EVERETT
HOUSING AUTHORITY

Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

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

Date: Monday, August 28, 2017
Time: 12:00 p.m.
Location: EHA Main Office
3107 Colby Avenue
Everett, WA 98201

AGENDA
Regular Meeting

Luncheon		
Roll Call		
		Page No.
Approval of Minutes		
	Regular Meeting Held on June 26, 2017 Special Meeting Held on July 13, 2017	1-7
Communications		
1)	Reports from Resident Councils: Broadway Plaza Apartments	
2)	Other Communications	

Executive Director's Report

2018 House and Senate Appropriations Bills for Housing
Baker Heights Replacement Housing Plans

Public Comment

Consent Agenda (to be adopted by a single motion)		
1)	Section 8 Payments for the Months of June and July, 2017	Separate hand out-Directors Only
2)	Summary of Vouchers for the Months of June and July, 2017	8-41

Items for Individual Consideration		
1)	Resolution No. 1438 Approving Section 8 Management Assessment Program (SEMAP) Certification for the Program Year Ending June 30, 2017 (Wendy Westby)	42 (Exhibit to resolution to be distributed separately)
2)	Resolution No. 1439 Authorizing Amendment #22 to the Interagency Agreement with Housing Hope Relating to the Commerce Building SRO Units (Wendy Westby)	43-45
3)	Resolution No. 1440 Revising the Non-Fixed Asset Management Policy and Procedures (Brenda McLeod)	46-52
4)	Resolution No. 1441 Authorizing the Executive Director to Execute Contracts Relating to Baker Heights Relocation Activities (Rick Dorris)	53-54
5)	Motion to Ratify Collective Bargaining Agreement with Washington State Council of County and City Employees for July 1, 2017 to June 30, 2020 (Jill Stanton)	55-92
Policy Discussion EHA Project-Basing Policies and Proposed Projects		
Adjournment		

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

EVERETT
HOUSING AUTHORITY

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

June 26, 2017

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 Lyle Ryan following lunch, at 12:09 p.m. on Monday, June 26, 2017 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Lyle Ryan
Vice-Chair Maddy Metzger-Utt
Commissioner John Mierke
Commissioner George Perez, Jr.
Commissioner Michele Rastovich

Commissioners Absent:

Commissioner Todd Taylor

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive Director
Jill Stanton, Deputy Executive and Finance Director
Rick Dorris, Director of Dev. & Acquisitions/Asst. Ex. Director
Steve Yago, Director of Housing Management
Wendy Westby, HCV Program Director
Linda Baines, Deputy Director of Housing Management
Brenda McLeod, Ass't. Director of Procurement & Contracts
Wendy Abbey, Assistant Finance Director
Chris Neblett, Hearing Officer/Administrative Coordinator
Katie Ulvestad, Executive and Development Assistant

Guests:

Lorna Corrigan, Attorney
Tom Douge, President, Broadway Plaza Resident Council
Keith Klaus, President, Bakerview Resident Council
Michael Rainey, AFSCME Union Representative

Approval of Minutes

Chair Ryan called for approval of the minutes for the Regular Meeting of May 22, 2017. Commissioner Metzger-Utt moved to approve the minutes of this meeting, and Commissioner Rastovich seconded the motion. Upon being put to a vote, the motion passed and the minutes were approved.

Communications

Broadway Plaza Resident Council President Tom Douge said residents were happy to have an onsite security guard on duty and hoped management would also consider installing security cameras in the hallways at Broadway Plaza. He said plans for the annual Family Day celebration, scheduled for July 8, were in full swing.

Bakerview Apartments Resident Council President Keith Klaus said the Council was presented with a flag from the U.S. Capitol in Washington, D.C. by the local VFW as part of the Flag Day celebration. He said turnout for a Father's Day brunch was good, and the Council was planning to host a dinner for residents on July 3.

Executive Director's Report

Executive Director Ashley Lommers-Johnson began his report with an overview of asset management activities over the past few years. He noted that 16 properties encompassing 848 units – or about 89% of the Housing Authority's portfolio before the last round of acquisitions – had undergone renovations, totaling around $40 million. Upcoming renovation activity involved $9 million in significant infrastructure and unit improvements at 12 Pines, which were slated to begin in late August. With respect to acquisitions, Mr. Lommers-Johnson said the Housing Authority had added 18 properties with a total of 699 units to its holdings over the past two years. Construction projects included the completion of Pivotal Point, as well as plans to develop 60 units of low income housing on a portion of the Baker Heights site. Wrapping up this segment of his report, Mr. Lommers-Johnson said that Baker Heights and the Public Housing Scattered Sites were the only properties in the Housing Authority's portfolio with long-term capital needs lacking a viable solution, making disposition of those sites the logical option.

The Executive Director informed the Board that HUD had recently approved the Baker Heights Section 18 disposition application, which was submitted late last year. Residents of that site will be provided Tenant Protection Vouchers to find housing through the private rental market that is eligible for a subsidy over the course of a two-year phased relocation effort, beginning in August, 2017. Mr. Lommers-Johnson said the Housing Authority intended to replace the 244 units at Baker Heights by constructing 60 units on a portion of the site, using 9% tax credits, and new acquisitions. He said the Housing Authority had informed HUD that Baker Heights would be sold via public bid once all tenants were relocated; however, given the opportunity, the method of sale could be changed to a negotiated transaction if the opportunity were to arise. Addressing the commissioners' recommendation that a press release be issued to inform the public about the Baker Heights disposition process, particularly as it applied to the relocation of tenants, Mr. Lommers-Johnson said such a release would be made and some related talking points would be posted to the agency website.

Concluding his report, Executive Director Lommers-Johnson said a recent sharp increase in development activities related to the Baker Heights disposition and the anticipated retirement of Development and Acquisitions Director Rick Dorris made it necessary to create a new position, Director of Acquisitions. Director of Housing Management Steve Yago would reassigned to fill this new position, which was within the current budget authority. Mr. Lommers-Johnson said further restructuring was necessary, in order to lessen the number of staff that directly reported to him. This would entail combining the job duties of the housing management and resident services directors into a single position, and hiring an additional manager within the resident services department.

Public Comment

None

Consent Agenda

Commissioner Metzger-Utt made a motion to adopt the Consent Agenda, and Commissioner Mierke seconded the motion. The Consent Agenda contained the following items:

1. Section 8 Payments for the Months of May, 2017

2. Summary of Vouchers for the Months of May, 2017

Items for Individual Consideration

Resolution No. 1433 Adopting Budgets for Fiscal Year 2017-18 for EHA Programs

Deputy Executive and Finance Director Jill Stanton presented this resolution adopting budgets for the Housing Authority's programs for the fiscal year beginning July 1, 2017. Before giving a brief presentation, she noted that a more detailed one was provided to the Board's Finance Committee in advance of today's meeting, and both she and the members of that committee, Chair Ryan and Commissioner Metzger-Utt, advocated for continuing such an approach. Ms. Stanton noted that the budgets for the Tax Credit programs were included in her presentation for informational purposes; however, the resolution was limited to approval of the Core Property budgets, which included the following: the Public Housing program; the Affordable Housing Properties Funds; the Housing Choice Voucher program and Commerce Building; the Property Management Fund; the Central Office Cost Center; the Property Development Fund; and the Hope Options program.

Ms. Stanton went over some of the accomplishments from the 2016-17 budget and then laid out priorities for the current budget, which included but were not limited to: ongoing improvements in customer service, maximizing the number of households served, strengthening the agency's organizational health and employee satisfaction, Baker Heights relocation and disposition, and the disposition of the Scattered Sites. Whenever possible, program budgets were developed to avoid running on a deficit; however, in cases where this could not be avoided for the federally subsidized programs, reserves were used to make up the shortfall. Capital needs for nonfederal affordable properties were deferred in order to ensure a balanced budget, as equity financing from a future tax credit partnership was expected to cover these costs.

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

Resolution No. 1434 An Omnibus Resolution Authorizing the Executive Director to Carry Out Actions, Including Leasing, Loans, and Execution of Documents Related to the Renovation of Wiggums Park Place

Director of Development and Acquisitions Rick Dorris said this resolution was a follow up to one the Board previously adopted with respect to the 12 Pines tax credit re-syndication. A new tax credit partnership, Wiggums Park Place LLLP, had since been established, and this resolution authorized the Executive Director to execute loan documents, construction contracts, and any other documents associated with the project, which was scheduled to close at the end of July.

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

Resolution No. 1435 Authorizing the Disposal of Unserviceable/Obsolete Agency Equipment

Assistant Director of Procurement and Contracts Brenda McLeod said the Housing Authority needed to divest itself of the items listed as an exhibit to this resolution. This included pieces of obsolete office electronics and furniture, as well as grounds maintenance equipment that was no longer used since landscaping needs had been outsourced. Items were to be offered for purchase at an informal sale, which was to be advertised via classified ads and the Internet. Any items that did not sell would be donated to a local charity.

Commissioner Metzger-Utt moved that the resolution be adopted. Commissioner Perez seconded the motion, which passed unanimously.

Resolution No. 1436 Establishing Education Assistance and Tuition Reimbursement Policy for Everett Housing Authority

Deputy Executive and Finance Director Jill Stanton said this resolution called for the adoption of new policy regarding the reimbursement of job-related tuition costs to employees, replacing the current policy, a subsection within the Personnel Policy. Ms. Stanton said this more comprehensive, stand-alone policy was designed to better conform to the agency's needs and IRS regulations. It broadened the scope of classes that were eligible for tuition reimbursement, established an 80/20 cost sharing formula unless management determined a class was essential to job performance, and established an annual threshold for tuition reimbursement payments. Management was requesting for the adoption of the new policy retroactive to May 1, enabling employees that were currently enrolled in classes to benefit from its provisions.

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

Policy Discussion

Review of Financial Statements: Core Properties Third Quarter, Tax Credit Properties First Quarter

Deputy Executive and Finance Director Jill Stanton noted that third quarter financial statements for the Core Properties had already been reviewed, as these were part of the earlier presentation of the resolution adopting 2017-18 budgets for the Core Properties. She then turned the floor over to Assistant Finance Director Wendy Abbey, who gave a brief presentation of the first quarter financial statements for the Tax Credit Properties.

Adjournment

At the conclusion of the meeting, Executive Director Lommers-Johnson announced that the Everett City Council recently approved the forgiveness of a $1.5 million loan, both principal and interest, for 12 Pines. There being no further business, Chair Ryan adjourned the meeting at 1:15 p.m.

_____
Chair, Board of Commissioners

ATTEST:

_____
Secretary

EVERETT
HOUSING AUTHORITY

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

July 13, 2017

Meeting Called to Order

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett, which was held via a conference call originating from the Authority's main office at 3107 Colby Avenue, Everett, Washington, was called to order by Chair Lyle Ryan at 12:00 p.m. on Thursday, July 13, 2017.

Commissioners Present at Roll Call:

Chair Lyle Ryan
Commissioner John Mierke
Commissioner George Perez, Jr.
Commissioner Michele Rastovich

Commissioners Absent:

Commissioner Todd Taylor

Note: Commissioner Maddy Metzger-Utt joined the conference call prior to the meeting's adjournment.

Staff:

Rick Dorris, Director of Dev. & Acquisitions/Asst. Ex. Director
Chris Neblett, Hearing Officer/Administrative Coordinator
Katie Ulvestad, Executive and Development Assistant

Guests:

None

Items for Individual Consideration

Resolution No. 1437 Authorizing Issuance of Bonds for Wiggums Park Place

Director of Development and Acquisitions Rick Dorris said this resolution sought approval for the sale of revenue bonds in the amount of $13 million, as it applied to the tax credit re-syndication of 12 Pines, which has been renamed Wiggums Park Place. Mr. Dorris said Boston Capital would serve as the tax credit investor for this project, with Banner Bank acting as the lender for both permanent and construction financing.

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

Adjournment

Commissioner Metzger-Utt joined the meeting after voting on Resolution No. 1437 was concluded. There being no further business, Chair Ryan adjourned the meeting at 12:04 p.m.

