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

Date: Monday, March 25, 2019
Time: 12:00 p.m.
Location: EHA Main Office
3107 Colby Avenue
Everett, WA 98201

**AGENDA
Regular Meeting**

<u>Luncheon</u>		
<u>Roll Call</u>		
<u>Public Comment</u>		
		Page No.
<u>Communications (5 min)</u>		
<u>1)</u>	Reports from Resident Councils: Broadway Plaza Apartments	
<u>2)</u>	Other Communications	
<u>Executive Director's Report (15 min)</u>		
Appointing Assistant Executive Director Baker Heights Update (Relocation and Redevelopment) Colby Renovations Plan RAD for PRAC (HUD 202 Senior Properties) Resident Satisfaction Survey		

<u>Consent Agenda (to be adopted by a single motion)</u>		
<u>1)</u>	Section 8 Payments for the Months of January, February 2019	Separate hand out-Directors Only
<u>2)</u>	Summary of Vouchers for the Months of January, February 2019	1-34
<u>3)</u>	Approval of Minutes of the Regular Meeting Held on February 25, 2019	35-41
<u>4)</u>	Renew Earthquake Insurance for Broadway Plaza, Wiggums Park Place	42
<u>5)</u>	Authorize Executive Director to Execute a Contract for Phase Two of Baker Heights Clear Boarding Project	43

<u>Items for Individual Consideration (5 min)</u>		
<u>1)</u>	Resolution No. 1470 Adopting 2019 Annual Plan	44-89
<u>2)</u>	Resolution No. 1471 Appointing a Director to HUD 202 Nonprofit Corporations	90-92
<u>Policy Discussion (30 min)</u> <ul style="list-style-type: none"> • Reserve Policy <ul style="list-style-type: none"> ○ Asset Management Plan: Capital Replacement Reserves ○ Operating Reserves • Whom Do We Serve Part I: Local Preferences 		
<u>Executive Session pursuant to RCW 42.30.110(1)(f) (30 min)</u> To Evaluate a Complaint Against a Public Employee		
<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 chrisn@evha.org.



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SUMMARY OF VOUCHERS

Bank Code	Fund	Beginning and Ending Check Numbers	Check Amount For January 2019
500	Payroll	2495-2505	\$ 19,276.52
001	General Fund	40734-40740	\$ 708.00
	Claims	210027 (previous months) 212169 212175-212337 212338 212339-212648 212656	VOID \$ 891,390.89 VOID
s8a	Section 8	524315 524591-524922 524923 524924-524930 8017710-8018033 8018034 8018035-8018629	VOID \$ 2,969,038.51 VOID VOID

Chair

Date



Payment Summary

Bank=0payroll AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

		Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
Opayroll - Opus Payroll Account	2495	300 - SHEPARD / EHA COFFEE FUND	1/2/2019	01-2019	63.50 1/31/2019
Opayroll - Opus Payroll Account	2496	3608 - TEAMSTER LOCAL #38	1/2/2019	01-2019	1,077.00 1/31/2019
Opayroll - Opus Payroll Account	2497	4447 - EHA-GEN FUND	1/2/2019	01-2019	407.00 1/31/2019
Opayroll - Opus Payroll Account	2498	1335 - UNITED WAY OF SNOHOMISH COUNTY	1/10/2019	01-2019	398.00 1/31/2019
Opayroll - Opus Payroll Account	2499	1986 - WASHINGTON COUNCIL OF COUNTY AND CITY	1/10/2019	01-2019	2,668.56 1/31/2019
Opayroll - Opus Payroll Account	2500	3862 - WA TEAMSTERS LEGISLATURE LEAGUE	1/10/2019	01-2019	46.00 1/31/2019
Opayroll - Opus Payroll Account	2501	4976 - GUARDIAN	1/10/2019	01-2019	12,275.91 1/31/2019
Opayroll - Opus Payroll Account	2502	5152 - VSP VISION CARE, INC. (AT)	1/10/2019	01-2019	791.05 1/31/2019
Opayroll - Opus Payroll Account	2503	300 - SHEPARD / EHA COFFEE FUND	1/24/2019	01-2019	63.50
Opayroll - Opus Payroll Account	2504	3608 - TEAMSTER LOCAL #38	1/24/2019	01-2019	1,077.00 1/31/2019
Opayroll - Opus Payroll Account	2505	4447 - EHA-GEN FUND	1/24/2019	01-2019	409.00
					19,276.52

Payment Summary

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Bank	Check#	Vendor	Check Date	Post Month	Total Date
Ophgener - Opus PH General Fund Account	40734	t0044069 - AL-KHAFJI	1/1/2019	01-2019	16.00 1/31/2019
Ophgener - Opus PH General Fund Account	40735	x0044075 - LYSEN	1/1/2019	01-2019	81.00 2/28/2019
Ophgener - Opus PH General Fund Account	40736	t0044693 - DAVYDENKO	1/1/2019	01-2019	211.00 1/31/2019
Ophgener - Opus PH General Fund Account	40737	t018831 - VOROBYEVA	1/1/2019	01-2019	122.00 1/31/2019
Ophgener - Opus PH General Fund Account	40738	t025090 - LUKE	1/1/2019	01-2019	151.00 1/31/2019
Ophgener - Opus PH General Fund Account	40739	t025819 - SAVCHUK	1/1/2019	01-2019	66.00 1/31/2019
Ophgener - Opus PH General Fund Account	40740	x0037910 - McCulloch	1/1/2019	01-2019	61.00 1/31/2019
					708.00

Payment Summary

Bank=0claims AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Volds=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	4	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DI	1/10/2019	01-2019	0.00	
0claims - Opus Claims Account	210027	4637 - METILJEVIC	1/11/2019	01-2019	-120.18	
0claims - Opus Claims Account	212169	t0043737 - MIN	1/1/2019	01-2019	17.00	
0claims - Opus Claims Account	212175	1365 - COMCAST	1/2/2019	01-2019	165.02	1/31/2019
0claims - Opus Claims Account	212176	1365 - COMCAST	1/2/2019	01-2019	262.47	1/31/2019
0claims - Opus Claims Account	212177	1365 - COMCAST	1/2/2019	01-2019	97.58	1/31/2019
0claims - Opus Claims Account	212178	1365 - COMCAST	1/2/2019	01-2019	99.55	1/31/2019
0claims - Opus Claims Account	212179	1365 - COMCAST	1/2/2019	01-2019	99.55	1/31/2019
0claims - Opus Claims Account	212180	1365 - COMCAST	1/2/2019	01-2019	118.54	1/31/2019
0claims - Opus Claims Account	212181	1365 - COMCAST	1/2/2019	01-2019	107.30	1/31/2019
0claims - Opus Claims Account	212182	1365 - COMCAST	1/2/2019	01-2019	136.06	1/31/2019
0claims - Opus Claims Account	212183	1365 - COMCAST	1/2/2019	01-2019	213.99	1/31/2019
0claims - Opus Claims Account	212184	1365 - COMCAST	1/2/2019	01-2019	92.01	1/31/2019
0claims - Opus Claims Account	212185	1365 - COMCAST	1/2/2019	01-2019	95.54	1/31/2019
0claims - Opus Claims Account	212186	1365 - COMCAST	1/2/2019	01-2019	190.99	1/31/2019
0claims - Opus Claims Account	212187	1365 - COMCAST	1/2/2019	01-2019	244.05	1/31/2019
0claims - Opus Claims Account	212188	1405 - PUGET SOUND ENERGY	1/2/2019	01-2019	1,336.16	1/31/2019
0claims - Opus Claims Account	212189	1479 - WASTE MANAGEMENT NORTHWEST INC	1/2/2019	01-2019	2,338.63	1/31/2019
0claims - Opus Claims Account	212190	3158 - PITNEY BOWES	1/2/2019	01-2019	23.61	1/31/2019
0claims - Opus Claims Account	212191	32 - ALDERWOOD WATER DISTRICT	1/2/2019	01-2019	9,873.75	1/31/2019
0claims - Opus Claims Account	212192	4343 - WATSON & MCDONELL, PLLC	1/2/2019	01-2019	4,449.00	1/31/2019
0claims - Opus Claims Account	212193	4643 - PROTECTION ONE ALARM MONITORING INC.	1/2/2019	01-2019	311.22	1/31/2019
0claims - Opus Claims Account	212194	4644 - KINGS III OF AMERICA, INC.	1/2/2019	01-2019	22.84	1/31/2019
0claims - Opus Claims Account	212195	475 - FRONTIER	1/2/2019	01-2019	1,690.22	1/31/2019
0claims - Opus Claims Account	212196	4860 - CITY OF LYNNWOOD	1/2/2019	01-2019	4,679.94	1/31/2019
0claims - Opus Claims Account	212197	4871 - LAKE STEVENS SEWER DISTRICT	1/2/2019	01-2019	3,440.00	1/31/2019
0claims - Opus Claims Account	212198	4872 - CITY OF MONROE	1/2/2019	01-2019	1,723.55	1/31/2019
0claims - Opus Claims Account	212199	5080 - RENTGROW, INC.	1/2/2019	01-2019	95.00	1/31/2019
0claims - Opus Claims Account	212200	5165 - Centennial Mortgage	1/2/2019	01-2019	2,875.00	1/31/2019
0claims - Opus Claims Account	212201	771 - HD SUPPLY FACILITIES MAINTENANCE	1/2/2019	01-2019	52.95	1/31/2019
0claims - Opus Claims Account	212202	985 - PUD #1 OF SNOHOMISH COUNTY	1/2/2019	01-2019	4,106.78	1/31/2019

Payment Summary

Bank=Odalms AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check #	Vendor	Check	Post	Total Date
					Amount Reconciled

Odalms - Opus Claims Account	212203	regional - REPUBLIC SERVICES #197	1/2/2019	01-2019	405.15 1/31/2019
Odalms - Opus Claims Account	212204	t0044295 - UNDERHILL	1/2/2019	01-2019	2.00
Odalms - Opus Claims Account	212205	t0044317 - CARSWELL	1/2/2019	01-2019	2.00 1/31/2019
Odalms - Opus Claims Account	212206	t0048722 - Ra	1/2/2019	01-2019	52.00 1/31/2019
Odalms - Opus Claims Account	212207	t0051403 - Joice	1/2/2019	01-2019	40.00 1/31/2019
Odalms - Opus Claims Account	212208	t0046939 - Lai	1/3/2019	01-2019	250.00 1/31/2019
Odalms - Opus Claims Account	212209	t0047053 - Zuniga	1/3/2019	01-2019	250.00
Odalms - Opus Claims Account	212210	t0047506 - Nadi	1/3/2019	01-2019	263.00 1/31/2019
Odalms - Opus Claims Account	212211	x0037564 - POPKOVA	1/3/2019	01-2019	153.00 1/31/2019
Odalms - Opus Claims Account	212212	x028091 - WOHLLEBEN	1/3/2019	01-2019	200.00 1/31/2019
Odalms - Opus Claims Account	212213	x030149 - MEHDI	1/3/2019	01-2019	201.00 1/31/2019
Odalms - Opus Claims Account	212214	123 - MCLEOD	1/3/2019	01-2019	28.89 1/31/2019
Odalms - Opus Claims Account	212215	1365 - COMCAST	1/3/2019	01-2019	212.57 1/31/2019
Odalms - Opus Claims Account	212216	1365 - COMCAST	1/3/2019	01-2019	149.83 1/31/2019
Odalms - Opus Claims Account	212217	1479 - WASTE MANAGEMENT NORTHWEST INC	1/3/2019	01-2019	2,402.86 1/31/2019
Odalms - Opus Claims Account	212218	200 - CITY OF EVERETT - UTILITY SERVICES	1/3/2019	01-2019	11,590.19 1/31/2019
Odalms - Opus Claims Account	212219	2368 - THYSSENKRUPP ELEVATOR CORPORATION	1/3/2019	01-2019	2,861.83 1/31/2019
Odalms - Opus Claims Account	212220	2875 - LOWES COMMERCIAL	1/3/2019	01-2019	366.06 1/31/2019
Odalms - Opus Claims Account	212221	2956 - ACCOUNTEMP	1/3/2019	01-2019	1,816.04 1/31/2019
Odalms - Opus Claims Account	212222	3458 - GENERATOR SERVICES NORTHWEST LLC	1/3/2019	01-2019	600.94 1/31/2019
Odalms - Opus Claims Account	212223	3675 - PROFESSIONAL CLAIMS INTERVENTION SRVCS	1/3/2019	01-2019	1,920.00 1/31/2019
Odalms - Opus Claims Account	212224	375 - EVERETT SAFE & LOCK, INC	1/3/2019	01-2019	96.71 1/31/2019
Odalms - Opus Claims Account	212225	3784 - STAPLES BUSINESS ADVANTAGE	1/3/2019	01-2019	244.52 1/31/2019
Odalms - Opus Claims Account	212226	3784 - STAPLES BUSINESS ADVANTAGE	1/3/2019	01-2019	213.64 1/31/2019
Odalms - Opus Claims Account	212227	390 - EYLANDER SALES & SERVICE	1/3/2019	01-2019	217.10 1/31/2019
Odalms - Opus Claims Account	212228	4186 - LOMMERS-JOHNSON	1/3/2019	01-2019	318.00 1/31/2019
Odalms - Opus Claims Account	212229	4314 - FOSTER PEPPER PLLC	1/3/2019	01-2019	588.00 1/31/2019
Odalms - Opus Claims Account	212230	4338 - VINTAGE AT EVERETT	1/3/2019	01-2019	1,154.00 1/31/2019
Odalms - Opus Claims Account	212231	4338 - VINTAGE AT EVERETT	1/3/2019	01-2019	1,154.00 1/31/2019
Odalms - Opus Claims Account	212232	4338 - VINTAGE AT EVERETT	1/3/2019	01-2019	100.00 1/31/2019
Odalms - Opus Claims Account	212233	4338 - VINTAGE AT EVERETT	1/3/2019	01-2019	38.00 1/31/2019

Payment Summary

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Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	212234	4442 - ABBEY	1/3/2019	01-2019	298.01	
0claims - Opus Claims Account	212235	4463 - ALBERTSON	1/3/2019	01-2019	405.40	1/31/2019
0claims - Opus Claims Account	212236	4476 - MOTEL EXPRESS MANAGER	1/3/2019	01-2019	478.25	1/31/2019
0claims - Opus Claims Account	212237	4476 - MOTEL EXPRESS MANAGER	1/3/2019	01-2019	240.24	1/31/2019
0claims - Opus Claims Account	212238	4476 - MOTEL EXPRESS MANAGER	1/3/2019	01-2019	478.25	1/31/2019
0claims - Opus Claims Account	212239	4476 - MOTEL EXPRESS MANAGER	1/3/2019	01-2019	478.25	1/31/2019
0claims - Opus Claims Account	212240	4476 - MOTEL EXPRESS MANAGER	1/3/2019	01-2019	400.39	1/31/2019
0claims - Opus Claims Account	212241	4487 - NAYLOR	1/3/2019	01-2019	298.01	1/31/2019
0claims - Opus Claims Account	212242	4556 - BANNER BANK	1/3/2019	01-2019	32,869.42	1/31/2019
0claims - Opus Claims Account	212243	4695 - SALTESE COMPANIES LLC	1/3/2019	01-2019	149.80	1/31/2019
0claims - Opus Claims Account	212244	475 - FRONTIER	1/3/2019	01-2019	149.68	1/31/2019
0claims - Opus Claims Account	212245	4763 - Evergreen Moving Systems, Inc.	1/3/2019	01-2019	1,608.48	1/31/2019
0claims - Opus Claims Account	212246	4782 - Corporate Payment Systems-Dias	1/3/2019	01-2019	51.62	1/31/2019
0claims - Opus Claims Account	212247	4804 - LEIVO	1/3/2019	01-2019	107.53	1/31/2019
0claims - Opus Claims Account	212248	4847 - WALKER & DUNLOP, LLC	1/3/2019	01-2019	24,321.83	1/31/2019
0claims - Opus Claims Account	212249	4855 - DC Maintenance & Painting	1/3/2019	01-2019	14,644.95	1/31/2019
0claims - Opus Claims Account	212250	4891 - WCRA	1/3/2019	01-2019	7,108.25	1/31/2019
0claims - Opus Claims Account	212251	4902 - Corporate Payment Systems-Baines	1/3/2019	01-2019	1,550.00	1/31/2019
0claims - Opus Claims Account	212252	4935 - Corporate Payment Systems-Simm	1/3/2019	01-2019	1,513.03	1/31/2019
0claims - Opus Claims Account	212253	4997 - Highlander Associates	1/3/2019	01-2019	500.00	
0claims - Opus Claims Account	212254	4998 - Cascadian Associates	1/3/2019	01-2019	269.24	
0claims - Opus Claims Account	212255	5013 - BAYVIEW GARDENS OPERATING TRUST	1/3/2019	01-2019	249.00	1/31/2019
0claims - Opus Claims Account	212256	5065 - BANNER BANK	1/3/2019	01-2019	36,069.73	1/31/2019
0claims - Opus Claims Account	212257	5090 - The Reserve at Everett Partners LLLP	1/3/2019	01-2019	1,164.00	1/31/2019
0claims - Opus Claims Account	212258	5123 - AFFORDABLE HOUSING NETWORK, LLC	1/3/2019	01-2019	7,500.00	1/31/2019
0claims - Opus Claims Account	212259	5136 - Amazon Capital Services	1/3/2019	01-2019	140.61	1/31/2019
0claims - Opus Claims Account	212260	5181 - JACKSON HOUSE AT PACIFIC CREST LLLP	1/3/2019	01-2019	443.29	1/31/2019
0claims - Opus Claims Account	212261	5181 - JACKSON HOUSE AT PACIFIC CREST LLLP	1/3/2019	01-2019	1,874.26	1/31/2019
0claims - Opus Claims Account	212262	5279 - THE EVERETT CLINIC, PS	1/3/2019	01-2019	181.85	1/31/2019
0claims - Opus Claims Account	212263	603017 - LAKEVIEW TERRACE	1/3/2019	01-2019	1,200.00	1/31/2019
0claims - Opus Claims Account	212264	640 - JOHNSTONE SUPPLY	1/3/2019	01-2019	1,223.00	1/31/2019

Payment Summary

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Bank	Check#	Vendor	Check	Post	Total Date
					Amount Reconciled

0claims - Opus Claims Account	212265	771 - HD SUPPLY FACILITIES MAINTENANCE	1/3/2019	01-2019	6,613.45 1/31/2019
0claims - Opus Claims Account	212266	846 - CONSOLIDATED SUPPLY	1/3/2019	01-2019	31.33 1/31/2019
0claims - Opus Claims Account	212267	846 - CONSOLIDATED SUPPLY	1/3/2019	01-2019	1,045.10 1/31/2019
0claims - Opus Claims Account	212268	869 - OFFICE DEPOT, INC.	1/3/2019	01-2019	22.58 1/31/2019
0claims - Opus Claims Account	212269	869 - OFFICE DEPOT, INC.	1/3/2019	01-2019	296.13 1/31/2019
0claims - Opus Claims Account	212270	985 - PUD #1 OF SNOHOMISH COUNTY	1/3/2019	01-2019	1,364.39 1/31/2019
0claims - Opus Claims Account	212271	0038988 - Daraga	1/3/2019	01-2019	185.00 1/31/2019
0claims - Opus Claims Account	212272	0049320 - Rabideau	1/3/2019	01-2019	418.00 1/31/2019
0claims - Opus Claims Account	212273	0046687 - Flores	1/3/2019	01-2019	233.03
0claims - Opus Claims Account	212274	0044270 - NITSCHKE	1/8/2019	01-2019	470.42 1/31/2019
0claims - Opus Claims Account	212275	0044773 - Kim	1/8/2019	01-2019	84.00 1/31/2019
0claims - Opus Claims Account	212276	113 - BAYSIDE SUPPLY CO	1/9/2019	01-2019	10,288.22 1/31/2019
0claims - Opus Claims Account	212277	3792 - HENDERSON DBA HENDERSON HAULING	1/9/2019	01-2019	575.00 1/31/2019
0claims - Opus Claims Account	212278	4338 - VINTAGE AT EVERETT	1/9/2019	01-2019	925.00 1/31/2019
0claims - Opus Claims Account	212279	4338 - VINTAGE AT EVERETT	1/9/2019	01-2019	1,250.00 1/31/2019
0claims - Opus Claims Account	212280	5106 - POPLAR LANE APARTMENTS	1/9/2019	01-2019	1,570.00 1/31/2019
0claims - Opus Claims Account	212281	985 - PUD #1 OF SNOHOMISH COUNTY	1/9/2019	01-2019	176.47 1/31/2019
0claims - Opus Claims Account	212282	1177 - SOUND SECURITY DBA SONITROL PACIFIC	1/9/2019	01-2019	1,665.68 1/31/2019
0claims - Opus Claims Account	212283	203 - CITY OF EVERETT	1/9/2019	01-2019	10,155.36 1/31/2019
0claims - Opus Claims Account	212284	3212 - GOVCONNECTION, INC	1/9/2019	01-2019	465.23 1/31/2019
0claims - Opus Claims Account	212285	4782 - Corporate Payment Systems-Dias	1/9/2019	01-2019	216.00 1/31/2019
0claims - Opus Claims Account	212286	4834 - GroundWorks Landscaping Services	1/9/2019	01-2019	19,141.20 1/31/2019
0claims - Opus Claims Account	212287	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	1/9/2019	01-2019	3,729.80 1/31/2019
0claims - Opus Claims Account	212288	5002 - CLEMENTINE LIVE ANSWERING SERVICE	1/9/2019	01-2019	1,503.29 1/31/2019
0claims - Opus Claims Account	212289	5136 - Amazon Capital Services	1/9/2019	01-2019	39.95 1/31/2019
0claims - Opus Claims Account	212290	5189 - Charles Morgan & Associates, LLC	1/9/2019	01-2019	12,000.00 1/31/2019
0claims - Opus Claims Account	212291	684 - NEWTON * KIGHT ATTORNEYS AT LAW	1/9/2019	01-2019	7,765.34 1/31/2019
0claims - Opus Claims Account	212292	X0037564 - POPKOVA	1/9/2019	01-2019	600.00 1/31/2019
0claims - Opus Claims Account	212293	X020438 - CONDON	1/9/2019	01-2019	700.00 1/31/2019
0claims - Opus Claims Account	212294	X029931 - PATTERSON JR	1/9/2019	01-2019	55.20 1/31/2019
0claims - Opus Claims Account	212295	0045789 - Guajardo	1/10/2019	01-2019	179.00

