t0044472 - SY	12/28/2017	12-2017	-122.00	
0claims - Opus Claims Account	204816	t0044360 - Colling	12/28/2017	12-2017	-430.00	
0claims - Opus Claims Account	205434	t0044197 - HILL	12/28/2017	12-2017	-597.00	
0claims - Opus Claims Account	206222	t0044330 - Sovereign	12/28/2017	12-2017	-50.00	
0claims - Opus Claims Account	206568	t0043155 - Blamires	12/28/2017	12-2017	-99.25	
0claims - Opus Claims Account	206672	trans - Translators USA	12/5/2017	12-2017	-447.12	
0claims - Opus Claims Account	206757	5060 - City Center of Lynnwood	12/14/2017	12-2017	-300.00	
0claims - Opus Claims Account	206996	t0000030 - Criswell	12/28/2017	12-2017	-60.26	
0claims - Opus Claims Account	207341	5084 - MOORMAN	12/1/2017	12-2017	-875.00	
0claims - Opus Claims Account	207348	814 - NORTH COAST ELECTRIC COMPANY	12/27/2017	12-2017	-72.31	
0claims - Opus Claims Account	207352	1479 - WASTE MANAGEMENT NORTHWEST INC	12/1/2017	12-2017	3,262.71	12/31/2017
0claims - Opus Claims Account	207353	3675 - PROFESSIONAL CLAIMS INTERVENTION SRVCS	12/1/2017	12-2017	1,920.00	12/31/2017
0claims - Opus Claims Account	207354	4556 - BANNER BANK	12/1/2017	12-2017	37,591.33	12/31/2017
0claims - Opus Claims Account	207355	4644 - KINGS III OF AMERICA, INC.	12/1/2017	12-2017	209.11	12/31/2017
0claims - Opus Claims Account	207356	4847 - WALKER & DUNLOP, LLC	12/1/2017	12-2017	23,881.48	12/31/2017
0claims - Opus Claims Account	207357	4891 - WCRA	12/1/2017	12-2017	7,085.30	12/31/2017
0claims - Opus Claims Account	207360	t0043737 - MIN	12/1/2017	12-2017	17.00	12/31/2017
0claims - Opus Claims Account	207361	t0044362 - Oh	12/1/2017	12-2017	13.00	12/31/2017
0claims - Opus Claims Account	207362	t0000160 - Smith	12/1/2017	12-2017	250.00	12/31/2017
0claims - Opus Claims Account	207363	t0037664 - Al Ghazali	12/1/2017	12-2017	376.00	12/31/2017
0claims - Opus Claims Account	207364	t0046728 - Hoang	12/1/2017	12-2017	250.00	12/31/2017
0claims - Opus Claims Account	207365	4338 - VINTAGE AT EVERETT	12/4/2017	12-2017	100.00	12/31/2017
0claims - Opus Claims Account	207366	4615 - MEADOWS II	12/4/2017	12-2017	234.50	12/31/2017
0claims - Opus Claims Account	207367	5066 - EAGLES LANDING APARTMENTS, L.P.	12/4/2017	12-2017	100.00	12/31/2017
0claims - Opus Claims Account	207368	5090 - The Reserve at Everett Partners LLLP	12/4/2017	12-2017	344.00	12/31/2017
0claims - Opus Claims Account	207369	5091 - Yuriy Shvydrov	12/4/2017	12-2017	670.00	
0claims - Opus Claims Account	207369	5091 - Yuriy Shvydrov	12/28/2017	12-2017	-670.00	
0claims - Opus Claims Account	207370	5093 - Lakeview Terrace	12/4/2017	12-2017	419.00	12/31/2017
0claims - Opus Claims Account	207371	t0037664 - Al Ghazali	12/4/2017	12-2017	17,668.72	12/31/2017
0claims - Opus Claims Account	207372	x016991 - LEU	12/4/2017	12-2017	15.00	12/31/2017
0claims - Opus Claims Account	207373	x028200 - GLABCHASTY	12/4/2017	12-2017	700.00	12/31/2017
0claims - Opus Claims Account	207374	x031679 - CLAY	12/4/2017	12-2017	600.00	12/31/2017
0claims - Opus Claims Account	207375	x031992 - KIRBY	12/4/2017	12-2017	600.00	12/31/2017

# Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

		Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
0claims - Opus Claims Account	207376	t0038713 - Adhikari	12/5/2017	12-2017	230.00
0claims - Opus Claims Account	207377	t0043216 - Allaj	12/5/2017	12-2017	250.00 12/31/2017
0claims - Opus Claims Account	207378	t0043450 - Daniel	12/5/2017	12-2017	200.00 12/31/2017
0claims - Opus Claims Account	207379	x031898 - LAH	12/5/2017	12-2017	174.00 12/31/2017
0claims - Opus Claims Account	207380	x032352 - BEN	12/5/2017	12-2017	97.00 12/31/2017
0claims - Opus Claims Account	207381	t0043750 - CHUNG	12/6/2017	12-2017	50.00
0claims - Opus Claims Account	207382	t0044286 - BELLINGER	12/6/2017	12-2017	232.00 12/31/2017
0claims - Opus Claims Account	207383	t0044434 - Reyes Veras	12/6/2017	12-2017	252.00 12/31/2017
0claims - Opus Claims Account	207384	trans - Translators USA	12/6/2017	12-2017	447.12 12/31/2017
0claims - Opus Claims Account	207385	1052 - ROTO-ROOTER INC	12/6/2017	12-2017	840.75 12/31/2017
0claims - Opus Claims Account	207386	1177 - SOUND SECURITY DBA SONITROL PACIFIC	12/6/2017	12-2017	744.64 12/31/2017
0claims - Opus Claims Account	207387	123 - MCLEOD	12/6/2017	12-2017	40.77 12/31/2017
0claims - Opus Claims Account	207388	1365 - COMCAST	12/6/2017	12-2017	155.77 12/31/2017
0claims - Opus Claims Account	207389	1365 - COMCAST	12/6/2017	12-2017	104.03 12/31/2017
0claims - Opus Claims Account	207390	1365 - COMCAST	12/6/2017	12-2017	239.71 12/31/2017
0claims - Opus Claims Account	207391	1365 - COMCAST	12/6/2017	12-2017	386.84 12/31/2017
0claims - Opus Claims Account	207392	1365 - COMCAST	12/6/2017	12-2017	213.32 12/31/2017
0claims - Opus Claims Account	207393	1365 - COMCAST	12/6/2017	12-2017	88.60 12/31/2017
0claims - Opus Claims Account	207394	1365 - COMCAST	12/6/2017	12-2017	137.66 12/31/2017
0claims - Opus Claims Account	207395	1365 - COMCAST	12/6/2017	12-2017	207.46 12/31/2017
0claims - Opus Claims Account	207396	1365 - COMCAST	12/6/2017	12-2017	138.15 12/31/2017
0claims - Opus Claims Account	207397	1365 - COMCAST	12/6/2017	12-2017	86.35 12/31/2017
0claims - Opus Claims Account	207398	1365 - COMCAST	12/6/2017	12-2017	78.28 12/31/2017
0claims - Opus Claims Account	207399	1405 - PUGET SOUND ENERGY	12/6/2017	12-2017	462.72 12/31/2017
0claims - Opus Claims Account	207400	1479 - WASTE MANAGEMENT NORTHWEST INC	12/6/2017	12-2017	3,147.71 12/31/2017
0claims - Opus Claims Account	207401	1506 - INSIGHT PUBLIC SECTOR	12/6/2017	12-2017	68.99 12/31/2017
0claims - Opus Claims Account	207402	200 - CITY OF EVERETT - UTILITY SERVICES	12/6/2017	12-2017	14,063.28 12/31/2017
0claims - Opus Claims Account	207403	2312 - OFFICE TEAM	12/6/2017	12-2017	1,507.80 12/31/2017
0claims - Opus Claims Account	207404	2368 - THYSSENKRUPP ELEVATOR CORPORATION	12/6/2017	12-2017	5,980.23 12/31/2017
0claims - Opus Claims Account	207405	2875 - LOWE'S COMMERCIAL	12/6/2017	12-2017	4,313.92 12/31/2017
0claims - Opus Claims Account	207406	3152 - SHRED-IT USA LLC	12/6/2017	12-2017	80.27 12/31/2017
0claims - Opus Claims Account	207407	3498 - DANIEL LY SNO-KING CARPET CLEANING	12/6/2017	12-2017	1,919.75 12/31/2017
0claims - Opus Claims Account	207408	3544 - PACIFIC BREEZE PRODUCTS, INC	12/6/2017	12-2017	66.64 12/31/2017
0claims - Opus Claims Account	207409	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	427.66 12/31/2017