_____
Chair, Board of Commissioners

ATTEST:

_____
Secretary

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SUMMARY OF VOUCHERS

Bank Code	Fund	Beginning and Ending Check Numbers	Check Amount For June 2017
500	Payroll	2251-2263	$ 184,531.71
001	General Fund	40346-40370	$ 1,557.00
	Claims	205033-205039(prior month) 205060-205087 205088 205089-205576	VOID $ 833,336.66 VOID
s8a	Section 8	516672 (previous months) 517622-517800 517801 517802-518116 518117 518119-518183 518184 518185-518216 518217 518218-518352 8002038-8002463 9995109-99951113 9995120	VOID $ 2,448,596.64 VOID VOID VOID VOID

Chairman _____ Date _____

Payment Summary

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0payroll - Opus Payroll Account	2252	1986 - WASHINGTON COUNCIL OF COUNTY AND CITY EM	6/8/2017	06-2017	2,214.49	6/30/2017
0payroll - Opus Payroll Account	2253	265 - DEPT OF RETIREMENT SYSTEMS	6/8/2017	06-2017	40,126.93	6/30/2017
0payroll - Opus Payroll Account	2254	300 - SHEPARD / EHA COFFEE FUND	6/8/2017	06-2017	15.00	6/30/2017
0payroll - Opus Payroll Account	2255	3862 - WA TEAMSTERS LEGISLATURE LEAGUE	6/8/2017	06-2017	50.00	6/30/2017
0payroll - Opus Payroll Account	2256	4976 - GUARDIAN	6/8/2017	06-2017	11,366.51	6/30/2017
0payroll - Opus Payroll Account	2257	979 - DEPT OF RETIREMENT SYSTEMS DEFERRED COMPEI	6/8/2017	06-2017	5,130.00	6/30/2017
0payroll - Opus Payroll Account	2258	265 - DEPT OF RETIREMENT SYSTEMS	6/22/2017	06-2017	39,341.83	6/30/2017
0payroll - Opus Payroll Account	2259	300 - SHEPARD / EHA COFFEE FUND	6/22/2017	06-2017	15.00	6/30/2017
0payroll - Opus Payroll Account	2260	3608 - TEAMSTER LOCAL #38	6/22/2017	06-2017	1,158.00	6/30/2017
0payroll - Opus Payroll Account	2261	4447 - EHA-GEN FUND	6/22/2017	06-2017	411.00	6/30/2017
0payroll - Opus Payroll Account	2262	4979 - KAISER FOUNDATION HEALTH PLAN OF WASHINGT	6/22/2017	06-2017	79,208.95	6/30/2017
0payroll - Opus Payroll Account	2263	979 - DEPT OF RETIREMENT SYSTEMS DEFERRED COMPEI	6/22/2017	06-2017	5,130.00	6/30/2017
					184,531.71	

Payment Summary

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0phgener - Opus PH General Fund Account	40346	t0037737 - GARNER	6/1/2017	06-2017	39.00 6/30/2017
0phgener - Opus PH General Fund Account	40347	x0037746 - CEDENO-CIRILO	6/1/2017	06-2017	48.00 6/30/2017
0phgener - Opus PH General Fund Account	40348	t0037910 - McCulloch	6/1/2017	06-2017	24.00 6/30/2017
0phgener - Opus PH General Fund Account	40349	t0037923 - Milkin	6/1/2017	06-2017	73.00 6/30/2017
0phgener - Opus PH General Fund Account	40350	t0037975 - PERRY	6/1/2017	06-2017	77.00 6/30/2017
0phgener - Opus PH General Fund Account	40351	t0038427 - Ryabinin	6/1/2017	06-2017	84.00 6/30/2017
0phgener - Opus PH General Fund Account	40352	t0045438 - SEABERG	6/1/2017	06-2017	81.00 6/30/2017
0phgener - Opus PH General Fund Account	40353	t0045472 - BLOCK	6/1/2017	06-2017	44.00 6/30/2017
0phgener - Opus PH General Fund Account	40354	t009472 - KOCHUBEY	6/1/2017	06-2017	139.00 6/30/2017
0phgener - Opus PH General Fund Account	40355	t013510 - LINSON	6/1/2017	06-2017	21.00 6/30/2017
0phgener - Opus PH General Fund Account	40356	t018271 - EWING	6/1/2017	06-2017	73.00 6/30/2017
0phgener - Opus PH General Fund Account	40357	t018831 - VOROBYEVA	6/1/2017	06-2017	3.00
0phgener - Opus PH General Fund Account	40358	t019458 - KOLOSHA	6/1/2017	06-2017	35.00 6/30/2017
0phgener - Opus PH General Fund Account	40359	t025090 - LUKE	6/1/2017	06-2017	126.00 6/30/2017
0phgener - Opus PH General Fund Account	40360	t025208 - ROTARI	6/1/2017	06-2017	96.00 6/30/2017
0phgener - Opus PH General Fund Account	40361	x025525 - HAJAM	6/1/2017	06-2017	100.00 6/30/2017
0phgener - Opus PH General Fund Account	40362	t025819 - SAVCHUK	6/1/2017	06-2017	92.00 6/30/2017
0phgener - Opus PH General Fund Account	40363	t027304 - INJINMEJ	6/1/2017	06-2017	96.00 6/30/2017
0phgener - Opus PH General Fund Account	40364	t028091 - WOHLLEBEN	6/1/2017	06-2017	73.00 6/30/2017
0phgener - Opus PH General Fund Account	40365	t029647 - JONKAN	6/1/2017	06-2017	9.00 6/30/2017
0phgener - Opus PH General Fund Account	40366	t030149 - MEHDI	6/1/2017	06-2017	100.00 7/31/2017
0phgener - Opus PH General Fund Account	40367	t030556 - COOK	6/1/2017	06-2017	14.00 6/30/2017
0phgener - Opus PH General Fund Account	40368	t031017 - CAPELLE	6/1/2017	06-2017	47.00 6/30/2017
0phgener - Opus PH General Fund Account	40369	t031798 - ROCHE	6/1/2017	06-2017	4.00
0phgener - Opus PH General Fund Account	40370	t036252 - ALLEN	6/1/2017	06-2017	59.00 6/30/2017
					1,557.00

Payment Summary

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0claims - Opus Claims Account	205035	1479 - WASTE MANAGEMENT NORTHWEST INC	5/25/2017	06-2017	294.28	6/30/2017
0claims - Opus Claims Account	205036	985 - PUD #1 OF SNOHOMISH COUNTY	5/25/2017	06-2017	1,053.08	6/30/2017
0claims - Opus Claims Account	205037	985 - PUD #1 OF SNOHOMISH COUNTY	5/25/2017	06-2017	115.93	6/30/2017
0claims - Opus Claims Account	205038	985 - PUD #1 OF SNOHOMISH COUNTY	5/25/2017	06-2017	1,746.55	6/30/2017
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0claims - Opus Claims Account	205061	t0044231 - NAM	6/1/2017	06-2017	14.00	6/30/2017
0claims - Opus Claims Account	205062	t0044362 - Oh	6/1/2017	06-2017	12.00	6/30/2017
0claims - Opus Claims Account	205063	1365 - COMCAST	6/1/2017	06-2017	69.81	6/30/2017
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0claims - Opus Claims Account	205067	1365 - COMCAST	6/1/2017	06-2017	477.66	6/30/2017
0claims - Opus Claims Account	205068	1405 - PUGET SOUND ENERGY	6/1/2017	06-2017	195.53	6/30/2017
0claims - Opus Claims Account	205069	4669 - SAFEGUARD PEST CONTROL, INC.	6/1/2017	06-2017	152.88	6/30/2017
0claims - Opus Claims Account	205070	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	655.59	6/30/2017
0claims - Opus Claims Account	205071	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	131.36	6/30/2017
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0claims - Opus Claims Account	205083	3152 - SHRED-IT USA LLC	6/1/2017	06-2017	79.17	6/30/2017
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Payment Summary

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0claims - Opus Claims Account	205087	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	423.51	6/30/2017
0claims - Opus Claims Account	205088	2169 - ALLIED FIRE & SECURITY	6/1/2017	06-2017	1,074.00	
0claims - Opus Claims Account	205088	2169 - ALLIED FIRE & SECURITY	6/7/2017	06-2017	-1,074.00	
0claims - Opus Claims Account	205089	2875 - LOWE'S COMMERCIAL	6/1/2017	06-2017	302.71	6/30/2017
0claims - Opus Claims Account	205090	2956 - ACCOUNTEMPS	6/1/2017	06-2017	1,018.72	6/30/2017
0claims - Opus Claims Account	205091	3330 - RODDA PAINT CO. INC	6/1/2017	06-2017	183.68	6/30/2017
0claims - Opus Claims Account	205092	3458 - GENERATOR SERVICES NORTHWEST LLC	6/1/2017	06-2017	704.82	6/30/2017
0claims - Opus Claims Account	205093	3784 - STAPLES BUSINESS ADVANTAGE	6/1/2017	06-2017	947.73	6/30/2017
0claims - Opus Claims Account	205094	4186 - LOMMERS-JOHNSON	6/1/2017	06-2017	94.87	
0claims - Opus Claims Account	205095	4619 - COAST REAL ESTATE SERVICES	6/1/2017	06-2017	474.00	6/30/2017
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0claims - Opus Claims Account	205097	464 - GE APPLIANCES	6/1/2017	06-2017	1,257.98	6/30/2017
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0claims - Opus Claims Account	205099	4958 - HUTCHINSON - PILCHUCK MOBILE HOME PARK	6/1/2017	06-2017	730.00	6/30/2017
0claims - Opus Claims Account	205100	4973 - HOFFMAN	6/1/2017	06-2017	44.01	6/30/2017
0claims - Opus Claims Account	205101	70 - AUTOMATED COMMUNICATIONS INC	6/1/2017	06-2017	868.14	6/30/2017
0claims - Opus Claims Account	205102	755 - MARTIN LUMBER AND HARDWARE INC	6/1/2017	06-2017	144.36	6/30/2017
0claims - Opus Claims Account	205103	771 - HD SUPPLY FACILITIES MAINTENANCE	6/1/2017	06-2017	1,570.65	6/30/2017
0claims - Opus Claims Account	205104	2515 - NEBLETT	6/1/2017	06-2017	0.00	
0claims - Opus Claims Account	205105	2685 - U.G. CASH & CARRY	6/1/2017	06-2017	219.67	6/30/2017
0claims - Opus Claims Account	205106	3330 - RODDA PAINT CO. INC	6/1/2017	06-2017	299.47	6/30/2017
0claims - Opus Claims Account	205107	3845 - WA SOCIETY OF CERT. PUBLIC ACCOUNTANTS	6/1/2017	06-2017	295.00	6/30/2017
0claims - Opus Claims Account	205108	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	6/1/2017	06-2017	422.80	
0claims - Opus Claims Account	205109	4449 - WESTBY	6/1/2017	06-2017	28.46	6/30/2017
0claims - Opus Claims Account	205110	4462 - PEREZ	6/1/2017	06-2017	460.40	6/30/2017
0claims - Opus Claims Account	205111	4583 - ABODE INSPECTION SERVICES LLC	6/1/2017	06-2017	1,029.00	6/30/2017
0claims - Opus Claims Account	205112	4969 - SKOTDAL REAL ESTATE	6/1/2017	06-2017	875.00	6/30/2017
0claims - Opus Claims Account	205113	4994 - ROSE	6/1/2017	06-2017	29.00	6/30/2017
0claims - Opus Claims Account	205114	684 - NEWTON * KIGHT ATTORNEYS AT LAW	6/1/2017	06-2017	7,656.60	6/30/2017
0claims - Opus Claims Account	205115	94 - BAKERVIEW RESIDENT COUNCIL	6/1/2017	06-2017	170.00	6/30/2017

Payment Summary

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0claims - Opus Claims Account	205116	1365 - COMCAST	6/1/2017	06-2017	185.96	6/30/2017
0claims - Opus Claims Account	205117	1365 - COMCAST	6/1/2017	06-2017	95.88	6/30/2017
0claims - Opus Claims Account	205118	1365 - COMCAST	6/1/2017	06-2017	136.58	6/30/2017
0claims - Opus Claims Account	205119	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	71.10	6/30/2017
0claims - Opus Claims Account	205120	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	64.65	6/30/2017
0claims - Opus Claims Account	205121	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	46.30	6/30/2017
0claims - Opus Claims Account	205122	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	57.65	6/30/2017
0claims - Opus Claims Account	205123	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	22.17	6/30/2017
0claims - Opus Claims Account	205124	4644 - KINGS III OF AMERICA, INC..	6/1/2017	06-2017	27.35	6/30/2017
0claims - Opus Claims Account	205125	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	46.30	6/30/2017
0claims - Opus Claims Account	205126	4644 - KINGS III OF AMERICA, INC.	6/1/2017	06-2017	34.06	6/30/2017
0claims - Opus Claims Account	205127	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	1,236.75	6/30/2017
0claims - Opus Claims Account	205128	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	615.34	6/30/2017
0claims - Opus Claims Account	205129	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	836.48	6/30/2017
0claims - Opus Claims Account	205130	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	41.77	6/30/2017
0claims - Opus Claims Account	205131	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	646.01	6/30/2017
0claims - Opus Claims Account	205132	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	545.02	6/30/2017
0claims - Opus Claims Account	205133	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	530.85	6/30/2017
0claims - Opus Claims Account	205134	985 - PUD #1 OF SNOHOMISH COUNTY	6/1/2017	06-2017	816.70	6/30/2017
0claims - Opus Claims Account	205135	3593 - SOUND PUBLISHING, INC	6/1/2017	06-2017	420.00	6/30/2017
0claims - Opus Claims Account	205136	59 - GUARDIAN SECURITY SYSTEMS, INC.	6/1/2017	06-2017	1,245.00	6/30/2017
0claims - Opus Claims Account	205137	642 - JOURNAL OF COMMERCE	6/1/2017	06-2017	556.00	6/30/2017
0claims - Opus Claims Account	205138	mithun - Mithun, Inc.	6/1/2017	06-2017	2,667.50	6/30/2017
0claims - Opus Claims Account	205139	4556 - BANNER BANK	6/1/2017	06-2017	34,378.79	6/30/2017
0claims - Opus Claims Account	205140	4847 - WALKER & DUNLOP, LLC	6/1/2017	06-2017	12,117.69	6/30/2017
0claims - Opus Claims Account	205141	4847 - WALKER & DUNLOP, LLC	6/1/2017	06-2017	11,729.79	6/30/2017
0claims - Opus Claims Account	205142	t0038792 - Bolotin	6/1/2017	06-2017	214.00	6/30/2017
0claims - Opus Claims Account	205143	1506 - INSIGHT PUBLIC SECTOR	6/2/2017	06-2017	3,999.15	6/30/2017
0claims - Opus Claims Account	205144	1626 - CARDONA	6/2/2017	06-2017	90.80	6/30/2017
0claims - Opus Claims Account	205145	2956 - ACCOUNTEMPS	6/2/2017	06-2017	1,046.63	6/30/2017
0claims - Opus Claims Account	205146	3844 - SIMPLEXGRINNELL LP	6/2/2017	06-2017	315.00	6/30/2017
0claims - Opus Claims Account	205147	4075 - BERGO	6/2/2017	06-2017	720.00	6/30/2017