Payment Summary

Bank=0claims AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	212296	t0046253 - Paul	1/10/2019	01-2019	393.75	1/31/2019
0claims - Opus Claims Account	212297	x0037910 - McCulloch	1/10/2019	01-2019	48.00	1/31/2019
0claims - Opus Claims Account	212298	x020438 - CONDON	1/10/2019	01-2019	145.00	1/31/2019
0claims - Opus Claims Account	212299	xt003749 - WILLIAMS	1/10/2019	01-2019	150.00	1/31/2019
0claims - Opus Claims Account	212300	1177 - SOUND SECURITY DBA SONITROL PACIFIC	1/10/2019	01-2019	744.64	1/31/2019
0claims - Opus Claims Account	212301	1365 - COMCAST	1/10/2019	01-2019	158.16	1/31/2019
0claims - Opus Claims Account	212302	1365 - COMCAST	1/10/2019	01-2019	107.30	1/31/2019
0claims - Opus Claims Account	212303	1365 - COMCAST	1/10/2019	01-2019	195.04	1/31/2019
0claims - Opus Claims Account	212304	1405 - PUGET SOUND ENERGY	1/10/2019	01-2019	3,451.93	1/31/2019
0claims - Opus Claims Account	212305	1479 - WASTE MANAGEMENT NORTHWEST INC	1/10/2019	01-2019	758.29	1/31/2019
0claims - Opus Claims Account	212306	200 - CITY OF EVERETT - UTILITY SERVICES	1/10/2019	01-2019	10,685.75	1/31/2019
0claims - Opus Claims Account	212307	2368 - THYSSENKRUPP ELEVATOR CORPORATION	1/10/2019	01-2019	407.27	1/31/2019
0claims - Opus Claims Account	212308	2875 - LOWE'S COMMERCIAL	1/10/2019	01-2019	3.95	1/31/2019
0claims - Opus Claims Account	212309	3024 - TOWN & COUNTRY FENCE	1/10/2019	01-2019	8,223.12	1/31/2019
0claims - Opus Claims Account	212310	3616 - SHEPARD	1/10/2019	01-2019	7.63	1/31/2019
0claims - Opus Claims Account	212311	3784 - STAPLES BUSINESS ADVANTAGE	1/10/2019	01-2019	425.92	1/31/2019
0claims - Opus Claims Account	212312	3784 - STAPLES BUSINESS ADVANTAGE	1/10/2019	01-2019	24.11	1/31/2019
0claims - Opus Claims Account	212313	3800 - J.H. BRAWNER & CO	1/10/2019	01-2019	2,000.00	1/31/2019
0claims - Opus Claims Account	212314	386 - EVERETT VACUUM SALES & SERVICE	1/10/2019	01-2019	40.53	
0claims - Opus Claims Account	212315	390 - EYLANDER SALES & SERVICE	1/10/2019	01-2019	60.34	1/31/2019
0claims - Opus Claims Account	212316	4075 - BERGO	1/10/2019	01-2019	600.00	1/31/2019
0claims - Opus Claims Account	212317	4104 - STANLEY ACCESS TECHNOLOGIES	1/10/2019	01-2019	136.58	1/31/2019
0claims - Opus Claims Account	212318	4314 - FOSTER PEPPER PLLC	1/10/2019	01-2019	3,130.00	1/31/2019
0claims - Opus Claims Account	212319	4546 - EMELANDER	1/10/2019	01-2019	14.63	1/31/2019
0claims - Opus Claims Account	212320	4598 - HARRISON	1/10/2019	01-2019	18.75	
0claims - Opus Claims Account	212321	463 - HOUSING HOPE	1/10/2019	01-2019	1,045.00	1/31/2019
0claims - Opus Claims Account	212322	4644 - KINGS III OF AMERICA, INC.	1/10/2019	01-2019	206.00	1/31/2019
0claims - Opus Claims Account	212323	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	1/10/2019	01-2019	629.51	1/31/2019
0claims - Opus Claims Account	212324	4742 - BLAIR	1/10/2019	01-2019	10.90	
0claims - Opus Claims Account	212325	475 - FRONTIER	1/10/2019	01-2019	939.19	1/31/2019
0claims - Opus Claims Account	212326	4762 - NORTHERN ENERGY	1/10/2019	01-2019	172.91	1/31/2019

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Payment Summary

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0claims - Opus Claims Account	212327	4791 - Corporate Payment Systems-Mcleod	1/10/2019	01-2019	79.22	1/31/2019
0claims - Opus Claims Account	212328	4805 - BANFIELD	1/10/2019	01-2019	11.01	1/31/2019
0claims - Opus Claims Account	212329	4866 - WELLS FARGO FINANCIAL LEASING	1/10/2019	01-2019	605.90	1/31/2019
0claims - Opus Claims Account	212330	4889 - Moe	1/10/2019	01-2019	48.29	1/31/2019
0claims - Opus Claims Account	212331	4904 - COOK	1/10/2019	01-2019	40.85	1/31/2019
0claims - Opus Claims Account	212332	5136 - Amazon Capital Services	1/10/2019	01-2019	118.94	1/31/2019
0claims - Opus Claims Account	212333	5191 - RILEY	1/10/2019	01-2019	73.76	1/31/2019
0claims - Opus Claims Account	212334	5265 - SHAVONDA SCOTT	1/10/2019	01-2019	58.58	1/31/2019
0claims - Opus Claims Account	212335	5266 - MARIELA SANTOS	1/10/2019	01-2019	39.79	
0claims - Opus Claims Account	212336	5267 - SARAH DE ROEST	1/10/2019	01-2019	36.76	1/31/2019
0claims - Opus Claims Account	212337	5284 - Washington Water Heaters	1/10/2019	01-2019	2,742.50	1/31/2019
0claims - Opus Claims Account	212338	5500 - Tom and Pam Geibel	1/10/2019	01-2019	700.00	
0claims - Opus Claims Account	212338	5500 - Tom and Pam Geibel	1/28/2019	01-2019	-700.00	
0claims - Opus Claims Account	212339	574 - MAGELLAN BEHAVIORAL HEALTH	1/10/2019	01-2019	497.04	1/31/2019
0claims - Opus Claims Account	212340	7329 - SILVER LAKE WATER DISTRICT	1/10/2019	01-2019	144.10	1/31/2019
0claims - Opus Claims Account	212341	771 - HD SUPPLY FACILITIES MAINTENANCE	1/10/2019	01-2019	2,221.78	1/31/2019
0claims - Opus Claims Account	212342	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	1/10/2019	01-2019	1,433.63	1/31/2019
0claims - Opus Claims Account	212343	963 - PLATT ELECTRIC SUPPLY	1/10/2019	01-2019	299.26	1/31/2019
0claims - Opus Claims Account	212344	985 - PUD #1 OF SNOHOMISH COUNTY	1/10/2019	01-2019	2,715.28	1/31/2019
0claims - Opus Claims Account	212345	4637 - METILJEVIC	1/11/2019	01-2019	120.18	1/31/2019
0claims - Opus Claims Account	212346	1405 - PUGET SOUND ENERGY	1/14/2019	01-2019	809.68	1/31/2019
0claims - Opus Claims Account	212347	231 - PITNEY BOWES INC GLOBAL FINANCIAL SERVIC	1/14/2019	01-2019	327.36	1/31/2019
0claims - Opus Claims Account	212348	2312 - OFFICE TEAM	1/14/2019	01-2019	990.61	1/31/2019
0claims - Opus Claims Account	212349	2685 - U.G. CASH & CARRY	1/14/2019	01-2019	217.26	1/31/2019
0claims - Opus Claims Account	212350	3158 - PITNEY BOWES	1/14/2019	01-2019	1,305.42	1/31/2019
0claims - Opus Claims Account	212351	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DI	1/14/2019	01-2019	141.33	1/31/2019
0claims - Opus Claims Account	212352	4314 - FOSTER PEPPER PLLC	1/14/2019	01-2019	2,601.97	1/31/2019
0claims - Opus Claims Account	212353	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	1/14/2019	01-2019	799.65	1/31/2019
0claims - Opus Claims Account	212354	475 - FRONTIER	1/14/2019	01-2019	405.55	1/31/2019
0claims - Opus Claims Account	212355	4789 - Corporate Payment Systems-Lommers	1/14/2019	01-2019	1,590.39	1/31/2019
0claims - Opus Claims Account	212356	4790 - Corporate Payment Systems-Maynard	1/14/2019	01-2019	120.34	1/31/2019

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0claims - Opus Claims Account	212357	4797 - Corporate Payment Systems-Tucker	1/14/2019	01-2019	21.15	1/31/2019	
0claims - Opus Claims Account	212358	4801 - Corporate Payment Systems-HS Manage	1/14/2019	01-2019	480.95	1/31/2019	
0claims - Opus Claims Account	212359	4879 - Corporate Payment Systems-Moe	1/14/2019	01-2019	161.85	1/31/2019	
0claims - Opus Claims Account	212360	4992 - Corporate Payment Systems-Klenholz	1/14/2019	01-2019	55.96	1/31/2019	
0claims - Opus Claims Account	212361	5151 - DYNAMIC LANGUAGE	1/14/2019	01-2019	74.59	1/31/2019	
0claims - Opus Claims Account	212362	5184 - Corporate Payment Systems-Abbey	1/14/2019	01-2019	692.67	1/31/2019	
0claims - Opus Claims Account	212363	985 - PUD #1 OF SNOHOMISH COUNTY	1/14/2019	01-2019	8,212.59	1/31/2019	
0claims - Opus Claims Account	212364	x0037492 - WILLIAMS	1/14/2019	01-2019	600.00	1/31/2019	
0claims - Opus Claims Account	212365	x020438 - CONDON	1/14/2019	01-2019	665.10	1/31/2019	
0claims - Opus Claims Account	212366	x030149 - MEHDI	1/14/2019	01-2019	700.00	1/31/2019	
0claims - Opus Claims Account	212367	x031210 - ANNI	1/14/2019	01-2019	675.52	1/31/2019	
0claims - Opus Claims Account	212368	t0047839 - Gleason	1/15/2019	01-2019	270.58		
0claims - Opus Claims Account	212369	1128 - SIGNATURE FORMS INC	1/17/2019	01-2019	33.00	1/31/2019	
0claims - Opus Claims Account	212370	1156 - SHERWIN-WILLIAMS PAINT CO	1/17/2019	01-2019	113.42	1/31/2019	
0claims - Opus Claims Account	212371	1177 - SOUND SECURITY DBA SONITROL PACIFIC	1/17/2019	01-2019	409.07	1/31/2019	
0claims - Opus Claims Account	212372	1206 - STATE AUDITOR'S OFFICE	1/17/2019	01-2019	7,622.04	1/31/2019	
0claims - Opus Claims Account	212373	1365 - COMCAST	1/17/2019	01-2019	95.42		
0claims - Opus Claims Account	212374	1405 - PUGET SOUND ENERGY	1/17/2019	01-2019	4,006.13	1/31/2019	
0claims - Opus Claims Account	212375	1505 - CDW COMPUTER CENTERS	1/17/2019	01-2019	164.90	1/31/2019	
0claims - Opus Claims Account	212376	1506 - INSIGHT PUBLIC SECTOR	1/17/2019	01-2019	11,998.01	1/31/2019	
0claims - Opus Claims Account	212377	1626 - CARDONA	1/17/2019	01-2019	134.17	1/31/2019	
0claims - Opus Claims Account	212378	200 - CITY OF EVERETT - UTILITY SERVICES	1/17/2019	01-2019	3,169.34	1/31/2019	
0claims - Opus Claims Account	212379	2368 - THYSSENKRUPP ELEVATOR CORPORATION	1/17/2019	01-2019	1,094.81	1/31/2019	
0claims - Opus Claims Account	212380	2956 - ACCOUNTEMPS	1/17/2019	01-2019	4,065.41	1/31/2019	
0claims - Opus Claims Account	212381	2983 - TALX CORP DBA EQUIFAX WORKFORCE SOLUTIONS	1/17/2019	01-2019	745.18	1/31/2019	
0claims - Opus Claims Account	212382	3152 - SHRED-IT USA LLC	1/17/2019	01-2019	612.76	1/31/2019	
0claims - Opus Claims Account	212383	3212 - GOVCONNECTION, INC	1/17/2019	01-2019	1,405.35	1/31/2019	
0claims - Opus Claims Account	212384	3225 - UNIVERSAL LANGUAGE SERVICE, INC	1/17/2019	01-2019	320.00	1/31/2019	
0claims - Opus Claims Account	212385	3536 - VERIZON WIRELESS	1/17/2019	01-2019	2,706.84	1/31/2019	
0claims - Opus Claims Account	212386	3544 - PACIFIC BREEZE PRODUCTS, INC	1/17/2019	01-2019	1,231.34	1/31/2019	
0claims - Opus Claims Account	212387	3559 - LIBERTY MUTUAL INSURANCE	1/17/2019	01-2019	7.00	1/31/2019	

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0claims - Opus Claims Account	212388	3637 - OTIS ELEVATOR COMPANY	1/17/2019	01-2019	2,420.34 1/31/2019
0claims - Opus Claims Account	212389	3737 - NEW FRONTIER TECHNOLOGIES, LLC	1/17/2019	01-2019	500.00 1/31/2019
0claims - Opus Claims Account	212390	375 - EVERETT SAFE & LOCK, INC	1/17/2019	01-2019	159.00 1/31/2019
0claims - Opus Claims Account	212391	380 - EVERETT STAMP WORKS	1/17/2019	01-2019	27.90 1/31/2019
0claims - Opus Claims Account	212392	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	1/17/2019	01-2019	382.72 1/31/2019
0claims - Opus Claims Account	212393	386 - EVERETT VACUUM SALES & SERVICE	1/17/2019	01-2019	127.01
0claims - Opus Claims Account	212394	4010 - ALLSTREAM	1/17/2019	01-2019	698.25 1/31/2019
0claims - Opus Claims Account	212395	4308 - WA STATE HOUSING FINANCE COMMISSION	1/17/2019	01-2019	30,060.00 1/31/2019
0claims - Opus Claims Account	212396	4319 - MICROSOFT CORPORATION	1/17/2019	01-2019	2,160.00 1/31/2019
0claims - Opus Claims Account	212397	4338 - VINTAGE AT EVERETT	1/17/2019	01-2019	138.00 1/31/2019
0claims - Opus Claims Account	212398	4364 - PAYCHEX OF NEW YORK LLC.	1/17/2019	01-2019	1,000.98
0claims - Opus Claims Account	212399	4463 - ALBERTSON	1/17/2019	01-2019	1,500.00 1/31/2019
0claims - Opus Claims Account	212400	4476 - MOTEL EXPRESS MANAGER	1/17/2019	01-2019	149.03 1/31/2019
0claims - Opus Claims Account	212401	4476 - MOTEL EXPRESS MANAGER	1/17/2019	01-2019	478.25 1/31/2019
0claims - Opus Claims Account	212402	4488 - BERGER	1/17/2019	01-2019	73.63
0claims - Opus Claims Account	212403	4522 - BAINES	1/17/2019	01-2019	1,162.81
0claims - Opus Claims Account	212404	4584 - CITY OF EVERETT - EVERETT TRANSIT	1/17/2019	01-2019	415.00
0claims - Opus Claims Account	212405	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	1/17/2019	01-2019	1,958.15 1/31/2019
0claims - Opus Claims Account	212406	4642 - TRAN	1/17/2019	01-2019	18.26
0claims - Opus Claims Account	212407	4672 - VINTAGE AT LAKEWOOD	1/17/2019	01-2019	1,140.00
0claims - Opus Claims Account	212408	4748 - GRANITE TELECOMMUNICATIONS, LLC	1/17/2019	01-2019	178.73 1/31/2019
0claims - Opus Claims Account	212409	475 - FRONTIER	1/17/2019	01-2019	1,770.99 1/31/2019
0claims - Opus Claims Account	212410	4763 - Evergreen Moving Systems, Inc.	1/17/2019	01-2019	5,742.97 1/31/2019
0claims - Opus Claims Account	212411	4782 - Corporate Payment Systems-Dias	1/17/2019	01-2019	70.00 1/31/2019
0claims - Opus Claims Account	212412	4788 - Corporate Payment Systems-Kennedy	1/17/2019	01-2019	1,095.00 1/31/2019
0claims - Opus Claims Account	212413	4792 - Corporate Payment Systems-Neblett	1/17/2019	01-2019	965.40 1/31/2019
0claims - Opus Claims Account	212414	4799 - Corporate Payment Systems-Westby	1/17/2019	01-2019	286.14 1/31/2019
0claims - Opus Claims Account	212415	4801 - Corporate Payment Systems-HS Manage	1/17/2019	01-2019	2,385.96 1/31/2019
0claims - Opus Claims Account	212416	4802 - Corporate Payment Systems-Finance Dept.	1/17/2019	01-2019	751.01 1/31/2019
0claims - Opus Claims Account	212417	4855 - DC Maintenance & Painting	1/17/2019	01-2019	1,151.85 1/31/2019
0claims - Opus Claims Account	212418	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	1/17/2019	01-2019	1,328.44 1/31/2019

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Payment Summary

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0claims - Opus Claims Account	212419	4879 - Corporate Payment Systems-Moe	1/17/2019	01-2019	185.35	1/31/2019
0claims - Opus Claims Account	212420	4894 - DAVIS CURRIER	1/17/2019	01-2019	120.45	1/31/2019
0claims - Opus Claims Account	212421	4941 - Absco Solutions	1/17/2019	01-2019	89.85	1/31/2019
0claims - Opus Claims Account	212422	5080 - RENTGROW, INC.	1/17/2019	01-2019	829.00	1/31/2019
0claims - Opus Claims Account	212423	5117 - Orkin, LLC	1/17/2019	01-2019	5,608.02	1/31/2019
0claims - Opus Claims Account	212424	5136 - Amazon Capital Services	1/17/2019	01-2019	41.74	1/31/2019
0claims - Opus Claims Account	212425	5137 - Quilceda Gardens	1/17/2019	01-2019	45.00	1/31/2019
0claims - Opus Claims Account	212426	5161 - Sprint	1/17/2019	01-2019	848.47	1/31/2019
0claims - Opus Claims Account	212427	5174 - WEX BANK	1/17/2019	01-2019	1,501.02	1/31/2019
0claims - Opus Claims Account	212428	5182 - ENTERPRISE FM TRUST	1/17/2019	01-2019	7,015.18	1/31/2019
0claims - Opus Claims Account	212429	5208 - WELLS FARGO VENDOR FIN SER	1/17/2019	01-2019	703.58	1/31/2019
0claims - Opus Claims Account	212430	5231 - Rice Fergus Miller, Inc.	1/17/2019	01-2019	3,995.00	1/31/2019
0claims - Opus Claims Account	212431	5236 - RENTAL PROPERTIES NW	1/17/2019	01-2019	2,200.00	
0claims - Opus Claims Account	212432	5248 - AARON SHOWALTER	1/17/2019	01-2019	600.00	1/31/2019
0claims - Opus Claims Account	212433	5250 - GARRETT RAYMOND JOHNSON	1/17/2019	01-2019	900.00	1/31/2019
0claims - Opus Claims Account	212434	5256 - COMPENSATION CONNECTIONS, LLC	1/17/2019	01-2019	605.00	1/31/2019
0claims - Opus Claims Account	212435	5265 - SHAVONDA SCOTT	1/17/2019	01-2019	61.91	1/31/2019
0claims - Opus Claims Account	212436	5266 - MARIELA SANTOS	1/17/2019	01-2019	40.55	
0claims - Opus Claims Account	212437	5267 - SARAH DE ROEST	1/17/2019	01-2019	79.19	
0claims - Opus Claims Account	212438	5271 - KAREN M. CAMPBELL	1/17/2019	01-2019	900.00	
0claims - Opus Claims Account	212439	5272 - ANDREW JONATHAN SCHUCK	1/17/2019	01-2019	1,500.00	1/31/2019
0claims - Opus Claims Account	212440	5274 - BRIAN WILLIAM RABY	1/17/2019	01-2019	600.00	1/31/2019
0claims - Opus Claims Account	212441	5275 - RYAN C. HOGUE	1/17/2019	01-2019	2,100.00	1/31/2019
0claims - Opus Claims Account	212442	5282 - ROBERTO CARLOS V. QUEMADA	1/17/2019	01-2019	1,200.00	1/31/2019
0claims - Opus Claims Account	212443	536 - HDLI	1/17/2019	01-2019	895.00	
0claims - Opus Claims Account	212444	5502 - Joseph D. Baldwin	1/17/2019	01-2019	66,980.35	1/31/2019
0claims - Opus Claims Account	212445	59 - GUARDIAN SECURITY SYSTEMS, INC.	1/17/2019	01-2019	2,008.01	1/31/2019
0claims - Opus Claims Account	212446	684 - NEWTON * KIGHT ATTORNEYS AT LAW	1/17/2019	01-2019	616.20	1/31/2019
0claims - Opus Claims Account	212447	771 - HD SUPPLY FACILITIES MAINTENANCE	1/17/2019	01-2019	23.14	1/31/2019
0claims - Opus Claims Account	212448	985 - PUD #1 OF SNOHOMISH COUNTY	1/17/2019	01-2019	1,619.33	1/31/2019
0claims - Opus Claims Account	212449	t029614 - HOANG	1/17/2019	01-2019	600.00	

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Payment Summary

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	Check #	Post			Total	Date

Ocalsms - Opus Claims Account	212450	1055 - RUBATINO REFUSE REMOVAL INC	1/17/2019	01-2019	14,626.04	1/31/2019
Ocalsms - Opus Claims Account	212451	2312 - OFFICE TEAM	1/17/2019	01-2019	142.95	1/31/2019
Ocalsms - Opus Claims Account	212452	3593 - SOUND PUBLISHING, INC	1/17/2019	01-2019	86.80	1/31/2019
Ocalsms - Opus Claims Account	212453	399 - WASHINGTON STATE PATROL	1/17/2019	01-2019	24.00	1/31/2019
Ocalsms - Opus Claims Account	212454	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	1/17/2019	01-2019	35.00	1/31/2019
Ocalsms - Opus Claims Account	212455	4583 - ABODE INSPECTION SERVICES LLC	1/17/2019	01-2019	10,143.00	1/31/2019
Ocalsms - Opus Claims Account	212456	4585 - LOOPUP DBA RING2 COMMUNICATIONS LLC	1/17/2019	01-2019	7.49	1/31/2019
Ocalsms - Opus Claims Account	212457	4781 - Corporate Payment Systems-Albertson	1/17/2019	01-2019	2,160.78	1/31/2019
Ocalsms - Opus Claims Account	212458	4786 - Corporate Payment Systems-Gizzi	1/17/2019	01-2019	68.12	1/31/2019
Ocalsms - Opus Claims Account	212459	4791 - Corporate Payment Systems-McLeod	1/17/2019	01-2019	5,108.50	1/31/2019
Ocalsms - Opus Claims Account	212460	4878 - Corporate Payment Systems-Floeding	1/17/2019	01-2019	423.10	1/31/2019
Ocalsms - Opus Claims Account	212461	4902 - Corporate Payment Systems-Baines	1/17/2019	01-2019	150.27	1/31/2019
Ocalsms - Opus Claims Account	212462	5137 - Quilceda Gardens	1/17/2019	01-2019	600.00	
Ocalsms - Opus Claims Account	212463	5281 - R&R Fence Company	1/17/2019	01-2019	5,475.00	1/31/2019
Ocalsms - Opus Claims Account	212464	684 - NEWTON * KIGHT ATTORNEYS AT LAW	1/17/2019	01-2019	1,979.00	1/31/2019
Ocalsms - Opus Claims Account	212465	24 - PROCTOR SALES, INC	1/17/2019	01-2019	296.19	1/31/2019
Ocalsms - Opus Claims Account	212466	4308 - WA STATE HOUSING FINANCE COMMISSION	1/17/2019	01-2019	1,125.00	1/31/2019
Ocalsms - Opus Claims Account	212467	4867 - RBC TAX CREDIT EQUITY, LLC	1/17/2019	01-2019	20,287.30	1/31/2019
Ocalsms - Opus Claims Account	212468	X0037918 - MELVIN	1/18/2019	01-2019	211.00	1/31/2019
Ocalsms - Opus Claims Account	212469	X024403 - PORTEE	1/18/2019	01-2019	51.00	1/31/2019
Ocalsms - Opus Claims Account	212470	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	1/22/2019	01-2019	652.72	1/31/2019
Ocalsms - Opus Claims Account	212471	10047161 - Demyanuk	1/22/2019	01-2019	454.00	1/31/2019
Ocalsms - Opus Claims Account	212472	X002580 - MAY	1/22/2019	01-2019	64.00	1/31/2019
Ocalsms - Opus Claims Account	212473	10047890 - Agustn	1/24/2019	01-2019	300.65	
Ocalsms - Opus Claims Account	212474	113 - BAYSIDE SUPPLY CO	1/24/2019	01-2019	2,153.04	1/31/2019
Ocalsms - Opus Claims Account	212475	1365 - COMCAST	1/24/2019	01-2019	211.01	
Ocalsms - Opus Claims Account	212476	1405 - PUGET SOUND ENERGY	1/24/2019	01-2019	684.60	1/31/2019
Ocalsms - Opus Claims Account	212477	1479 - WASTE MANAGEMENT NORTHWEST INC	1/24/2019	01-2019	111.09	
Ocalsms - Opus Claims Account	212478	2127 - ALLWATER CORPORATION	1/24/2019	01-2019	238.81	1/31/2019
Ocalsms - Opus Claims Account	212479	215 - CONSOLIDATED ELECTRICAL DIST INC	1/24/2019	01-2019	9,214.80	1/31/2019
Ocalsms - Opus Claims Account	212480	2312 - OFFICE TEAM	1/24/2019	01-2019	558.79	1/31/2019