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	207410	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	467.91	12/31/2017
0claims - Opus Claims Account	207411	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	156.20	12/31/2017
0claims - Opus Claims Account	207412	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	74.44	12/31/2017
0claims - Opus Claims Account	207413	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	55.93	12/31/2017
0claims - Opus Claims Account	207414	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	11.55	12/31/2017
0claims - Opus Claims Account	207415	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	38.98	12/31/2017
0claims - Opus Claims Account	207416	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	36.79	12/31/2017
0claims - Opus Claims Account	207417	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	27.78	12/31/2017
0claims - Opus Claims Account	207418	3784 - STAPLES BUSINESS ADVANTAGE	12/6/2017	12-2017	232.81	12/31/2017
0claims - Opus Claims Account	207419	3792 - HENDERSON DBA HENDERSON HAULING	12/6/2017	12-2017	437.50	12/31/2017
0claims - Opus Claims Account	207420	3844 - SIMPLEXGRINNELL LP	12/6/2017	12-2017	1,897.00	12/31/2017
0claims - Opus Claims Account	207421	4160 - HARRISON MECHANICAL, INC	12/6/2017	12-2017	1,084.47	12/31/2017
0claims - Opus Claims Account	207422	4338 - VINTAGE AT EVERETT	12/6/2017	12-2017	197.46	12/31/2017
0claims - Opus Claims Account	207423	4343 - WATSON & MCDONELL, PLLC	12/6/2017	12-2017	5,400.00	12/31/2017
0claims - Opus Claims Account	207424	4449 - WESTBY	12/6/2017	12-2017	198.49	12/31/2017
0claims - Opus Claims Account	207425	4514 - HOME DEPOT CREDIT SERVICES	12/6/2017	12-2017	23.98	12/31/2017
0claims - Opus Claims Account	207426	4644 - KINGS III OF AMERICA, INC.	12/6/2017	12-2017	468.15	12/31/2017
0claims - Opus Claims Account	207427	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	12/6/2017	12-2017	3,417.40	12/31/2017
0claims - Opus Claims Account	207428	475 - FRONTIER	12/6/2017	12-2017	771.89	12/31/2017
0claims - Opus Claims Account	207429	4791 - Corporate Payment Systems-Mcleod	12/6/2017	12-2017	1,372.12	12/31/2017
0claims - Opus Claims Account	207430	4906 - The Jacobs Group	12/6/2017	12-2017	75.00	12/31/2017
0claims - Opus Claims Account	207431	4929 - ORKIN, 758-EVERETT, WA	12/6/2017	12-2017	597.87	12/31/2017
0claims - Opus Claims Account	207432	4945 - DAY & NITE PLUMBING & HEATING	12/6/2017	12-2017	4,653.36	12/31/2017
0claims - Opus Claims Account	207433	4996 - dba GJJ Williams Investments LLC - River's Landing	12/6/2017	12-2017	76.36	12/31/2017
0claims - Opus Claims Account	207434	4997 - Highlander Associates	12/6/2017	12-2017	1,165.00	12/31/2017
0claims - Opus Claims Account	207435	5053 - FORSYTH	12/6/2017	12-2017	20.00	12/31/2017
0claims - Opus Claims Account	207436	5080 - RENTGROW, INC.	12/6/2017	12-2017	637.00	12/31/2017
0claims - Opus Claims Account	207437	5092 - Silver Creek	12/6/2017	12-2017	300.00	12/31/2017
0claims - Opus Claims Account	207438	684 - NEWTON * KIGHT ATTORNEYS AT LAW	12/6/2017	12-2017	985.23	12/31/2017
0claims - Opus Claims Account	207439	70 - AUTOMATED COMMUNICATIONS INC	12/6/2017	12-2017	872.12	12/31/2017
0claims - Opus Claims Account	207440	771 - HD SUPPLY FACILITIES MAINTENANCE	12/6/2017	12-2017	3,380.18	12/31/2017
0claims - Opus Claims Account	207441	869 - OFFICE DEPOT, INC.	12/6/2017	12-2017	108.18	12/31/2017
0claims - Opus Claims Account	207442	985 - PUD #1 OF SNOHOMISH COUNTY	12/6/2017	12-2017	13,508.62	12/31/2017
0claims - Opus Claims Account	207443	bekins - dba BEKINS NORTHWEST	12/6/2017	12-2017	6,622.00	12/31/2017