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0claims - Opus Claims Account	205148	464 - GE APPLIANCES	6/2/2017	06-2017	779.69	6/30/2017
0claims - Opus Claims Account	205149	4989 - EASTSIDE COMMUNICATIONS, INC.	6/2/2017	06-2017	2,393.65	6/30/2017
0claims - Opus Claims Account	205150	820 - AAA FIRE & SAFETY, INC	6/2/2017	06-2017	1,223.70	6/30/2017
0claims - Opus Claims Account	205151	trans - Translators USA	6/2/2017	06-2017	72.72	6/30/2017
0claims - Opus Claims Account	205152	t0039256 - Pratt	6/2/2017	06-2017	65.00	6/30/2017
0claims - Opus Claims Account	205153	t0044341 - Olsen	6/2/2017	06-2017	431.00	6/30/2017
0claims - Opus Claims Account	205154	t009646 - HACKWORTH	6/2/2017	06-2017	40.00	6/30/2017
0claims - Opus Claims Account	205155	4996 - GJJ Williams Investments LLC	6/6/2017	06-2017	1,495.00	6/30/2017
0claims - Opus Claims Account	205156	4998 - Cascadian Associates	6/6/2017	06-2017	1,463.00	6/30/2017
0claims - Opus Claims Account	205157	4998 - Cascadian Associates	6/6/2017	06-2017	1,400.00	6/30/2017
0claims - Opus Claims Account	205158	t0043432 - Boyd	6/7/2017	06-2017	400.00	6/30/2017
0claims - Opus Claims Account	205159	t0044613 - Kim	6/7/2017	06-2017	475.00	6/30/2017
0claims - Opus Claims Account	205160	1039 - HOME DEPOT CREDIT SERVICES	6/8/2017	06-2017	1,111.82	6/30/2017
0claims - Opus Claims Account	205161	113 - BAYSIDE SUPPLY CO	6/8/2017	06-2017	3,233.77	6/30/2017
0claims - Opus Claims Account	205162	1177 - SOUND SECURITY DBA SONITROL PACIFIC	6/8/2017	06-2017	716.00	6/30/2017
0claims - Opus Claims Account	205163	1190 - SOUND SAFETY PRODUCTS, INC	6/8/2017	06-2017	153.45	6/30/2017
0claims - Opus Claims Account	205164	1365 - COMCAST	6/8/2017	06-2017	137.47	6/30/2017
0claims - Opus Claims Account	205165	1365 - COMCAST	6/8/2017	06-2017	432.14	6/30/2017
0claims - Opus Claims Account	205166	1365 - COMCAST	6/8/2017	06-2017	89.04	6/30/2017
0claims - Opus Claims Account	205167	1365 - COMCAST	6/8/2017	06-2017	101.65	6/30/2017
0claims - Opus Claims Account	205168	1405 - PUGET SOUND ENERGY	6/8/2017	06-2017	23.17	6/30/2017
0claims - Opus Claims Account	205169	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	276.70	6/30/2017
0claims - Opus Claims Account	205170	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	1,247.40	6/30/2017
0claims - Opus Claims Account	205171	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	333.83	6/30/2017
0claims - Opus Claims Account	205172	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	220.14	6/30/2017
0claims - Opus Claims Account	205173	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	242.98	6/30/2017
0claims - Opus Claims Account	205174	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	602.17	6/30/2017
0claims - Opus Claims Account	205175	1479 - WASTE MANAGEMENT NORTHWEST INC	6/8/2017	06-2017	465.69	6/30/2017
0claims - Opus Claims Account	205176	1505 - CDW COMPUTER CENTERS	6/8/2017	06-2017	467.12	6/30/2017
0claims - Opus Claims Account	205177	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	11,743.59	6/30/2017
0claims - Opus Claims Account	205178	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	3,522.08	6/30/2017
0claims - Opus Claims Account	205179	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	576.26	6/30/2017

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0claims - Opus Claims Account	205180	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	616.73	6/30/2017
0claims - Opus Claims Account	205181	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	11,052.02	6/30/2017
0claims - Opus Claims Account	205182	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	12,289.39	6/30/2017
0claims - Opus Claims Account	205183	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	274.55	6/30/2017
0claims - Opus Claims Account	205184	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	1,290.18	6/30/2017
0claims - Opus Claims Account	205185	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	1,690.44	6/30/2017
0claims - Opus Claims Account	205186	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	1,528.27	6/30/2017
0claims - Opus Claims Account	205187	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	2,278.74	6/30/2017
0claims - Opus Claims Account	205188	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	504.93	6/30/2017
0claims - Opus Claims Account	205189	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	1,941.62	6/30/2017
0claims - Opus Claims Account	205190	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	768.35	6/30/2017
0claims - Opus Claims Account	205191	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	674.28	6/30/2017
0claims - Opus Claims Account	205192	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	544.06	6/30/2017
0claims - Opus Claims Account	205193	200 - CITY OF EVERETT - UTILITY SERVICES	6/8/2017	06-2017	112.38	6/30/2017
0claims - Opus Claims Account	205194	203 - CITY OF EVERETT	6/8/2017	06-2017	1,629.85	6/30/2017
0claims - Opus Claims Account	205195	2109 - HERZOG ENVELOPE, INC	6/8/2017	06-2017	445.80	6/30/2017
0claims - Opus Claims Account	205196	2127 - ALLWATER CORPORATION	6/8/2017	06-2017	214.79	6/30/2017
0claims - Opus Claims Account	205197	217 - AIRGAS - NORPAC, INC	6/8/2017	06-2017	18.06	6/30/2017
0claims - Opus Claims Account	205198	2240 - FRONTIER COMMUNICATIONS CORP CITIZENS CO	6/8/2017	06-2017	42.94	6/30/2017
0claims - Opus Claims Account	205199	231 - PITNEY BOWES INC GLOBAL FINANCIAL SERVIC	6/8/2017	06-2017	3.37	6/30/2017
0claims - Opus Claims Account	205200	2875 - LOWE'S COMMERCIAL	6/8/2017	06-2017	2,792.59	6/30/2017
0claims - Opus Claims Account	205201	2956 - ACCOUNTEMPS	6/8/2017	06-2017	774.50	6/30/2017
0claims - Opus Claims Account	205202	3158 - PITNEY BOWES	6/8/2017	06-2017	1,019.82	6/30/2017
0claims - Opus Claims Account	205203	3158 - PITNEY BOWES	6/8/2017	06-2017	323.44	6/30/2017
0claims - Opus Claims Account	205204	3158 - PITNEY BOWES	6/8/2017	06-2017	323.44	6/30/2017
0claims - Opus Claims Account	205205	3313 - MOCO INC	6/8/2017	06-2017	1,554.50	6/30/2017
0claims - Opus Claims Account	205206	3330 - RODDA PAINT CO. INC	6/8/2017	06-2017	83.27	6/30/2017
0claims - Opus Claims Account	205207	345 - LANGUAGE LINE SERVICES, INC	6/8/2017	06-2017	457.84	6/30/2017
0claims - Opus Claims Account	205208	3504 - EXPRESS SERVICES, INC.	6/8/2017	06-2017	1,192.10	6/30/2017
0claims - Opus Claims Account	205209	3544 - PACIFIC BREEZE PRODUCTS, INC	6/8/2017	06-2017	543.20	6/30/2017
0claims - Opus Claims Account	205210	3593 - SOUND PUBLISHING, INC	6/8/2017	06-2017	5,628.80	6/30/2017
0claims - Opus Claims Account	205211	3594 - O'REILLY AUTO PARTS OZARK AUTOMOTIVE DIS	6/8/2017	06-2017	248.79	6/30/2017

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0claims - Opus Claims Account	205212	3616 - SHEPARD	6/8/2017	06-2017	63.61	6/30/2017
0claims - Opus Claims Account	205213	3637 - OTIS ELEVATOR COMPANY	6/8/2017	06-2017	2,229.37	6/30/2017
0claims - Opus Claims Account	205214	3675 - PROFESSIONAL CLAIMS INTERVENTION SRVCS	6/8/2017	06-2017	1,920.00	6/30/2017
0claims - Opus Claims Account	205215	375 - EVERETT SAFE & LOCK, INC	6/8/2017	06-2017	128.15	6/30/2017
0claims - Opus Claims Account	205216	3784 - STAPLES BUSINESS ADVANTAGE	6/8/2017	06-2017	171.06	6/30/2017
0claims - Opus Claims Account	205217	3792 - HENDERSON DBA HENDERSON HAULING	6/8/2017	06-2017	2,023.98	6/30/2017
0claims - Opus Claims Account	205218	3844 - SIMPLEXGRINNELL LP	6/8/2017	06-2017	8,712.33	6/30/2017
0claims - Opus Claims Account	205219	3870 - AACRA BACKFLOW TESTING AND REPAIR, INC	6/8/2017	06-2017	385.00	6/30/2017
0claims - Opus Claims Account	205220	390 - EYLANDER SALES & SERVICE	6/8/2017	06-2017	2,844.00	6/30/2017
0claims - Opus Claims Account	205221	399 - WASHINGTON STATE PATROL	6/8/2017	06-2017	588.00	6/30/2017
0claims - Opus Claims Account	205222	4010 - ELECTRIC LIGHTWAVE - an Integra Company	6/8/2017	06-2017	662.25	6/30/2017
0claims - Opus Claims Account	205223	4311 - EVERETT HOUSING AUTHORITY	6/8/2017	06-2017	626.00	6/30/2017
0claims - Opus Claims Account	205224	4338 - VINTAGE AT EVERETT	6/8/2017	06-2017	1,920.00	6/30/2017
0claims - Opus Claims Account	205225	4338 - VINTAGE AT EVERETT	6/8/2017	06-2017	1,722.00	6/30/2017
0claims - Opus Claims Account	205226	4341 - DEPT OF COMMERCE	6/8/2017	06-2017	2,162.50	6/30/2017
0claims - Opus Claims Account	205227	4341 - DEPT OF COMMERCE	6/8/2017	06-2017	4,402.67	6/30/2017
0claims - Opus Claims Account	205228	4358 - BENETRAC	6/8/2017	06-2017	432.00	6/30/2017
0claims - Opus Claims Account	205229	4448 - JUDD & BLACK ELECTRIC, INC.	6/8/2017	06-2017	120.45	6/30/2017
0claims - Opus Claims Account	205230	4460 - SIMM	6/8/2017	06-2017	83.11	
0claims - Opus Claims Account	205231	4514 - HOME DEPOT CREDIT SERVICES	6/8/2017	06-2017	513.99	6/30/2017
0claims - Opus Claims Account	205232	4515 - HOME DEPOT CREDIT SERVICES	6/8/2017	06-2017	71.12	6/30/2017
0claims - Opus Claims Account	205233	464 - GE APPLIANCES	6/8/2017	06-2017	5,771.53	6/30/2017
0claims - Opus Claims Account	205234	4641 - GIZZI	6/8/2017	06-2017	42.16	
0claims - Opus Claims Account	205235	4643 - PROTECTION ONE ALARM MONITORING INC.	6/8/2017	06-2017	1,141.74	6/30/2017
0claims - Opus Claims Account	205236	4643 - PROTECTION ONE ALARM MONITORING INC.	6/8/2017	06-2017	865.47	6/30/2017
0claims - Opus Claims Account	205237	4643 - PROTECTION ONE ALARM MONITORING INC.	6/8/2017	06-2017	1,096.39	6/30/2017
0claims - Opus Claims Account	205238	4643 - PROTECTION ONE ALARM MONITORING INC.	6/8/2017	06-2017	857.37	6/30/2017
0claims - Opus Claims Account	205239	4644 - KINGS III OF AMERICA, INC.	6/8/2017	06-2017	249.96	6/30/2017
0claims - Opus Claims Account	205240	4644 - KINGS III OF AMERICA, INC.	6/8/2017	06-2017	57.65	6/30/2017
0claims - Opus Claims Account	205241	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	611.17	6/30/2017
0claims - Opus Claims Account	205242	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	611.17	6/30/2017
0claims - Opus Claims Account	205243	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	496.58	6/30/2017

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0claims - Opus Claims Account	205244	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	577.27	6/30/2017
0claims - Opus Claims Account	205245	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	1,459.53	6/30/2017
0claims - Opus Claims Account	205246	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	632.98	6/30/2017
0claims - Opus Claims Account	205247	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	635.88	6/30/2017
0claims - Opus Claims Account	205248	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/8/2017	06-2017	894.73	6/30/2017
0claims - Opus Claims Account	205249	4669 - SAFEGUARD PEST CONTROL, INC.	6/8/2017	06-2017	325.00	6/30/2017
0claims - Opus Claims Account	205250	475 - FRONTIER	6/8/2017	06-2017	235.94	6/30/2017
0claims - Opus Claims Account	205251	475 - FRONTIER	6/8/2017	06-2017	115.10	6/30/2017
0claims - Opus Claims Account	205252	475 - FRONTIER	6/8/2017	06-2017	397.78	6/30/2017
0claims - Opus Claims Account	205253	475 - FRONTIER	6/8/2017	06-2017	151.98	6/30/2017
0claims - Opus Claims Account	205254	475 - FRONTIER	6/8/2017	06-2017	397.78	6/30/2017
0claims - Opus Claims Account	205255	475 - FRONTIER	6/8/2017	06-2017	71.98	6/30/2017
0claims - Opus Claims Account	205256	475 - FRONTIER	6/8/2017	06-2017	49.57	6/30/2017
0claims - Opus Claims Account	205257	4750 - Best Western PLUS Navigator Inn & Suites	6/8/2017	06-2017	2,214.06	6/30/2017
0claims - Opus Claims Account	205258	4766 - Gilson Software Solutions	6/8/2017	06-2017	1,443.75	6/30/2017
0claims - Opus Claims Account	205259	4791 - Corporate Payment Systems-Mcleod	6/8/2017	06-2017	107.87	6/30/2017
0claims - Opus Claims Account	205260	4863 - IRON MOUNTAIN	6/8/2017	06-2017	44.24	6/30/2017
0claims - Opus Claims Account	205261	4895 - ZELLNER	6/8/2017	06-2017	148.61	6/30/2017
0claims - Opus Claims Account	205262	4902 - Corporate Payment Systems-Baines	6/8/2017	06-2017	55.66	6/30/2017
0claims - Opus Claims Account	205263	4906 - The Jacobs Group	6/8/2017	06-2017	1,425.00	6/30/2017
0claims - Opus Claims Account	205264	4911 - American Property Consultants, Inc.	6/8/2017	06-2017	1,337.31	6/30/2017
0claims - Opus Claims Account	205265	4939 - FRANGIPANI	6/8/2017	06-2017	114.72	6/30/2017
0claims - Opus Claims Account	205266	4945 - DAY & NITE PLUMBING & HEATING	6/8/2017	06-2017	1,981.26	6/30/2017
0claims - Opus Claims Account	205267	4948 - TRAVELODGE	6/8/2017	06-2017	943.93	6/30/2017
0claims - Opus Claims Account	205268	4952 - Bates Roofing, LLC	6/8/2017	06-2017	36,256.71	6/30/2017
0claims - Opus Claims Account	205269	4960 - AAMCO TRANSMISSIONS	6/8/2017	06-2017	4,681.69	6/30/2017
0claims - Opus Claims Account	205270	4966 - BRITEWAY NW	6/8/2017	06-2017	296.60	6/30/2017
0claims - Opus Claims Account	205271	4968 - VINTAGE AT HOLLY VILLAGE	6/8/2017	06-2017	1,063.00	6/30/2017
0claims - Opus Claims Account	205272	4973 - HOFFMAN	6/8/2017	06-2017	31.70	6/30/2017
0claims - Opus Claims Account	205273	5000 - BECK'S PLACE	6/8/2017	06-2017	583.99	6/30/2017
0claims - Opus Claims Account	205274	5001 - ARLINGTON MOTOR INN	6/8/2017	06-2017	495.00	6/30/2017
0claims - Opus Claims Account	205275	5565 - Jag Corporation	6/8/2017	06-2017	1,500.00	6/30/2017