Payment Summary

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Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	212481	2368 - THYSSENKRUPP ELEVATOR CORPORATION	1/24/2019	01-2019	5,231.59	1/31/2019
0claims - Opus Claims Account	212482	2497 - WALTER E NELSON CO	1/24/2019	01-2019	579.74	1/31/2019
0claims - Opus Claims Account	212483	2875 - LOWE'S COMMERCIAL	1/24/2019	01-2019	239.10	1/31/2019
0claims - Opus Claims Account	212484	3152 - SHRED-IT USA LLC	1/24/2019	01-2019	168.57	
0claims - Opus Claims Account	212485	3330 - RODDA PAINT CO. INC	1/24/2019	01-2019	743.35	1/31/2019
0claims - Opus Claims Account	212486	3393 - SPRAGUE PEST SOLUTIONS	1/24/2019	01-2019	1,919.76	1/31/2019
0claims - Opus Claims Account	212487	345 - LANGUAGE LINE SERVICES, INC	1/24/2019	01-2019	356.34	1/31/2019
0claims - Opus Claims Account	212488	3498 - DANIEL LY SNO-KING CARPET CLEANING	1/24/2019	01-2019	362.01	
0claims - Opus Claims Account	212489	3637 - OTIS ELEVATOR COMPANY	1/24/2019	01-2019	2,420.34	
0claims - Opus Claims Account	212490	3775 - HOLADAY-PARKS, INC	1/24/2019	01-2019	727.00	1/31/2019
0claims - Opus Claims Account	212491	3792 - HENDERSON DBA HENDERSON HAULING	1/24/2019	01-2019	250.00	1/31/2019
0claims - Opus Claims Account	212492	3792 - HENDERSON DBA HENDERSON HAULING	1/24/2019	01-2019	250.00	1/31/2019
0claims - Opus Claims Account	212493	4104 - STANLEY ACCESS TECHNOLOGIES	1/24/2019	01-2019	2,411.21	
0claims - Opus Claims Account	212494	4272 - YARDI SYSTEMS INC	1/24/2019	01-2019	5,940.00	
0claims - Opus Claims Account	212495	4311 - EVERETT HOUSING AUTHORITY	1/24/2019	01-2019	38.00	
0claims - Opus Claims Account	212496	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	1/24/2019	01-2019	1,865.85	1/31/2019
0claims - Opus Claims Account	212497	4476 - MOTEL EXPRESS MANAGER	1/24/2019	01-2019	439.32	
0claims - Opus Claims Account	212498	4476 - MOTEL EXPRESS MANAGER	1/24/2019	01-2019	439.32	
0claims - Opus Claims Account	212499	4476 - MOTEL EXPRESS MANAGER	1/24/2019	01-2019	439.32	
0claims - Opus Claims Account	212500	4476 - MOTEL EXPRESS MANAGER	1/24/2019	01-2019	439.32	
0claims - Opus Claims Account	212501	4556 - BANNER BANK	1/24/2019	01-2019	4,331.09	1/31/2019
0claims - Opus Claims Account	212502	4672 - VINTAGE AT LAKEWOOD	1/24/2019	01-2019	300.00	
0claims - Opus Claims Account	212503	475 - FRONTIER	1/24/2019	01-2019	295.08	1/31/2019
0claims - Opus Claims Account	212504	4782 - Corporate Payment Systems-Dias	1/24/2019	01-2019	255.04	
0claims - Opus Claims Account	212505	4786 - Corporate Payment Systems-Gizzi	1/24/2019	01-2019	80.09	
0claims - Opus Claims Account	212506	4799 - Corporate Payment Systems-Westby	1/24/2019	01-2019	1,798.00	
0claims - Opus Claims Account	212507	4802 - Corporate Payment Systems-Finance Dept.	1/24/2019	01-2019	354.13	
0claims - Opus Claims Account	212508	4879 - Corporate Payment Systems-Moe	1/24/2019	01-2019	32.80	
0claims - Opus Claims Account	212509	4975 - PEOPLE'S INSTITUTE NORTHWEST	1/24/2019	01-2019	3,500.00	
0claims - Opus Claims Account	212510	5136 - Amazon Capital Services	1/24/2019	01-2019	734.40	1/31/2019
0claims - Opus Claims Account	212511	5220 - KARPOWITZ	1/24/2019	01-2019	115.38	

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Payment Summary

Bank=0claims AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check #	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	212512	5236 - RENTAL PROPERTIES NW	1/24/2019	01-2019	500.00	
0claims - Opus Claims Account	212513	5256 - COMPENSATION CONNECTIONS, LLC	1/24/2019	01-2019	3,080.00	1/31/2019
0claims - Opus Claims Account	212514	5258 - Root Policy Research	1/24/2019	01-2019	6,812.50	
0claims - Opus Claims Account	212515	5287 - St. Cloud Seventh, LLC	1/24/2019	01-2019	250.00	
0claims - Opus Claims Account	212516	5287 - St. Cloud Seventh, LLC	1/24/2019	01-2019	35.00	
0claims - Opus Claims Account	212517	5288 - Jeff Tufarolo	1/24/2019	01-2019	1,750.00	
0claims - Opus Claims Account	212518	5568 - JMC Cabinets & Interiors Inc	1/24/2019	01-2019	491.30	1/31/2019
0claims - Opus Claims Account	212519	771 - HD SUPPLY FACILITIES MAINTENANCE	1/24/2019	01-2019	356.08	1/31/2019
0claims - Opus Claims Account	212520	869 - OFFICE DEPOT, INC.	1/24/2019	01-2019	339.44	
0claims - Opus Claims Account	212521	963 - PLATT ELECTRIC SUPPLY	1/24/2019	01-2019	97.63	1/31/2019
0claims - Opus Claims Account	212522	10044270 - NITSCHKE	1/24/2019	01-2019	218.00	
0claims - Opus Claims Account	212523	x016782 - BOGUTA	1/24/2019	01-2019	86.00	
0claims - Opus Claims Account	212524	1052 - ROTO-ROOTER INC	1/28/2019	01-2019	1,273.62	
0claims - Opus Claims Account	212525	1405 - PUGET SOUND ENERGY	1/28/2019	01-2019	97.05	1/31/2019
0claims - Opus Claims Account	212526	2875 - LOWE'S COMMERCIAL	1/28/2019	01-2019	95.64	
0claims - Opus Claims Account	212527	464 - GE APPLIANCES	1/28/2019	01-2019	921.48	1/31/2019
0claims - Opus Claims Account	212528	4763 - Evergreen Moving Systems, Inc.	1/28/2019	01-2019	5,100.99	1/31/2019
0claims - Opus Claims Account	212529	4782 - Corporate Payment Systems-Dias	1/28/2019	01-2019	131.99	
0claims - Opus Claims Account	212530	4834 - GroundWorks Landscaping Services	1/28/2019	01-2019	1,286.16	
0claims - Opus Claims Account	212531	5136 - Amazon Capital Services	1/28/2019	01-2019	411.99	1/31/2019
0claims - Opus Claims Account	212532	5290 - Barbara S. Lamoureux	1/28/2019	01-2019	2,700.00	
0claims - Opus Claims Account	212533	771 - HD SUPPLY FACILITIES MAINTENANCE	1/28/2019	01-2019	31.56	
0claims - Opus Claims Account	212534	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	1/28/2019	01-2019	3,004.87	
0claims - Opus Claims Account	212535	x032101 - ABAYNEH	1/28/2019	01-2019	53.00	
0claims - Opus Claims Account	212536	1479 - WASTE MANAGEMENT NORTHWEST INC	1/30/2019	01-2019	476.81	
0claims - Opus Claims Account	212537	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	1/30/2019	01-2019	98.80	
0claims - Opus Claims Account	212538	4834 - GroundWorks Landscaping Services	1/30/2019	01-2019	933.99	
0claims - Opus Claims Account	212539	1128 - SIGNATURE FORMS INC	1/30/2019	01-2019	75.21	
0claims - Opus Claims Account	212540	113 - BAYSIDE SUPPLY CO	1/30/2019	01-2019	3,294.34	
0claims - Opus Claims Account	212541	1365 - COMCAST	1/30/2019	01-2019	99.43	
0claims - Opus Claims Account	212542	1365 - COMCAST	1/30/2019	01-2019	244.05	

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Payment Summary

Bank=0claims AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total	Date
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0claims - Opus Claims Account	212543	1365 - COMCAST	1/30/2019	01-2019	299.45	
0claims - Opus Claims Account	212544	1365 - COMCAST	1/30/2019	01-2019	97.58	
0claims - Opus Claims Account	212545	1365 - COMCAST	1/30/2019	01-2019	175.02	
0claims - Opus Claims Account	212546	1365 - COMCAST	1/30/2019	01-2019	210.07	
0claims - Opus Claims Account	212547	1365 - COMCAST	1/30/2019	01-2019	109.55	
0claims - Opus Claims Account	212548	1365 - COMCAST	1/30/2019	01-2019	109.55	
0claims - Opus Claims Account	212549	1405 - PUGET SOUND ENERGY	1/30/2019	01-2019	1,222.72	
0claims - Opus Claims Account	212550	200 - CITY OF EVERETT - UTILITY SERVICES	1/30/2019	01-2019	4,304.07	
0claims - Opus Claims Account	212551	2739 - SNOHOMISH CO. PLANNING & DEVELOPMENT	1/30/2019	01-2019	412.00	
0claims - Opus Claims Account	212552	2875 - LOWE'S COMMERCIAL	1/30/2019	01-2019	124.60	
0claims - Opus Claims Account	212553	3158 - PITNEY BOWES	1/30/2019	01-2019	73.07	
0claims - Opus Claims Account	212554	3593 - SOUND PUBLISHING, INC	1/30/2019	01-2019	975.00	
0claims - Opus Claims Account	212555	3784 - STAPLES BUSINESS ADVANTAGE	1/30/2019	01-2019	35.32	
0claims - Opus Claims Account	212556	3784 - STAPLES BUSINESS ADVANTAGE	1/30/2019	01-2019	133.53	
0claims - Opus Claims Account	212557	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	1/30/2019	01-2019	1,137.12	
0claims - Opus Claims Account	212558	3870 - AACRA BACKFLOW TESTING AND REPAIR, INC	1/30/2019	01-2019	380.00	
0claims - Opus Claims Account	212559	4314 - FOSTER PEPPER PLLC	1/30/2019	01-2019	500.00	
0claims - Opus Claims Account	212560	4343 - WATSON & MCDONELL, PLLC	1/30/2019	01-2019	11,898.00	
0claims - Opus Claims Account	212561	4643 - PROTECTION ONE ALARM MONITORING INC.	1/30/2019	01-2019	316.12	
0claims - Opus Claims Account	212562	4644 - KINGS III OF AMERICA, INC.	1/30/2019	01-2019	381.90	
0claims - Opus Claims Account	212563	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	1/30/2019	01-2019	3,625.99	
0claims - Opus Claims Account	212564	4742 - BLAIR	1/30/2019	01-2019	97.01	
0claims - Opus Claims Account	212565	475 - FRONTIER	1/30/2019	01-2019	544.16	
0claims - Opus Claims Account	212566	4780 - BLISH	1/30/2019	01-2019	108.67	
0claims - Opus Claims Account	212567	4786 - Corporate Payment Systems-Gizzi	1/30/2019	01-2019	2,273.08	
0claims - Opus Claims Account	212568	4860 - CITY OF LYNNWOOD	1/30/2019	01-2019	9,085.09	
0claims - Opus Claims Account	212569	4863 - IRON MOUNTAIN	1/30/2019	01-2019	4.24	
0claims - Opus Claims Account	212570	4945 - DAY & NITE PLUMBING & HEATING	1/30/2019	01-2019	2,649.25	
0claims - Opus Claims Account	212571	5080 - RENTGROW, INC.	1/30/2019	01-2019	38.00	
0claims - Opus Claims Account	212572	5165 - Centennial Mortgage	1/30/2019	01-2019	1,250.00	
0claims - Opus Claims Account	212573	771 - HD SUPPLY FACILITIES MAINTENANCE	1/30/2019	01-2019	139.07	

Payment Summary

Bank=0claims AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
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0claims - Opus Claims Account	212574	985 - PUD #1 OF SNOHOMISH COUNTY	1/30/2019	01-2019	4,704.24
0claims - Opus Claims Account	212575	regional - REPUBLIC SERVICES #197	1/30/2019	01-2019	409.20
0claims - Opus Claims Account	212576	t0048722 - Ra	1/30/2019	01-2019	13.00
0claims - Opus Claims Account	212577	t0000086 - Johnson	1/31/2019	01-2019	71.78
0claims - Opus Claims Account	212578	1128 - SIGNATURE FORMS INC	1/31/2019	01-2019	484.92
0claims - Opus Claims Account	212579	113 - BAYSIDE SUPPLY CO	1/31/2019	01-2019	2,862.01
0claims - Opus Claims Account	212580	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	1/31/2019	01-2019	367.00
0claims - Opus Claims Account	212581	1177 - SOUND SECURITY DBA SONITROL PACIFIC	1/31/2019	01-2019	13,164.00
0claims - Opus Claims Account	212582	1365 - COMCAST	1/31/2019	01-2019	139.83
0claims - Opus Claims Account	212583	1365 - COMCAST	1/31/2019	01-2019	148.49
0claims - Opus Claims Account	212584	1365 - COMCAST	1/31/2019	01-2019	119.61
0claims - Opus Claims Account	212585	1365 - COMCAST	1/31/2019	01-2019	245.76
0claims - Opus Claims Account	212586	1365 - COMCAST	1/31/2019	01-2019	178.49
0claims - Opus Claims Account	212587	1365 - COMCAST	1/31/2019	01-2019	158.21
0claims - Opus Claims Account	212588	1405 - PUGET SOUND ENERGY	1/31/2019	01-2019	569.20
0claims - Opus Claims Account	212589	200 - CITY OF EVERETT - UTILITY SERVICES	1/31/2019	01-2019	1,029.73
0claims - Opus Claims Account	212590	203 - CITY OF EVERETT	1/31/2019	01-2019	50.00
0claims - Opus Claims Account	212591	203 - CITY OF EVERETT	1/31/2019	01-2019	65.00
0claims - Opus Claims Account	212592	203 - CITY OF EVERETT	1/31/2019	01-2019	125.40
0claims - Opus Claims Account	212593	215 - CONSOLIDATED ELECTRICAL DIST INC	1/31/2019	01-2019	120.67
0claims - Opus Claims Account	212594	217 - AIRGAS - NORPAC, INC	1/31/2019	01-2019	9.05
0claims - Opus Claims Account	212595	2875 - LOWE'S COMMERCIAL	1/31/2019	01-2019	107.68
0claims - Opus Claims Account	212596	3212 - GOVCONNECTION, INC	1/31/2019	01-2019	355.42
0claims - Opus Claims Account	212597	322 - PACIFIC AIR CONTROL, INC	1/31/2019	01-2019	900.14
0claims - Opus Claims Account	212598	3536 - VERIZON WIRELESS	1/31/2019	01-2019	3,015.46
0claims - Opus Claims Account	212599	3748 - CLASSIC IMPRESSIONS, INC	1/31/2019	01-2019	460.01
0claims - Opus Claims Account	212600	375 - EVERETT SAFE & LOCK, INC	1/31/2019	01-2019	218.30
0claims - Opus Claims Account	212601	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	57.89
0claims - Opus Claims Account	212602	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	97.21
0claims - Opus Claims Account	212603	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	197.34
0claims - Opus Claims Account	212604	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	2.73

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Payment Summary

Bank=0claims AND mm/yy=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	212605	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	79.93	
0claims - Opus Claims Account	212606	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	137.11	
0claims - Opus Claims Account	212607	3784 - STAPLES BUSINESS ADVANTAGE	1/31/2019	01-2019	28.96	
0claims - Opus Claims Account	212608	4075 - BERGO	1/31/2019	01-2019	840.00	
0claims - Opus Claims Account	212609	4186 - LOMMERS-JOHNSON	1/31/2019	01-2019	165.00	
0claims - Opus Claims Account	212610	4243 - DUNN LUMBER COMPANY	1/31/2019	01-2019	23.96	
0claims - Opus Claims Account	212611	4314 - FOSTER PEPPER PLLC	1/31/2019	01-2019	2,202.00	
0claims - Opus Claims Account	212612	4425 - ASSOCIATED PETROLEUM PRODUCTS	1/31/2019	01-2019	90.10	
0claims - Opus Claims Account	212613	4535 - Pavenko	1/31/2019	01-2019	14.88	
0claims - Opus Claims Account	212614	4556 - BANNER BANK	1/31/2019	01-2019	28,538.33	
0claims - Opus Claims Account	212615	4612 - SHELCO INC.	1/31/2019	01-2019	311.44	
0claims - Opus Claims Account	212616	464 - GE APPLIANCES	1/31/2019	01-2019	692.86	
0claims - Opus Claims Account	212617	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	1/31/2019	01-2019	629.51	
0claims - Opus Claims Account	212618	4653 - LEE	1/31/2019	01-2019	425.00	
0claims - Opus Claims Account	212619	4653 - LEE	1/31/2019	01-2019	425.00	
0claims - Opus Claims Account	212620	475 - FRONTIER	1/31/2019	01-2019	2,019.42	
0claims - Opus Claims Account	212621	4763 - Evergreen Moving Systems, Inc.	1/31/2019	01-2019	1,299.40	
0claims - Opus Claims Account	212622	4787 - Corporate Payment Systems-Harrison	1/31/2019	01-2019	336.85	
0claims - Opus Claims Account	212623	4788 - Corporate Payment Systems-Kennedy	1/31/2019	01-2019	469.00	
0claims - Opus Claims Account	212624	4789 - Corporate Payment Systems-Lommers	1/31/2019	01-2019	1,292.84	
0claims - Opus Claims Account	212625	4790 - Corporate Payment Systems-Maynard	1/31/2019	01-2019	207.07	
0claims - Opus Claims Account	212626	4797 - Corporate Payment Systems-Tucker	1/31/2019	01-2019	46.48	
0claims - Opus Claims Account	212627	482 - GOLDFINCH BROS IN	1/31/2019	01-2019	94.34	
0claims - Opus Claims Account	212628	4878 - Corporate Payment Systems-Floeting	1/31/2019	01-2019	131.44	
0claims - Opus Claims Account	212629	4880 - Corporate Payment Systems-Owens	1/31/2019	01-2019	74.70	
0claims - Opus Claims Account	212630	4933 - INTERMOUNTAIN LOCK & SECURITY SUPPLY	1/31/2019	01-2019	456.05	
0claims - Opus Claims Account	212631	5037 - Corporate Payment Systems-Forsyth	1/31/2019	01-2019	754.91	
0claims - Opus Claims Account	212632	5065 - BANNER BANK	1/31/2019	01-2019	29,269.73	
0claims - Opus Claims Account	212633	5077 - HARTWIG	1/31/2019	01-2019	54.50	
0claims - Opus Claims Account	212634	5137 - Quilceda Gardens	1/31/2019	01-2019	100.00	
0claims - Opus Claims Account	212635	5137 - Quilceda Gardens	1/31/2019	01-2019	300.00	

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Payment Summary

Bank=0claims AND mm/vv=01/2019-01/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date
0claims - Opus Claims Account	212636	5259 - Corporate Payment Systems-Longoria	1/31/2019	01-2019	100.00
0claims - Opus Claims Account	212637	5287 - St. Cloud Seventh, LLC	1/31/2019	01-2019	500.00
0claims - Opus Claims Account	212638	5288 - Jeff Tufarolo	1/31/2019	01-2019	1,750.00
0claims - Opus Claims Account	212639	5292 - NW Property Management Group LLC	1/31/2019	01-2019	2,000.00
0claims - Opus Claims Account	212640	5293 - DAVID PAVENKO	1/31/2019	01-2019	46.04
0claims - Opus Claims Account	212641	5568 - JMC Cabinets & Interiors Inc	1/31/2019	01-2019	117.66
0claims - Opus Claims Account	212642	70 - AUTOMATED COMMUNICATIONS INC	1/31/2019	01-2019	1,604.98
0claims - Opus Claims Account	212643	771 - HD SUPPLY FACILITIES MAINTENANCE	1/31/2019	01-2019	1,633.71
0claims - Opus Claims Account	212644	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	1/31/2019	01-2019	2,160.85
0claims - Opus Claims Account	212645	774 - HD SUPPLY FACILITIES MAINTENANCE, LTD	1/31/2019	01-2019	435.63
0claims - Opus Claims Account	212646	985 - PUD #1 OF SNOHOMISH COUNTY	1/31/2019	01-2019	15,532.62
0claims - Opus Claims Account	212647	985 - PUD #1 OF SNOHOMISH COUNTY	1/31/2019	01-2019	4.92
0claims - Opus Claims Account	212648	x0038093 - TKACHENKO	1/31/2019	01-2019	500.00
0claims - Opus Claims Account	212656	5115 - Keeney's Office Supply	1/31/2019	01-2019	9,946.61
					891,390.89



Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

SUMMARY OF VOUCHERS

Bank Code	Fund	Beginning and Ending Check Numbers	Check Amount For February 2019
500	Payroll	2506-2514	\$ 17,692.93
001	General Fund	40741-40746	\$ 647.00
	Claims	212398 (previous months) 212407 212649-212655 212657-212991	VOID VOID \$ 585,880.64
s8a	Section 8	524391-524996 524997 524998-525298 8018630-8018944 8018945 8018946-8019552	\$ 3,108,699.17 VOID VOID

Chair

Date



Payment Summary

Bank=0payroll AND mm/yy=02/2019-02/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check #	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0payroll - Opus Payroll Account	2506	1335 - UNITED WAY OF SNOHOMISH COUNTY	2/11/2019	02-2019	410.00	
0payroll - Opus Payroll Account	2507	1986 - WASHINGTON COUNCIL OF COUNTY AND CITY	2/11/2019	02-2019	2,458.92	
0payroll - Opus Payroll Account	2508	3862 - WA TEAMSTERS LEGISLATURE LEAGUE	2/11/2019	02-2019	46.00	
0payroll - Opus Payroll Account	2509	4976 - GUARDIAN	2/11/2019	02-2019	12,271.64	
0payroll - Opus Payroll Account	2510	5152 - VSP VISION CARE, INC. (AT)	2/11/2019	02-2019	831.37	
0payroll - Opus Payroll Account	2511	300 - SHEPARD / EHA COFFEE FUND	2/22/2019	02-2019	62.00	
0payroll - Opus Payroll Account	2512	3608 - TEAMSTER LOCAL #38	2/22/2019	02-2019	1,081.00	
0payroll - Opus Payroll Account	2513	4447 - EHA-GEN FUND	2/22/2019	02-2019	407.00	
0payroll - Opus Payroll Account	2514	300 - SHEPARD / EHA COFFEE FUND	2/28/2019	02-2019	125.00	
					17,692.93	

Payment Summary

Bank=Ophgener AND mm/yy=02/2019-02/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date	Amount Reconciled
Ophgener - Opus PH General Fund Account	11	x028091 - WOHLLEBEN	2/1/2019	02-2019		0.00
Ophgener - Opus PH General Fund Account	40741	t0044069 - AL-KHAFAJI	2/1/2019	02-2019		16.00 2/28/2019
Ophgener - Opus PH General Fund Account	40742	t0044693 - DAVYDENKO	2/1/2019	02-2019		211.00 2/28/2019
Ophgener - Opus PH General Fund Account	40743	t018831 - VOROBYEVA	2/1/2019	02-2019		122.00 2/28/2019
Ophgener - Opus PH General Fund Account	40744	t025090 - LUKE	2/1/2019	02-2019		151.00 2/28/2019
Ophgener - Opus PH General Fund Account	40745	t025819 - SAVCHUK	2/1/2019	02-2019		66.00
Ophgener - Opus PH General Fund Account	40746	x0044075 - LYSEN	2/1/2019	02-2019		81.00 2/28/2019
						647.00