P.12

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount	Reconciled
0claims - Opus Claims Account	207444	5084 - MOORMAN	12/7/2017	12-2017	575.00	12/31/2017
0claims - Opus Claims Account	207445	5084 - MOORMAN	12/7/2017	12-2017	300.00	12/31/2017
0claims - Opus Claims Account	207446	t0000034 - Jenkinson	12/7/2017	12-2017	94.00	
0claims - Opus Claims Account	207447	t0039846 - Louviere	12/7/2017	12-2017	232.17	12/31/2017
0claims - Opus Claims Account	207448	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	12/7/2017	12-2017	463.00	12/31/2017
0claims - Opus Claims Account	207449	2685 - U.G. CASH & CARRY	12/7/2017	12-2017	58.00	12/31/2017
0claims - Opus Claims Account	207450	2875 - LOWE'S COMMERCIAL	12/7/2017	12-2017	154.17	12/31/2017
0claims - Opus Claims Account	207451	4075 - BERGO	12/7/2017	12-2017	600.00	12/31/2017
0claims - Opus Claims Account	207452	4338 - VINTAGE AT EVERETT	12/7/2017	12-2017	980.00	
0claims - Opus Claims Account	207453	4341 - DEPT OF COMMERCE	12/7/2017	12-2017	6,565.17	12/31/2017
0claims - Opus Claims Account	207454	4782 - Corporate Payment Systems-Dias	12/7/2017	12-2017	2,549.95	12/31/2017
0claims - Opus Claims Account	207455	5065 - BANNER BANK	12/7/2017	12-2017	6,800.00	12/31/2017
0claims - Opus Claims Account	207456	5085 - Forest Grove Apartments	12/7/2017	12-2017	420.00	12/31/2017
0claims - Opus Claims Account	207457	5086 - Madison Way Apartments	12/7/2017	12-2017	200.00	12/31/2017
0claims - Opus Claims Account	207458	x011415 - FOX	12/7/2017	12-2017	500.00	12/31/2017
0claims - Opus Claims Account	207459	x032352 - BEN	12/7/2017	12-2017	500.00	12/31/2017
0claims - Opus Claims Account	207460	z0040972 - MENDOZA	12/7/2017	12-2017	700.00	
0claims - Opus Claims Account	207461	4615 - MEADOWS II	12/12/2017	12-2017	219.00	12/31/2017
0claims - Opus Claims Account	207462	5066 - EAGLES LANDING APARTMENTS, L.P.	12/12/2017	12-2017	500.00	12/31/2017
0claims - Opus Claims Account	207463	5096 - Skagit Council Housing	12/12/2017	12-2017	211.00	12/31/2017
0claims - Opus Claims Account	207464	5097 - Alvin Singh	12/12/2017	12-2017	2,659.00	12/31/2017
0claims - Opus Claims Account	207465	x0037880 - HUSSEIN	12/12/2017	12-2017	700.00	
0claims - Opus Claims Account	207466	x026987 - POLYAKOVA	12/12/2017	12-2017	200.00	12/31/2017
0claims - Opus Claims Account	207467	x026987 - POLYAKOVA	12/12/2017	12-2017	700.00	12/31/2017
0claims - Opus Claims Account	207468	t0039260 - Howard	12/12/2017	12-2017	210.00	
0claims - Opus Claims Account	207469	4946 - GRAHAM PLUMBING AND MECHANICAL INC.	12/12/2017	12-2017	629.00	12/31/2017
0claims - Opus Claims Account	207470	4338 - VINTAGE AT EVERETT	12/13/2017	12-2017	100.00	12/31/2017
0claims - Opus Claims Account	207471	4338 - VINTAGE AT EVERETT	12/13/2017	12-2017	35.00	12/31/2017
0claims - Opus Claims Account	207472	x007422 - NGUYEN	12/13/2017	12-2017	500.00	12/31/2017
0claims - Opus Claims Account	207473	1506 - INSIGHT PUBLIC SECTOR	12/14/2017	12-2017	996.08	12/31/2017
0claims - Opus Claims Account	207474	200 - CITY OF EVERETT - UTILITY SERVICES	12/14/2017	12-2017	465.52	12/31/2017
0claims - Opus Claims Account	207475	2312 - OFFICE TEAM	12/14/2017	12-2017	1,077.00	12/31/2017
0claims - Opus Claims Account	207476	2875 - LOWE'S COMMERCIAL	12/14/2017	12-2017	59.16	12/31/2017
0claims - Opus Claims Account	207477	2983 - TALX CORP DBA EQUIFAX WORKFORCE SOLUTION	12/14/2017	12-2017	64.77	12/31/2017

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	207478	4786 - Corporate Payment Systems-Gizzi	12/14/2017	12-2017	406.49	12/31/2017
0claims - Opus Claims Account	207479	4790 - Corporate Payment Systems-Maynard	12/14/2017	12-2017	65.08	12/31/2017
0claims - Opus Claims Account	207480	755 - MARTIN LUMBER AND HARDWARE INC	12/14/2017	12-2017	64.45	12/31/2017
0claims - Opus Claims Account	207481	771 - HD SUPPLY FACILITIES MAINTENANCE	12/14/2017	12-2017	924.60	12/31/2017
0claims - Opus Claims Account	207482	985 - PUD #1 OF SNOHOMISH COUNTY	12/14/2017	12-2017	4,731.37	12/31/2017
0claims - Opus Claims Account	207483	1052 - ROTO-ROOTER INC	12/14/2017	12-2017	676.20	12/31/2017
0claims - Opus Claims Account	207484	113 - BAYSIDE SUPPLY CO	12/14/2017	12-2017	3,026.68	12/31/2017
0claims - Opus Claims Account	207485	1144 - HOMAGE SENIOR SERVICES	12/14/2017	12-2017	28,750.13	12/31/2017
0claims - Opus Claims Account	207486	1190 - SOUND SAFETY PRODUCTS, INC	12/14/2017	12-2017	194.37	12/31/2017
0claims - Opus Claims Account	207487	1365 - COMCAST	12/14/2017	12-2017	192.37	12/31/2017
0claims - Opus Claims Account	207488	1365 - COMCAST	12/14/2017	12-2017	117.56	12/31/2017
0claims - Opus Claims Account	207489	1365 - COMCAST	12/14/2017	12-2017	243.04	12/31/2017
0claims - Opus Claims Account	207490	1405 - PUGET SOUND ENERGY	12/14/2017	12-2017	5,862.01	12/31/2017
0claims - Opus Claims Account	207491	1479 - WASTE MANAGEMENT NORTHWEST INC	12/14/2017	12-2017	94.79	12/31/2017
0claims - Opus Claims Account	207492	1506 - INSIGHT PUBLIC SECTOR	12/14/2017	12-2017	3,993.70	12/31/2017
0claims - Opus Claims Account	207493	200 - CITY OF EVERETT - UTILITY SERVICES	12/14/2017	12-2017	10,277.90	12/31/2017
0claims - Opus Claims Account	207494	203 - CITY OF EVERETT	12/14/2017	12-2017	272.69	12/31/2017
0claims - Opus Claims Account	207495	215 - CONSOLIDATED ELECTRICAL DIST INC	12/14/2017	12-2017	70.21	12/31/2017
0claims - Opus Claims Account	207496	2312 - OFFICE TEAM	12/14/2017	12-2017	2,125.28	12/31/2017
0claims - Opus Claims Account	207497	2368 - THYSSENKRUPP ELEVATOR CORPORATION	12/14/2017	12-2017	1,315.79	12/31/2017
0claims - Opus Claims Account	207498	2875 - LOWE'S COMMERCIAL	12/14/2017	12-2017	154.28	12/31/2017
0claims - Opus Claims Account	207499	2956 - ACCOUNTEMPs	12/14/2017	12-2017	488.43	12/31/2017
0claims - Opus Claims Account	207500	322 - PACIFIC AIR CONTROL, INC	12/14/2017	12-2017	403.25	12/31/2017
0claims - Opus Claims Account	207501	3393 - SPRAGUE PEST SOLUTIONS	12/14/2017	12-2017	2,468.26	12/31/2017
0claims - Opus Claims Account	207502	3458 - GENERATOR SERVICES NORTHWEST LLC	12/14/2017	12-2017	1,061.33	12/31/2017
0claims - Opus Claims Account	207503	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	464.09	12/31/2017
0claims - Opus Claims Account	207504	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	9.86	12/31/2017
0claims - Opus Claims Account	207505	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	159.51	12/31/2017
0claims - Opus Claims Account	207506	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	91.35	12/31/2017
0claims - Opus Claims Account	207507	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	300.74	12/31/2017
0claims - Opus Claims Account	207508	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	42.94	12/31/2017
0claims - Opus Claims Account	207509	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	86.42	12/31/2017
0claims - Opus Claims Account	207510	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	85.87	12/31/2017
0claims - Opus Claims Account	207511	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	71.89	12/31/2017



## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date	Amount Reconciled
Oclaims - Opus Claims Account	207512	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	12/31/2017	218.32
Oclaims - Opus Claims Account	207513	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017		0.00
Oclaims - Opus Claims Account	207514	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	12/31/2017	296.54
Oclaims - Opus Claims Account	207515	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	12/31/2017	24.99
Oclaims - Opus Claims Account	207516	3792 - HENDERSON DBA HENDERSON HAULING	12/14/2017	12-2017	12/31/2017	250.00
Oclaims - Opus Claims Account	207517	390 - EYLANDER SALES & SERVICE	12/14/2017	12-2017	12/31/2017	190.00
Oclaims - Opus Claims Account	207518	4075 - BERGO	12/14/2017	12-2017	12/31/2017	240.00
Oclaims - Opus Claims Account	207519	4358 - BENETRAC	12/14/2017	12-2017	12/31/2017	420.00
Oclaims - Opus Claims Account	207520	46 - RED-NATIONAL PEST ELIMINATORS, INC.	12/14/2017	12-2017	12/31/2017	41.50
Oclaims - Opus Claims Account	207521	4612 - SHELCO INC.	12/14/2017	12-2017	12/31/2017	352.82
Oclaims - Opus Claims Account	207522	4627 - PITNEY BOWES RESERVE ACCOUNT	12/14/2017	12-2017	12/31/2017	600.00
Oclaims - Opus Claims Account	207523	463 - HOUSING HOPE	12/14/2017	12-2017	12/31/2017	1,045.00
Oclaims - Opus Claims Account	207524	4747 - Chicago Title Company of Washington	12/14/2017	12-2017	12/31/2017	109.70
Oclaims - Opus Claims Account	207525	475 - FRONTIER	12/14/2017	12-2017	12/31/2017	1,049.85
Oclaims - Opus Claims Account	207526	4763 - Evergreen Moving Systems, Inc.	12/14/2017	12-2017	12/31/2017	1,432.88
Oclaims - Opus Claims Account	207527	4782 - Corporate Payment Systems-Dias	12/14/2017	12-2017	12/31/2017	75.19
Oclaims - Opus Claims Account	207528	4785 - Corporate Payment Systems-Erickson	12/14/2017	12-2017	12/31/2017	59.94
Oclaims - Opus Claims Account	207529	4788 - Corporate Payment Systems-Kennedy	12/14/2017	12-2017	12/31/2017	566.92
Oclaims - Opus Claims Account	207530	4790 - Corporate Payment Systems-Maynard	12/14/2017	12-2017	12/31/2017	367.27
Oclaims - Opus Claims Account	207531	4792 - Corporate Payment Systems-Neblett	12/14/2017	12-2017	12/31/2017	363.80
Oclaims - Opus Claims Account	207532	4799 - Corporate Payment Systems-Westby	12/14/2017	12-2017	12/31/2017	79.55
Oclaims - Opus Claims Account	207533	482 - GOLDFINCH BROS IN	12/14/2017	12-2017	12/31/2017	120.67
Oclaims - Opus Claims Account	207534	4855 - DC Maintenance & Painting	12/14/2017	12-2017	12/31/2017	4,102.78
Oclaims - Opus Claims Account	207535	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	12/14/2017	12-2017	12/31/2017	33.00
Oclaims - Opus Claims Account	207536	4878 - Corporate Payment Systems-Floating	12/14/2017	12-2017	12/31/2017	84.72
Oclaims - Opus Claims Account	207537	4888 - KAIKAI	12/14/2017	12-2017	12/31/2017	13.70
Oclaims - Opus Claims Account	207538	4992 - Corporate Payment Systems-Kienholz	12/14/2017	12-2017	12/31/2017	258.00
Oclaims - Opus Claims Account	207539	4993 - ZURIS	12/14/2017	12-2017	12/31/2017	2,000.00
Oclaims - Opus Claims Account	207540	5014 - FIGARSKY	12/14/2017	12-2017	12/31/2017	23.54
Oclaims - Opus Claims Account	207541	5037 - Corporate Payment Systems-Forsyth	12/14/2017	12-2017	12/31/2017	1,934.57
Oclaims - Opus Claims Account	207542	5080 - RENTGROW, INC.	12/14/2017	12-2017	12/31/2017	38.00
Oclaims - Opus Claims Account	207543	755 - MARTIN LUMBER AND HARDWARE INC	12/14/2017	12-2017	12/31/2017	57.30
Oclaims - Opus Claims Account	207544	771 - HD SUPPLY FACILITIES MAINTENANCE	12/14/2017	12-2017	12/31/2017	4,177.51
Oclaims - Opus Claims Account	207545	963 - PLATT ELECTRIC SUPPLY INC	12/14/2017	12-2017	12/31/2017	65.38

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	207546	985 - PUD #1 OF SNOHOMISH COUNTY	12/14/2017	12-2017	2,595.87	12/31/2017
0claims - Opus Claims Account	207547	bekins - dba BEKINS NORTHWEST	12/14/2017	12-2017	13,858.00	12/31/2017
0claims - Opus Claims Account	207548	3536 - VERIZON WIRELESS	12/14/2017	12-2017	2,575.65	12/31/2017
0claims - Opus Claims Account	207549	3784 - STAPLES BUSINESS ADVANTAGE	12/14/2017	12-2017	1.36	12/31/2017
0claims - Opus Claims Account	207550	t0046074 - Lee	12/15/2017	12-2017	80.20	12/31/2017
0claims - Opus Claims Account	207551	4615 - MEADOWS II	12/18/2017	12-2017	200.00	
0claims - Opus Claims Account	207552	4998 - Cascadian Associates	12/18/2017	12-2017	80.00	
0claims - Opus Claims Account	207553	5086 - Madison Way Apartments	12/18/2017	12-2017	700.00	12/31/2017
0claims - Opus Claims Account	207554	5098 - Brighton Square A&D LLC	12/18/2017	12-2017	800.00	12/31/2017
0claims - Opus Claims Account	207555	x0037488 - TRAN	12/18/2017	12-2017	100.00	12/31/2017
0claims - Opus Claims Account	207556	x0037488 - TRAN	12/18/2017	12-2017	600.00	12/31/2017
0claims - Opus Claims Account	207557	x030602 - KUDRIK	12/18/2017	12-2017	200.00	12/31/2017
0claims - Opus Claims Account	207558	x030602 - KUDRIK	12/18/2017	12-2017	35.00	12/31/2017
0claims - Opus Claims Account	207559	4556 - BANNER BANK	12/19/2017	12-2017	9,143.01	12/31/2017
0claims - Opus Claims Account	207560	x030602 - KUDRIK	12/19/2017	12-2017	500.00	12/31/2017
0claims - Opus Claims Account	207561	t0044323 - Ali	12/19/2017	12-2017	160.00	12/31/2017
0claims - Opus Claims Account	207562	t0046003 - Acharya	12/19/2017	12-2017	157.00	
0claims - Opus Claims Account	207563	1144 - HOMAGE SENIOR SERVICES	12/21/2017	12-2017	27,477.99	12/31/2017
0claims - Opus Claims Account	207564	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	12/21/2017	12-2017	258.00	12/31/2017
0claims - Opus Claims Account	207565	1365 - COMCAST	12/21/2017	12-2017	143.99	12/31/2017
0claims - Opus Claims Account	207566	1365 - COMCAST	12/21/2017	12-2017	162.85	12/31/2017
0claims - Opus Claims Account	207567	1365 - COMCAST	12/21/2017	12-2017	86.14	12/31/2017
0claims - Opus Claims Account	207568	1365 - COMCAST	12/21/2017	12-2017	105.36	12/31/2017
0claims - Opus Claims Account	207569	1365 - COMCAST	12/21/2017	12-2017	92.91	12/31/2017
0claims - Opus Claims Account	207570	1365 - COMCAST	12/21/2017	12-2017	93.97	12/31/2017
0claims - Opus Claims Account	207571	1365 - COMCAST	12/21/2017	12-2017	334.71	12/31/2017
0claims - Opus Claims Account	207572	1405 - PUGET SOUND ENERGY	12/21/2017	12-2017	1,177.39	12/31/2017
0claims - Opus Claims Account	207573	200 - CITY OF EVERETT - UTILITY SERVICES	12/21/2017	12-2017	36,850.52	12/31/2017
0claims - Opus Claims Account	207574	203 - CITY OF EVERETT	12/21/2017	12-2017	1,977.74	
0claims - Opus Claims Account	207575	2031 - IN2VATE, LLC	12/21/2017	12-2017	330.00	12/31/2017
0claims - Opus Claims Account	207576	2127 - ALLWATER CORPORATION	12/21/2017	12-2017	221.17	12/31/2017
0claims - Opus Claims Account	207577	215 - CONSOLIDATED ELECTRICAL DIST INC	12/21/2017	12-2017	332.39	12/31/2017
0claims - Opus Claims Account	207578	217 - AIRGAS - NORPAC, INC	12/21/2017	12-2017	9.05	12/31/2017
0claims - Opus Claims Account	207579	231 - PITNEY BOWES INC GLOBAL FINANCIAL SERVIC	12/21/2017	12-2017	1,666.70	

# Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount	Reconciled
0claims - Opus Claims Account	207580	2368 - THYSSENKRUPP ELEVATOR CORPORATION	12/21/2017	12-2017	6,783.30	12/31/2017
0claims - Opus Claims Account	207581	24 - PROCTOR SALES, INC	12/21/2017	12-2017	2,407.92	12/31/2017
0claims - Opus Claims Account	207582	262 - DEPT LABOR & INDUSTRY ELEVATOR SECTION	12/21/2017	12-2017	342.30	
0claims - Opus Claims Account	207583	2685 - U.G. CASH & CARRY	12/21/2017	12-2017	213.60	
0claims - Opus Claims Account	207584	2875 - LOWE'S COMMERCIAL	12/21/2017	12-2017	322.59	12/31/2017
0claims - Opus Claims Account	207585	3152 - SHRED-IT USA LLC	12/21/2017	12-2017	441.95	
0claims - Opus Claims Account	207586	32 - ALDERWOOD WATER DISTRICT	12/21/2017	12-2017	14,026.15	12/31/2017
0claims - Opus Claims Account	207587	3212 - GOVCONNECTION, INC	12/21/2017	12-2017	1,181.67	12/31/2017
0claims - Opus Claims Account	207588	322 - PACIFIC AIR CONTROL, INC	12/21/2017	12-2017	853.32	12/31/2017
0claims - Opus Claims Account	207589	3330 - RODDA PAINT CO. INC	12/21/2017	12-2017	1,882.36	12/31/2017
0claims - Opus Claims Account	207590	3498 - DANIEL LY SNO-KING CARPET CLEANING	12/21/2017	12-2017	296.19	
0claims - Opus Claims Account	207591	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DIS	12/21/2017	12-2017	274.52	12/31/2017
0claims - Opus Claims Account	207592	3690 - KAISER PERMANENTE	12/21/2017	12-2017	40.00	12/31/2017
0claims - Opus Claims Account	207593	3737 - NEW FRONTIER TECHNOLOGIES, LLC	12/21/2017	12-2017	550.00	12/31/2017
0claims - Opus Claims Account	207594	375 - EVERETT SAFE & LOCK, INC	12/21/2017	12-2017	64.22	12/31/2017
0claims - Opus Claims Account	207595	3784 - STAPLES BUSINESS ADVANTAGE	12/21/2017	12-2017	153.20	
0claims - Opus Claims Account	207596	3784 - STAPLES BUSINESS ADVANTAGE	12/21/2017	12-2017	22.27	
0claims - Opus Claims Account	207597	3789 - PITNEY BOWES RESERVE ACCOUNT	12/21/2017	12-2017	5,000.00	12/31/2017
0claims - Opus Claims Account	207598	3800 - J.H. BRAWNER & CO	12/21/2017	12-2017	2,000.00	
0claims - Opus Claims Account	207599	4010 - ALLSTREAM	12/21/2017	12-2017	852.34	12/31/2017
0claims - Opus Claims Account	207600	4186 - LOMMERS-JOHNSON	12/21/2017	12-2017	308.00	
0claims - Opus Claims Account	207601	4311 - EVERETT HOUSING AUTHORITY	12/21/2017	12-2017	250.00	12/31/2017
0claims - Opus Claims Account	207602	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	12/21/2017	12-2017	443.45	
0claims - Opus Claims Account	207603	4383 - SOULE MECHANICAL, INC.	12/21/2017	12-2017	1,350.00	12/31/2017
0claims - Opus Claims Account	207604	4463 - ALBERTSON	12/21/2017	12-2017	213.89	12/31/2017
0claims - Opus Claims Account	207605	4468 - DIAS	12/21/2017	12-2017	49.02	
0claims - Opus Claims Account	207606	4471 - YAGO	12/21/2017	12-2017	180.62	12/31/2017
0claims - Opus Claims Account	207607	4514 - HOME DEPOT CREDIT SERVICES	12/21/2017	12-2017	49.41	12/31/2017
0claims - Opus Claims Account	207608	4583 - ABODE INSPECTION SERVICES LLC	12/21/2017	12-2017	1,715.00	
0claims - Opus Claims Account	207609	4632 - CENTURY 21 NORTH HOMES REALTY, INC.	12/21/2017	12-2017	300.00	12/31/2017
0claims - Opus Claims Account	207610	4643 - PROTECTION ONE ALARM MONITORING INC.	12/21/2017	12-2017	3,469.97	12/31/2017
0claims - Opus Claims Account	207611	4669 - SAFEGUARD PEST CONTROL, INC.	12/21/2017	12-2017	103.46	12/31/2017
0claims - Opus Claims Account	207612	4688 - RMC Architects	12/21/2017	12-2017	2,613.31	12/31/2017
0claims - Opus Claims Account	207613	4699 - DOOR PROS, INC.	12/21/2017	12-2017	4,791.74	