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Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205276	59 - GUARDIAN SECURITY SYSTEMS, INC.	6/8/2017	06-2017	540.00	6/30/2017
0claims - Opus Claims Account	205277	684 - NEWTON * KIGHT ATTORNEYS AT LAW	6/8/2017	06-2017	2,448.11	6/30/2017
0claims - Opus Claims Account	205278	755 - MARTIN LUMBER AND HARDWARE INC	6/8/2017	06-2017	230.44	6/30/2017
0claims - Opus Claims Account	205279	771 - HD SUPPLY FACILITIES MAINTENANCE	6/8/2017	06-2017	5,035.94	6/30/2017
0claims - Opus Claims Account	205280	846 - CONSOLIDATED SUPPLY	6/8/2017	06-2017	1,152.76	6/30/2017
0claims - Opus Claims Account	205281	869 - OFFICE DEPOT, INC.	6/8/2017	06-2017	1,315.90	6/30/2017
0claims - Opus Claims Account	205282	963 - PLATT ELECTRIC SUPPLY INC	6/8/2017	06-2017	170.77	6/30/2017
0claims - Opus Claims Account	205283	985 - PUD #1 OF SNOHOMISH COUNTY	6/8/2017	06-2017	224.80	6/30/2017
0claims - Opus Claims Account	205284	985 - PUD #1 OF SNOHOMISH COUNTY	6/8/2017	06-2017	6,000.35	6/30/2017
0claims - Opus Claims Account	205285	985 - PUD #1 OF SNOHOMISH COUNTY	6/8/2017	06-2017	154.81	6/30/2017
0claims - Opus Claims Account	205286	985 - PUD #1 OF SNOHOMISH COUNTY	6/8/2017	06-2017	1,044.38	6/30/2017
0claims - Opus Claims Account	205287	t0000058 - Clement	6/8/2017	06-2017	239.39	6/30/2017
0claims - Opus Claims Account	205288	t0039651 - Amphai	6/8/2017	06-2017	400.00	6/30/2017
0claims - Opus Claims Account	205289	t0044902 - Butler	6/8/2017	06-2017	200.00	6/30/2017
0claims - Opus Claims Account	205290	1055 - RUBATINO REFUSE REMOVAL INC	6/15/2017	06-2017	1,275.37	6/30/2017
0claims - Opus Claims Account	205291	1055 - RUBATINO REFUSE REMOVAL INC	6/15/2017	06-2017	16,602.66	6/30/2017
0claims - Opus Claims Account	205292	126 - BILL'S BLUEPRINT INC	6/15/2017	06-2017	870.82	6/30/2017
0claims - Opus Claims Account	205293	1365 - COMCAST	6/15/2017	06-2017	252.67	6/30/2017
0claims - Opus Claims Account	205294	1365 - COMCAST	6/15/2017	06-2017	148.03	6/30/2017
0claims - Opus Claims Account	205295	1365 - COMCAST	6/15/2017	06-2017	288.32	6/30/2017
0claims - Opus Claims Account	205296	1365 - COMCAST	6/15/2017	06-2017	292.02	6/30/2017
0claims - Opus Claims Account	205297	1365 - COMCAST	6/15/2017	06-2017	135.45	6/30/2017
0claims - Opus Claims Account	205298	1365 - COMCAST	6/15/2017	06-2017	316.28	6/30/2017
0claims - Opus Claims Account	205299	1365 - COMCAST	6/15/2017	06-2017	174.48	6/30/2017
0claims - Opus Claims Account	205300	1365 - COMCAST	6/15/2017	06-2017	85.58	6/30/2017
0claims - Opus Claims Account	205301	1365 - COMCAST	6/15/2017	06-2017	138.58	6/30/2017
0claims - Opus Claims Account	205302	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	904.36	6/30/2017
0claims - Opus Claims Account	205303	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	473.81	6/30/2017
0claims - Opus Claims Account	205304	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	1,384.59	6/30/2017
0claims - Opus Claims Account	205305	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	803.47	6/30/2017
0claims - Opus Claims Account	205306	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	223.69	6/30/2017
0claims - Opus Claims Account	205307	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	42.84	6/30/2017

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0claims - Opus Claims Account	205308	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	292.06	6/30/2017
0claims - Opus Claims Account	205309	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	280.79	6/30/2017
0claims - Opus Claims Account	205310	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	213.12	6/30/2017
0claims - Opus Claims Account	205311	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	331.05	6/30/2017
0claims - Opus Claims Account	205312	1405 - PUGET SOUND ENERGY	6/15/2017	06-2017	273.06	6/30/2017
0claims - Opus Claims Account	205313	1479 - WASTE MANAGEMENT NORTHWEST INC	6/15/2017	06-2017	199.80	6/30/2017
0claims - Opus Claims Account	205314	1479 - WASTE MANAGEMENT NORTHWEST INC	6/15/2017	06-2017	529.95	6/30/2017
0claims - Opus Claims Account	205315	1479 - WASTE MANAGEMENT NORTHWEST INC	6/15/2017	06-2017	278.13	6/30/2017
0claims - Opus Claims Account	205316	1479 - WASTE MANAGEMENT NORTHWEST INC	6/15/2017	06-2017	351.69	6/30/2017
0claims - Opus Claims Account	205317	1479 - WASTE MANAGEMENT NORTHWEST INC	6/15/2017	06-2017	281.50	6/30/2017
0claims - Opus Claims Account	205318	1479 - WASTE MANAGEMENT NORTHWEST INC	6/15/2017	06-2017	277.62	6/30/2017
0claims - Opus Claims Account	205319	1505 - CDW COMPUTER CENTERS	6/15/2017	06-2017	2,129.59	6/30/2017
0claims - Opus Claims Account	205320	200 - CITY OF EVERETT - UTILITY SERVICES	6/15/2017	06-2017	0.00	
0claims - Opus Claims Account	205321	200 - CITY OF EVERETT - UTILITY SERVICES	6/15/2017	06-2017	6,061.36	6/30/2017
0claims - Opus Claims Account	205322	200 - CITY OF EVERETT - UTILITY SERVICES	6/15/2017	06-2017	173.45	6/30/2017
0claims - Opus Claims Account	205323	200 - CITY OF EVERETT - UTILITY SERVICES	6/15/2017	06-2017	331.88	6/30/2017
0claims - Opus Claims Account	205324	200 - CITY OF EVERETT - UTILITY SERVICES	6/15/2017	06-2017	513.60	6/30/2017
0claims - Opus Claims Account	205325	2147 - HOUSING CONSORTIUM OF EVERETT & SNO CO	6/15/2017	06-2017	290.96	
0claims - Opus Claims Account	205326	217 - AIRGAS - NORPAC, INC	6/15/2017	06-2017	9.01	6/30/2017
0claims - Opus Claims Account	205327	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	976.07	6/30/2017
0claims - Opus Claims Account	205328	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	325.74	6/30/2017
0claims - Opus Claims Account	205329	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	1,426.14	6/30/2017
0claims - Opus Claims Account	205330	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	325.74	6/30/2017
0claims - Opus Claims Account	205331	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	325.74	6/30/2017
0claims - Opus Claims Account	205332	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	329.43	6/30/2017
0claims - Opus Claims Account	205333	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	341.29	6/30/2017
0claims - Opus Claims Account	205334	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	258.89	6/30/2017
0claims - Opus Claims Account	205335	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	324.95	6/30/2017
0claims - Opus Claims Account	205336	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	322.49	6/30/2017
0claims - Opus Claims Account	205337	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	383.01	6/30/2017
0claims - Opus Claims Account	205338	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	381.80	6/30/2017
0claims - Opus Claims Account	205339	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	321.76	6/30/2017

Payment Summary

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Oclaims - Opus Claims Account	205340	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/15/2017	06-2017	318.98	6/30/2017
Oclaims - Opus Claims Account	205341	261 - WA STATE DEPT OF LABOR AND INDUSTRIES	6/15/2017	06-2017	285.40	6/30/2017
Oclaims - Opus Claims Account	205342	2875 - LOWE'S COMMERCIAL	6/15/2017	06-2017	717.29	6/30/2017
Oclaims - Opus Claims Account	205343	2956 - ACCOUNTEMPS	6/15/2017	06-2017	1,046.63	6/30/2017
Oclaims - Opus Claims Account	205344	2983 - TALX CORP DBA EQUIFAX WORKFORCE SOLUTION	6/15/2017	06-2017	68.88	6/30/2017
Oclaims - Opus Claims Account	205345	300 - SHEPARD / EHA COFFEE FUND	6/15/2017	06-2017	20.00	
Oclaims - Opus Claims Account	205346	3152 - SHRED-IT USA LLC	6/15/2017	06-2017	613.29	6/30/2017
Oclaims - Opus Claims Account	205347	3313 - MOCO INC	6/15/2017	06-2017	28.50	6/30/2017
Oclaims - Opus Claims Account	205348	3330 - RODDA PAINT CO. INC	6/15/2017	06-2017	2,080.76	6/30/2017
Oclaims - Opus Claims Account	205349	3536 - VERIZON WIRELESS	6/15/2017	06-2017	655.57	6/30/2017
Oclaims - Opus Claims Account	205350	3593 - SOUND PUBLISHING, INC	6/15/2017	06-2017	1,137.20	6/30/2017
Oclaims - Opus Claims Account	205351	3737 - NEW FRONTIER TECHNOLOGIES, LLC	6/15/2017	06-2017	550.00	6/30/2017
Oclaims - Opus Claims Account	205352	375 - EVERETT SAFE & LOCK, INC	6/15/2017	06-2017	32.00	6/30/2017
Oclaims - Opus Claims Account	205353	3784 - STAPLES BUSINESS ADVANTAGE	6/15/2017	06-2017	413.40	6/30/2017
Oclaims - Opus Claims Account	205354	3792 - HENDERSON DBA HENDERSON HAULING	6/15/2017	06-2017	200.00	6/30/2017
Oclaims - Opus Claims Account	205355	3844 - SIMPLEXGRINNELL LP	6/15/2017	06-2017	25,709.86	6/30/2017
Oclaims - Opus Claims Account	205356	4243 - DUNN LUMBER COMPANY	6/15/2017	06-2017	29.86	6/30/2017
Oclaims - Opus Claims Account	205357	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	6/15/2017	06-2017	700.35	
Oclaims - Opus Claims Account	205358	4583 - ABODE INSPECTION SERVICES LLC	6/15/2017	06-2017	1,225.00	6/30/2017
Oclaims - Opus Claims Account	205359	4585 - LOOPUP DBA RING2 COMMUNICATIONS LLC	6/15/2017	06-2017	52.45	6/30/2017
Oclaims - Opus Claims Account	205360	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	6/15/2017	06-2017	41.50	6/30/2017
Oclaims - Opus Claims Account	205361	4631 - HELTNE	6/15/2017	06-2017	214.37	6/30/2017
Oclaims - Opus Claims Account	205362	4633 - KIENHOLZ	6/15/2017	06-2017	54.93	6/30/2017
Oclaims - Opus Claims Account	205363	4643 - PROTECTION ONE ALARM MONITORING INC.	6/15/2017	06-2017	283.27	6/30/2017
Oclaims - Opus Claims Account	205364	4643 - PROTECTION ONE ALARM MONITORING INC.	6/15/2017	06-2017	284.28	6/30/2017
Oclaims - Opus Claims Account	205365	4644 - KINGS III OF AMERICA, INC.	6/15/2017	06-2017	57.72	6/30/2017
Oclaims - Opus Claims Account	205366	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/15/2017	06-2017	635.92	6/30/2017
Oclaims - Opus Claims Account	205367	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/15/2017	06-2017	843.21	6/30/2017
Oclaims - Opus Claims Account	205368	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/15/2017	06-2017	357.00	6/30/2017
Oclaims - Opus Claims Account	205369	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/15/2017	06-2017	948.12	6/30/2017
Oclaims - Opus Claims Account	205370	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/15/2017	06-2017	688.19	6/30/2017
Oclaims - Opus Claims Account	205371	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/15/2017	06-2017	577.79	6/30/2017