Payment Summary

Bank=0claims AND mm/yy=02/2019-02/2019 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	212398	4364 - PAYCHEX OF NEW YORK LLC.	2/14/2019	02-2019	-1,000.98	
0claims - Opus Claims Account	212407	4672 - VINTAGE AT LAKEWOOD	2/14/2019	02-2019	-1,140.00	
0claims - Opus Claims Account	212649	3675 - PROFESSIONAL CLAIMS INTERVENTION SRVCS	2/1/2019	02-2019	2,016.00	
0claims - Opus Claims Account	212650	4847 - WALKER & DUNLOP, LLC	2/1/2019	02-2019	23,510.21	
0claims - Opus Claims Account	212651	4891 - WCRA	2/1/2019	02-2019	7,108.25	
0claims - Opus Claims Account	212652	4902 - Corporate Payment Systems-Baines	2/1/2019	02-2019	87.74	
0claims - Opus Claims Account	212653	5065 - BANNER BANK	2/1/2019	02-2019	6,800.00	
0claims - Opus Claims Account	212654	t0043737 - MIN	2/1/2019	02-2019	17.00	
0claims - Opus Claims Account	212655	t0048722 - Ra	2/1/2019	02-2019	13.00	
0claims - Opus Claims Account	212657	4813 - BRIX	2/7/2019	02-2019	266.00	
0claims - Opus Claims Account	212658	t0000041 - Berkompas	2/7/2019	02-2019	250.00	
0claims - Opus Claims Account	212659	t0000144 - Muramoto	2/7/2019	02-2019	230.00	
0claims - Opus Claims Account	212660	t0039216 - Swensen	2/7/2019	02-2019	104.52	
0claims - Opus Claims Account	212661	t0043429 - Lager	2/7/2019	02-2019	200.00	
0claims - Opus Claims Account	212662	t0044502 - HENDRICKS	2/7/2019	02-2019	374.00	
0claims - Opus Claims Account	212663	t0046163 - Helmer	2/7/2019	02-2019	200.00	
0claims - Opus Claims Account	212664	t0048761 - Philp	2/7/2019	02-2019	555.00	
0claims - Opus Claims Account	212665	t0048839 - Reed	2/7/2019	02-2019	15.00	
0claims - Opus Claims Account	212666	x037411 - JONES	2/7/2019	02-2019	250.00	
0claims - Opus Claims Account	212667	1190 - SOUND SAFETY PRODUCTS, INC	2/8/2019	02-2019	185.99	
0claims - Opus Claims Account	212668	1365 - COMCAST	2/8/2019	02-2019	107.30	
0claims - Opus Claims Account	212669	1405 - PUGET SOUND ENERGY	2/8/2019	02-2019	299.94	
0claims - Opus Claims Account	212670	1479 - WASTE MANAGEMENT NORTHWEST INC	2/8/2019	02-2019	896.17	
0claims - Opus Claims Account	212671	2312 - OFFICE TEAM	2/8/2019	02-2019	142.95	
0claims - Opus Claims Account	212672	2368 - THYSSENKRUPP ELEVATOR CORPORATION	2/8/2019	02-2019	407.27	
0claims - Opus Claims Account	212673	2875 - LOWE'S COMMERCIAL	2/8/2019	02-2019	74.71	
0claims - Opus Claims Account	212674	3158 - PITNEY BOWES	2/8/2019	02-2019	316.17	
0claims - Opus Claims Account	212675	3737 - NEW FRONTIER TECHNOLOGIES, LLC	2/8/2019	02-2019	500.00	
0claims - Opus Claims Account	212676	3914 - AFFORDABLE HOUSING RISK POOL	2/8/2019	02-2019	9,018.55	
0claims - Opus Claims Account	212677	399 - WASHINGTON STATE PATROL	2/8/2019	02-2019	84.00	
0claims - Opus Claims Account	212678	4223 - PACIFIC NORTHWEST CATERING, LLC	2/8/2019	02-2019	2,263.64	

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0claims - Opus Claims Account	212679	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWES	2/8/2019	02-2019	54.95
0claims - Opus Claims Account	212680	4546 - EMELANDER	2/8/2019	02-2019	25.36
0claims - Opus Claims Account	212681	4762 - NORTHERN ENERGY	2/8/2019	02-2019	108.09
0claims - Opus Claims Account	212682	4764 - GREBEN	2/8/2019	02-2019	75.21
0claims - Opus Claims Account	212683	4789 - Corporate Payment Systems-Lommers	2/8/2019	02-2019	185.70
0claims - Opus Claims Account	212684	482 - GOLDFINCH BROS IN	2/8/2019	02-2019	189.79
0claims - Opus Claims Account	212685	4933 - INTERMOUNTAIN LOCK & SECURITY SUPPLY	2/8/2019	02-2019	91.68
0claims - Opus Claims Account	212686	5076 - PNC REAL ESTATE TAX CREDIT CAPITAL	2/8/2019	02-2019	2,814.00
0claims - Opus Claims Account	212687	5115 - Keeney's Office Supply	2/8/2019	02-2019	10,899.46
0claims - Opus Claims Account	212688	5128 - MASTERCRAFT ELECTRIC INC.	2/8/2019	02-2019	18,661.33
0claims - Opus Claims Account	212689	5174 - WEX BANK	2/8/2019	02-2019	1,484.15
0claims - Opus Claims Account	212690	5184 - Corporate Payment Systems-Abbey	2/8/2019	02-2019	395.00
0claims - Opus Claims Account	212691	5250 - GARRETT RAYMOND JOHNSON	2/8/2019	02-2019	1,500.00
0claims - Opus Claims Account	212692	5259 - Corporate Payment Systems-Longoria	2/8/2019	02-2019	492.31
0claims - Opus Claims Account	212693	5272 - ANDREW JONATHAN SCHUCK	2/8/2019	02-2019	1,500.00
0claims - Opus Claims Account	212694	5274 - BRIAN WILLIAM RABY	2/8/2019	02-2019	1,800.00
0claims - Opus Claims Account	212695	5275 - RYAN C. HOGUE	2/8/2019	02-2019	2,100.00
0claims - Opus Claims Account	212696	5282 - ROBERTO CARLOS V. QUEMADA	2/8/2019	02-2019	1,800.00
0claims - Opus Claims Account	212697	5291 - Cerna Landscape, Inc.	2/8/2019	02-2019	356.53
0claims - Opus Claims Account	212698	771 - HD SUPPLY FACILITIES MAINTENANCE	2/8/2019	02-2019	128.26
0claims - Opus Claims Account	212699	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/8/2019	02-2019	2,457.39
0claims - Opus Claims Account	212700	846 - CONSOLIDATED SUPPLY	2/8/2019	02-2019	36.48
0claims - Opus Claims Account	212701	926 - CEDAR GROVE COMPOSTING	2/8/2019	02-2019	72.40
0claims - Opus Claims Account	212702	113 - BAYSIDE SUPPLY CO	2/14/2019	02-2019	1,673.72
0claims - Opus Claims Account	212703	1144 - HOMAGE SENIOR SERVICES	2/14/2019	02-2019	8,828.05
0claims - Opus Claims Account	212704	1265 - THRIFTY SUPPLY COMPANY OF EVERETT, INC.	2/14/2019	02-2019	63.60
0claims - Opus Claims Account	212705	2875 - LOWE'S COMMERCIAL	2/14/2019	02-2019	749.16
0claims - Opus Claims Account	212706	3152 - SHRED-IT USA LLC	2/14/2019	02-2019	349.17
0claims - Opus Claims Account	212707	3212 - GOVCONNECTION, INC	2/14/2019	02-2019	3,959.75
0claims - Opus Claims Account	212708	3330 - RODDA PAINT CO. INC	2/14/2019	02-2019	2,052.27
0claims - Opus Claims Account	212709	3544 - PACIFIC BREEZE PRODUCTS, INC	2/14/2019	02-2019	75.94

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Payment Summary

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0claims - Opus Claims Account	212710	3593 - SOUND PUBLISHING, INC	2/14/2019	02-2019	201.60	
0claims - Opus Claims Account	212711	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DI	2/14/2019	02-2019	25.22	
0claims - Opus Claims Account	212712	375 - EVERETT SAFE & LOCK, INC	2/14/2019	02-2019	13.45	
0claims - Opus Claims Account	212713	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	94.86	
0claims - Opus Claims Account	212714	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	159.55	
0claims - Opus Claims Account	212715	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	59.93	
0claims - Opus Claims Account	212716	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	7.03	
0claims - Opus Claims Account	212717	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	40.00	
0claims - Opus Claims Account	212718	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	85.92	
0claims - Opus Claims Account	212719	3784 - STAPLES BUSINESS ADVANTAGE	2/14/2019	02-2019	138.99	
0claims - Opus Claims Account	212720	4010 - ALLSTREAM	2/14/2019	02-2019	699.33	
0claims - Opus Claims Account	212721	4449 - WESTBY	2/14/2019	02-2019	178.50	
0claims - Opus Claims Account	212722	4476 - MOTEL EXPRESS MANAGER	2/14/2019	02-2019	298.07	
0claims - Opus Claims Account	212723	4476 - MOTEL EXPRESS MANAGER	2/14/2019	02-2019	467.12	
0claims - Opus Claims Account	212724	4476 - MOTEL EXPRESS MANAGER	2/14/2019	02-2019	467.12	
0claims - Opus Claims Account	212725	4476 - MOTEL EXPRESS MANAGER	2/14/2019	02-2019	223.55	
0claims - Opus Claims Account	212726	4476 - MOTEL EXPRESS MANAGER	2/14/2019	02-2019	467.12	
0claims - Opus Claims Account	212727	4476 - MOTEL EXPRESS MANAGER	2/14/2019	02-2019	467.12	
0claims - Opus Claims Account	212728	4514 - HOME DEPOT CREDIT SERVICES	2/14/2019	02-2019	110.50	
0claims - Opus Claims Account	212729	463 - HOUSING HOPE	2/14/2019	02-2019	1,045.00	
0claims - Opus Claims Account	212730	464 - GE APPLIANCES	2/14/2019	02-2019	2,592.21	
0claims - Opus Claims Account	212731	4669 - SAFEGUARD PEST CONTROL, INC.	2/14/2019	02-2019	347.75	
0claims - Opus Claims Account	212732	4748 - GRANITE TELECOMMUNICATIONS, LLC	2/14/2019	02-2019	178.81	
0claims - Opus Claims Account	212733	475 - FRONTIER	2/14/2019	02-2019	834.84	
0claims - Opus Claims Account	212734	4788 - Corporate Payment Systems-Kennedy	2/14/2019	02-2019	1,137.83	
0claims - Opus Claims Account	212735	4790 - Corporate Payment Systems-Maynard	2/14/2019	02-2019	199.43	
0claims - Opus Claims Account	212736	4801 - Corporate Payment Systems-HS Manage	2/14/2019	02-2019	2,425.75	
0claims - Opus Claims Account	212737	482 - GOLDFINCH BROS IN	2/14/2019	02-2019	194.17	
0claims - Opus Claims Account	212738	4879 - Corporate Payment Systems-Moe	2/14/2019	02-2019	143.36	
0claims - Opus Claims Account	212739	4891 - WCRA	2/14/2019	02-2019	4,760.77	
0claims - Opus Claims Account	212740	4935 - Corporate Payment Systems-Simm	2/14/2019	02-2019	942.54	

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Payment Summary

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0claims - Opus Claims Account	212741 4992 - Corporate Payment Systems-Kienholz	2/14/2019	02-2019	294.74	
0claims - Opus Claims Account	212742 5080 - RENTGROW, INC.	2/14/2019	02-2019	1,241.00	
0claims - Opus Claims Account	212743 5136 - Amazon Capital Services	2/14/2019	02-2019	856.34	
0claims - Opus Claims Account	212744 5151 - DYNAMIC LANGUAGE	2/14/2019	02-2019	96.38	
0claims - Opus Claims Account	212745 5161 - Sprint	2/14/2019	02-2019	848.47	
0claims - Opus Claims Account	212746 5166 - Jolly Family Corp. dba Fastsigns	2/14/2019	02-2019	164.55	
0claims - Opus Claims Account	212747 5168 - DICKINSON	2/14/2019	02-2019	33.25	
0claims - Opus Claims Account	212748 5258 - Root Policy Research	2/14/2019	02-2019	2,956.25	
0claims - Opus Claims Account	212749 5294 - SALLY MCCORMICK	2/14/2019	02-2019	450.00	
0claims - Opus Claims Account	212750 5295 - HIGHLAND TRANSITIONAL HOUSING	2/14/2019	02-2019	835.00	
0claims - Opus Claims Account	212751 59 - GUARDIAN SECURITY SYSTEMS, INC.	2/14/2019	02-2019	647.00	
0claims - Opus Claims Account	212752 70 - AUTOMATED COMMUNICATIONS INC	2/14/2019	02-2019	1,469.98	
0claims - Opus Claims Account	212753 771 - HD SUPPLY FACILITIES MAINTENANCE	2/14/2019	02-2019	3,352.27	
0claims - Opus Claims Account	212754 772 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/14/2019	02-2019	340.10	
0claims - Opus Claims Account	212755 773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/14/2019	02-2019	4,004.50	
0claims - Opus Claims Account	212756 817 - NAN MCKAY AND ASSOCIATES, INC	2/14/2019	02-2019	199.00	
0claims - Opus Claims Account	212757 920 - PACIFIC COPY AND PRINTING INC	2/14/2019	02-2019	65.50	
0claims - Opus Claims Account	212758 963 - PLATT ELECTRIC SUPPLY	2/14/2019	02-2019	50.68	
0claims - Opus Claims Account	212759 4364 - PAYCHEX OF NEW YORK LLC.	2/15/2019	02-2019	1,000.98	
0claims - Opus Claims Account	212760 4672 - VINTAGE AT LAKEWOOD	2/15/2019	02-2019	1,140.00	
0claims - Opus Claims Account	212761 t0038701 - Al-Bahrani	2/15/2019	02-2019	315.00	
0claims - Opus Claims Account	212762 x031546 - NEDOREZOVA	2/15/2019	02-2019	618.00	
0claims - Opus Claims Account	212763 1055 - RUBATINO REFUSE REMOVAL INC	2/21/2019	02-2019	14,545.03	
0claims - Opus Claims Account	212764 1128 - SIGNATURE FORMS INC	2/21/2019	02-2019	69.64	
0claims - Opus Claims Account	212765 1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	2/21/2019	02-2019	505.00	
0claims - Opus Claims Account	212766 1190 - SOUND SAFETY PRODUCTS, INC	2/21/2019	02-2019	234.68	
0claims - Opus Claims Account	212767 1206 - STATE AUDITOR'S OFFICE	2/21/2019	02-2019	23,813.97	
0claims - Opus Claims Account	212768 1365 - COMCAST	2/21/2019	02-2019	211.01	
0claims - Opus Claims Account	212769 1365 - COMCAST	2/21/2019	02-2019	95.42	
0claims - Opus Claims Account	212770 1365 - COMCAST	2/21/2019	02-2019	306.62	
0claims - Opus Claims Account	212771 1506 - INSIGHT PUBLIC SECTOR	2/21/2019	02-2019	1,505.14	

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Payment Summary

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0claims - Opus Claims Account	212772	200 - CITY OF EVERETT - UTILITY SERVICES	2/21/2019	02-2019	39,425.23	
0claims - Opus Claims Account	212773	2127 - ALLWATER CORPORATION	2/21/2019	02-2019	233.77	
0claims - Opus Claims Account	212774	217 - AIRGAS - NORPAC, INC	2/21/2019	02-2019	9.05	
0claims - Opus Claims Account	212775	2202 - PITNEY BOWES INC	2/21/2019	02-2019	88.57	
0claims - Opus Claims Account	212776	2875 - LOWE'S COMMERCIAL	2/21/2019	02-2019	541.22	
0claims - Opus Claims Account	212777	3118 - HERNDON RECOGNITION COMPANY	2/21/2019	02-2019	475.52	
0claims - Opus Claims Account	212778	3152 - SHRED-IT USA LLC	2/21/2019	02-2019	166.45	
0claims - Opus Claims Account	212779	32 - ALDERWOOD WATER DISTRICT	2/21/2019	02-2019	5,651.36	
0claims - Opus Claims Account	212780	3212 - GOVCONNECTION, INC	2/21/2019	02-2019	961.64	
0claims - Opus Claims Account	212781	3393 - SPRAGUE PEST SOLUTIONS	2/21/2019	02-2019	745.96	
0claims - Opus Claims Account	212782	345 - LANGUAGE LINE SERVICES, INC	2/21/2019	02-2019	497.33	
0claims - Opus Claims Account	212783	3468 - STIMULUS SOFTWARE CC	2/21/2019	02-2019	287.48	
0claims - Opus Claims Account	212784	3784 - STAPLES BUSINESS ADVANTAGE	2/21/2019	02-2019	61.80	
0claims - Opus Claims Account	212785	3784 - STAPLES BUSINESS ADVANTAGE	2/21/2019	02-2019	220.28	
0claims - Opus Claims Account	212786	3792 - HENDERSON DBA HENDERSON HAULING	2/21/2019	02-2019	250.00	
0claims - Opus Claims Account	212787	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	2/21/2019	02-2019	44.80	
0claims - Opus Claims Account	212788	390 - EYLANDER SALES & SERVICE	2/21/2019	02-2019	1,751.83	
0claims - Opus Claims Account	212789	4186 - LOMMERS-JOHNSON	2/21/2019	02-2019	105.68	
0claims - Opus Claims Account	212790	4226 - BOSTON CAPITAL TAX CREDIT FUND XXXIV, LP	2/21/2019	02-2019	300.00	
0claims - Opus Claims Account	212791	4311 - EVERETT HOUSING AUTHORITY	2/21/2019	02-2019	419.00	
0claims - Opus Claims Account	212792	4314 - FOSTER PEPPER PLLC	2/21/2019	02-2019	1,406.00	
0claims - Opus Claims Account	212793	4448 - JUDD & BLACK ELECTRIC, INC.	2/21/2019	02-2019	41.57	
0claims - Opus Claims Account	212794	4476 - MOTEL EXPRESS MANAGER	2/21/2019	02-2019	74.52	
0claims - Opus Claims Account	212795	4476 - MOTEL EXPRESS MANAGER	2/21/2019	02-2019	467.12	
0claims - Opus Claims Account	212796	4505 - HOUSING AUTHORITY OF SNOHOMISH COUNTY	2/21/2019	02-2019	125.00	
0claims - Opus Claims Account	212797	4546 - EMELANDER	2/21/2019	02-2019	69.01	
0claims - Opus Claims Account	212798	4556 - BANNER BANK	2/21/2019	02-2019	4,331.09	
0claims - Opus Claims Account	212799	4583 - ABODE INSPECTION SERVICES LLC	2/21/2019	02-2019	2,156.00	
0claims - Opus Claims Account	212800	4585 - LOOPUP DBA RING2 COMMUNICATIONS LLC	2/21/2019	02-2019	28.15	
0claims - Opus Claims Account	212801	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	2/21/2019	02-2019	1,305.43	
0claims - Opus Claims Account	212802	4612 - SHELCO INC.	2/21/2019	02-2019	366.01	

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Payment Summary

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0claims - Opus Claims Account	212803	4643 - PROTECTION ONE ALARM MONITORING INC.	2/21/2019	02-2019	1,134.53	
0claims - Opus Claims Account	212804	4695 - SALTESE COMPANIES LLC	2/21/2019	02-2019	2,961.90	
0claims - Opus Claims Account	212805	4720 - RJ PAINTING	2/21/2019	02-2019	11,518.50	
0claims - Opus Claims Account	212806	4731 - REID MIDDLETON	2/21/2019	02-2019	600.00	
0claims - Opus Claims Account	212807	475 - FRONTIER	2/21/2019	02-2019	1,169.78	
0claims - Opus Claims Account	212808	4764 - GREBEN	2/21/2019	02-2019	119.42	
0claims - Opus Claims Account	212809	4781 - Corporate Payment Systems-Albertson	2/21/2019	02-2019	404.68	
0claims - Opus Claims Account	212810	4782 - Corporate Payment Systems-Dias	2/21/2019	02-2019	46.00	
0claims - Opus Claims Account	212811	4789 - Corporate Payment Systems-Lommers	2/21/2019	02-2019	246.25	
0claims - Opus Claims Account	212812	4790 - Corporate Payment Systems-Maynard	2/21/2019	02-2019	14.32	
0claims - Opus Claims Account	212813	4792 - Corporate Payment Systems-Neblett	2/21/2019	02-2019	14.95	
0claims - Opus Claims Account	212814	4801 - Corporate Payment Systems-HS Manage	2/21/2019	02-2019	807.00	
0claims - Opus Claims Account	212815	4832 - OPEN MEDIA FOUNDATION	2/21/2019	02-2019	600.00	
0claims - Opus Claims Account	212816	4834 - GroundWorks Landscaping Services	2/21/2019	02-2019	19,141.20	
0claims - Opus Claims Account	212817	4860 - CITY OF LYNNWOOD	2/21/2019	02-2019	3,087.25	
0claims - Opus Claims Account	212818	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	2/21/2019	02-2019	713.78	
0claims - Opus Claims Account	212819	4879 - Corporate Payment Systems-Moe	2/21/2019	02-2019	25.72	
0claims - Opus Claims Account	212820	4894 - DAVIS CURRIER	2/21/2019	02-2019	92.02	
0claims - Opus Claims Account	212821	4902 - Corporate Payment Systems-Baines	2/21/2019	02-2019	147.50	
0claims - Opus Claims Account	212822	4961 - TSYMBALYUK	2/21/2019	02-2019	43.22	
0claims - Opus Claims Account	212823	5037 - Corporate Payment Systems-Forsyth	2/21/2019	02-2019	92.44	
0claims - Opus Claims Account	212824	5115 - Keeney's Office Supply	2/21/2019	02-2019	424.10	
0claims - Opus Claims Account	212825	5136 - Amazon Capital Services	2/21/2019	02-2019	936.63	
0claims - Opus Claims Account	212826	5166 - Jolly Family Corp. dba Fastsigns	2/21/2019	02-2019	109.18	
0claims - Opus Claims Account	212827	5182 - ENTERPRISE FM TRUST	2/21/2019	02-2019	6,755.26	
0claims - Opus Claims Account	212828	5184 - Corporate Payment Systems-Abbey	2/21/2019	02-2019	768.47	
0claims - Opus Claims Account	212829	5191 - RILEY	2/21/2019	02-2019	107.80	
0claims - Opus Claims Account	212830	5256 - COMPENSATION CONNECTIONS, LLC	2/21/2019	02-2019	275.00	
0claims - Opus Claims Account	212831	5294 - SALLY MCCORMICK	2/21/2019	02-2019	450.00	
0claims - Opus Claims Account	212832	5296 - ENTERPRISE COMMUNITY INVESTMENT, INC.	2/21/2019	02-2019	10,634.00	
0claims - Opus Claims Account	212833	5297 - Kristin Severe	2/21/2019	02-2019	1,500.00	