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	207614	4742 - BLAIR	12/21/2017	12-2017	58.80	
0claims - Opus Claims Account	207615	4748 - GRANITE TELECOMMUNICATIONS, LLC	12/21/2017	12-2017	167.87	12/31/2017
0claims - Opus Claims Account	207616	475 - FRONTIER	12/21/2017	12-2017	3,797.51	
0claims - Opus Claims Account	207617	4785 - Corporate Payment Systems-Erickson	12/21/2017	12-2017	32.49	
0claims - Opus Claims Account	207618	4786 - Corporate Payment Systems-Gizzi	12/21/2017	12-2017	736.44	
0claims - Opus Claims Account	207619	4789 - Corporate Payment Systems-Lommers	12/21/2017	12-2017	482.32	
0claims - Opus Claims Account	207620	4797 - Corporate Payment Systems-Tucker	12/21/2017	12-2017	258.83	
0claims - Opus Claims Account	207621	4798 - Corporate Payment Systems-Ulvestad	12/21/2017	12-2017	120.00	
0claims - Opus Claims Account	207622	4799 - Corporate Payment Systems-Westby	12/21/2017	12-2017	920.27	
0claims - Opus Claims Account	207623	4801 - Corporate Payment Systems-HS Manage	12/21/2017	12-2017	513.85	
0claims - Opus Claims Account	207624	4802 - Corporate Payment Systems-Finance Dept.	12/21/2017	12-2017	330.00	
0claims - Opus Claims Account	207625	4834 - GroundWorks Landscaping Services	12/21/2017	12-2017	17,441.14	
0claims - Opus Claims Account	207626	4860 - CITY OF LYNNWOOD	12/21/2017	12-2017	7,203.51	12/31/2017
0claims - Opus Claims Account	207627	4863 - IRON MOUNTAIN	12/21/2017	12-2017	7.61	12/31/2017
0claims - Opus Claims Account	207628	4871 - LAKE STEVENS SEWER DISTRICT	12/21/2017	12-2017	3,440.00	12/31/2017
0claims - Opus Claims Account	207629	4872 - CITY OF MONROE	12/21/2017	12-2017	1,580.48	12/31/2017
0claims - Opus Claims Account	207630	4902 - Corporate Payment Systems-Baines	12/21/2017	12-2017	155.42	
0claims - Opus Claims Account	207631	4929 - ORKIN, 758-EVERETT, WA	12/21/2017	12-2017	357.62	
0claims - Opus Claims Account	207632	4941 - Absco Solutions	12/21/2017	12-2017	4,856.90	12/31/2017
0claims - Opus Claims Account	207633	4992 - Corporate Payment Systems-Kienholz	12/21/2017	12-2017	1,117.54	
0claims - Opus Claims Account	207634	4998 - Cascadian Associates	12/21/2017	12-2017	142.13	
0claims - Opus Claims Account	207635	5002 - Clementine Live Answering Service	12/21/2017	12-2017	1,573.49	12/31/2017
0claims - Opus Claims Account	207636	5009 - CITY OF EVERETT CLERK'S OFFICE	12/21/2017	12-2017	8.90	
0claims - Opus Claims Account	207637	5037 - Corporate Payment Systems-Forsyth	12/21/2017	12-2017	865.71	
0claims - Opus Claims Account	207638	5053 - FORSYTH	12/21/2017	12-2017	317.50	12/31/2017
0claims - Opus Claims Account	207639	5069 - Seattle Asbestos Environmental Corp.	12/21/2017	12-2017	1,650.00	12/31/2017
0claims - Opus Claims Account	207640	5094 - CENTER FOR EDUCATION & EMPLOYMENT LAW	12/21/2017	12-2017	274.95	12/31/2017
0claims - Opus Claims Account	207641	5095 - O'BRIEN	12/21/2017	12-2017	3.61	
0claims - Opus Claims Account	207642	728 - LES SCHWAB TIRE SALES & SERVICE	12/21/2017	12-2017	409.98	12/31/2017
0claims - Opus Claims Account	207643	771 - HD SUPPLY FACILITIES MAINTENANCE	12/21/2017	12-2017	8,703.28	12/31/2017
0claims - Opus Claims Account	207644	869 - OFFICE DEPOT, INC.	12/21/2017	12-2017	2,249.81	12/31/2017
0claims - Opus Claims Account	207645	963 - PLATT ELECTRIC SUPPLY INC	12/21/2017	12-2017	10.31	12/31/2017
0claims - Opus Claims Account	207646	985 - PUD #1 OF SNOHOMISH COUNTY	12/21/2017	12-2017	6,448.10	
0claims - Opus Claims Account	207647	bekins - dba BEKINS NORTHWEST	12/21/2017	12-2017	6,472.50	12/31/2017

P.18

## Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount	Reconciled
0claims - Opus Claims Account	207648	regional - REPUBLIC SERVICES #197	12/21/2017	12-2017	394.29	
0claims - Opus Claims Account	207649	trans - Translators USA	12/21/2017	12-2017	93.18	12/31/2017
0claims - Opus Claims Account	207650	x009049 - AIKEN	12/21/2017	12-2017	312.00	
0claims - Opus Claims Account	207651	x015283 - BALYKO	12/21/2017	12-2017	270.00	
0claims - Opus Claims Account	207652	x026987 - POLYAKOVA	12/21/2017	12-2017	155.00	12/31/2017
0claims - Opus Claims Account	207653	3593 - SOUND PUBLISHING, INC	12/21/2017	12-2017	1,417.60	12/31/2017
0claims - Opus Claims Account	207654	4895 - ZELLNER	12/21/2017	12-2017	111.87	12/31/2017
0claims - Opus Claims Account	207655	4992 - Corporate Payment Systems-Klenholz	12/21/2017	12-2017	757.01	
0claims - Opus Claims Account	207656	4995 - dba 5J Williams Family LLC - Riverdale	12/21/2017	12-2017	1,295.00	
0claims - Opus Claims Account	207657	4996 - dba GJJ Williams Investments LLC - River's Landing	12/21/2017	12-2017	7,135.00	
0claims - Opus Claims Account	207658	4997 - Highlander Associates	12/21/2017	12-2017	2,740.00	
0claims - Opus Claims Account	207659	4998 - Cascadian Associates	12/21/2017	12-2017	5,610.00	
0claims - Opus Claims Account	207660	684 - NEWTON * KIGHT ATTORNEYS AT LAW	12/21/2017	12-2017	8,307.88	12/31/2017
0claims - Opus Claims Account	207661	x026987 - POLYAKOVA	12/21/2017	12-2017	700.00	12/31/2017
0claims - Opus Claims Account	207662	t0044483 - HUDSON	12/22/2017	12-2017	563.00	12/31/2017
0claims - Opus Claims Account	207663	x026593 - JUBIE	12/22/2017	12-2017	149.00	
0claims - Opus Claims Account	207664	x030602 - KUDRIK	12/22/2017	12-2017	209.00	
0claims - Opus Claims Account	207665	5091 - Yuriy Shvydrov	12/28/2017	12-2017	670.00	
0claims - Opus Claims Account	207666	1365 - COMCAST	12/28/2017	12-2017	126.02	
0claims - Opus Claims Account	207667	1365 - COMCAST	12/28/2017	12-2017	135.10	
0claims - Opus Claims Account	207668	1365 - COMCAST	12/28/2017	12-2017	228.15	
0claims - Opus Claims Account	207669	1365 - COMCAST	12/28/2017	12-2017	89.52	
0claims - Opus Claims Account	207670	1365 - COMCAST	12/28/2017	12-2017	218.38	
0claims - Opus Claims Account	207671	1365 - COMCAST	12/28/2017	12-2017	192.37	
0claims - Opus Claims Account	207672	1365 - COMCAST	12/28/2017	12-2017	211.43	
0claims - Opus Claims Account	207673	1365 - COMCAST	12/28/2017	12-2017	258.25	
0claims - Opus Claims Account	207674	1405 - PUGET SOUND ENERGY	12/28/2017	12-2017	261.32	
0claims - Opus Claims Account	207675	1506 - INSIGHT PUBLIC SECTOR	12/28/2017	12-2017	996.08	
0claims - Opus Claims Account	207676	203 - CITY OF EVERETT	12/28/2017	12-2017	1,519.03	
0claims - Opus Claims Account	207677	2109 - HERZOG ENVELOPE, INC	12/28/2017	12-2017	306.10	
0claims - Opus Claims Account	207678	2127 - ALLWATER CORPORATION	12/28/2017	12-2017	39.20	
0claims - Opus Claims Account	207679	2956 - ACCOUNTEMPs	12/28/2017	12-2017	2,065.35	
0claims - Opus Claims Account	207680	3212 - GOVCONNECTION, INC	12/28/2017	12-2017	18.99	
0claims - Opus Claims Account	207681	3313 - MOCO INC	12/28/2017	12-2017	468.00	