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0claims - Opus Claims Account	205372	4669 - SAFEGUARD PEST CONTROL, INC.	6/15/2017	06-2017	208.06	6/30/2017
0claims - Opus Claims Account	205373	4669 - SAFEGUARD PEST CONTROL, INC.	6/15/2017	06-2017	93.08	6/30/2017
0claims - Opus Claims Account	205374	4669 - SAFEGUARD PEST CONTROL, INC.	6/15/2017	06-2017	71.18	6/30/2017
0claims - Opus Claims Account	205375	4672 - VINTAGE AT LAKEWOOD	6/15/2017	06-2017	70.00	6/30/2017
0claims - Opus Claims Account	205376	475 - FRONTIER	6/15/2017	06-2017	3,059.98	
0claims - Opus Claims Account	205377	475 - FRONTIER	6/15/2017	06-2017	399.37	6/30/2017
0claims - Opus Claims Account	205378	475 - FRONTIER	6/15/2017	06-2017	301.03	6/30/2017
0claims - Opus Claims Account	205379	475 - FRONTIER	6/15/2017	06-2017	109.78	6/30/2017
0claims - Opus Claims Account	205380	475 - FRONTIER	6/15/2017	06-2017	109.78	6/30/2017
0claims - Opus Claims Account	205381	475 - FRONTIER	6/15/2017	06-2017	318.73	6/30/2017
0claims - Opus Claims Account	205382	475 - FRONTIER	6/15/2017	06-2017	102.19	6/30/2017
0claims - Opus Claims Account	205383	475 - FRONTIER	6/15/2017	06-2017	422.86	6/30/2017
0claims - Opus Claims Account	205384	475 - FRONTIER	6/15/2017	06-2017	314.45	6/30/2017
0claims - Opus Claims Account	205385	475 - FRONTIER	6/15/2017	06-2017	102.19	6/30/2017
0claims - Opus Claims Account	205386	4781 - Corporate Payment Systems-Albertson	6/15/2017	06-2017	421.45	6/30/2017
0claims - Opus Claims Account	205387	4782 - Corporate Payment Systems-Dias	6/15/2017	06-2017	8.40	6/30/2017
0claims - Opus Claims Account	205388	4783 - Corporate Payment Systems-Dorris	6/15/2017	06-2017	11.00	6/30/2017
0claims - Opus Claims Account	205389	4786 - Corporate Payment Systems-Gizzi	6/15/2017	06-2017	310.22	6/30/2017
0claims - Opus Claims Account	205390	4788 - Corporate Payment Systems-Kennedy	6/15/2017	06-2017	603.09	6/30/2017
0claims - Opus Claims Account	205391	4789 - Corporate Payment Systems-Lommers	6/15/2017	06-2017	650.00	6/30/2017
0claims - Opus Claims Account	205392	4790 - Corporate Payment Systems-Maynard	6/15/2017	06-2017	899.89	6/30/2017
0claims - Opus Claims Account	205393	4791 - Corporate Payment Systems-Mcleod	6/15/2017	06-2017	271.52	6/30/2017
0claims - Opus Claims Account	205394	4794 - Corporate Payment Systems-Stanton	6/15/2017	06-2017	498.50	6/30/2017
0claims - Opus Claims Account	205395	4797 - Corporate Payment Systems-Tucker	6/15/2017	06-2017	110.00	6/30/2017
0claims - Opus Claims Account	205396	4798 - Corporate Payment Systems-Ulvestad	6/15/2017	06-2017	1,995.00	6/30/2017
0claims - Opus Claims Account	205397	4799 - Corporate Payment Systems-Westby	6/15/2017	06-2017	122.08	6/30/2017
0claims - Opus Claims Account	205398	4801 - Corporate Payment Systems-HS Manage	6/15/2017	06-2017	373.75	6/30/2017
0claims - Opus Claims Account	205399	4802 - Corporate Payment Systems-Finance Dept.	6/15/2017	06-2017	552.99	6/30/2017
0claims - Opus Claims Account	205400	4805 - BANFIELD	6/15/2017	06-2017	11.77	
0claims - Opus Claims Account	205401	482 - GOLDFINCH BROS IN	6/15/2017	06-2017	175.52	6/30/2017
0claims - Opus Claims Account	205402	4871 - LAKE STEVENS SEWER DISTRICT	6/15/2017	06-2017	3,440.00	6/30/2017
0claims - Opus Claims Account	205403	4872 - CITY OF MONROE	6/15/2017	06-2017	1,466.59	6/30/2017

Payment Summary

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0claims - Opus Claims Account	205404	4878 - Corporate Payment Systems-Floeting	6/15/2017	06-2017	104.71	6/30/2017
0claims - Opus Claims Account	205405	4880 - Corporate Payment Systems-Owens	6/15/2017	06-2017	37.00	6/30/2017
0claims - Opus Claims Account	205406	4935 - Corporate Payment Systems-Simm	6/15/2017	06-2017	1,799.43	6/30/2017
0claims - Opus Claims Account	205407	4944 - Western Exterminator Company	6/15/2017	06-2017	162.26	6/30/2017
0claims - Opus Claims Account	205408	4968 - VINTAGE AT HOLLY VILLAGE	6/15/2017	06-2017	974.00	6/30/2017
0claims - Opus Claims Account	205409	4991 - Western Systems	6/15/2017	06-2017	3,190.00	6/30/2017
0claims - Opus Claims Account	205410	4992 - Corporate Payment Systems-Kienholz	6/15/2017	06-2017	1,897.57	6/30/2017
0claims - Opus Claims Account	205411	5000 - BECK'S PLACE	6/15/2017	06-2017	574.20	6/30/2017
0claims - Opus Claims Account	205412	5003 - SEVEN STAR WOMEN'S KUNG FU	6/15/2017	06-2017	300.00	6/30/2017
0claims - Opus Claims Account	205413	5004 - Terracon	6/15/2017	06-2017	6,700.00	6/30/2017
0claims - Opus Claims Account	205414	642 - JOURNAL OF COMMERCE	6/15/2017	06-2017	596.00	6/30/2017
0claims - Opus Claims Account	205415	728 - LES SCHWAB TIRE SALES & SERVICE	6/15/2017	06-2017	165.25	6/30/2017
0claims - Opus Claims Account	205416	741 - SISKUN POWER EQUIPMENT	6/15/2017	06-2017	29.09	6/30/2017
0claims - Opus Claims Account	205417	771 - HD SUPPLY FACILITIES MAINTENANCE	6/15/2017	06-2017	4,767.87	6/30/2017
0claims - Opus Claims Account	205418	926 - CEDAR GROVE COMPOSTING	6/15/2017	06-2017	154.00	6/30/2017
0claims - Opus Claims Account	205419	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	884.95	6/30/2017
0claims - Opus Claims Account	205420	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	957.20	6/30/2017
0claims - Opus Claims Account	205421	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	89.80	6/30/2017
0claims - Opus Claims Account	205422	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	913.22	6/30/2017
0claims - Opus Claims Account	205423	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	85.82	6/30/2017
0claims - Opus Claims Account	205424	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	75.99	6/30/2017
0claims - Opus Claims Account	205425	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	97.80	6/30/2017
0claims - Opus Claims Account	205426	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	603.17	6/30/2017
0claims - Opus Claims Account	205427	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	1,179.97	6/30/2017
0claims - Opus Claims Account	205428	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	105.75	6/30/2017
0claims - Opus Claims Account	205429	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	279.99	6/30/2017
0claims - Opus Claims Account	205430	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	92.14	6/30/2017
0claims - Opus Claims Account	205431	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	672.15	6/30/2017
0claims - Opus Claims Account	205432	985 - PUD #1 OF SNOHOMISH COUNTY	6/15/2017	06-2017	1,415.77	6/30/2017
0claims - Opus Claims Account	205433	regional - REPUBLIC SERVICES #197	6/15/2017	06-2017	394.29	6/30/2017
0claims - Opus Claims Account	205434	t0044197 - HILL	6/15/2017	06-2017	597.00	
0claims - Opus Claims Account	205435	3536 - VERIZON WIRELESS	6/15/2017	06-2017	1,967.01	6/30/2017

Payment Summary

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Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205436	t0038772 - Dhungana	6/20/2017	06-2017	230.00	6/30/2017
0claims - Opus Claims Account	205437	t0044419 - Boyce	6/20/2017	06-2017	321.28	6/30/2017
0claims - Opus Claims Account	205438	4747 - Chicago Title Company of Washington	6/21/2017	06-2017	176.00	6/30/2017
0claims - Opus Claims Account	205439	1018 - Environmental Associates, Inc	6/22/2017	06-2017	1,000.00	6/30/2017
0claims - Opus Claims Account	205440	1128 - SIGNATURE FORMS INC	6/22/2017	06-2017	598.08	
0claims - Opus Claims Account	205441	113 - BAYSIDE SUPPLY CO	6/22/2017	06-2017	48.18	6/30/2017
0claims - Opus Claims Account	205442	1365 - COMCAST	6/22/2017	06-2017	108.85	6/30/2017
0claims - Opus Claims Account	205443	1365 - COMCAST	6/22/2017	06-2017	88.92	6/30/2017
0claims - Opus Claims Account	205444	1365 - COMCAST	6/22/2017	06-2017	286.34	6/30/2017
0claims - Opus Claims Account	205445	1365 - COMCAST	6/22/2017	06-2017	199.29	6/30/2017
0claims - Opus Claims Account	205446	1365 - COMCAST	6/22/2017	06-2017	127.38	6/30/2017
0claims - Opus Claims Account	205447	1365 - COMCAST	6/22/2017	06-2017	272.25	6/30/2017
0claims - Opus Claims Account	205448	1365 - COMCAST	6/22/2017	06-2017	146.10	6/30/2017
0claims - Opus Claims Account	205449	1365 - COMCAST	6/22/2017	06-2017	64.04	6/30/2017
0claims - Opus Claims Account	205450	1405 - PUGET SOUND ENERGY	6/22/2017	06-2017	136.89	6/30/2017
0claims - Opus Claims Account	205451	1405 - PUGET SOUND ENERGY	6/22/2017	06-2017	252.42	6/30/2017
0claims - Opus Claims Account	205452	1405 - PUGET SOUND ENERGY	6/22/2017	06-2017	198.11	6/30/2017
0claims - Opus Claims Account	205453	1479 - WASTE MANAGEMENT NORTHWEST INC	6/22/2017	06-2017	758.18	6/30/2017
0claims - Opus Claims Account	205454	1479 - WASTE MANAGEMENT NORTHWEST INC	6/22/2017	06-2017	243.05	6/30/2017
0claims - Opus Claims Account	205455	1505 - CDW COMPUTER CENTERS	6/22/2017	06-2017	1,306.00	6/30/2017
0claims - Opus Claims Account	205456	1506 - INSIGHT PUBLIC SECTOR	6/22/2017	06-2017	2,228.34	6/30/2017
0claims - Opus Claims Account	205457	200 - CITY OF EVERETT - UTILITY SERVICES	6/22/2017	06-2017	1,026.70	6/30/2017
0claims - Opus Claims Account	205458	203 - CITY OF EVERETT	6/22/2017	06-2017	1,906.76	
0claims - Opus Claims Account	205459	215 - CONSOLIDATED ELECTRICAL DIST INC	6/22/2017	06-2017	732.49	6/30/2017
0claims - Opus Claims Account	205460	217 - AIRGAS - NORPAC, INC	6/22/2017	06-2017	9.05	6/30/2017
0claims - Opus Claims Account	205461	2240 - FRONTIER COMMUNICATIONS CORP CITIZENS CO	6/22/2017	06-2017	102.98	6/30/2017
0claims - Opus Claims Account	205462	2875 - LOWE'S COMMERCIAL	6/22/2017	06-2017	191.06	6/30/2017
0claims - Opus Claims Account	205463	2956 - ACCOUNTEMPS	6/22/2017	06-2017	816.37	6/30/2017
0claims - Opus Claims Account	205464	297 - DEPT OF LABOR & INDUSTRIES	6/22/2017	06-2017	67.20	6/30/2017
0claims - Opus Claims Account	205465	32 - ALDERWOOD WATER DISTRICT	6/22/2017	06-2017	391.56	6/30/2017
0claims - Opus Claims Account	205466	32 - ALDERWOOD WATER DISTRICT	6/22/2017	06-2017	4,179.77	6/30/2017
0claims - Opus Claims Account	205467	32 - ALDERWOOD WATER DISTRICT	6/22/2017	06-2017	14.32	6/30/2017