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Payment Summary

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0claims - Opus Claims Account	212834	5299 - ALAA AL ZARKANI	2/21/2019	02-2019	41.30	
0claims - Opus Claims Account	212835	533 - PACIFIC POWER BATTERIES	2/21/2019	02-2019	125.79	
0claims - Opus Claims Account	212836	684 - NEWTON * KIGHT ATTORNEYS AT LAW	2/21/2019	02-2019	3,658.00	
0claims - Opus Claims Account	212837	70 - AUTOMATED COMMUNICATIONS INC	2/21/2019	02-2019	452.51	
0claims - Opus Claims Account	212838	771 - HD SUPPLY FACILITIES MAINTENANCE	2/21/2019	02-2019	2,865.11	
0claims - Opus Claims Account	212839	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/21/2019	02-2019	2,522.97	
0claims - Opus Claims Account	212840	774 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/21/2019	02-2019	245.16	
0claims - Opus Claims Account	212841	869 - OFFICE DEPOT, INC.	2/21/2019	02-2019	363.76	
0claims - Opus Claims Account	212842	920 - PACIFIC COPY AND PRINTING INC	2/21/2019	02-2019	75.24	
0claims - Opus Claims Account	212843	t0000373 - Freeman c/o Dawn Parryman	2/21/2019	02-2019	235.61	
0claims - Opus Claims Account	212844	t029614 - HOANG	2/21/2019	02-2019	557.00	
0claims - Opus Claims Account	212845	x0038401 - Reimers	2/21/2019	02-2019	500.00	
0claims - Opus Claims Account	212846	x031546 - NEDOREZOVA	2/21/2019	02-2019	500.00	
0claims - Opus Claims Account	212847	1365 - COMCAST	2/21/2019	02-2019	215.93	
0claims - Opus Claims Account	212848	1365 - COMCAST	2/21/2019	02-2019	37.73	
0claims - Opus Claims Account	212849	1365 - COMCAST	2/21/2019	02-2019	246.40	
0claims - Opus Claims Account	212850	1365 - COMCAST	2/21/2019	02-2019	215.93	
0claims - Opus Claims Account	212851	1365 - COMCAST	2/21/2019	02-2019	136.06	
0claims - Opus Claims Account	212852	1365 - COMCAST	2/21/2019	02-2019	105.61	
0claims - Opus Claims Account	212853	1365 - COMCAST	2/21/2019	02-2019	118.54	
0claims - Opus Claims Account	212854	1365 - COMCAST	2/21/2019	02-2019	117.30	
0claims - Opus Claims Account	212855	1365 - COMCAST	2/21/2019	02-2019	254.16	
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0claims - Opus Claims Account	212857	1365 - COMCAST	2/21/2019	02-2019	92.05	
0claims - Opus Claims Account	212858	1365 - COMCAST	2/21/2019	02-2019	256.94	
0claims - Opus Claims Account	212859	1365 - COMCAST	2/21/2019	02-2019	47.73	
0claims - Opus Claims Account	212860	1365 - COMCAST	2/21/2019	02-2019	214.08	
0claims - Opus Claims Account	212861	1365 - COMCAST	2/21/2019	02-2019	226.01	
0claims - Opus Claims Account	212862	1365 - COMCAST	2/21/2019	02-2019	191.06	
0claims - Opus Claims Account	212863	1365 - COMCAST	2/21/2019	02-2019	220.14	
0claims - Opus Claims Account	212864	1365 - COMCAST	2/21/2019	02-2019	175.07	

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Payment Summary

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0claims - Opus Claims Account	212867	1365 - COMCAST	2/21/2019	02-2019	201.06		
0claims - Opus Claims Account	212868	1405 - PUGET SOUND ENERGY	2/21/2019	02-2019	1,517.14		
0claims - Opus Claims Account	212869	1479 - WASTE MANAGEMENT NORTHWEST INC	2/21/2019	02-2019	6,142.44		
0claims - Opus Claims Account	212870	200 - CITY OF EVERETT - UTILITY SERVICES	2/21/2019	02-2019	5,161.08		
0claims - Opus Claims Account	212871	2368 - THYSSENKRUPP ELEVATOR CORPORATION	2/21/2019	02-2019	623.61		
0claims - Opus Claims Account	212872	3784 - STAPLES BUSINESS ADVANTAGE	2/21/2019	02-2019	2.52		
0claims - Opus Claims Account	212873	4314 - FOSTER PEPPER PLLC	2/21/2019	02-2019	500.00		
0claims - Opus Claims Account	212874	4343 - WATSON & MCDONELL, PLLC	2/21/2019	02-2019	3,000.00		
0claims - Opus Claims Account	212875	4514 - HOME DEPOT CREDIT SERVICES	2/21/2019	02-2019	122.42		
0claims - Opus Claims Account	212876	4643 - PROTECTION ONE ALARM MONITORING INC.	2/21/2019	02-2019	963.05		
0claims - Opus Claims Account	212877	4644 - KINGS III OF AMERICA, INC.	2/21/2019	02-2019	127.85		
0claims - Opus Claims Account	212878	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	2/21/2019	02-2019	612.43		
0claims - Opus Claims Account	212879	4669 - SAFEGUARD PEST CONTROL, INC.	2/21/2019	02-2019	252.36		
0claims - Opus Claims Account	212880	475 - FRONTIER	2/21/2019	02-2019	3,521.20		
0claims - Opus Claims Account	212881	4792 - Corporate Payment Systems-Neblett	2/21/2019	02-2019	10.00		
0claims - Opus Claims Account	212882	4871 - LAKE STEVENS SEWER DISTRICT	2/21/2019	02-2019	7,613.86		
0claims - Opus Claims Account	212883	4872 - CITY OF MONROE	2/21/2019	02-2019	1,725.44		
0claims - Opus Claims Account	212884	5080 - RENTGROW, INC.	2/21/2019	02-2019	76.00		
0claims - Opus Claims Account	212885	771 - HD SUPPLY FACILITIES MAINTENANCE	2/21/2019	02-2019	222.58		
0claims - Opus Claims Account	212886	774 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/21/2019	02-2019	54.84		
0claims - Opus Claims Account	212887	846 - CONSOLIDATED SUPPLY	2/21/2019	02-2019	319.03		
0claims - Opus Claims Account	212888	985 - PUD #1 OF SNOHOMISH COUNTY	2/21/2019	02-2019	7,779.50		
0claims - Opus Claims Account	212889	985 - PUD #1 OF SNOHOMISH COUNTY	2/28/2019	02-2019	1,669.46		
0claims - Opus Claims Account	212890	1128 - SIGNATURE FORMS INC	2/28/2019	02-2019	70.24		
0claims - Opus Claims Account	212891	2368 - THYSSENKRUPP ELEVATOR CORPORATION	2/28/2019	02-2019	3,986.14		
0claims - Opus Claims Account	212892	262 - DEPT LABOR & INDUSTRY ELEVATOR SECTION	2/28/2019	02-2019	308.40		
0claims - Opus Claims Account	212893	2875 - LOWE'S COMMERCIAL	2/28/2019	02-2019	880.62		
0claims - Opus Claims Account	212894	3158 - PITNEY BOWES	2/28/2019	02-2019	110.81		
0claims - Opus Claims Account	212895	3330 - RODDA PAINT CO. INC	2/28/2019	02-2019	49.42		

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Payment Summary

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0claims - Opus Claims Account	212898	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	62.10	
0claims - Opus Claims Account	212899	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	74.23	
0claims - Opus Claims Account	212900	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	64.60	
0claims - Opus Claims Account	212901	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	103.29	
0claims - Opus Claims Account	212902	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	31.23	
0claims - Opus Claims Account	212903	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	46.38	
0claims - Opus Claims Account	212904	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	44.06	
0claims - Opus Claims Account	212905	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	2/28/2019	02-2019	1,859.28	
0claims - Opus Claims Account	212906	3870 - AACRA BACKFLOW TESTING AND REPAIR, INC	2/28/2019	02-2019	275.00	
0claims - Opus Claims Account	212907	4643 - PROTECTION ONE ALARM MONITORING INC.	2/28/2019	02-2019	3,457.43	
0claims - Opus Claims Account	212908	4644 - KINGS III OF AMERICA, INC.	2/28/2019	02-2019	695.57	
0claims - Opus Claims Account	212909	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	2/28/2019	02-2019	6,613.39	
0claims - Opus Claims Account	212910	4652 - AUTOMATIC DOOR & GATE	2/28/2019	02-2019	1,799.62	
0claims - Opus Claims Account	212911	4669 - SAFEGUARD PEST CONTROL, INC.	2/28/2019	02-2019	408.79	
0claims - Opus Claims Account	212912	4863 - IRON MOUNTAIN	2/28/2019	02-2019	3.98	
0claims - Opus Claims Account	212913	771 - HD SUPPLY FACILITIES MAINTENANCE	2/28/2019	02-2019	1,588.84	
0claims - Opus Claims Account	212914	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/28/2019	02-2019	30.50	
0claims - Opus Claims Account	212915	774 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/28/2019	02-2019	136.28	
0claims - Opus Claims Account	212916	846 - CONSOLIDATED SUPPLY	2/28/2019	02-2019	1,661.99	
0claims - Opus Claims Account	212917	963 - PLATT ELECTRIC SUPPLY	2/28/2019	02-2019	77.90	
0claims - Opus Claims Account	212918	t0047792 - Almuntafegy	2/28/2019	02-2019	160.00	
0claims - Opus Claims Account	212919	1006 - ARGUS PACIFIC, INC	2/28/2019	02-2019	1,490.00	
0claims - Opus Claims Account	212920	1052 - ROTO-ROOTER INC	2/28/2019	02-2019	1,486.40	
0claims - Opus Claims Account	212921	113 - BAYSIDE SUPPLY CO	2/28/2019	02-2019	728.37	
0claims - Opus Claims Account	212922	1177 - SOUND SECURITY DBA SONITROL PACIFIC	2/28/2019	02-2019	24.74	
0claims - Opus Claims Account	212923	1365 - COMCAST	2/28/2019	02-2019	158.21	
0claims - Opus Claims Account	212924	1365 - COMCAST	2/28/2019	02-2019	148.31	
0claims - Opus Claims Account	212925	1405 - PUGET SOUND ENERGY	2/28/2019	02-2019	3,991.47	
0claims - Opus Claims Account	212926	1479 - WASTE MANAGEMENT NORTHWEST INC	2/28/2019	02-2019	2,214.69	

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0claims - Opus Claims Account	212927	1506 - INSIGHT PUBLIC SECTOR	2/28/2019	02-2019	1,596.60	
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0claims - Opus Claims Account	212929	2875 - LOWE'S COMMERCIAL	2/28/2019	02-2019	518.23	
0claims - Opus Claims Account	212930	300 - SHEPARD / EHA COFFEE FUND	2/28/2019	02-2019	80.00	
0claims - Opus Claims Account	212931	3212 - GOVCONNECTION, INC	2/28/2019	02-2019	2,702.71	
0claims - Opus Claims Account	212932	3393 - SPRAGUE PEST SOLUTIONS	2/28/2019	02-2019	329.10	
0claims - Opus Claims Account	212933	3498 - DANIEL LY SNO-KING CARPET CLEANING	2/28/2019	02-2019	241.34	
0claims - Opus Claims Account	212934	3536 - VERIZON WIRELESS	2/28/2019	02-2019	385.53	
0claims - Opus Claims Account	212935	3544 - PACIFIC BREEZE PRODUCTS, INC	2/28/2019	02-2019	577.70	
0claims - Opus Claims Account	212936	3593 - SOUND PUBLISHING, INC	2/28/2019	02-2019	140.00	
0claims - Opus Claims Account	212937	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DI	2/28/2019	02-2019	18.64	
0claims - Opus Claims Account	212938	3637 - OTIS ELEVATOR COMPANY	2/28/2019	02-2019	2,420.34	
0claims - Opus Claims Account	212939	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	225.60	
0claims - Opus Claims Account	212940	3784 - STAPLES BUSINESS ADVANTAGE	2/28/2019	02-2019	295.64	
0claims - Opus Claims Account	212941	3844 - JOHNSON CONTROLS FIRE PROTECTION LP	2/28/2019	02-2019	764.83	
0claims - Opus Claims Account	212942	390 - EYLANDER SALES & SERVICE	2/28/2019	02-2019	65.82	
0claims - Opus Claims Account	212943	3914 - AFFORDABLE HOUSING RISK POOL	2/28/2019	02-2019	54,208.00	
0claims - Opus Claims Account	212944	4186 - LOMMERS-JOHNSON	2/28/2019	02-2019	202.24	
0claims - Opus Claims Account	212945	4311 - EVERETT HOUSING AUTHORITY	2/28/2019	02-2019	735.00	
0claims - Opus Claims Account	212946	4314 - FOSTER PEPPER PLLC	2/28/2019	02-2019	1,633.50	
0claims - Opus Claims Account	212947	4319 - MICROSOFT CORPORATION	2/28/2019	02-2019	2,160.00	
0claims - Opus Claims Account	212948	4442 - ABBEY	2/28/2019	02-2019	197.00	
0claims - Opus Claims Account	212949	4476 - MOTEL EXPRESS MANAGER	2/28/2019	02-2019	439.32	
0claims - Opus Claims Account	212950	4476 - MOTEL EXPRESS MANAGER	2/28/2019	02-2019	467.12	
0claims - Opus Claims Account	212951	4476 - MOTEL EXPRESS MANAGER	2/28/2019	02-2019	467.12	
0claims - Opus Claims Account	212952	4522 - BAINES	2/28/2019	02-2019	197.00	
0claims - Opus Claims Account	212953	4556 - BANNER BANK	2/28/2019	02-2019	26,502.86	
0claims - Opus Claims Account	212954	4615 - MEADOWS II	2/28/2019	02-2019	19.00	
0claims - Opus Claims Account	212955	4631 - HELTNE	2/28/2019	02-2019	111.19	
0claims - Opus Claims Account	212956	4644 - KINGS III OF AMERICA, INC.	2/28/2019	02-2019	206.00	
0claims - Opus Claims Account	212957	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	2/28/2019	02-2019	674.65	

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Payment Summary

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0claims - Opus Claims Account	212958	4747 - Chicago Title Company of Washington	2/28/2019	02-2019	109.70	
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0claims - Opus Claims Account	212960	4781 - Corporate Payment Systems-Albertson	2/28/2019	02-2019	52.74	
0claims - Opus Claims Account	212961	4782 - Corporate Payment Systems-Dias	2/28/2019	02-2019	283.99	
0claims - Opus Claims Account	212962	4787 - Corporate Payment Systems-Harrison	2/28/2019	02-2019	24.41	
0claims - Opus Claims Account	212963	4799 - Corporate Payment Systems-Westby	2/28/2019	02-2019	100.00	
0claims - Opus Claims Account	212964	482 - GOLDFINCH BROS IN	2/28/2019	02-2019	544.12	
0claims - Opus Claims Account	212965	4866 - WELLS FARGO FINANCIAL LEASING	2/28/2019	02-2019	605.90	
0claims - Opus Claims Account	212966	4902 - Corporate Payment Systems-Baines	2/28/2019	02-2019	524.59	
0claims - Opus Claims Account	212967	500 - Greenshields Industrial Supply, Inc.	2/28/2019	02-2019	152.38	
0claims - Opus Claims Account	212968	5002 - CLEMENTINE LIVE ANSWERING SERVICE	2/28/2019	02-2019	1,503.29	
0claims - Opus Claims Account	212969	5065 - BANNER BANK	2/28/2019	02-2019	29,269.73	
0claims - Opus Claims Account	212970	5115 - Keeney's Office Supply	2/28/2019	02-2019	4,026.48	
0claims - Opus Claims Account	212971	5136 - Amazon Capital Services	2/28/2019	02-2019	99.47	
0claims - Opus Claims Account	212972	5174 - WEX BANK	2/28/2019	02-2019	1,751.80	
0claims - Opus Claims Account	212973	5218 - CALISTA CUELLAR	2/28/2019	02-2019	197.00	
0claims - Opus Claims Account	212974	5298 - Antea USA, Inc	2/28/2019	02-2019	6,855.00	
0claims - Opus Claims Account	212975	5300 - W Dean Weldner	2/28/2019	02-2019	2,590.00	
0claims - Opus Claims Account	212976	5301 - HOLLY ESQUIVEL	2/28/2019	02-2019	33.20	
0claims - Opus Claims Account	212977	59 - GUARDIAN SECURITY SYSTEMS, INC.	2/28/2019	02-2019	784.48	
0claims - Opus Claims Account	212978	728 - LES SCHWAB TIRE SALES & SERVICE	2/28/2019	02-2019	520.65	
0claims - Opus Claims Account	212979	755 - MARTIN LUMBER AND HARDWARE INC	2/28/2019	02-2019	20.73	
0claims - Opus Claims Account	212980	771 - HD SUPPLY FACILITIES MAINTENANCE	2/28/2019	02-2019	27.10	
0claims - Opus Claims Account	212981	772 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/28/2019	02-2019	2,980.06	
0claims - Opus Claims Account	212982	773 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/28/2019	02-2019	821.92	
0claims - Opus Claims Account	212983	774 - HD SUPPLY FACILITIES MAINTENANCE, LTD	2/28/2019	02-2019	18.75	
0claims - Opus Claims Account	212984	817 - NAN MCKAY AND ASSOCIATES, INC	2/28/2019	02-2019	6,460.00	
0claims - Opus Claims Account	212985	869 - OFFICE DEPOT, INC.	2/28/2019	02-2019	156.33	
0claims - Opus Claims Account	212986	920 - PACIFIC COPY AND PRINTING INC	2/28/2019	02-2019	75.24	
0claims - Opus Claims Account	212987	985 - PUD #1 OF SNOHOMISH COUNTY	2/28/2019	02-2019	308.89	
0claims - Opus Claims Account	212988	bekins - dba BEKINS NORTHWEST	2/28/2019	02-2019	2,712.80	

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0claims - Opus Claims Account	212989	x0044075 - LYSEN	2/28/2019	02-2019	28.00	
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0claims - Opus Claims Account	212991	x016782 - BOGUTA	2/28/2019	02-2019	600.00	
					585,880.64	



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

February 25, 2019

Meeting Called to Order

The Regular 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 12:10 p.m. on Monday, February 25, 2019 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Maddy Metzger-Utt
Vice-Chair Allison Warren-Barbour
Commissioner George Perez, Jr.

Commissioner Todd Taylor
Commissioner Benjamin Young

Commissioners Absent:

Commissioner John Mierke

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive Director
Rick Dorris, Director of Development (Retiring)
Wendy Abbey, Director of Finance
John Forsyth, Director of Housing Operations
Steve Yago, Director of Acquisitions & Asset Mgmt.
Erica Dias, Acting Director of Development
Linda Baines, Deputy Director of Housing Management
Paula Kennedy, Human Resources Manager
Brenda McLeod, Ass't. Director of Procurement & Contracts
Chris Neblett, Hearing Officer/Administrative Coordinator
Jaysen Garcia, Executive Assistant
Vanessa Figueroa, HCV Manager

Guests:

Lorna Corrigan, Attorney
Catherine Holdsworth, Broadway Plaza Resident Council President

Administration of Oath of Office to Commissioner Benjamin Young

Chair Metzger-Utt administered the oath of office to incoming Commissioner Benjamin Young, who will complete the term of former commissioner Michele Rastovich, expiring October 6, 2022.

Communications

Broadway Plaza Resident Council President Catherine Holdsworth thanked the maintenance crew for clearing sidewalks and keeping residents safe during the recent snow days. She also noted that the thrift store no longer carries items of clothing.

Executive Director's Report

Executive Director Lommers-Johnson began by discussing the impact the recently adopted HUD appropriations bill will have on the Housing Authority's programs. Although the Public Housing and Housing Choice Voucher programs are now fully funded through the end of the current fiscal year, the outlook after that is less certain, given the possibility of sequestration and diminished program funding. However, he remained optimistic a political solution was in the works and noted the latest PHADA newsletter contained detailed information on this topic.

The Executive Director next recognized the superior performance of the housing operations department in managing the recent snow event, during which time maintenance staff worked weekends and after hours to keep sidewalks and parking lots clear at properties and offices. He noted the Housing Authority may need to invest in snow removal equipment in order to be prepared for such future events. Director of Housing Operations John Forsyth has planned a lunch to honor the efforts of maintenance staff at keeping residents safe during this spell of inclement weather.

The Executive Director announced the retirement of Director of Development Rick Dorris effective February 28 and highlighted some of his achievements in managing the agency's development activities over the past six years. This included overseeing extensive renovations at several properties, including those related to the conversion of former Public Housing to the RAD program. Mr. Dorris also took the lead in the development of Pivotal Point, which received NAHRO's prestigious National Award of Excellence. The Executive Director noted that Mr. Dorris has been a great mentor to his staff, most notably to Erica Dias, who has been named Acting Director of Development. He thanked Mr. Dorris for his sixteen years of service to the Housing Authority, and Chair Metzger-Utt echoed that sentiment on behalf of the Board.

The Executive Director next called attention to the accomplishments of the Housing Choice Voucher program staff over the course of 2018, most notably for achieving a voucher utilization rate of 99.7%, one of the highest such rates in the country in comparison with the nationwide average rate of 89%. The HCV department was also designated High Performer status under HUD's SEMAP evaluation for 2018. Mr. Lommers-Johnson thanked HCV Manager Vanessa Figueroa, who attended the meeting in the absence of HCV Program Director Wendy Westby, for her department's superior performance over the past year.

The Executive Director concluded by noting that after months of negotiations, management and the Teamsters union were close to finalizing a collective bargaining agreement for maintenance employees.

Consent Agenda

Commissioner Perez moved for approval of the Consent Agenda, and Commissioner Warren-Barbour seconded the motion. The Consent Agenda contained the following items:

1. Section 8 Payments for the Months of October, November, December 2018
2. Summary of Vouchers for the months of October, November, December 2018
3. Approve Minutes of the Annual Meeting Held on November 13, 2018
4. Approve Additional Revision to Updated Telecommuting Policy

Public Hearing on Proposed 2019-20 Annual PHA Plan

At 12:32 p.m. Chair Metzger-Utt called for a motion to convene the public hearing on the Housing Authority's proposed Annual Plan, which will be effective July 1, 2019.

Commissioner Taylor motioned to convene the hearing, Commissioner Warren-Barbour seconded the motion, and the floor was opened to comment on the proposed Plan. No comments were presented at the hearing, and Hearing Officer/Administrative Coordinator Neblett reported none were received over the course of the 45-day review period leading up to this hearing, or from the Resident Advisory Board.

Mr. Neblett said the proposed Plan represents the last year of the current Five-Year Plan cycle, then reviewed some of the activities covered under this proposed Plan, including but not limited to commencing with the sale of the Public Housing Scattered Sites, vacating remaining tenants from Baker Heights, proceeding with plans to sell the majority of the Baker Heights site once it is completely vacated, and moving forward with plans to develop up to 200 mixed income units – to include up to 80 units for extremely low-income homeless families – on a portion of the Baker Heights site.

Executive Director Ashley Lommers-Johnson said the proposed Plan also includes several revisions to the Housing Choice Voucher program policy, most notably the elimination of the requirement that an applicant family be rent-burdened, homeless, or living in transitional housing in order to qualify for a local preference on the waiting list. Although the Housing Authority solicited feedback from local stakeholders on this proposed change to the preference, only one person showed up at a meeting coordinated for that purpose. The Executive Director said the Board will be asked to assist with the development of the Five-Year Plan required by HUD and a broader Five-Year Strategic Plan.

Chair Metzger-Utt called once more for public comment on the proposed Plan, and receiving none, called for a motion to close the hearing. Commissioner Perez moved to close the public hearing on the proposed Annual Plan, Commissioner Taylor seconded, and the public hearing ended at 12:44 p.m.

Items for Individual Consideration

Resolution No. 1469 Authorizing the Formation of Ekhaya LLLP

Acting Director of Development Erica Dias explained that the resolution authorized the formation of a partnership, Ekhaya LLLP, for the purpose of securing tax credit financing for the renovation of four Housing Authority properties: Silver Woods Senior Housing, Lynn Wood Senior Housing, Pepperwood Senior Housing, and the Cottages at Silver Lake. This resolution also authorized the Executive Director or his designee to enter into contracts relating to construction renovation activities for these properties.