P.19

# Payment Summary

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	207682	3393 - SPRAGUE PEST SOLUTIONS	12/28/2017	12-2017	1,234.13	
0claims - Opus Claims Account	207683	345 - LANGUAGE LINE SERVICES, INC	12/28/2017	12-2017	345.46	
0claims - Opus Claims Account	207684	3544 - PACIFIC BREEZE PRODUCTS, INC	12/28/2017	12-2017	516.95	
0claims - Opus Claims Account	207685	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DIS	12/28/2017	12-2017	22.66	
0claims - Opus Claims Account	207686	3844 - SIMPLEXGRINNELL LP	12/28/2017	12-2017	640.32	
0claims - Opus Claims Account	207687	399 - WASHINGTON-STATE PATROL	12/28/2017	12-2017	336.00	
0claims - Opus Claims Account	207688	4522 - BAINES	12/28/2017	12-2017	7.00	
0claims - Opus Claims Account	207689	464 - GE APPLIANCES	12/28/2017	12-2017	2,902.67	
0claims - Opus Claims Account	207690	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	12/28/2017	12-2017	1,558.29	
0claims - Opus Claims Account	207691	4669 - SAFEGUARD PEST CONTROL, INC.	12/28/2017	12-2017	663.71	
0claims - Opus Claims Account	207692	4695 - SALTESE COMPANIES LLC	12/28/2017	12-2017	163.80	
0claims - Opus Claims Account	207693	475 - FRONTIER	12/28/2017	12-2017	2,334.17	
0claims - Opus Claims Account	207694	4786 - Corporate Payment Systems-Gizzi	12/28/2017	12-2017	36.71	
0claims - Opus Claims Account	207695	4790 - Corporate Payment Systems-Maynard	12/28/2017	12-2017	125.61	
0claims - Opus Claims Account	207696	4791 - Corporate Payment Systems-Mcleod	12/28/2017	12-2017	402.00	
0claims - Opus Claims Account	207697	4794 - Corporate Payment Systems-Stanton	12/28/2017	12-2017	236.55	
0claims - Opus Claims Account	207698	4798 - Corporate Payment Systems-Ulvestad	12/28/2017	12-2017	68.75	
0claims - Opus Claims Account	207699	4895 - ZELLNER	12/28/2017	12-2017	13.15	
0claims - Opus Claims Account	207700	4902 - Corporate Payment Systems-Baines	12/28/2017	12-2017	213.59	
0claims - Opus Claims Account	207701	4944 - Western Exterminator Company	12/28/2017	12-2017	162.26	
0claims - Opus Claims Account	207702	4967 - THAN	12/28/2017	12-2017	88.77	
0claims - Opus Claims Account	207703	5037 - Corporate Payment Systems-Forsyth	12/28/2017	12-2017	594.30	
0claims - Opus Claims Account	207704	5099 - GEDDES	12/28/2017	12-2017	4.00	
0claims - Opus Claims Account	207705	519 - MANOR HARDWARE & CONSTRUCTION SUPPLY	12/28/2017	12-2017	352.23	
0claims - Opus Claims Account	207706	771 - HD SUPPLY FACILITIES MAINTENANCE	12/28/2017	12-2017	4,096.95	
0claims - Opus Claims Account	207707	869 - OFFICE DEPOT, INC.	12/28/2017	12-2017	569.95	
0claims - Opus Claims Account	207708	985 - PUD #1 OF SNOHOMISH COUNTY	12/28/2017	12-2017	7,852.94	
0claims - Opus Claims Account	207709	4338 - VINTAGE AT EVERETT	12/29/2017	12-2017	200.00	
0claims - Opus Claims Account	207710	4338 - VINTAGE AT EVERETT	12/29/2017	12-2017	150.00	
0claims - Opus Claims Account	207711	4998 - Cascadian Associates	12/29/2017	12-2017	40.00	
0claims - Opus Claims Account	207712	x0038426 - RUSSO	12/29/2017	12-2017	30.00	
0claims - Opus Claims Account	207713	x010806 - CROOKE	12/29/2017	12-2017	200.00	
0claims - Opus Claims Account	207714	x010806 - CROOKE	12/29/2017	12-2017	35.00	
0claims - Opus Claims Account	207715	x030602 - KUDRIK	12/29/2017	12-2017	500.00	

**Payment Summary**

Bank=0claims AND mm/yy=12/2017-12/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date	Amount Reconciled
						594,475.41



Service  
Integrity  
Respect  
Community  
Leadership  
Wisdom  
Creativity

TO: Board of Commissioners  
FROM: Brenda McLeod, Assistant Director of Procurement and Contracts  
RE: Legal Services for Daily Housing Authority Operations  
DATE: February 05, 2018

---

In February 2017 the Board authorized the execution of an agreement with Newton-Kight, for legal services relating to the Housing Authority's daily operations. Services provided by the firm include, but are not limited to, the following: attendance at Board of Commissioners meetings by legal counsel, unlawful detainer actions, public disclosure requests, matters pertaining to disability-related reasonable accommodations, personnel matters, and general legal advice. This agreement is effective for a term of three years, with annual expenses capped at \$50,000 and subject to increase by approval, "if necessary under the circumstances."

An increased need for legal services in the Housing Authority's daily operations over the contract period has resulted in expenses running over by approximately \$28,087.13, as illustrated:

Overage as of November 30, 2017	\$10,087.13
Estimated costs for December 2017	\$6,000
Estimated costs for January 2018	\$6,000
Estimated costs for February 2018	<u>\$6,000</u>
	<b>\$28,087.13</b>

The current agreement prohibits carrying this balance over the annual cap into the next year, making it necessary to request approval of these additional legal expenses. Note that expenditures after November 30 are estimates, as invoices have not been reconciled. Management will use a different method to track costs over the course of the second contract year, to ensure the Housing Authority is up to date with its accounting.

**RECOMMENDED ACTION:** Motion to approve an estimated \$28,087.13 in additional expenses for legal services rendered by Newton-Kight, and authorize the Executive Director to execute an addendum to the legal services agreement to that effect.





TO: Board of Commissioners  
FROM: Jill Stanton, Deputy Executive Director  
RE: Changes to Employee Medical Policy  
DATE: February 26, 2018

---

Each year management reviews and selects group insurance policies for employee medical, dental, and life insurance plans. Our coverage period renews annually on March 1<sup>st</sup>.

### **Medical Policy**

We received renewal proposals from our current carrier, Kaiser, and from Cigna. Initially Kaiser proposed an 8.5% increase but reduced that to essentially no increase when we decided to go out to bid. Cigna's proposal was the most financially competitive and we believe that their plans offer better coverage for our employees than Kaiser's offer. Premiums decreased approximately 1% for both the Health Savings Account and the PPO plan and plan benefits remain substantially the same. Because this is a carrier change, in network providers will also change. However, many of the in network providers are the same for both, and 75% of our current staff on our insurance plan are not using Kaiser exclusive providers. We did email the staff using our insurance to provide them with pertinent information regarding our insurance proposals. We received primarily positive responses, but there were a few employees who expressed concern regarding the provider change. We tried to address these concerns on an individual basis.