Payment Summary

Bank=0claims AND mm/yy=06/2017-06/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205468	32 - ALDERWOOD WATER DISTRICT	6/22/2017	06-2017	6,004.41	6/30/2017
0claims - Opus Claims Account	205469	32 - ALDERWOOD WATER DISTRICT	6/22/2017	06-2017	7,568.17	6/30/2017
0claims - Opus Claims Account	205470	32 - ALDERWOOD WATER DISTRICT	6/22/2017	06-2017	3,994.37	6/30/2017
0claims - Opus Claims Account	205471	3313 - MOCO INC	6/22/2017	06-2017	108.75	6/30/2017
0claims - Opus Claims Account	205472	345 - LANGUAGE LINE SERVICES, INC	6/22/2017	06-2017	357.43	6/30/2017
0claims - Opus Claims Account	205473	3485 - SNYDER ROOFING	6/22/2017	06-2017	584.50	6/30/2017
0claims - Opus Claims Account	205474	3544 - PACIFIC BREEZE PRODUCTS, INC	6/22/2017	06-2017	1,031.55	6/30/2017
0claims - Opus Claims Account	205475	3784 - STAPLES BUSINESS ADVANTAGE	6/22/2017	06-2017	800.34	6/30/2017
0claims - Opus Claims Account	205476	3801 - BUILDERS EXCHANGE OF WASHINGTON	6/22/2017	06-2017	436.45	6/30/2017
0claims - Opus Claims Account	205477	3844 - SIMPLEXGRINNELL LP	6/22/2017	06-2017	283.43	6/30/2017
0claims - Opus Claims Account	205478	399 - WASHINGTON STATE PATROL	6/22/2017	06-2017	900.00	
0claims - Opus Claims Account	205479	4302 - PITNEY BOWES / PURCHASE POWER	6/22/2017	06-2017	241.46	6/30/2017
0claims - Opus Claims Account	205480	4319 - MICROSOFT CORPORATION	6/22/2017	06-2017	1,743.87	6/30/2017
0claims - Opus Claims Account	205481	4619 - COAST REAL ESTATE SERVICES	6/22/2017	06-2017	474.00	6/30/2017
0claims - Opus Claims Account	205482	4688 - RMC Architects	6/22/2017	06-2017	69,364.09	6/30/2017
0claims - Opus Claims Account	205483	475 - FRONTIER	6/22/2017	06-2017	121.98	6/30/2017
0claims - Opus Claims Account	205484	475 - FRONTIER	6/22/2017	06-2017	168.86	6/30/2017
0claims - Opus Claims Account	205485	4791 - Corporate Payment Systems-Mcleod	6/22/2017	06-2017	33.48	6/30/2017
0claims - Opus Claims Account	205486	4834 - GroundWorks Landscaping Services	6/22/2017	06-2017	16,650.84	
0claims - Opus Claims Account	205487	4844 - AT&T	6/22/2017	06-2017	45.88	6/30/2017
0claims - Opus Claims Account	205488	4860 - CITY OF LYNNWOOD	6/22/2017	06-2017	2,746.02	
0claims - Opus Claims Account	205489	4860 - CITY OF LYNNWOOD	6/22/2017	06-2017	4,357.32	6/30/2017
0claims - Opus Claims Account	205490	4866 - WELLS FARGO FINANCIAL LEASING	6/22/2017	06-2017	605.90	6/30/2017
0claims - Opus Claims Account	205491	4894 - DAVIS CURRIER	6/22/2017	06-2017	16.25	6/30/2017
0claims - Opus Claims Account	205492	4906 - The Jacobs Group	6/22/2017	06-2017	875.00	
0claims - Opus Claims Account	205493	4929 - ORKIN, 758-EVERETT, WA	6/22/2017	06-2017	4,109.36	6/30/2017
0claims - Opus Claims Account	205494	4967 - THAN	6/22/2017	06-2017	137.67	
0claims - Opus Claims Account	205495	4995 - 5J Williams Family LLC	6/22/2017	06-2017	1,295.00	6/30/2017
0claims - Opus Claims Account	205496	4998 - Cascadian Associates	6/22/2017	06-2017	7,850.00	6/30/2017
0claims - Opus Claims Account	205497	59 - GUARDIAN SECURITY SYSTEMS, INC.	6/22/2017	06-2017	121.39	6/30/2017
0claims - Opus Claims Account	205498	684 - NEWTON * KIGHT ATTORNEYS AT LAW	6/22/2017	06-2017	7,007.64	6/30/2017
0claims - Opus Claims Account	205499	771 - HD SUPPLY FACILITIES MAINTENANCE	6/22/2017	06-2017	5,053.85	6/30/2017

Payment Summary

Bank=0claims AND mm/yy=06/2017-06/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205500	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	427.77	6/30/2017
0claims - Opus Claims Account	205501	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	74.70	6/30/2017
0claims - Opus Claims Account	205502	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	604.45	6/30/2017
0claims - Opus Claims Account	205503	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	1,238.30	6/30/2017
0claims - Opus Claims Account	205504	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	611.71	6/30/2017
0claims - Opus Claims Account	205505	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	951.52	6/30/2017
0claims - Opus Claims Account	205506	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	532.26	6/30/2017
0claims - Opus Claims Account	205507	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	375.75	6/30/2017
0claims - Opus Claims Account	205508	985 - PUD #1 OF SNOHOMISH COUNTY	6/22/2017	06-2017	654.12	6/30/2017
0claims - Opus Claims Account	205509	mithun - Mithun, Inc.	6/22/2017	06-2017	1,165.00	6/30/2017
0claims - Opus Claims Account	205510	trans - Translators USA	6/22/2017	06-2017	4,642.60	6/30/2017
0claims - Opus Claims Account	205511	t0044188 - LEE	6/28/2017	06-2017	492.00	
0claims - Opus Claims Account	205512	1039 - HOME DEPOT CREDIT SERVICES	6/29/2017	06-2017	53.85	
0claims - Opus Claims Account	205513	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	6/29/2017	06-2017	60.00	
0claims - Opus Claims Account	205514	126 - BILL'S BLUEPRINT INC	6/29/2017	06-2017	218.32	
0claims - Opus Claims Account	205515	1365 - COMCAST	6/29/2017	06-2017	1,029.34	
0claims - Opus Claims Account	205516	1365 - COMCAST	6/29/2017	06-2017	218.38	
0claims - Opus Claims Account	205517	1479 - WASTE MANAGEMENT NORTHWEST INC	6/29/2017	06-2017	125.34	
0claims - Opus Claims Account	205518	1505 - CDW COMPUTER CENTERS	6/29/2017	06-2017	2,462.13	
0claims - Opus Claims Account	205519	1936 - MICROFLEX	6/29/2017	06-2017	1,030.07	
0claims - Opus Claims Account	205520	200 - CITY OF EVERETT - UTILITY SERVICES	6/29/2017	06-2017	35,782.87	
0claims - Opus Claims Account	205521	200 - CITY OF EVERETT - UTILITY SERVICES	6/29/2017	06-2017	9,472.06	
0claims - Opus Claims Account	205522	2127 - ALLWATER CORPORATION	6/29/2017	06-2017	295.60	
0claims - Opus Claims Account	205523	2368 - THYSSENKRUPP ELEVATOR CORPORATION	6/29/2017	06-2017	1,494.12	
0claims - Opus Claims Account	205524	2685 - U.G. CASH & CARRY	6/29/2017	06-2017	108.68	
0claims - Opus Claims Account	205525	2875 - LOWE'S COMMERCIAL	6/29/2017	06-2017	174.27	
0claims - Opus Claims Account	205526	3536 - VERIZON WIRELESS	6/29/2017	06-2017	2,590.99	
0claims - Opus Claims Account	205527	3669 - CITY OF MARYSVILLE	6/29/2017	06-2017	2.90	
0claims - Opus Claims Account	205528	375 - EVERETT SAFE & LOCK, INC	6/29/2017	06-2017	142.94	
0claims - Opus Claims Account	205529	3775 - HOLADAY-PARKS, INC	6/29/2017	06-2017	727.00	
0claims - Opus Claims Account	205530	3784 - STAPLES BUSINESS ADVANTAGE	6/29/2017	06-2017	3.24	
0claims - Opus Claims Account	205531	3792 - HENDERSON DBA HENDERSON HAULING	6/29/2017	06-2017	1,100.00	

Payment Summary

Bank=Oclaims AND mm/yy=06/2017-06/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
Oclaims - Opus Claims Account	205532	3844 - SIMPLEXGRINNELL LP	6/29/2017	06-2017	616.36	
Oclaims - Opus Claims Account	205533	4311 - EVERETT HOUSING AUTHORITY	6/29/2017	06-2017	767.00	6/30/2017
Oclaims - Opus Claims Account	205534	4343 - WATSON & MCDONELL, PLLC	6/29/2017	06-2017	25,000.00	
Oclaims - Opus Claims Account	205535	4460 - SIMM	6/29/2017	06-2017	269.64	
Oclaims - Opus Claims Account	205536	4471 - YAGO	6/29/2017	06-2017	47.08	
Oclaims - Opus Claims Account	205537	4476 - MOTEL EXPRESS MANAGER	6/29/2017	06-2017	3,100.00	
Oclaims - Opus Claims Account	205538	4488 - BERGER	6/29/2017	06-2017	98.07	
Oclaims - Opus Claims Account	205539	4514 - HOME DEPOT CREDIT SERVICES	6/29/2017	06-2017	42.95	
Oclaims - Opus Claims Account	205540	4546 - EMELANDER	6/29/2017	06-2017	41.81	
Oclaims - Opus Claims Account	205541	4556 - BANNER BANK	6/29/2017	06-2017	4,312.27	
Oclaims - Opus Claims Account	205542	4556 - BANNER BANK	6/29/2017	06-2017	33,269.79	
Oclaims - Opus Claims Account	205543	4564 - SCRIVER	6/29/2017	06-2017	29.43	
Oclaims - Opus Claims Account	205544	4583 - ABODE INSPECTION SERVICES LLC	6/29/2017	06-2017	980.00	
Oclaims - Opus Claims Account	205545	463 - HOUSING HOPE	6/29/2017	06-2017	1,045.00	
Oclaims - Opus Claims Account	205546	464 - GE APPLIANCES	6/29/2017	06-2017	2,033.84	
Oclaims - Opus Claims Account	205547	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/29/2017	06-2017	1,853.60	
Oclaims - Opus Claims Account	205548	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	6/29/2017	06-2017	511.48	
Oclaims - Opus Claims Account	205549	4669 - SAFEGUARD PEST CONTROL, INC.	6/29/2017	06-2017	92.82	
Oclaims - Opus Claims Account	205550	4723 - NAHO MEMBERSHIP	6/29/2017	06-2017	50.00	
Oclaims - Opus Claims Account	205551	475 - FRONTIER	6/29/2017	06-2017	150.95	
Oclaims - Opus Claims Account	205552	4764 - GREBEN	6/29/2017	06-2017	10.00	
Oclaims - Opus Claims Account	205553	4782 - Corporate Payment Systems-Dias	6/29/2017	06-2017	18.67	
Oclaims - Opus Claims Account	205554	4791 - Corporate Payment Systems-Mcleod	6/29/2017	06-2017	31.93	
Oclaims - Opus Claims Account	205555	4797 - Corporate Payment Systems-Tucker	6/29/2017	06-2017	400.00	
Oclaims - Opus Claims Account	205556	4800 - Corporate Payment Systems-Yago	6/29/2017	06-2017	36.40	
Oclaims - Opus Claims Account	205557	4802 - Corporate Payment Systems-Finance Dept.	6/29/2017	06-2017	312.00	
Oclaims - Opus Claims Account	205558	4812 - GREAT FLOORS COMMERCIAL SALES	6/29/2017	06-2017	24,522.58	
Oclaims - Opus Claims Account	205559	4834 - GroundWorks Landscaping Services	6/29/2017	06-2017	16,817.64	
Oclaims - Opus Claims Account	205560	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	6/29/2017	06-2017	271.98	
Oclaims - Opus Claims Account	205561	4898 - Blythe Plumbing & Heating Inc.	6/29/2017	06-2017	4,849.65	
Oclaims - Opus Claims Account	205562	4935 - Corporate Payment Systems-Simm	6/29/2017	06-2017	21.61	
Oclaims - Opus Claims Account	205563	4948 - TRAVELODGE	6/29/2017	06-2017	1,381.82	

Payment Summary

Bank=0claims AND mm/yy=06/2017-06/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205564	4973 - HOFFMAN	6/29/2017	06-2017	85.83	
0claims - Opus Claims Account	205565	5005 - SKIELBREIA	6/29/2017	06-2017	2,140.00	
0claims - Opus Claims Account	205566	5006 - NORTH CREEK APARTMENTS	6/29/2017	06-2017	2,396.00	
0claims - Opus Claims Account	205567	5007 - SAILER	6/29/2017	06-2017	1,200.00	
0claims - Opus Claims Account	205568	5009 - CITY OF EVERETT CLERK'S OFFICE	6/29/2017	06-2017	2.50	
0claims - Opus Claims Account	205569	574 - MAGELLAN BEHAVIORAL HEALTH	6/29/2017	06-2017	875.52	
0claims - Opus Claims Account	205570	70 - AUTOMATED COMMUNICATIONS INC	6/29/2017	06-2017	3,311.49	
0claims - Opus Claims Account	205571	771 - HD SUPPLY FACILITIES MAINTENANCE	6/29/2017	06-2017	1,154.04	
0claims - Opus Claims Account	205572	846 - CONSOLIDATED SUPPLY	6/29/2017	06-2017	357.82	
0claims - Opus Claims Account	205573	869 - OFFICE DEPOT, INC.	6/29/2017	06-2017	1,404.64	
0claims - Opus Claims Account	205574	985 - PUD #1 OF SNOHOMISH COUNTY	6/29/2017	06-2017	4,787.08	
0claims - Opus Claims Account	205575	985 - PUD #1 OF SNOHOMISH COUNTY	6/29/2017	06-2017	102.90	
0claims - Opus Claims Account	205576	985 - PUD #1 OF SNOHOMISH COUNTY	6/29/2017	06-2017	638.97	
					833,336.66	

EVERETT
HOUSING AUTHORITY

Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

SUMMARY OF VOUCHERS

Bank Code	Fund	Beginning and Ending Check Numbers	Check Amount For July 2017
500	Payroll	2264-2277	$ 237,247.36
001	General Fund	40371-40396	$ 1,798.00
	Claims	200354 (previous months)	VOID
		200829	VOID
		201369	VOID
		205486	VOID
		205577-205882	$ 889,568.86
s8a	Section 8	515477 (previous months)	VOID
		518353-518385	$ 2,440,018.71
		518386	VOID
		518387-518428	
		518429	VOID
		518430-518750	
		518751	VOID
		518752-518914	
		8002464-8002502	
		8002503	VOID
		8002504-8002524	
		8002525	VOID
		8002526-8002569	
		8002570	VOID
		8002571-8002757	
		8002758	VOID
		8002759-8002994	
		8002995	VOID
		8002996-8003014	
		8003015	VOID
		8003016-8003050	
		9995114-9995119	