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

Motion to Approve Policies for Employee Medical, Dental, Life Insurance

Finance Director Wendy Abbey said March 1 will mark the renewal date for employee medical, dental, and life insurance policies. Proposals were received from five different medical insurance providers, all of which represented a significant increase to current rates. This included the initial proposal from the current provider, Cigna, which ultimately agreed to limit the requested increase to 16% over the current rate. Director Abbey said the agency budget is able to absorb this level of increase, and management is pleased to be able to offer the same level of medical coverage to employees without having to change providers. Principal will replace Guardian as the dental insurance provider, as it was able to offer better benefits at a lower rate. Principal has also been selected as the provider for life insurance, at no increase to current rates.

Commissioner Warren-Barbour moved to approve renewal of the medical insurance policy with Cigna, and to change the provider policies for dental and life insurance to Principal. Commissioner Perez seconded the motion, which passed unanimously.

Motion Authorizing Executive Director to Execute a Contract for Architectural and Engineering Services for Colby Office Renovations

Assistant Director of Procurement and Contracts Brenda McLeod said management recently met with an architect, Rice Ferguson Miller, to review six conceptual designs for renovation of the Colby office. Renovations will include adding an elevator, moving the conference room to the basement, and creating five new offices on the main level. Architectural and engineering services for this project came out to \$110,210, requiring the Board's approval to contract with the firm per the terms of the Housing Authority's Procurement Policy. Executive Director Lommers-Johnson went on to explain that sufficient funding for this work is available through the Public Housing Capital Fund (this money is fungible and therefore can be allocated for this project). Once the disposition of all of the agency's Public Housing has been completed, management will request HUD to transfer ownership of the Colby office directly to the Housing Authority. Mr. Lommers-Johnson anticipated that there would be no issues with the requested transfer.

Commissioner Taylor motioned to authorize the Executive Director to execute a contract with Rice Ferguson Miller, to provide architectural and engineering services for the Colby Office renovations. Commissioner Perez seconded the motion, which passed unanimously.

Item for Discussion – Resolution of Employee Grievance

As a preliminary matter and with all due respect, Legal Counsel Corrigan noted that since Commissioner Young was not privy to all information required to make an informed decision on this matter, he should be recused from participating in the discussion of, or taking final action on, the grievance. Ms. Corrigan related that the grievance up for resolution consisted of two issues: the salary of a particular director for the year 2017, and the salary for a particular director for the year 2018. With respect to the first issue, the Board was asked to make a preliminary determination as to whether or not it was presented timely. Before the Board began deliberating on the issue, a director present at the meeting voiced his discomfort with the current process for resolving the grievance. He opined that personnel matters of this nature should be discussed in executive rather than open session, to respect the privacy of the parties involved.

Legal counsel's opinion was that personnel matters were not subject to an exemption under the Open Public Meetings Act (OPMA), and therefore resolution of the grievance in open session was the only option. However, she also acknowledged that it was within the Board's purview to set the matter aside until the next session, pending further exploration into other procedural means of resolving the grievance. She did not believe it was subject to an executive session under the OPMA exemption for evaluating complaints against a public official. After further discussion among the commissioners, Commissioner Perez motioned to table the resolution of the employee grievance until the March regular meeting, pending further research by legal counsel on other procedural options for resolving it. Commissioner Warren-Barbour seconded the motion, which passed unanimously.

Policy Discussion

Review of Core Properties' First and Second Quarter and Tax Credit Properties' Third and Fourth Quarter Financial Statements

Finance Director Abbey focused her discussion on summaries of financial statements for the period ending December 31. For the Core properties, consisting of properties the Housing Authority owns, the net cash flow at the midpoint of the fiscal year was \$565,474. This represented a significant positive variance, primarily due to higher than expected operating subsidies and asset repositioning fees associated with the impending disposition of Baker Heights. Relocation costs for Baker Heights tenants who have yet to vacate were expected to increase over the remainder of the year, including the potential purchase of a van to drive tenants to view prospective properties. Ms. Abbey said maintenance costs at the property were under budget, as the cost of clear boarding the vacant units was less than expected and started later than planned. She anticipated that the Core Properties would likely continue to perform well through the end of the fiscal year, although not to the degree experienced over the first half. Chair Metzger-Utt requested that future statements reflect expense line items with negative variances in parenthesis.

Finance Director Abbey next reviewed a summary of financial statements for the Housing Authority's supporting programs, which include the CoCC, property management fund, property development fund, Section 8 administrative costs, and the and Hope Options-program. It was shown that this program was also performing better than what was

budgeted, a trend expected to continue into the next quarter as a result of additional revenue in the form of distributions from the Housing Authority's tax credit partnerships. Operating expenses for the supporting programs were on target as budgeted.

Finance Director Abbey concluded with a summary of financial statements for the tax credit properties, noting that audits of these properties are currently underway. Revenues were better than budgeted, and expenses came in under budget for each property grouping. Ms. Abbey said the decision to move supportive services in-house has had a positive impact on the budget that will continue into the long-term.

Commissioner Warren-Barbour moved to approve financial statements for the Core Properties, Supporting Programs, and Tax Credit Properties as presented. Commissioner Taylor seconded, and the motion passed unanimously.

Board of Commissioners/Sr. Staff Retreat

Executive Director Lommers-Johnson said current plans called for a Spring Board of Commissioners retreat, which may include some senior staff, and a senior staff retreat in the Fall. The Board retreat will entail core strategic planning, which will in turn provide direction for the Agency Five Year Plan required by HUD and a broader Five-Year Strategic Plan. Based on an earlier poll of the individual commissioner's availability, the Board retreat was planned for a half-day on May 2 and the full day of May 3. The location of the retreat had yet to be determined, and it was also not yet decided whether a third-party will facilitate.

Executive Session to Discuss the Performance of the Executive Director

At 1:35 p.m. Chair Metzger-Utt announced the Board would convene into Executive Session to discuss the Executive Director's performance, pursuant to RCW 42.30.110(1)(g), and reconvene in public session at 1:50 p.m. Commissioner Warren-Barbour moved to adjourn to Executive Session as stated, and Commissioner Perez seconded the motion.

At 1:50 p.m. Chair Metzger-Utt announced outside of the meeting room that the Executive Session would be extended until 2:05 p.m.

The Board reconvened in public session at 2:06 p.m. with no action taken in Executive Session. Commissioner Warren-Barbour motioned to set the Executive Director's salary based on a market compensation study completed by a consultant for consideration by the Board. The consultant recommended his compensation to be set at the mid-point of the salary range for an executive director of comparable agencies effective January 1, 2019. Commissioner Young seconded, and the motion passed unanimously.

Adjournment

There being no further business, Chair Metzger-Utt adjourned the meeting at 2:08 p.m.

ATTEST:

Chair, Board of Commissioners

Secretary



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To: Board of Commissioners
From: Wendy Blain Abbey, Director of Finance
RE: Approve Selection of Earthquake Insurance Carrier for Broadway Plaza East and West and Wiggums Park Place
Date: March 13, 2019

The Housing Authority has solicited proposals for earthquake insurance for Broadway Plaza East and West and Wiggums Park Place. The current policy expires on March 27, 2019.

Of the five insurance providers that submitted bids, the current carrier, Golden Bear Insurance Company, offered the most competitive bid. Golden Bear's proposal will increase the cost of annual coverage from \$30,323.70 to \$33,166.16. This recommended policy includes a \$20 million blanket limit, with a deductible generally set to 5% of the loss, per occurrence. Other highlights of the proposed coverage for each building are as follows:

- Broadway Plaza East: Total building insured value is \$17,513,907 with coverage up to \$1,200,000 for business interruption/rent loss.
- Broadway Plaza West: Total building insured value is \$14,326,920 with coverage up to \$1,200,000 for business interruption/rent loss, \$500,000 for the patio, and \$625,000 for the garage.
- Wiggums Park Place: Total building insured value is \$9,806,572 with coverage up to \$1,171,680 for business interruption/rent loss.

Recommended Action: Approve selection of Golden Bear's bid for earthquake insurance for Broadway Plaza East, Broadway Plaza West, and Wiggums Park Place with the coverage and premium levels as described.





TO: Board of Commissioners
FROM: Brenda McLeod, Assistant Director of Procurement and Contracts
RE: Baker Heights Clear Boarding Phase Two
DATE: March 11, 2019

The Housing Authority (EHA) has found clear boarding to be a practical and attractive replacement for plywood when securing vacant units at Baker Heights. Oceanside Construction recently completed the first phase of clear boarding at the property, covering 120 units at a total cost of \$92,597.43, well under the originally estimated cost of \$135,000. The breakdown of units completed to date is: 61 one-bedroom units, 55 two-bedroom units, and 4 three-bedroom units.

EHA recently solicited bids for the remaining units, advertised as Baker Heights Clear Boarding Project, Phase Two. This work will cover 39 one-bedroom units, 39 two-bedroom units, 40 three-bedroom units, 3 four-bedroom units and 3 six-bedroom units. The estimate for this work was \$185,000. An RFQ was posted on EHA's website, the Minority Business website, in the legal section for the Everett Herald newspaper, and at two plan centers, Weekly Construction Reporter, (Bellingham) and Builders Exchange (Everett). Six contractors participated in an on-site walk through with staff. Bids were due on March 6, 2019 by 3:00 PM. Three (3) bids were received, from the following contractors:

DC Maintenance	Wittenberg Enterprises	Woodridge Construction
\$146,800	\$165,454	\$174,750

Bid Analysis

The lowest bid from DC Maintenance was determined non-responsive, as the required paperwork was not completed in its entirety, nor was there a bid bond guarantee. Of the remaining qualified bidders, Wittenberg Enterprises was selected as the contractor with the lower of the two bids. The recommended contractor has been found to not have any adverse information that questions the company's responsibility or integrity. Per the terms of EHA's Procurement Policy, the Board's approval is required before a contract can be executed, as the total cost of this work exceeds \$100,000.

RECOMMENDED ACTION: Motion to approve the bid amount of \$165,454 from Wittenberg Enterprises and authorize the Executive Director to execute the contract for this work.





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TO: Board of Commissioners
FROM: Chris Neblett, Hearing Officer/Admin Coordinator
RE: Resolution No. 1470 Adopting 2019 Annual Plan
DATE:

Management is requesting the Board's approval on the Annual Plan that will be effective July 1. This is the last step in the process before the Plan is submitted to HUD. Staff from various departments and the Resident Advisory Board have been involved to varying degrees in developing this Plan, the last one in the Five Year cycle ending June 30, 2020. As explained at last month's public hearing on the proposed Plan, no public comment was received during the required 45 day review period. We will soon be meeting with representatives from the City, County, and HASCO to discuss points of collaboration on the next Five Year Plan.

RECOMMENDED ACTION: Adopt Resolution No.1470 approving Everett Housing Authority's Annual Plan, which goes into effect July 1, 2019.



Resolution No. 1470

Adopting 2019 Annual Plan

WHEREAS, the Everett Housing Authority has previously developed and adopted a Five-Year Plan for the five-year period commencing July 2015, as required by the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Everett Housing Authority has now developed an Annual Plan for the year commencing July 2019; and

WHEREAS, these plans comply with regulation by describing the mission of the agency and the agency's long range goals and objectives for achieving its mission over the five year period and by describing the agency's immediate operations, program participants, programs and services, the agency's strategy for handling operational concerns, resident's concerns and needs, as well as programs and services for the upcoming fiscal year; and

WHEREAS, the Everett Housing Authority established and worked with a Resident Advisory Board in the development of its Plans, and has consulted with the Board to solicit its comment on the 2019 Annual Plan, as documented in this most recent Plan; and

WHEREAS, the Everett Housing Authority has collaborated with the Snohomish County and City of Everett Planning Departments in developing the jurisdiction's Consolidated Plan and will receive the City of Everett's certification, stating that the Everett Housing Authority's Plans are consistent with the jurisdiction's Consolidated Plan; and

WHEREAS, the Everett Housing Authority has complied with all provisions of the law specifying Public Display Requirements for the review of the Plans and Supporting Documents; and

WHEREAS, the Everett Housing Authority made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the plan and invited public comment and responded to those comments in its plans; and

WHEREAS, the Plans contain all the required certifications confirming the Housing Authority's compliance with various Non-Discrimination and Fair Housing requirements as well as other HUD prescribed regulatory practices; and

WHEREAS, the Everett Housing Authority has prepared its Plan, required attachments, and supporting documentation in accordance with the most recent directives contained in HUD Notice PIH 2015-18.

NOW THEREFORE BE IT RESOLVED by the Housing Authority of the City of Everett:

Section 1: The 2019 Annual Plan, a copy of which is attached to the original of this resolution, is hereby approved.

Section 2: The Chair or, in the Chair's absence, the Vice-Chair and the Executive Director are hereby authorized and directed to execute any certifications or other documents necessary to finalize this approval.

Section 3: The Executive Director is further authorized to immediately transmit to the U.S. Department of Housing and Urban Development a copy of this Resolution together with the Plans, executed Certification and other required Attachments.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 25th day of March, 2019.

Chair, Board of Commissioners

Attest:

Secretary

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): See attachment a01</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. See attachment b01</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. See attachment c01</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See attachment d01</p>

B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. See attachment e01</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> See attachment f01</p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See attachment g01</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See 5-YAP submitted to HUD via EPIC web portal on May 22, 2018.</p>

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

- A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." (24 CFR §903.7)

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(i)) A description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(i))

☐ **Safety and Crime Prevention.** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. Note: The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the

unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR 903.7(e))

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR 903.7(b))

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR 990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).**

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR 903.7(o))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR 903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR 903.7(r)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR 903.13(c), 24 CFR 903.19)

B.7 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR 903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

The following elements have been revised since the Annual Plan effective July 1, 2018 was submitted:

Statement of Housing Needs and Strategy for Addressing Housing Needs

As expressed in its 5-Year Plan, EHA intends to utilize all HCV program resources at its disposal to address local housing needs. Recent data from the Housing Authority of Snohomish County (HASCO) indicate a sharp drop in the percentage of families with children served through the HCV program. In 2007 families with children comprised 54% of HASCO Voucher households; in 2017 that number dropped to 42%. While similar EHA data is not available, this sharp drop is alarming enough for the Authority to place renewed emphasis on serving families with children. EHA is committed to make an impact on generational poverty. This includes a focus on the housing needs of extremely low-income families with children.

EHA will take the following actions to address the housing needs of extremely low-income families with children over the course of the 2019-20 Plan Year:

- Continue to spearhead advocacy efforts at the city, county, state, and federal levels to expand housing opportunities within EHA's jurisdiction for extremely low-income families with children, in partnership with local non-profits (e.g., Housing Consortium of Snohomish County) and agencies, with a focus on policy development and allocation of resources.
- Move forward with development plans for the construction of up to 200 new units of multifamily housing using LIHTC funding, located on a portion of the Baker Heights neighborhood (WA006 000 100), that will be sold to an affiliate for less than fair market value. Up to 80 units of this new housing development, Baker Heights Townhomes, will be designated for extremely low income homeless families, with at least 75% of those designated units set aside for families whose children are part of Everett Public School District's (EPS) McKinney Vento population. These families will receive supportive services and ECEAP classes in partnership with EPS and the Snohomish County Human Services Department.
- An additional area of concern and need that has been identified is that of homeless families with children enrolled in public schools statewide. Over 40,000 homeless children attend schools in Washington State, including close to 4,000 in Snohomish County. EHA will advocate at all levels—city, state, federal—for this population to receive the resources it needs to improve long-term economic and educational outcomes. EHA sees its development of new units at Baker Heights as a first effort to address this need.
- EHA is exploring PBV opportunities through other housing providers like Housing Hope to serve homeless school children and may issue an RFP for such opportunities.
- EHA will continue to actively advocate and persuade the Washington State Housing Finance Commission and the Washington State Commerce Department to change policies and funding criteria to allow more housing to be created for homeless families with children.

Financial Resources

The chart below contains estimated financial resources for administration of programs and Public Housing Capital expenditures for the Annual Plan year 2019-20

Public Housing Operating Fund and Asset Repositioning Fee	\$940,616
Public Housing Capital Fund	\$612,819
Annual Contribution for Section 8 Tenant-Based Assistance	\$33,077,243
Public Housing Dwelling Rental Income	\$304,890
Local Government Grants	\$256,433

Operation and Management

EHA hired a consultant to develop a new Analysis of Impediments to Fair Housing (AI) and Language Access Plan (LAP) for the agency, which will be completed in January 2019. The Housing Authority will rely on the findings of each study to address any impediments to fair housing choice within its programs and develop appropriate language services for its LEP populations over the course of the 2019-20 Plan Year.

EHA has implemented software upgrades (Rent Café) to eliminate the use of paper to the greatest possible extent in the operation of its programs. EHA will also hire a consultant to continue the effort to reduce the use of paper as a means to reduce costs and contribute to sustainability.

EHA will continue to develop surveys for its housing program participants, using the resulting data to develop plans and strategies aimed at improving customer service. The pool of potential survey respondents will grow as use of the Rent Café Internet portal expands into more areas of housing program administration, based on the need for an email address to access this system.

EHA's Resident Services department will organize activities and implement programs designed to enhance residents' quality of life based on the findings of a community assessment survey administered by service coordinators throughout EHA's housing portfolio.

EHA will look to expand the Resident Advisory Board in preparation for the development of the 5 Year PHA Plan effective July 1, 2020.

In conjunction with the Annual Plan process, EHA will revise/amend its HCV Administrative Plan effective July 1, 2019. A copy of the updated HCV program policy will be made available for public comment during the required 45-day review period, and local agencies and organizations were invited to a public meeting held December 18, 2018 to discuss proposed change to the waiting list preferences and subsidy standards. Revisions to the Plan are summarized as follows:

- Streamline the admission preferences used to select applicant families from the waiting list (§4-III.C). An applicant household will continue to be required to have one adult member living or working within Snohomish County to qualify for the Local Preference, but the additional requirement of being rent burdened or homeless will be eliminated. The Displacement Preference will also be eliminated.
- Change the subsidy standards used to determine family unit (Voucher) size (§5-II.B), assigning one bedroom to the head of household and co-head or spouse (if present) and to every two other persons within the assisted household.
- Make non-substantive revisions to ensure consistency and clarity throughout the policy.
- Comply with any mandatory program changes HUD may require over the course of 2019-20.

EHA will continue to refine the way in which work orders are categorized and tracked in the Yardi system, to increase efficiencies in housing management.

EHA will adopt an integrated protocol for addressing potential and existing bed bug infestations in units the agency owns and/or manages. This protocol will focus on the following:

- Educating residents on how to prevent, identify, and report bedbugs in units and common areas.
- Selecting treatment methods based on factors such as building characteristics, cost, and location of unit.
- Managing treatment logistics (e.g., pre and post treatment notice to residents, notice to neighboring units, handling of furniture and personal effects within treated units).
- Monitoring the effectiveness of a treatment (quality assurance) and ongoing training of staff.

EHA will create an on-site maintenance training center for all levels of maintenance staff to learn new job skills or brush up on existing ones. This will include a standardized training program, which entry level maintenance workers will be required to complete within their first six months of employment.

EHA anticipates completing construction of a new clubhouse at Grandview Homes, a RAD PBV property, by the end of the Plan year (June 2020). In addition to providing space for resident activities and meetings, this will include administrative offices for EHA staff and a maintenance operations center.

Community Service and Self-Sufficiency Programs

The Family Self-Sufficiency program will maintain a caseload of 55-60 clients served by 1 FTE over the course of the 2019-20 Plan year.

Safety and Crime Prevention

EHA evaluated its eligibility for Choice Neighborhoods Initiative Planning and/or Implementation Grants based on the extent of crime in our communities. The data examined indicate that in areas where EHA properties are concentrated, the crime rate is less than the average crime rate in the city of Everett. At a minimum, this indicates that EHA residents live in relative safety compared to other neighborhoods in the city.

As tenants continue to exit the Baker Heights neighborhood in conjunction with its disposition, EHA has executed a contract with the Everett Police Department to provide an armed, off-duty officer to patrol the approximately 15-acre site four hours per night, seven days per week. The officer on patrol is authorized to arrest anyone in violation of the no-trespassing ordinance, thereby enhancing safety and security on-site by deterring squatting and other illegal activity. EHA has contracted for the “clear boarding” of vacant units at Baker Heights, a 244-unit Public Housing development that HUD has approved for disposition, applying a clear plastic material similar to plexiglass over the exterior windows and doors. This will ensure the units maintain their normal appearance, making them less susceptible to vandalism while shielding them against intrusion via exterior openings.

VAWA Statement

Pursuant to the Violence Against Women Act (VAWA), EHA will remain attentive to the needs of applicants, program participants, and their respective family members who are victimized by all forms of domestic violence, including stalking and dating violence. The Public Housing, Section 8 HCV, and RAD PBV programs have enacted policies that protect the rights of both applicants and participants affected by domestic violence. When it can be shown that criminal activity or lease

violations are related to domestic violence perpetrated against victims and their families, such individuals will not be disqualified for admission or have their assistance terminated.

Everett Housing Authority refers victims of domestic violence to appropriate legal and social service agencies, including but not limited to: the police department, the court system (for restraining orders), Northwest Justice Project (offers legal aid for low income individuals), Domestic Violence Services of Snohomish County, Pathways for Women. The Housing Authority operates Pivotal Point Apartments, a 20-unit project-based Section 8 development for victims of domestic violence, in partnership with DVS of Snohomish County

Asset Management

EHA anticipates all units at Baker Heights will be vacated and all residents of this property, which HUD has approved for disposition, will be relocated by October 2019. It is also anticipated that around 40% of the Public Housing Scattered Sites (WA006 000 500, WA006 000 600, WA006 000 800), which HUD recently approved for disposition, will be vacated and in the process of being sold around the same time. To the maximum extent permitted by HUD regulation, sales proceeds from those properties will be applied towards the purchase of replacement affordable housing,

EHA intends to replace each of the Baker Heights and Scattered Sites units on a one for one basis over time. Replacement plans include construction of Baker Heights Townhomes, a LIHTC mixed income development of up to 200 units on a portion of the current Baker Heights site. Up to 80 of these units will be designated for extremely low-income families and supported with Project-Based Vouchers. The remainder of the units will be replaced by acquiring properties and supporting "replacement units" with Project-Based Vouchers.

EHA will expend its FY 2018 Capital Fund allocation of \$612,819 on minor renovations to the Public Housing Scattered Sites in preparation for their sale and major renovations to the main administrative office at 3107 Colby Ave. in Everett. The latter will include the creation of additional office space and new conference room, as well as an overhaul of the employee restrooms.

Deconcentration Policy

EHA's deconcentration policy for its Public Housing developments is located in the following section of the Public Housing Admissions and Occupancy Policy:

12.3 Deconcentration of Poverty and Income Mixing

- A. The EHA's admission policy is designated to provide for de-concentration of poverty and income-mixing by bringing higher income residents into lower income developments and lower income residents into higher income developments.
- B. Gross annual income is used for income limits at admission and for income-mixing purposes.
- C. Skipping of a household on the waiting list specifically to reach another household with a lower or higher income is not to be considered an adverse action to the household. Such skipping will be uniformly applied until the target threshold is met.
- D. The EHA will use the gathered resident incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the EHA in its de-concentration goals.

The following elements have been revised since the Annual Plan effective July 1, 2018 was submitted:

Hope VI/Choice Neighborhoods

In the event a Choice Neighborhoods Initiative (or successor program) application is announced and EHA is eligible, the agency will explore pursuing an Implementation Grant.

Demolition and/or Disposition

EHA will sell a majority portion of the Baker Heights neighborhood (WA006 000 100) to Washington State University via negotiated sale if the university receives state appropriations in 2019. The remainder will be sold to an affiliate non-profit corporation for less than market value in order to develop Baker Heights Townhomes, comprising up to 200 units of mixed income housing, 80 of which will be designated for extremely low-income families. Both disposition activities will require HUD's approval of an amendment to the current Section 18 disposition plan.