The Housing Authority will continue its current practice of contributing 80% of the PPO premium costs and depositing any H.S.A. premium savings into the employee's account will continue. Because Cigna did not offer vision care as part of their plan, we elected to participate in the VSP Vision Plan for that coverage. The premiums for both the health and vision insurance combined will decrease approximately 1% compared to our current plan. Our Teamsters and AFSCME bargaining units have been notified of the new rates.

Congress has extended the date for implementing the Affordable Care Act "Cadillac Tax" from 2020 to 2022. The "Cadillac Tax" would subject EHA to the 40% tax if EHA's contribution exceeds the ACA limit. To avoid this tax in the future, EHA may have to scale back benefits. We have considered this in our long-term strategy to try to either maintain or reduce our costs of health care. Last year, EHA offered a small incentive in order to encourage employees to switch or continue participation in the Health Savings Account based on recommendations of our broker. That incentive will be continued with this new plan. Increases in our premiums were included in our budget projections, therefore, the decrease should favorably impact our actual costs for employee benefits in the coming fiscal year.

---

**Dental Policy**

We received bids from our current dental insurance carrier, Guardian that reflected a 5% increase in premiums with benefits at the same level. We received positive feedback from our employees regarding the plan and carrier and have determined that this is an increase that we can bear. Deductibles remain the same and benefits are slightly improved over last year's plan as employees will be allowed to carry over a portion of last year's unused benefit in most cases.

**Life Insurance Policy**

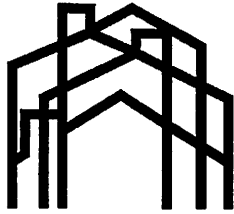
Our life insurance policy continues to be provided by Guardian. There is no cost increase.

**Optional Benefits**

EHA will continue to offer voluntary additional life insurance for employees and their dependents and voluntary long term disability coverage for employees from Guardian. The cost to employees will remain the same as last year.

**RECOMMENDATION**

Motion to approve recommended change to the medical insurance group coverage provider policy for the period beginning March 1, 2018.



# EVERETT

## HOUSING AUTHORITY

To: Board of Commissioners

FROM: Jill Stanton, Deputy Executive Director

RE: Vehicle Fleet Management Services

DATE: February 26, 2018

---

Everett Housing Authority has an aging fleet of approximately 29 vehicles, most of which need to be replaced in the next three to five years. This memo requests approval to enter into an agreement with Enterprise Fleet Management, which will provide a replacement plan for vehicles as needed over that timeframe, via a lease option and disposal services.

Last month the Board approved an agreement with Texas Region VII Education Service Center's cooperative Interlocal Purchasing Systems ("TIPS") program, which offers high quality procurement solutions, including fleet management services. Enterprise Fleet Management is an approved vendor with a fleet management leasing program that includes maintenance and gas purchasing services. The maintenance component of the plan will require staff to stay current with any maintenance needs, i.e. oil changes, etc. through a managed system that provides automatic notifications on an ongoing basis. In addition, all repairs other than brakes and tires are incorporated into the leasing charge. The gas purchasing component of the plan relies on "credit" cards assigned to each vehicle, which can be used at almost any gas station in our area of business. This plan also provides an option to have any vehicles in the fleet that are not replaced participate in the maintenance and gas card portion of the program for an additional cost per vehicle.

We evaluated our current fleet and our anticipated vehicle needs and found that 10 of our vehicles have been in operation for 19 to 22 years. These vehicles have major issues and are in need of repair, but the cost of the repair in most cases are more than the vehicle's worth (\$400 to \$2,000). The age of the fleet poses multiple problems with safety, reliability, and fuel economy. We identified a need to replace 14 vehicles this year, 11 of which will be sold. The type of vehicles that we wish to replace through Enterprise Fleet Management's service and the associated costs are as follows:

- 4 passenger type vehicles  
Monthly estimated lease cost for each \$395, annual cost would be \$18,860
- 2 pickup type vehicles  
Monthly estimated lease cost for each \$578, annual cost would be \$13,872
- 7 van type vehicles  
Monthly cost for each \$491, annual cost would be \$41,244
- 1 passenger van  
Monthly estimated lease cost \$450, annual cost would be \$5,400

Total Approximate Annual Cost: \$79,376

---

**Mailing:** P. O. Box 1547 Everett, WA 98206-1547  
**Headquarters:** 3107 Colby Avenue Everett, WA 98201



Estimated up front cost: \$40,000  
Approximate Total cost: \$436,880  
Estimated Equity Back at five years: \$123,900

At the end of the five years, EHA will have the option to: 1) purchase these vehicles for the balance owed, based on original cost; or 2) sell the vehicles and use the proceeds towards the lease of a new fleet. In addition, although we will enter an agreement to lease these vehicles now, delivery and costs will be delayed until the new fiscal year.

**Recommendation:**

- 1) I am recommending that 11 vehicles be disposed of through Enterprise Fleet Management, which will dispose of the vehicles via a 3<sup>rd</sup> party auction and provide EHA with a fair market value for each. Enterprise charges flat fee rate of \$400 to sell the vehicles, including all paperwork and title transfers to the dealers purchasing the vehicles.
- 2) I am recommending that EHA enters into a contract with Enterprise Fleet Management in 2018 to lease 14 new vehicles. The three-year plan is projected as follows and subject to an annual board review and approval:

Year	Dispose of # of vehicles	Replacement # of Vehicles
2018	11	14
2019	9	9
2020	6	6

- 3) EHA has two large pickup trucks used as "dump" trucks, Because of the use and size of these vehicles, EHA will treat them as stand-alone vehicles; if one needs to be disposed of, we will request the Board's approval for surplus and/or replacement.

**Requested Board Action:** We are requesting the Board's approval to enter into an agreement with Enterprise Fleet Management, providing for the disposal of vehicles and their replacement with a lease option, as well as use of the maintenance program, to begin no earlier than July 1, 2018.

## Resolution No. 1448

### Amending Everett Housing Authority's Personnel Policy to Provide Certain Temporary Employees with Benefits or Other Compensation

WHEREAS, the Housing Authority of the City of Everett ("EHA") has previously adopted a Personnel Policy Manual (the "Policy"); and

WHEREAS, this Policy does not currently provide temporary employees on EHA's payroll with benefits; and

WHEREAS, in order to attract and retain quality temporary employees, EHA desires to provide full-time temporary employees on its payroll with benefits or other compensation, contingent on assigned time in service;

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

Section 1: Section IV.A.2(h) (i) of the Personnel Policy Manual shall be amended to include additional text and the creation of a new subparagraph ii, as follows:

(h) Temporary Employees

(i) EHA sometimes designates workers who are on the payroll as temporary employees, for instance, if they are hired to work intermittently, on a seasonal basis, for a special project or on a schedule of less than 20 hours per week. Temporary employees who are on EHA's payroll ***and work less than full time*** are not entitled to benefits unless otherwise specified in the relevant benefit plan document.

***(ii) Full time temporary employees on EHA's payroll with an assigned period of service that is one year or more are entitled to the same benefits granted to regular employees. Full time temporary employees with an assigned period of service of less than a year will receive a premium in their hourly rate of pay that can be used to obtain benefits such as health insurance.***

Section 2: The Executive Director or his designee shall provide copies of this revision to the Personnel Policy Manual to all EHA employees.

Section 3: The Resolution shall take effect immediately.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett,  
Washington, this 26<sup>th</sup> day of February, 2018

---

Chair, Board of Commissioners

Attest:

---

Secretary