Chairman _____ Date _____

Payment Summary

Bank=0payroll AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0payroll - Opus Payroll Account	2264	1335 - UNITED WAY OF SNOHOMISH COUNTY	7/13/2017	07-2017	364.00	
0payroll - Opus Payroll Account	2265	1986 - WASHINGTON COUNCIL OF COUNTY AND CITY EM	7/13/2017	07-2017	2,314.72	
0payroll - Opus Payroll Account	2266	265 - DEPT OF RETIREMENT SYSTEMS	7/13/2017	07-2017	39,835.06	
0payroll - Opus Payroll Account	2267	300 - SHEPARD / EHA COFFEE FUND	7/13/2017	07-2017	15.00	
0payroll - Opus Payroll Account	2268	3862 - WA TEAMSTERS LEGISLATURE LEAGUE	7/13/2017	07-2017	50.00	
0payroll - Opus Payroll Account	2269	4976 - GUARDIAN	7/13/2017	07-2017	11,617.92	
0payroll - Opus Payroll Account	2270	979 - DEPT OF RETIREMENT SYSTEMS DEFERRED COMPENS	7/13/2017	07-2017	5,145.00	
0payroll - Opus Payroll Account	2271	261 - WA STATE DEPT OF LABOR AND INDUSTRIES	7/20/2017	07-2017	42,799.13	
0payroll - Opus Payroll Account	2272	265 - DEPT OF RETIREMENT SYSTEMS	7/27/2017	07-2017	46,998.67	
0payroll - Opus Payroll Account	2273	300 - SHEPARD / EHA COFFEE FUND	7/27/2017	07-2017	15.00	
0payroll - Opus Payroll Account	2274	3608 - TEAMSTER LOCAL #38	7/27/2017	07-2017	1,160.00	
0payroll - Opus Payroll Account	2275	4447 - EHA-GEN FUND	7/27/2017	07-2017	410.00	
0payroll - Opus Payroll Account	2276	4979 - KAISER FOUNDATION HEALTH PLAN OF WASHINGTOI	7/27/2017	07-2017	81,527.86	
0payroll - Opus Payroll Account	2277	979 - DEPT OF RETIREMENT SYSTEMS DEFERRED COMPENS	7/27/2017	07-2017	4,995.00	
					237,247.36	

Payment Summary

Bank=0phgener AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0phgener - Opus PH General Fund Account	40371	t0037737 - GARNER	7/1/2017	07-2017	39.00	
0phgener - Opus PH General Fund Account	40372	x0037746 - CEDENO-CIRILO	7/1/2017	07-2017	48.00	7/31/2017
0phgener - Opus PH General Fund Account	40373	t0037910 - McCulloch	7/1/2017	07-2017	24.00	7/31/2017
0phgener - Opus PH General Fund Account	40374	t0037923 - Milkin	7/1/2017	07-2017	73.00	7/31/2017
0phgener - Opus PH General Fund Account	40375	t0037975 - PERRY	7/1/2017	07-2017	77.00	7/31/2017
0phgener - Opus PH General Fund Account	40376	t0038427 - Ryabinin	7/1/2017	07-2017	84.00	7/31/2017
0phgener - Opus PH General Fund Account	40377	t0045438 - SEABERG	7/1/2017	07-2017	81.00	
0phgener - Opus PH General Fund Account	40378	t0045472 - BLOCK	7/1/2017	07-2017	44.00	7/31/2017
0phgener - Opus PH General Fund Account	40379	t009472 - KOCHUBEY	7/1/2017	07-2017	139.00	7/31/2017
0phgener - Opus PH General Fund Account	40380	t013510 - LINSON	7/1/2017	07-2017	21.00	7/31/2017
0phgener - Opus PH General Fund Account	40381	t018271 - EWING	7/1/2017	07-2017	73.00	7/31/2017
0phgener - Opus PH General Fund Account	40382	t018831 - VOROBYEVA	7/1/2017	07-2017	3.00	
0phgener - Opus PH General Fund Account	40383	t021958 - PAE	7/1/2017	07-2017	78.00	7/31/2017
0phgener - Opus PH General Fund Account	40384	t025090 - LUKE	7/1/2017	07-2017	126.00	7/31/2017
0phgener - Opus PH General Fund Account	40385	t025208 - ROTARI	7/1/2017	07-2017	92.00	7/31/2017
0phgener - Opus PH General Fund Account	40386	x025525 - HAJAM	7/1/2017	07-2017	100.00	7/31/2017
0phgener - Opus PH General Fund Account	40387	t025819 - SAVCHUK	7/1/2017	07-2017	92.00	7/31/2017
0phgener - Opus PH General Fund Account	40388	t027304 - INJINMEJ	7/1/2017	07-2017	96.00	7/31/2017
0phgener - Opus PH General Fund Account	40389	t028091 - WOHLLEBEN	7/1/2017	07-2017	73.00	7/31/2017
0phgener - Opus PH General Fund Account	40390	t029647 - JONKAN	7/1/2017	07-2017	9.00	
0phgener - Opus PH General Fund Account	40391	t030149 - MEHDI	7/1/2017	07-2017	100.00	7/31/2017
0phgener - Opus PH General Fund Account	40392	t030347 - DUPEA	7/1/2017	07-2017	84.00	7/31/2017
0phgener - Opus PH General Fund Account	40393	t030556 - COOK	7/1/2017	07-2017	132.00	7/31/2017
0phgener - Opus PH General Fund Account	40394	t031017 - CAPELLE	7/1/2017	07-2017	47.00	7/31/2017
0phgener - Opus PH General Fund Account	40395	t031798 - ROCHE	7/1/2017	07-2017	4.00	
0phgener - Opus PH General Fund Account	40396	t036252 - ALLEN	7/1/2017	07-2017	59.00	7/31/2017
					1,798.00	

Payment Summary

Bank=0claims AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	200354	602399 - SEATTLE HOUSING AUTHORITY	7/5/2017	07-2017	-7,447.34	
0claims - Opus Claims Account	200829	4779 - WESTERN EXTERMINATOR COMPANY -DO NOT USE- USE	7/21/2017	07-2017	-107.02	
0claims - Opus Claims Account	201369	482 - GOLDFINCH BROS IN	7/21/2017	07-2017	-200.00	
0claims - Opus Claims Account	205486	4834 - GroundWorks Landscaping Services	7/19/2017	07-2017	-16,650.84	
0claims - Opus Claims Account	205577	1479 - WASTE MANAGEMENT NORTHWEST INC	7/1/2017	07-2017	1,589.47	
0claims - Opus Claims Account	205578	2202 - PITNEY BOWES INC	7/1/2017	07-2017	803.28	
0claims - Opus Claims Account	205579	3675 - PROFESSIONAL CLAIMS INTERVENTION SRVCS	7/1/2017	07-2017	1,920.00	
0claims - Opus Claims Account	205580	3914 - AFFORDABLE HOUSING RISK POOL	7/1/2017	07-2017	517.00	
0claims - Opus Claims Account	205581	4272 - YARDI SYSTEMS INC	7/1/2017	07-2017	140,487.91	
0claims - Opus Claims Account	205582	4300 - HOUSING AUTHORITIES RISK RETENTION POOL	7/1/2017	07-2017	74,315.00	
0claims - Opus Claims Account	205583	4462 - PEREZ	7/1/2017	07-2017	207.00	
0claims - Opus Claims Account	205584	4505 - SPOKANE HOUSING AUTHORITY	7/1/2017	07-2017	125.00	
0claims - Opus Claims Account	205585	4644 - KINGS III OF AMERICA, INC.	7/1/2017	07-2017	138.01	
0claims - Opus Claims Account	205586	4799 - Corporate Payment Systems-Westby	7/1/2017	07-2017	367.00	
0claims - Opus Claims Account	205587	4847 - WALKER & DUNLOP, LLC	7/1/2017	07-2017	24,051.48	
0claims - Opus Claims Account	205588	5011 - HOUSING TELECOMMUNICATIONS, INC. (HTVN)	7/1/2017	07-2017	3,600.00	
0claims - Opus Claims Account	205589	520 - THE DAILY HERALD	7/1/2017	07-2017	192.93	
0claims - Opus Claims Account	205590	t0043737 - MIN	7/1/2017	07-2017	11.00	
0claims - Opus Claims Account	205591	t0044231 - NAM	7/1/2017	07-2017	14.00	
0claims - Opus Claims Account	205592	t0044362 - Oh	7/1/2017	07-2017	12.00	
0claims - Opus Claims Account	205593	602399 - SEATTLE HOUSING AUTHORITY	7/5/2017	07-2017	7,447.34	
0claims - Opus Claims Account	205594	t0039875 - Dhungana	7/5/2017	07-2017	400.00	
0claims - Opus Claims Account	205595	t0044651 - Murray	7/5/2017	07-2017	400.00	
0claims - Opus Claims Account	205596	126 - BILL'S BLUEPRINT INC	7/6/2017	07-2017	16.39	
0claims - Opus Claims Account	205597	1365 - COMCAST	7/6/2017	07-2017	290.86	
0claims - Opus Claims Account	205598	1405 - PUGET SOUND ENERGY	7/6/2017	07-2017	2,410.66	
0claims - Opus Claims Account	205599	1479 - WASTE MANAGEMENT NORTHWEST INC	7/6/2017	07-2017	1,555.87	
0claims - Opus Claims Account	205600	1741 - SECRETARY OF STATE -CORPORATION DIVISION	7/6/2017	07-2017	60.00	
0claims - Opus Claims Account	205601	200 - CITY OF EVERETT - UTILITY SERVICES	7/6/2017	07-2017	1,935.59	
0claims - Opus Claims Account	205602	2956 - ACCOUNTEMPS	7/6/2017	07-2017	1,060.58	
0claims - Opus Claims Account	205603	3152 - SHRED-IT USA LLC	7/6/2017	07-2017	79.17	

Payment Summary

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Oclaims - Opus Claims Account	205604	3313 - MOCO INC	7/6/2017	07-2017	262.50	
Oclaims - Opus Claims Account	205605	3616 - SHEPARD	7/6/2017	07-2017	9.36	
Oclaims - Opus Claims Account	205606	3792 - HENDERSON DBA HENDERSON HAULING	7/6/2017	07-2017	2,000.00	
Oclaims - Opus Claims Account	205607	3800 - J.H. BRAWNER & CO	7/6/2017	07-2017	11,391.50	
Oclaims - Opus Claims Account	205608	4075 - BERGO	7/6/2017	07-2017	240.00	
Oclaims - Opus Claims Account	205609	4186 - LOMMERS-JOHNSON	7/6/2017	07-2017	12.94	
Oclaims - Opus Claims Account	205610	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	7/6/2017	07-2017	429.10	
Oclaims - Opus Claims Account	205611	4338 - VINTAGE AT EVERETT	7/6/2017	07-2017	1,041.00	
Oclaims - Opus Claims Account	205612	4338 - VINTAGE AT EVERETT	7/6/2017	07-2017	1,041.00	
Oclaims - Opus Claims Account	205613	4449 - WESTBY	7/6/2017	07-2017	130.00	
Oclaims - Opus Claims Account	205614	4460 - SIMM	7/6/2017	07-2017	120.00	
Oclaims - Opus Claims Account	205615	4476 - MOTEL EXPRESS MANAGER	7/6/2017	07-2017	2,919.53	
Oclaims - Opus Claims Account	205616	4488 - BERGER	7/6/2017	07-2017	67.73	
Oclaims - Opus Claims Account	205617	4644 - KINGS III OF AMERICA, INC.	7/6/2017	07-2017	178.27	
Oclaims - Opus Claims Account	205618	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	7/6/2017	07-2017	4,176.23	
Oclaims - Opus Claims Account	205619	4660 - WAGHS	7/6/2017	07-2017	3,225.00	
Oclaims - Opus Claims Account	205620	475 - FRONTIER	7/6/2017	07-2017	71.98	
Oclaims - Opus Claims Account	205621	4764 - GREBEN	7/6/2017	07-2017	129.15	
Oclaims - Opus Claims Account	205622	4781 - Corporate Payment Systems-Albertson	7/6/2017	07-2017	2,046.06	
Oclaims - Opus Claims Account	205623	4782 - Corporate Payment Systems-Dias	7/6/2017	07-2017	6.00	
Oclaims - Opus Claims Account	205624	4791 - Corporate Payment Systems-Mcleod	7/6/2017	07-2017	994.05	
Oclaims - Opus Claims Account	205625	4804 - LEIVO	7/6/2017	07-2017	28.78	
Oclaims - Opus Claims Account	205626	482 - GOLDFINCH BROS IN	7/6/2017	07-2017	109.70	
Oclaims - Opus Claims Account	205627	4840 - MACABARE	7/6/2017	07-2017	6.99	
Oclaims - Opus Claims Account	205628	4888 - KAIKAI	7/6/2017	07-2017	267.84	
Oclaims - Opus Claims Account	205629	4939 - FRANGIPANI	7/6/2017	07-2017	55.05	
Oclaims - Opus Claims Account	205630	4948 - TRAVELODGE	7/6/2017	07-2017	3,431.60	
Oclaims - Opus Claims Account	205631	4997 - Highlander Associates	7/6/2017	07-2017	2,950.00	
Oclaims - Opus Claims Account	205632	5001 - ARLINGTON MOTOR INN	7/6/2017	07-2017	495.00	
Oclaims - Opus Claims Account	205633	5008 - DOORMAN COMMERCIAL, LLC	7/6/2017	07-2017	307.00	
Oclaims - Opus Claims Account	205634	5012 - GILLIS	7/6/2017	07-2017	575.00	