HUD has approved EHA's Section 18 application for the disposition of all 44 Public Housing Scattered Sites (WA005-000-500, WA006 00 600, WA006 000 800). EHA hopes to preserve the three 6-BR Scattered Site units for affordable housing by sale to an affiliate non-profit for less than market value. This will retain an affordable resource to meet the high demand for and low supply of such units in the market.

In conjunction with the sale of all 44 of the Public Housing Scattered Sites, EHA will engage in the closeout activities that will end its participation in the Public Housing program, as enumerated in HUD Notice PIH 2016-23. This will include the submission of a Retention Application for the Colby administrative and Facilities offices, non-dwelling use properties now under the ACC Project Number and Declaration of Trust for Baker Heights. EHA will look to sell a similarly designated property, the Wiggums Hollow Ballfield, an activity which may precede the disposition of the Scattered Sites. EHA intends to retain the Colby administrative and Facilities offices in accordance with the terms of HUD Notice PIH 2016-20 upon termination of Public Housing ACC contract.

Project-Based Vouchers

When the Housing Opportunities Through Modernization Act (HOTMA) is implemented by regulation, EHA plans to expand its Project-based Voucher Program, partnering with other agencies, organizations, and the City of Everett, to provide project-based assistance and related supportive services for the homeless and other vulnerable populations. In 2016, EHA issued an RFP for up to 130 PBVs and made commitments to three projects in the City of Everett, including a project that will serve chronically homeless individuals, a transit-oriented development focusing on self-sufficiency services to homeless individuals and families, and a facility that serves homeless youth. These projects will lease up in 2019.

In the event the construction of Baker Heights Townhomes begins Spring, 2020, EHA will allocate up to 80 Project-Based Vouchers within that development pursuant to HOTMA. EHA may also allocate PBVs to new acquisitions as a means of preserving the affordability of those properties for extremely low-income households. As opportunities arise for acquisition of replacement housing units for Baker Heights, EHA will project-base Vouchers in portions of newly acquired properties.

EHA is currently negotiating with Homage Senior Services to preserve Pepperwood Senior Apartments as housing for seniors. As part of that process, and in order to ensure its fiscal stability, EHA is considering allocating 10 Project-Based Vouchers within this development.

EHA is awaiting approval of a waiver in relation to 9 PBVs awarded to Cocoon House, a local non-profit serving homeless and at-risk youth. The waiver relates to construction beginning prior to an AHAP being signed. If the waiver is granted, these PBVs may be leased up in the current fiscal year. If not, EHA anticipates issuing a new RFP before the end of the fiscal year for the purpose of providing housing to homeless individuals served by other housing providers.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 07/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Everett
PHA Name

WA 006
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2019

 5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Title

Maddy Metzger-Utt

Chair, Board of Commissioners

Signature

Date

Pending Signature

Progress Report – 5 Year Plan Goals and Objectives	
Goal One: Enhance our communities and provide our customers the highest quality housing and related services using public resources in the most efficient and responsible manner through the efforts of an engaged work force with high job satisfaction levels.	
Objectives	Progress By Annual Plan Year
1. Implement feedback systems to improve customer satisfaction and become a more responsible community partner.	<u><i>Year 1, Beginning July 1, 2015</i></u> The Housing Choice Voucher (HCV) Department tested an e-mail-based customer service feedback survey, which was implemented in the second quarter of CY 2016.
	<u><i>Year 2, Beginning July 1, 2016</i></u> Individual members of the HCV Management Team have attended community stakeholder meetings that align with their respective areas of expertise/focus, as a way to build relationships with community partners. Housing Management administered a customer satisfaction survey to Public Housing tenants in November 2016. 90% of responding tenants expressed satisfaction with EHA's services. Community meetings were held in spring and fall of 2016 to inform residents about the upcoming Baker Heights and Public Housing Scattered Sites disposition and elicit their feedback.
	<u><i>Year 3, Beginning July 1, 2017</i></u> EHA reduced the hours its Colby Administrative Office is open to the public, to allow staff more uninterrupted working time. Client surveys administered prior to the decision to shorten office hours showed a solid level of support, and feedback since implementation indicates that this change has been well received. The HCV department began administering quarterly surveys to clients and landlords via the Rent Café portal. This survey platform is capable of tracking results over time, allowing management to analyze trends and make operational changes as needed. Housing Management has continued to update its customer service surveys, which it intends to administer by the end of the Plan year. This will include questions pertaining to resident services.

	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV department continues to use Survey Monkey to get feedback from Voucher program participants and landlords each quarter. To demonstrate the department's commitment to becoming a more responsible community partner, HCV managers have continued to participate in community meetings, and the program director has been involved in a collaborative neighborhood improvement project, the Casino Road Initiative.</p> <p>The Housing Management department is developing a customer service survey to receive tenant feedback on the performance of housing management specialists and property managers throughout EHA's portfolio.</p> <p>In collaboration with Puget Sound Clean Air, the Resident Services department completed a transportation needs survey at Grandview Homes and Wiggums Park Place, to identify barriers to accessing core services for residents of those properties. It is also developing a community assessment survey for service coordinators to administer to all EHA properties, to better understand tenant needs and interests. This survey is based on a similar model used by Providence Institute for a Healthier Community, the Health and Well-being Monitor. Results of this assessment will inform and shape the work of EHA's resident service coordinators and interns, as well as that of our community partners.</p> <p>The Relocation department surveyed tenants of the newly remodeled Wiggums Park Place about their temporary relocation during the remodeling process and satisfaction with unit upgrades. The department is developing a survey for relocated Baker Heights tenants, to solicit feedback about their moving experiences and the relocation team's level of customer service throughout the process.</p>
<p>2. Create recruitment and professional development strategies and plans aimed at enhancing organizational health in order to sustain long-term commitment to and success in achieving our mission.</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>After analyzing EHA's recruitment process, management has continued to explore technological solutions as a way to streamline the candidate selection process.</p> <p>In the first year of the 5 Year Plan, management provided training opportunities to a cross-section of EHA staff, resulting in job related certifications and increase overall job competency. Beginning the first quarter of 2016, EHA will implement YARDI e-learning modules, creating a uniform system for employee training.</p>

	<p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA began using web-based platform Hire Mojo for job postings and recruitment. This significantly expands the number of potential candidates for open positions, ranking them by score on a skills/background questionnaire. Hire Mojo also simplifies the testing and interviewing process, eliminating the time and cost of follow up phone calls and correspondence in the process.</p> <p>In 2016 EHA began using Skill Survey, a web-based service for completing reference checks on potential hires. This service uses email as the medium for conducting reference checks rather than the telephone, which is an immense time saver. The reference check process now takes just moments to navigate, and reduces the turnaround time in receiving completed references. This system also results in more candid and helpful responses.</p> <p>The Housing Management department upgraded its job candidate testing and interview panel questions during this period.</p>
	<p style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Near the end of the previous Plan year EHA developed and implemented an internship program, which resulted in the placement of five interns within three agency departments. Over the course of this Plan year three of the interns have been hired as permanent employees, demonstrating the potential of this program to improve recruitment of quality candidates in a tightening labor market.</p> <p>EHA implemented a web-based training program through Housing Television Network (HTVN). This site offers over 100 online training courses designed specifically for housing authorities, including several self-paced certification courses in partnership with Nan McKay and Associates.</p> <p>EHA is in the process of implementing a new HR/Payroll system through Paycom. This includes capabilities not offered by the current system: i.e., easier access by employees and supervisors, features to enhance the orientation and onboarding process, and a platform for training modules.</p>

	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>A new HRIS (Human Resources Information System) was implemented at the beginning of the year. This allows employees to self-enroll into benefits, review onboarding materials and acknowledge receipt with electronic signatures, and access all payroll/HR related information with a single log-on.</p> <p>The addition of a dedicated e-Learning administrator facilitated the addition of new e-Learning courses to the catalogue, including onboarding and HR related material that streamline the new employee orientation process. The catalogue is being expanded to include agency-specific training for supervisors and new hires. Employees will be assigned more frequent mandatory trainings pertaining to safety, diversity, professional development, and agency policies.</p> <p>The Resident Services department expanded by 6.0 FTEs in order to provide a higher level of service to clients at more properties, enhance EHA employee work/life balance, and promote the Agency Value of Service.</p> <p>All levels of Housing Management staff (Sr. Property Mgrs., Property Mgrs., Maintenance employees, and Housing Specialists) received UPCS training over this time.</p>
<p>3. Develop internal systems, including auditing and other performance management tools, resulting in higher levels of public trust and investor confidence.</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The Finance Director took a certification class on COSO internal controls and is writing an internal control policy for the agency, in accordance with Green Book standards. A performance-based bonus system for employees was also implemented during year one of the 5 Year Plan.</p> <hr/> <p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The Housing Choice Voucher (HCV) department has implemented an internal auditing system as a way to improve its performance in administering the HCV program. Managers are responsible for two client file audits per week, and Certification Specialists must complete two peer audits of client files each week. Audit results have become a key performance evaluation criterion as well as one of the bases for incentive rewards.</p> <p>The HCV department has implemented monthly “Same Page” trainings and round table discussions to address topics that</p>

	<p>arise from internal audits and questions posed by staff over the course of day to day operations.</p> <p>The Housing Management department implemented a new housing operations matrix designed to measure rent collections, timeliness completing annual re-certifications, and occupancy percentages. Additionally, it has rolled out an internal client file auditing plan and related training schedule.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA resumed development of an internal control policy for the agency and engaged the senior management team in this effort. A final draft of the policy is expected to be presented for the Board's approval by the end of the Plan year.</p> <p>The contents of the Internal Controls document have been reinforced by the requirement (State of Washington) to submit a "Baldrige Lite" application in early 2018. Together, these two documents will clarify EHA's core objectives, controls, monitoring and measurement, leading to higher levels of performance in the future.</p> <p>In 2017 the HCV department launched an audit tracking function within Yardi, its program management software system. This includes custom reports designed to enhance the overall level of program oversight.</p> <p>The Housing Management department has continued to refine reporting systems intended to optimize management of its portfolio. This has included creating a system that monitors the time required to complete tenant-generated work orders.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The Housing Management department implemented a practice of reviewing its quarterly financial statements, including property budgets, to ensure accountability and boost operational efficiency.</p> <p>EHA plans to issue an RFP for a consultant to develop Yardi software system reports that will enhance the Housing Management department's ability to measure key performance metrics across all properties/programs, including average response times for maintenance work orders.</p> <p>The Relocation department implemented strong internal controls and protocols to ensure Baker Heights relocation funds allocated for tenant moving expenses (e.g., application fees, holding deposits, security deposits, pet fees, etc.) are properly administered and accounted for.</p>
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	<p>The HCV department recommitted itself to using previously created performance management tools.</p>
<p>4. Continue as a high performer under HUD's performance management systems and audits.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The HCV program was designated a "standard performer" for the FY 2015 SEMAP. Management has since created a temporary HCV Auditor position, responsible for auditing 100% of client annual re-certifications, in order to ensure next year's SEMAP score falls within the "high performer" range.</p> <p>The Housing Management department will audit 100% of PBV and Public Housing move-ins and annual certifications in the second quarter of 2016. The results of these audits will form the basis for a compliance training curriculum.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The HCV program was designated a "standard performer" for the FY 2016 SEMAP. The HCV department hired a full-time auditor for 6 months, who was able to audit about 60% of all participant files. Staff and manager files audits have indicated steady performance improvements that EHA hopes will lead to high performer status.</p> <p>The Public Housing program received a "high performer" rating for the FY 2016 PHAS.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The Public Housing program received a "high performer" PHAS rating for the fiscal year ending June 30, 2017.</p> <p>Although the HCV Department received a Standard Performer rating on the SEMAP for the period ending June 30, 2017, management is developing systems that will continue to improve performance in certain program assessment areas.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV program was rated a "high performer" on the SEMAP for the fiscal year ending June 30, 2018.</p> <p>The Public Housing program was rated as a "standard performer" on the FY 2017-18 PHAS. Management is in the process of working through issues in order to improve the agency's performance for next year's PHAS.</p>

Goal Two: Utilize the federally funded program resources (Housing Choice Voucher Program and Public Housing) to maximize the number of extremely low income households served with these scarce resources.	
Objectives	Progress By Annual Plan Year
1. Achieve 100% voucher and budget utilization annually.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The HCV program ended CY2015 utilizing 97.6% of its unit months and 100% of budget authority, with additional contributions from HUD to make up shortfall costs.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The HCV program ended CY2016 utilizing 101.7% of its unit months and 100% of budget authority, with additional contributions from EHA funds as well as HUD to make up the difference in cost between total and allowable HAP costs (EHA funds) and between allowable costs and budget authority (HUD shortfall funding).</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The HCV program ended CY2017 utilizing 98.9% of its unit months and 102% of budget authority, with additional contributions from a local Voucher program serving 28 families and funded through Administrative Fee reserves.</p> <p>Rapid escalation in the rental market as evidenced by a 19% increase in two-bedroom apartment rents in King and Snohomish Counties according to a Washington State University study commissioned by the King and Snohomish County Housing Authorities continues to present a challenge to EHA's objective to achieve 100% voucher utilization.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV program is on track to complete CY2018 utilizing 99.8% of its unit months and 91.5% of budget authority.</p> <p>A significant increase in FMRs and HAP subsidy from HUD after the beginning of the calendar year led to new payment standards that became effective half way during the program year. This has resulted in higher subsidies. However, EHA was unable to spend all its HAP budget due to the late notification of increased HAP and implementation of higher payment standards. EHA will be able to achieve 100% budget utilization in 2019 because new payment standards for all recipients will have been implemented.</p>
2. Develop and implement appropriate admissions and occupancy policies.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The HCV department trained staff and implemented a revised Administrative Plan that was adopted effective May 1, 2015.</p>

	<p>Policy changes included updates to admissions and occupancy standards: e.g., an increase to the percentage of gross monthly rent (from 30 to 50%) an applicant must expend towards rent and utilities to be considered “rent burdened” and qualify for a wait list preference.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u> In accordance with HUD’s new criminal history screening guidance, the Public Housing applicant screening process is being reviewed to determine whether any changes are needed. The applicable sections of the ACOP will be revised within the Plan year, if necessary.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u> The HCV Admin Plan was amended effective December 1, 2017 to grant a preference on certain PBV property waitlists for displaced Baker Heights residents.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u> No discretionary changes to the HCV Admin Plan were made over the Plan year.</p>
<p>3. Implement policies and operational procedures to minimize lease-up times.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u> The HCV department plans to implement “Rent Cafe PHA,” an Internet portal for applicants, in early 2016. This will streamline the paperwork process for new admissions and allow staff to determine applicant eligibility more efficiently.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u> A key change that resulted in success beyond expectation during this period was the implementation of protocol that made an inspector available within 24 hours of receipt of a Request for Tenancy Approval. The HCV department anticipates that it will issue tenant-based Vouchers in early 2017 and will utilize Rent Café PHA to accelerate the process.</p> <p>The Housing Management department formulated targets for the maintenance team to decrease unit turn times and for the leasing team to re-rent the unit. Occupancy of former (RAD) and current public housing properties at the end of CY2016 was 99.5%.</p>

	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The HCV department created an interdepartmental team to select eligible applicants from all Voucher waitlists. New Tenant-Based Voucher holders are averaging 45 days to lease up, an excellent benchmark in a low-vacancy rental market.</p> <p>Housing Management has continued to maintain an average occupancy rate of 99% or greater for the public housing portfolio as a whole.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV department continued to explore ways to further streamline the Voucher selection process and reduce lease-up time for Tenant-Based Voucher holders.</p> <p>Housing Management has continued to maintain an average occupancy rate of 98.5% or greater for the public housing portfolio.</p>
<p>4. Implement policies and procedures that control HAP and administrative costs to serve as many households as possible.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The revised HCV Administrative Plan effective May 1, 2015 updated occupancy standards to two persons per bedroom, a policy change that was intended to reduce HAP costs and maximize the number of households served. HUD's decision to increase FMRs twice since then has negated the impact of this policy change, as EHA has been required to implement corresponding increases to its HCV program payment standards.</p> <p>In order to make up a shortfall in HUD's funding through the end of CY 2015, EHA established a local Voucher program financed with administrative reserves. By using "Rent Café PHA" and other streamlining measures planned for implementation before the end of the first year of the 5 Year Plan, administrative costs for the HCV program are expected to decrease.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>HCV has set the payment standards at the lowest allowed by current regulations, 90% of the FMR. HCV is evaluating the newly enacted rules around Small Area FMR's to determine if implementation would reduce costs and increase opportunity for participants to reside in lower poverty areas with access to better performing public schools, transportation, and employment opportunities.</p>

	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA maintained the same payment standards for all unit sizes, except for studios and SROs, due to an unexpected decrease in FMRs for 1+ bedroom units. Payment standards will be reevaluated in calendar year 2018, pending an expected increase to FMRs.</p> <p>EHA began quarterly meetings with HASCO, the other PHA in Snohomish County with which it shares a common Voucher program jurisdictional area, to discuss areas of coordination with respect to payment standards and utility allowances.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV department began using gosection8.com for rent reasonableness surveys. This enables staff to use the most current market data when evaluating landlord requests for rent increases and for new units.</p>
<p>Goal Three: Reposition the remainder of EHA's Public Housing to ensure long-term availability of the resource to the community.</p>	
<i>Objectives</i>	<i>Progress By Annual Plan Year</i>
<p>1. Develop and seek approval of a Section 18 Demolition/Disposition application or a RAD Conversion Plan for Baker Heights.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA completed the historical and environmental review components of the Section 18 application, and held an initial informational meeting with residents of Baker Heights.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>As of December, 2016 EHA had completed the prerequisite activities associated with a Section 18 disposition application for Baker Heights: an environmental review, community meetings, and consultation with local government officials – and submitted the application by month's end.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Following HUD's approval of a disposition application for Baker Heights and an award of 244 Tenant Protection Vouchers to "replace" the 244 public housing units, management began the process of relocating residents from the development. As of December 1, 2017, approximately 25 families had been relocated. EHA received an award in the summer of 2017 recognizing the care and respect evidenced by EHA's relocation planning and implementation.</p>

	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA expects to have up to 90% of Baker Heights units vacated and secured by the end of the Plan year, with tenants of those units permanently relocated to new housing.</p>
<p>2. Create a transformation plan for Baker Heights and the surrounding neighborhood consistent with the City of Everett's Consolidated Plan through a collaborative process with the city and stakeholder groups.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>Ongoing meetings with the City of Everett and Washington State University have been held to discuss the potential sale of Baker Heights to WSU.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA collaborated with the City of Everett on a Choice Neighborhoods Initiative (CNI) Planning Grant, intended to fund early activities and planning efforts related to a transformation plan for Baker Heights and the surrounding neighborhood. Although this grant was not awarded, the grant writing process identified community stakeholders from a variety of sectors -- education, healthcare, business, and recreation -- that EHA will work with in the future, as new funding opportunities for a transformation plan arise. EHA has also dedicated one of its senior management staff to head up future efforts of this kind.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA established a tax credit partnership, Everett Housing Legacy LLLP, to facilitate the redevelopment of 3.6 acres of Baker Heights it will retain in conjunction with the disposition of the property. If the tax credit application is successful, this new construction project will create at least 82 new units of multifamily housing, 75% of which will be targeted at families experiencing homelessness, in keeping with the City's priority on housing for homeless populations. EHA will partner with the Everett Public School District and the Snohomish County Human Services Department to provide supportive services and ECEAP classes for these homeless families and their children. Given uncertainties of both federal and state funding, the project may be completed in two phases starting in 2018.</p>

	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>By the end of the Plan year management will have held up to five community meetings with members of the public and local stakeholders, including the Delta Neighborhood organization, on EHA's plans to redevelop a portion of the Baker Heights neighborhood. Points of discussion for these meetings have included the design, unit type, and population mix for Baker Heights Townhomes, which will comprise up to 200 mixed-income housing units on up to 5.62 acres at the south end of the Baker Heights site. Management has also actively engaged the Mayor and City Council in this redevelopment project.</p>
<p>3. Develop a financing strategy for the above-referenced transformation plan, including Choice Neighborhoods Initiative planning and implementation grants and other available resources.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>A consultant has been employed to assist with the application process for a Choice Neighborhoods Initiative grant.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>Although EHA's application for the CNI Planning Grant was not successful, the agency has continued to investigate other funding opportunities, including a Choice Neighborhoods Transformation grant if available, that will allow it to execute the transformation plan for the Baker Heights neighborhood. EHA also may use a portion of the sale proceeds from the disposition of Baker Heights and the Scattered Sites for community improvement activities. EHA is expecting to pursue the tax credit resyndication process for 12 Pines at the beginning of calendar year 2017. This will provide funding, via tax credit bonds and construction loans, for the renovation of this 80 unit complex in the core of the Delta Neighborhood. In addition, EHA will begin planning for a 9% LIHTC application for a new 60-unit development on part of the Baker Heights property as part of the transformation plan.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>12 Pines Apartments was re-syndicated under a new tax credit partnership, resulting in equity and bond-funded interior and exterior renovations at the property, which has been rebranded as Wiggums Park Place. Over half of the units will have been renovated by the end of this Plan Year.</p> <p>EHA will apply for 9% LIHTC funding to construct a new development, Baker Heights Townhomes, on the portion of the Baker Heights property it will retain. Construction on this project is planned to begin in late 2018 or early 2019, pending the availability of tax credit funding. EHA is in the process of determining whether it will dispose of the remaining 11 acres of the Baker Heights property via public bid or a negotiated sale.</p>

	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>Interior and exterior renovations at Wiggums Park Place, an 80 unit Project-Based Voucher development in North Everett, will be completed by the end of calendar year 2018.</p> <p>Management will apply for 4% or 9% tax credits to finance the construction of Baker Heights Townhomes, up to 200 mixed-income housing units located on up to 5.62 acres of the Baker Heights property. Current projections foresee the start of construction sometime in mid-2020.</p>
<p>4. Implement the RAD conversion plan for the Public Housing scattered sites to preserve the availability of this resource for households with high economic need.</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA is in the process of completing a Section 18 application for the disposition of its Public Housing Scattered Sites, rather than pursuing a RAD conversion plan for these units, as the former option has been deemed more cost effective.</p>
	<p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA has done the environmental review and public meeting and governmental consultation associated with the Section 18 Plan for the Public Housing Scattered Sites. EHA is committed to disposing of these properties as they continue to age and ultimately become nonviable, due to insufficient Capital Funding under the Public Housing Program. EHA will utilize a significant portion of the proceeds from sale of these properties for replacement affordable housing.</p>
	<p style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA expects to have authority from HUD to dispose of the Public Housing Scattered Sites by the end of the Plan year. Prior to the new Plan year, EHA will develop a marketing plan to dispose of the units at Fair Market Value.</p>
	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA received Section 18 approval from HUD to dispose of all 44 of its Public Housing Scattered Sites. Management anticipates Tenant Protection Vouchers will be available to relocate tenants of these properties sometime in January 2019.</p>

Goal Four: EHA will improve and expand partnerships through project-basing of Housing Choice Vouchers to increase housing choices for families and individuals.	
Objectives	Progress By Annual Plan Year
1. Maximize the percentage of existing Housing Choice Voucher Program resources that can be used as project-based assistance.	<u><i>Year 1, Beginning July 1, 2015</i></u> If pending legislation (HR 3700) is enacted, EHA will move to increase its Project-based Vouchers (PBVs) to the revised maximum level permitted under budget authority. Additional PBVs may be utilized in partnership with the City of Everett's Community Streets Initiative, to provide supportive services for the chronically homeless.
	<u><i>Year 2, Beginning July 1, 2016</i></u> EHA issued an RFP for PBVs to support up to 130 new affordable housing units in the City of Everett, including 70 Housing First units. Lease-up of these units in 2018 will maximize the percentage of HCV budget authority that can be allocated to PBV assistance. The Housing Opportunity Through Modernization Act (HOTMA) was signed into law in July 2016. EHA is awaiting further guidance from HUD before implementing any of this law's new provisions. If this includes an increase to the number of units that can be placed under the Project Based Voucher (PBV) program, EHA intends to increase its allocation of PBVs.
	<u><i>Year 3, Beginning July 1, 2017</i></u> EHA is developing strategies to maximize the number of units that can be placed under the Project-Based program, per HUD's recently issued guidance on the subject pursuant to the Housing Opportunity Through Modernization Act (HOTMA). Key populations that will be targeted with this resource include families with children and elderly households.
	<u><i>Year 4, Beginning July 1, 2018</i></u> At least one new property (low-barrier housing) may start lease up before June30 this year)
2. Pursue additional vouchers that may be available for this purpose.	<u><i>Year 1, Beginning July 1, 2015</i></u> In the event Tenant Protection Vouchers associated with the disposition of Baker Heights or the Scattered Sites under Section 18 are available before the end of year one, EHA will seek a corresponding increase to its PBV inventory, up to the maximum allowed by budget authority.
	<u><i>Year 2, Beginning July 1, 2016</i></u> There was no opportunity to pursue additional Vouchers over the course of this Plan Year.

	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>HUD awarded EHA 244 Tenant Protection Vouchers to relocate tenants that will be displaced by the disposition of the Baker Heights neighborhood. These vouchers will be issued incrementally and through 2019, in conjunction with the phased relocation of tenants from the property. EHA will also vigorously pursue an award of vouchers to replace the remainder of the public housing portfolio.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The award of 44 Tenant Protection Vouchers for displaced residents of the Public Housing Scattered Sites will expand the number of Vouchers EHA can designate as Project Based within the total Voucher pool.</p>
3. Partner with other housing authorities that are willing to project-base vouchers in EHA's jurisdiction.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA is in the process of exploring this option with Tacoma Housing Authority.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA is awaiting further guidance from HUD regarding the implementation of HOTMA before further exploring this idea.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>In partnership with HASCO, 15 VASH Project-Based Vouchers for homeless veterans have been committed to be located within projects that were awarded PBVs in 2016.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA anticipates that HASCO will lease-up PBVs in two new construction projects that are coming on line in the first half of 2019. No further PBV contracts are anticipated.</p>
4. Cultivate additional partners who can create housing options for households who need intensive support services to succeed as tenants.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA has continued to seek out partners, including the City of Everett's Community Streets Initiative, to find housing solutions for the city's homeless, thereby reducing consumption of emergency services (911, EPD, EFD) by this population.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA awarded Project Based Vouchers for new construction projects over the course of this period. This included up to 70 units for chronically homeless, up to 56 units for homeless who are seeking employment, and 8 units for homeless young adults.</p>

	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA has partnered with the Everett Public Schools (EPS) and the Snohomish County Department of Human Services (SnoCo DHS) to assist with the conceptual plan for Baker Heights Townhomes, the development it plans to construct on a portion of the Baker Heights property using LIHTC funding. Seventy-five percent of units at this development will be set aside for homeless families whose children are part of EPS's McKinney-Vento population at neighboring schools. EPS will assist with the recruitment of eligible families to live at Baker Heights Townhomes and the coordination of ongoing services after lease-up. It will also instruct two on-site preschool classes through the state's Early Childhood Education and Assistance Program (ECEAP). SnoCo DHS will apply for this ECEAP funding.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA has continued to work with EPS on plans to provide set-aside units for McKinney-Vento families at Baker Heights Townhomes, the construction of which will be contingent on obtaining tax credit funding.</p> <p>EHA is awaiting approval of a waiver in relation to 9 PBVs awarded to Cocoon House. The waiver relates to construction beginning prior to an AHAP being signed. If the waiver is granted, these PBVs may be leased up in the current fiscal year. If not, EHA anticipates issuing a new RFP before the end of the fiscal year for the purpose of providing housing to homeless individuals served by other housing providers.</p>
<p>5. Increase the availability of subsidized housing options for the growing elderly population in Snohomish County.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA has expanded its housing options for the elderly by orchestrating the transfer of HUD 202 housing formerly in the control of Senior Services of Snohomish County during Year One of the 5 Year Plan.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA further expanded its housing options for the elderly by acquiring Pepperwood, the last holding in the portfolio formerly owned by Senior Services of Snohomish County, at the beginning of this period. With this acquisition, EHA has expanded its housing opportunities for the elderly by over 700 units.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA continued to work at increasing the overall number of seniors living at its senior/disabled housing developments, Bakerview and Broadway Plaza. This effort is being pursued via attrition, not by displacing current residents.</p>

	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA has improved housing stability for over 160 older adults in Snohomish County, many with mental health challenges, through services offered by the Hope Options program.</p> <p>EHA may utilize Project Based Vouchers at Pepperwood Senior Apartments before the end of the current Plan year, providing additional subsidized housing for the elderly residents of Snohomish County.</p>
<p>6. Provide opportunities for extremely low income households to live in mixed income communities with access to good schools and other amenities.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA is in the process of working with a consultant to complete a Choice Neighborhoods Initiative grant application as a means to achieve this objective.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The HCV Department is studying opportunities to increase mobility for our HCV participants. We have added a mobility briefing and will begin sharing this information with participants and new admissions in 2017. We are also exploring Small Area FMRs for this purpose and will coordinate EHA's plans in this regard with the Housing Authority of Snohomish County.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Over the corresponding phase of the Baker Heights relocation process, some displaced tenants utilized Tenant Protection Vouchers to relocate to areas of higher opportunity. EHA assigned a dedicated service coordinator to assist the relocation team in its efforts to successfully transition residents from Baker Heights to their next place of residence.</p> <p>EHA partnered with large landlords with properties in higher opportunity neighborhoods to offer landlord fairs at Baker Heights. Most of the properties are new or under construction in South and Southeast Everett, areas without subsidized housing.</p> <p>The HCV Department is engaged in an ongoing collaboration effort with HASCO to seek ways to increase mobility for Voucher participants to higher opportunity areas.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA will continue to encourage Baker Heights families with children to relocate to lower poverty neighborhoods with their Tenant Protection Vouchers. In addition, EHA will look for opportunities to acquire properties in higher opportunity neighborhoods for the purpose of allocating PBVs to units in</p>

	those properties. This is a medium-term effort to replace Baker Heights units in such neighborhood.
Goal Five: EHA will seek maximum flexibility from federal regulations and statutes in order to reduce program costs and meet local housing needs and priorities.	
Objectives	Progress By Annual Plan Year
1. Seek waivers from federal regulations to streamline program operations, create and increase housing choices, and increase resident self-sufficiency.	<u>Year 1, Beginning July 1, 2015</u> Recent Federal legislation provides administrative relief for the HCV program, and management is waiting for HUD to issue directives on how this will be implemented.
	<u>Year 2, Beginning July 1, 2016</u> EHA did not seek a waiver in regard to the administration of its housing programs in 2016-17.
	<u>Year 3, Beginning July 1, 2017</u> EHA did not seek a waiver in regard to the administration of its housing programs in 2017-18.
	<u>Year 4, Beginning July 1, 2018</u> EHA did not seek a waiver in regard to the administration of its housing programs in 2018-19.
2. Participate in the Moving to Work Demonstration or successor program to achieve greater cost effectiveness, increased housing choices, and economic independence for our clients.	<u>Year 1, Beginning July 1, 2015</u> EHA is in the planning stages of submitting an application for the Moving to Work (MTW) demonstration program, as this EHA objective is consistent with the Federal MTW statutory objectives.
	<u>Year 2, Beginning July 1, 2016</u> EHA will develop a competitive MTW application.
	<u>Year 3, Beginning July 1, 2017</u> EHA was not eligible for the open slots in MTW, which were targeted at smaller PHAs with under 1,000 units.
	<u>Year 4, Beginning July 1, 2018</u> EHA was not eligible for the open slots in MTW, which were targeted at smaller PHAs with under 1,000 units.
3. Pursue other avenues, including but not limited to, the creation of an EHA affiliate (or affiliates) to achieve greater flexibility and reduced costs.	<u>Year 1, Beginning July 1, 2015</u> EHA implemented a local voucher program at the end of 2015 to make up a funding shortfall for Vouchers through the end of CY 2015.
	<u>Year 2, Beginning July 1, 2016</u> EHA is awaiting new HOTMA implementing regulations to explore the full benefits of its streamlining provisions.

	<u><i>Year 3, Beginning July 1, 2017</i></u> There were no opportunities to pursue this objective over the course of the Plan year to date.
	<u><i>Year 4, Beginning July 1, 2018</i></u> There were no opportunities to pursue this objective over the course of the Plan year to date.
Goal Six: Cultivate successful tenancies and reduce long-term dependence on subsidized housing.	
<u>Objectives</u>	<u>Progress By Annual Plan Year</u>
1. Pursue local, state, and federal grants and other financial resources to support strategies designed to achieve these two objectives.	<u><i>Year 1, Beginning July 1, 2015</i></u> The Resident Services Department was awarded a grant for AmeriCorps volunteers to assist the regular and contracted service coordinators for 2015-16. Resident Services plans to request twice as many AmeriCorps volunteers in its 2016-17 grant application.
	<u><i>Year 2, Beginning July 1, 2016</i></u> The Resident Services Department was successful in meeting this objective with hiring 6 AmeriCorps members for more than 6 of our housing properties serving both families and senior residents.
	<u><i>Year 3, Beginning July 1, 2017</i></u> EHA is restructuring the AmeriCorps program from individual placements to a team approach, which will result in consistent training and service experience for AmeriCorps workers.
	<u><i>Year 4, Beginning July 1, 2018</i></u> Due to increased costs and administrative requirements, EHA discontinued its partnership with AmeriCorps at start of Plan year and implemented a paid internship program to assist with resident services, focusing on community building work in support of service coordinators. EHA's FSS coordinator has been focusing on raising levels of financial literacy among agency clients, to reduce their dependence on government services. The Resident Services department has also coordinated with third-party service providers to assist EHA's clients in cultivating successful tenancies/fostering independence. For example, Homage Senior Services has provided resident classes on nutrition provided and volunteer drivers who take seniors to appointments.
2. Develop and implement appropriate housing management policies and procedures.	<u><i>Year 1, Beginning July 1, 2015</i></u> The Housing Management Department will contract with a consultant in January, 2016 to develop updated housing management policies and procedures. Housing Management and Resident Services outlined a procedure for coordinated efforts regarding tenant lease

	violations: i.e., 10 day notices will stipulate that tenants have the opportunity to cure violations by engaging with resident services to develop a plan to avoid lease termination.
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA has contracted with a consultant to streamline the leasing and housing program administration process by utilizing Yardi's document management capabilities. This consultant is also developing reports to enhance the monitoring of housing management performance.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA has combined the leadership of the housing management and resident services functions under one position. This change is expected to strengthen the commitment and efforts to promote successful tenancies and encourage self-sufficiency as a means to unsubsidized housing.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The Housing Management department has focused on minimizing evictions by working out stipulated agreements with residents in coordination with the Resident Services department.</p>
3. Coordinate appropriate support services to complement the efforts of the property management staff as a means to minimize the number of lease terminations.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA will develop and implement a case tracking module within Yardi, the agency's program management software, which will facilitate communication between the Housing Management and Resident Services departments. This will increase the chance that residents receive the intervention or supportive services needed to stabilize their housing.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA is finalizing the development of an application ("Case Tracker") in Yardi that will be used to document all staff interactions and service interventions with residents. The purpose of this application will be to facilitate appropriate service and other interventions by staff of different departments to address issues related to tenants who commit lease violations that may lead to evictions.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Housing Management enhanced its procedures for coordination/communication between housing management and support staff when it comes to residents with a lease violation(s) that threatens tenancy. The Resident Services Department is integral to this effort.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>Service coordinators have continued to act as liaison between tenants with lease compliance issues and property management staff, developing action plans to reduce potential</p>

	<p>infractions and increase successful tenancies. Service coordinators also have been instrumental in resolving cases of tenant on tenant harassment.</p>
<p>4. Continue implementing the Family Self-Sufficiency Program funded by Building Changes and secure financial support for the long-term success of this program (e.g., HUD FSS Coordination Grant).</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The FSS program continues to be available to new participants, as ongoing participants consistently meet goals related to education, employment and income progression and graduate. HUD's FSS Coordination Grant remains closed to new applicants, so EHA will use alternate funding sources for its FSS Coordinator position upon the expiration of the Building Changes Grant.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>Upon expiration of the Building Changes grant, EHA elected to use its Authority resources to fund the FSS program in order to continue its mission to address long-term poverty and support families' efforts to become economically self-sufficient. EHA will apply for the HUD FSS Service Coordinator grant when it opens to new applicants.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA continues to fund one full time staff member to administer the FSS program out of operating income (not federal or other grants). We look forward to HUD opening the FSS program grant to new applicants.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>As with the previous Plan year, EHA has continued to fund one full time staff member to administer the FSS program out of operating income, versus federal or other grant sources. EHA looks forward to HUD opening the FSS program grant to new applicants.</p>
<p>5. Facilitate access to employment and employment-related services to increase (i) employment rates among residents, (ii) job retention, (iii) income progression, and (iv) transition to unsubsidized housing.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The Resident Services department has continued to work closely with WorkSource Snohomish and private employers to provide job trainings and employment opportunities for EHA residents. It also coordinates educational opportunities and access to other resources to improve residents' employment skills, resulting in increased employment retention, income progression, and eventual self-sufficiency.</p> <p>In 2015 a total of 18 FSS program participants had active escrow accounts, based on increased earned income.</p>

	<p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>In 2016 a total of 21 new FSS program participants are enrolled. There are 2 new participants escrowing. In 2016 FSS participants enrolled in job training or education programs to increase their employability. We saw 2 families move out of subsidized housing from the FSS program using escrow funds to help start a new chapter in their family lives.</p>
	<p style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>In 2017 a total of 32 FSS participants had active escrow accounts based on earned income. There are five new participants escrowing due to recently obtained employment. Two participants graduated the program with a combined total of over \$20,000; both graduates moved out of subsidized housing and purchased their first home.</p> <p>The FSS Coordinator and Family Service Coordinators have also developed a partnership with a new WorkSource program, Strategies for Success. This program has been developed to help clients realize their full potential and develop the soft skills and confidence needed to pursue and maintain suitable employment. In addition, we continue to partner with our local Community Colleges and the various low cost and free training opportunities available to our residents through programs such as BFET, WorkFirst, I-Catch, etc.</p>
	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA had 56 participants enrolled in the FSS program in 2018; of this total, 44 were earning income and maintaining active escrow accounts. Two participants graduated from the program early and exited subsidized housing after achieving economic self-sufficiency. Four participants completed higher education programs, including a Master's Degree in Education, an Early Childhood AAS Degree, and training as a Certified Medical Assistant.</p> <p>The FSS Coordinator and Family Service Coordinators have built a strong partnership with Housing Hope's College of Hope program by referring EHA residents on a regular basis. This program provides life-skills training in four key areas --- family life, economic well-being, health and wellness, and housing expertise – that is instrumental in helping our adult residents seek and obtain employment. Transportation and childcare are provided in conjunction with this program, which reduces barriers to participation. EHA also continues to partner with local community colleges and WorkSource to provide education and job training for our residents.</p>

<p>6. Divert applicants to programs and resources that provide short-term assistance to homeless households who need minimal support to access permanent unsubsidized housing through the demonstration funded by Building Changes.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The demonstration program funded by Building Changes resulted in the following outcomes for 2015:</p> <ul style="list-style-type: none"> • 145 families were contacted, or referred elsewhere for more appropriate services. This included homeless families on EHA program wait lists, as well as walk-ins, or referrals from other agencies who were unable to provide services. The average cost per housed family was \$1,200. • 32 families with children obtained housing, or stabilized existing housing, using case management and health and safety funds. Of these, 14 supported families have been housed under EHA's HCV program (both tenant, and project-based).
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>In 2016, 26 homeless families were served by EHA or other providers.</p> <p>10 families were able to secure new housing or stabilize their existing housing with the supportive services and health and safety funds from the Building Changes grant. Of these 10 families, 6 were housed with EHA vouchers. The rest were housed without a subsidy in affordable housing options.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>During the previous plan year, grant funding from Building Changes was exhausted. EHA successfully exceeded the grant program goals, but unfortunately, the funder no longer allocates funding for this type of program.</p>

	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>This objective cannot be pursued further, as grant funding from Building Changes is no longer available.</p>
<p>7. Support the efforts of local public school districts and other programs in bolstering the academic success and access to higher education of our school-age residents.</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The Resident Services department partners with Everett Public Schools at Hawthorne Elementary, where it works closely with the administration and support team to provide access to excellent education programs for students. This includes on-site support with EHA's AmeriCorps member, who serve 6 hours per week in classrooms with our higher risk youth, as well as after-school programs on our properties.</p> <p>EHA Service Coordinators have set a goal of 100% enrollment of all 7th and 8th grade residents into the College Bound Program.</p>
	<p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>In keeping with a goal set last year, 100% of 7th and 8th grade residents are enrolled in the College Bound Program at one property. EHA has increased its school partnerships over the course of the 2016-17 school year. Our AmeriCorps members now serve limited hours in Hawthorne Elementary, North Middle and Explorer Middle schools to support academic success and as a bridge for school to home.</p>
	<p style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The Resident Services department continues to partner with the Everett Public Schools at Hawthorne Elementary and North Middle School and the Mukilteo School District at Explorer Middle School. This occurs through on-site support with EHA's AmeriCorps members, who serve 4-6 hours per week in after-school programs to support academic success. In keeping with previous years, we continue to ensure 100% of EHA 7th & 8th graders are enrolled in the College Bound Program. With the support of the Resident Service Coordinator and AmeriCorps members, we also offer our own 'Structures for Success' Program that provides after school tutoring & homework help on-site at two of our properties. This program creates another bridge between our residents' homes and the school they attend.</p>

	<p>EHA will be hiring a new 0.5 FTE Resident Service Coordinator for our Wiggums Park Place property, which is located directly across the street from Hawthorne Elementary. This will create an additional relationship between our school age students and the school they attend.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>Following the discontinuation of the AmeriCorps program, EHA has maintained the partnership with Everett Public Schools and Mukilteo School District through our Resident Service Coordinators and future Interns. EHA has hired a new 0.5 FTE Service Coordinator for our Wiggums Park Place property. This position will assist the Service Coordinator at the Grandview property in providing support to our families and students who attend Hawthorne Elementary and North Middle School. EHA will also continue to promote the College Bound program by ensuring 100% of EHA 7th & 8th grade residents of Project Based Voucher housing are enrolled.-</p>

Resident Advisory Board Comments on Proposed Annual Plan

Everett Housing Authority's proposed 2019-20 Annual Plan was presented to the Resident Advisory Board on December 5, 2018, at a meeting held in the large hall of the Baker Community Center. In attendance were RAB members Zona Crawford (HCV Tenant based Program), Yasmin Thalib (Public Housing Scattered Sites), Papa Kila Leapaga (Bakerview Apts. – RAD PBV), Irene Leapaga (Bakerview Apts. – RAD PBV), Levi Gaston (Bakerview Apts. – RAD PBV), Joyce Griffin (Bakerview Apts. – RAD PBV), and Felita Hernandez (Bakerview Apts. – RAD PBV). The RAB had no comments on the Annual Plan and did not challenge any elements therein, requiring no further action on the part of management.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Rebecca McCrary, the Housing & Community Development Programs Mgr
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Everett Housing Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Everett, Everett, Washington

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

Consistency areas include achieving affordable housing choices for low income households in the community through the HCV and PBV programs, rehabilitating existing PHA controlled housing, and replacement housing. The goals of providing public services programs are met by EHA programs such as the self-sufficiency support for its residents. EHA intends to improving living conditions in the neighborhood with the community center project at Grandview this year.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

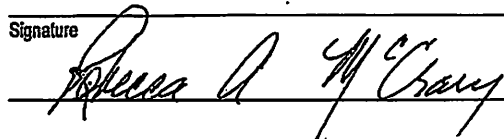
Name of Authorized Official

Rebecca McCrary

Title

Housing & Community Development
Program Manager

Signature



Date

February 19, 2019



Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

TO: Board of Commissioners
FROM: Chris Neblett, Hearing Officer/Admin Coordinator
RE: Resolution No. 1471 Appointing One Director to the HUD 202 Boards
DATE:

The HUD 202 housing program provides affordable housing with supportive services for the elderly. Everett Housing Authority (EHA) took over management of eleven HUD 202 properties located in South Everett, Lake Stevens, Lynnwood, and Monroe from Sr. Services of Snohomish County in 2016. Each of these properties is designated as a nonprofit corporation, which is governed by a Board of Directors. The Articles of Incorporation specific to each have been amended to provide that the Board will be composed of EHA's Executive Director (non-voting), four members of EHA's Board of Commissioners, a County resident with an established interest in serving its senior population, and a resident of a HUD 202 property.

The resignation of Director Rastovich has created a current vacancy on each of the HUD 202 Board of Directors. Per the Bylaws of each HUD 202 corporation, EHA's Board of Commissioners is charged with appointing her replacement. Commissioner Mierke is qualified to serve as a Director on the 202 Boards and has expressed a desire to serve in that role. This resolution also reappoints the voting members of each Board to new two-year terms, pursuant to the current Bylaws.

RECOMMENDED ACTION: Adopt Resolution No.1471 appointing John Mierke as a director to the boards of directors for eleven HUD 202 nonprofit corporations, and reappointing the current voting members on said boards to new terms of office.



**HOUSING AUTHORITY OF THE CITY OF EVERETT
RESOLUTION NO. 1471
(HUD 202 Senior Housing Portfolio)**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Everett appointing one director to the boards of directors of certain nonprofit corporations, and providing for other matters properly related thereto.

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

Section 1. Findings and Determinations. 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 the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) "participate in the organization or the operation of a nonprofit corporation which has as one of its purposes to provide or assist in the provision of housing for persons of low income" (RCW 35.82.070(1)); and (ii) "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 Articles of Incorporation of each of the following Washington nonprofit corporations (collectively, the "Corporations") authorize the Board to appoint certain members of the Corporation's board of directors:

- (1) Evergreen Court Senior Housing Association;
- (2) Evergreen Village Senior Housing Association;
- (3) Hawkins House;
- (4) Lake Woods Senior Housing Association of Snohomish County;
- (5) Lynn Crest Senior Housing Association;
- (6) Meadow Park Senior Housing Association;
- (7) Scriber Pointe Senior Housing Association;
- (8) Senior Housing Association of Snohomish County;
- (9) Silver Lake Senior Housing Association;
- (10) Silver View Senior Housing Association;
- (11) Village East Senior Housing Association;

(c) The Authority has been advised of one vacancy on the board of directors of each Corporation. **John Mierke**, commissioner of the Authority, has the necessary experience and qualifications to serve on board of directors of each Corporation.

(d) The Board deems it necessary and desirable to appoint this person as a director of each Corporation's board of directors, with such appointment to take effect as to each Corporation on the day such appointee is approved to serve in such capacity by the U.S. Department of Housing and Urban Development ("HUD") pursuant to HUD's "previous participation" review process.

Section 2. Board Appointment. The Board hereby appoints **John Mierke** as a member of the board of directors of each Corporation. Such appointment shall, as to each appointee, take effect on the day such appointee is approved to serve in such capacity by HUD pursuant to HUD's "previous participation" review process.

Section 3. Board Re-Appointments. The Board hereby re-appoints **Carol Wheeler, George Perez, Jr., Allison Warren-Barbour, Todd Taylor, and Barbara Miller** as members of the board of directors of each Corporation. Such re-appointment shall, as to each such director, take effect immediately.

Section 4. Ratification. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 5. 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 an open public meeting on March 25, 2019.

HOUSING AUTHORITY OF THE CITY OF
EVERETT

Chair, Board of Commissioners

ATTEST:

Ashley Lommers-Johnson
Secretary-Treasurer