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0claims - Opus Claims Account	205635	7329 - SILVER LAKE WATER DISTRICT	7/6/2017	07-2017	160.80	
0claims - Opus Claims Account	205636	771 - HD SUPPLY FACILITIES MAINTENANCE	7/6/2017	07-2017	1,568.28	
0claims - Opus Claims Account	205637	985 - PUD #1 OF SNOHOMISH COUNTY	7/6/2017	07-2017	8,008.23	
0claims - Opus Claims Account	205638	5015 - SOLOUKI	7/7/2017	07-2017	12.50	
0claims - Opus Claims Account	205639	t0044267 - VIK c/o Laurie Abendroth	7/7/2017	07-2017	2.00	
0claims - Opus Claims Account	205640	t0044329 - Flores	7/7/2017	07-2017	468.00	
0claims - Opus Claims Account	205641	t0044815 - Solouki	7/7/2017	07-2017	207.00	
0claims - Opus Claims Account	205642	4987 - WPI REAL ESTATE SERVICES, INC.	7/11/2017	07-2017	465.00	
0claims - Opus Claims Account	205643	4987 - WPI REAL ESTATE SERVICES, INC.	7/11/2017	07-2017	465.00	
0claims - Opus Claims Account	205644	4987 - WPI REAL ESTATE SERVICES, INC.	7/11/2017	07-2017	465.00	
0claims - Opus Claims Account	205645	4987 - WPI REAL ESTATE SERVICES, INC.	7/11/2017	07-2017	465.00	
0claims - Opus Claims Account	205646	4987 - WPI REAL ESTATE SERVICES, INC.	7/11/2017	07-2017	465.00	
0claims - Opus Claims Account	205647	4987 - WPI REAL ESTATE SERVICES, INC.	7/11/2017	07-2017	465.00	
0claims - Opus Claims Account	205648	t0039037 - Karasevich	7/11/2017	07-2017	99.00	
0claims - Opus Claims Account	205649	t0043787 - CHOI	7/11/2017	07-2017	367.00	
0claims - Opus Claims Account	205650	113 - BAYSIDE SUPPLY CO	7/13/2017	07-2017	66.88	
0claims - Opus Claims Account	205651	1177 - SOUND SECURITY DBA SONITROL PACIFIC	7/13/2017	07-2017	716.00	
0claims - Opus Claims Account	205652	123 - MCLEOD	7/13/2017	07-2017	74.63	
0claims - Opus Claims Account	205653	1365 - COMCAST	7/13/2017	07-2017	1,327.42	
0claims - Opus Claims Account	205654	1405 - PUGET SOUND ENERGY	7/13/2017	07-2017	2,007.96	
0claims - Opus Claims Account	205655	1479 - WASTE MANAGEMENT NORTHWEST INC	7/13/2017	07-2017	2,986.39	
0claims - Opus Claims Account	205656	1505 - CDW COMPUTER CENTERS	7/13/2017	07-2017	2,096.69	
0claims - Opus Claims Account	205657	1506 - INSIGHT PUBLIC SECTOR	7/13/2017	07-2017	446.81	
0claims - Opus Claims Account	205658	1626 - CARDONA	7/13/2017	07-2017	48.00	
0claims - Opus Claims Account	205659	200 - CITY OF EVERETT - UTILITY SERVICES	7/13/2017	07-2017	13,303.26	
0claims - Opus Claims Account	205660	2089 - D & G BACKHOE, INC	7/13/2017	07-2017	2,852.12	
0claims - Opus Claims Account	205661	2240 - FRONTIER COMMUNICATIONS CORP CITIZENS CO	7/13/2017	07-2017	42.94	
0claims - Opus Claims Account	205662	231 - PITNEY BOWES INC GLOBAL FINANCIAL SERVIC	7/13/2017	07-2017	515.55	
0claims - Opus Claims Account	205663	2368 - THYSSENKRUPP ELEVATOR CORPORATION	7/13/2017	07-2017	7,049.53	
0claims - Opus Claims Account	205664	2875 - LOWE'S COMMERCIAL	7/13/2017	07-2017	1,077.49	
0claims - Opus Claims Account	205665	2956 - ACCOUNTEMPS	7/13/2017	07-2017	1,828.11	

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0claims - Opus Claims Account	205666	300 - SHEPARD / EHA COFFEE FUND	7/13/2017	07-2017	20.00	
0claims - Opus Claims Account	205667	3152 - SHRED-IT USA LLC	7/13/2017	07-2017	324.25	
0claims - Opus Claims Account	205668	3212 - GOVCONNECTION, INC	7/13/2017	07-2017	7,000.59	
0claims - Opus Claims Account	205669	3313 - MOCO INC	7/13/2017	07-2017	1,761.25	
0claims - Opus Claims Account	205670	3504 - EXPRESS SERVICES, INC.	7/13/2017	07-2017	687.75	
0claims - Opus Claims Account	205671	3637 - OTIS ELEVATOR COMPANY	7/13/2017	07-2017	2,160.17	
0claims - Opus Claims Account	205672	3690 - KAISER PERMANENTE	7/13/2017	07-2017	250.00	
0claims - Opus Claims Account	205673	3737 - NEW FRONTIER TECHNOLOGIES, LLC	7/13/2017	07-2017	550.00	
0claims - Opus Claims Account	205674	3784 - STAPLES BUSINESS ADVANTAGE	7/13/2017	07-2017	577.37	
0claims - Opus Claims Account	205675	3789 - PITNEY BOWES RESERVE ACCOUNT	7/13/2017	07-2017	5,000.00	
0claims - Opus Claims Account	205676	3844 - SIMPLEXGRINNELL LP	7/13/2017	07-2017	2,379.70	
0claims - Opus Claims Account	205677	4010 - ELECTRIC LIGHTWAVE - an Integra Company	7/13/2017	07-2017	806.83	
0claims - Opus Claims Account	205678	4104 - STANLEY ACCESS TECHNOLOGIES	7/13/2017	07-2017	532.15	
0claims - Opus Claims Account	205679	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	7/13/2017	07-2017	793.10	
0claims - Opus Claims Account	205680	4314 - FOSTER PEPPER PLLC	7/13/2017	07-2017	8,101.50	
0claims - Opus Claims Account	205681	4341 - DEPT OF COMMERCE	7/13/2017	07-2017	3,391.48	
0claims - Opus Claims Account	205682	4358 - BENETRAC	7/13/2017	07-2017	440.00	
0claims - Opus Claims Account	205683	4469 - DORRIS	7/13/2017	07-2017	411.84	
0claims - Opus Claims Account	205684	4498 - WASHINGTON TRACTOR, INC.	7/13/2017	07-2017	1,299.93	
0claims - Opus Claims Account	205685	45 - AMERICAN FLOORS & BLINDS	7/13/2017	07-2017	2,224.43	
0claims - Opus Claims Account	205686	4583 - ABODE INSPECTION SERVICES LLC	7/13/2017	07-2017	833.00	
0claims - Opus Claims Account	205687	4591 - VAN WINKLE	7/13/2017	07-2017	75.70	
0claims - Opus Claims Account	205688	46 - REDI-NATIONAL PEST ELIMINATORS, INC.	7/13/2017	07-2017	41.50	
0claims - Opus Claims Account	205689	4612 - SHELCO INC.	7/13/2017	07-2017	478.42	
0claims - Opus Claims Account	205690	4628 - PITNEY BOWES RESERVE ACCOUNT	7/13/2017	07-2017	600.00	
0claims - Opus Claims Account	205691	4631 - HELTNE	7/13/2017	07-2017	48.85	
0claims - Opus Claims Account	205692	4633 - KIENHOLZ	7/13/2017	07-2017	49.44	
0claims - Opus Claims Account	205693	464 - GE APPLIANCES	7/13/2017	07-2017	1,079.45	
0claims - Opus Claims Account	205694	4643 - PROTECTION ONE ALARM MONITORING INC.	7/13/2017	07-2017	3,295.62	
0claims - Opus Claims Account	205695	4644 - KINGS III OF AMERICA, INC.	7/13/2017	07-2017	249.96	
0claims - Opus Claims Account	205696	4646 - CONDO COMMERCIAL GROUNDS MAINT., INC.	7/13/2017	07-2017	1,055.05	

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0claims - Opus Claims Account	205697	4658 - PHADA MEMBERSHIP	7/13/2017	07-2017	4,475.00	
0claims - Opus Claims Account	205698	4669 - SAFEGUARD PEST CONTROL, INC.	7/13/2017	07-2017	104.03	
0claims - Opus Claims Account	205699	475 - FRONTIER	7/13/2017	07-2017	1,703.21	
0claims - Opus Claims Account	205700	4782 - Corporate Payment Systems-Dias	7/13/2017	07-2017	6.00	
0claims - Opus Claims Account	205701	4785 - Corporate Payment Systems-Erickson	7/13/2017	07-2017	618.00	
0claims - Opus Claims Account	205702	4786 - Corporate Payment Systems-Gizzi	7/13/2017	07-2017	405.61	
0claims - Opus Claims Account	205703	4788 - Corporate Payment Systems-Kennedy	7/13/2017	07-2017	280.07	
0claims - Opus Claims Account	205704	4789 - Corporate Payment Systems-Lommers	7/13/2017	07-2017	1,569.19	
0claims - Opus Claims Account	205705	4790 - Corporate Payment Systems-Maynard	7/13/2017	07-2017	717.94	
0claims - Opus Claims Account	205706	4791 - Corporate Payment Systems-Mcleod	7/13/2017	07-2017	29.99	
0claims - Opus Claims Account	205707	4792 - Corporate Payment Systems-Neblett	7/13/2017	07-2017	243.79	
0claims - Opus Claims Account	205708	4798 - Corporate Payment Systems-Ulvestad	7/13/2017	07-2017	1,498.20	
0claims - Opus Claims Account	205709	4801 - Corporate Payment Systems-HS Manage	7/13/2017	07-2017	648.92	
0claims - Opus Claims Account	205710	4802 - Corporate Payment Systems-Finance Dept.	7/13/2017	07-2017	1,695.78	
0claims - Opus Claims Account	205711	4812 - GREAT FLOORS COMMERCIAL SALES	7/13/2017	07-2017	626.21	
0claims - Opus Claims Account	205712	4813 - BRIX	7/13/2017	07-2017	50.00	
0claims - Opus Claims Account	205713	482 - GOLDFINCH BROS IN	7/13/2017	07-2017	614.32	
0claims - Opus Claims Account	205714	4834 - GroundWorks Landscaping Services	7/13/2017	07-2017	1,480.09	
0claims - Opus Claims Account	205715	4844 - AT&T	7/13/2017	07-2017	45.88	
0claims - Opus Claims Account	205716	4860 - CITY OF LYNNWOOD	7/13/2017	07-2017	8,119.56	
0claims - Opus Claims Account	205717	4863 - IRON MOUNTAIN	7/13/2017	07-2017	2.60	
0claims - Opus Claims Account	205718	4902 - Corporate Payment Systems-Baines	7/13/2017	07-2017	537.07	
0claims - Opus Claims Account	205719	4911 - American Property Consultants, Inc.	7/13/2017	07-2017	8,948.25	
0claims - Opus Claims Account	205720	4923 - Builders Hardware and Supply Co., Inc.	7/13/2017	07-2017	398.20	
0claims - Opus Claims Account	205721	4929 - ORKIN, 758-EVERETT, WA	7/13/2017	07-2017	427.86	
0claims - Opus Claims Account	205722	4935 - Corporate Payment Systems-Simm	7/13/2017	07-2017	3,968.30	
0claims - Opus Claims Account	205723	4941 - Absco Solutions	7/13/2017	07-2017	1,461.10	
0claims - Opus Claims Account	205724	4944 - Western Exterminator Company	7/13/2017	07-2017	269.77	
0claims - Opus Claims Account	205725	4982 - GHB WINDOW CLEANING SERVICES INC.	7/13/2017	07-2017	880.00	
0claims - Opus Claims Account	205726	4992 - Corporate Payment Systems-Kienholz	7/13/2017	07-2017	1,577.69	
0claims - Opus Claims Account	205727	5002 - Clementine Live Answering Service	7/13/2017	07-2017	1,493.30	

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0claims - Opus Claims Account	205728	5010 - PUGET SOUND SECURITY	7/13/2017	07-2017	5,514.75	
0claims - Opus Claims Account	205729	5013 - BAYVIEW GARDENS OPERATING TRUST	7/13/2017	07-2017	450.00	
0claims - Opus Claims Account	205730	5014 - FIGARSKY	7/13/2017	07-2017	13.05	
0claims - Opus Claims Account	205731	5017 - UNIVERSITY OF WASHINGTON	7/13/2017	07-2017	1,213.00	
0claims - Opus Claims Account	205732	5018 - POTALA VILLAGE	7/13/2017	07-2017	2,665.00	
0claims - Opus Claims Account	205733	5019 - SETHER	7/13/2017	07-2017	200.00	
0claims - Opus Claims Account	205734	5020 - ZEHNDER	7/13/2017	07-2017	50.08	
0claims - Opus Claims Account	205735	59 - GUARDIAN SECURITY SYSTEMS, INC.	7/13/2017	07-2017	5,311.41	
0claims - Opus Claims Account	205736	771 - HD SUPPLY FACILITIES MAINTENANCE	7/13/2017	07-2017	2,829.86	
0claims - Opus Claims Account	205737	926 - CEDAR GROVE COMPOSTING	7/13/2017	07-2017	99.00	
0claims - Opus Claims Account	205738	963 - PLATT ELECTRIC SUPPLY INC	7/13/2017	07-2017	86.98	
0claims - Opus Claims Account	205739	985 - PUD #1 OF SNOHOMISH COUNTY	7/13/2017	07-2017	3,605.26	
0claims - Opus Claims Account	205740	4158 - U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT	7/17/2017	07-2017	8,556.00	
0claims - Opus Claims Account	205741	5021 - RAINIER TITLE	7/17/2017	07-2017	190.00	
0claims - Opus Claims Account	205742	t0044330 - Sovereign	7/19/2017	07-2017	326.00	
0claims - Opus Claims Account	205743	t0044625 - Rubilar	7/19/2017	07-2017	50.00	
0claims - Opus Claims Account	205744	4834 - GroundWorks Landscaping Services	7/19/2017	07-2017	16,650.84	
0claims - Opus Claims Account	205745	t0044307 - NGUYEN	7/19/2017	07-2017	646.00	
0claims - Opus Claims Account	205746	1265 - THRIFTY SUPPLY COMPANY OF EVERETT, INC.	7/20/2017	07-2017	33.70	
0claims - Opus Claims Account	205747	262 - DEPT LABOR & INDUSTRY ELEVATOR SECTION	7/20/2017	07-2017	570.80	
0claims - Opus Claims Account	205748	3313 - MOCO INC	7/20/2017	07-2017	334.75	
0claims - Opus Claims Account	205749	3504 - EXPRESS SERVICES, INC.	7/20/2017	07-2017	1,118.74	
0claims - Opus Claims Account	205750	3784 - STAPLES BUSINESS ADVANTAGE	7/20/2017	07-2017	1,067.26	
0claims - Opus Claims Account	205751	3844 - SIMPLEXGRINNELL LP	7/20/2017	07-2017	2,109.99	
0claims - Opus Claims Account	205752	3944 - UNITED RENTALS NORTHWEST, INC.	7/20/2017	07-2017	967.58	
0claims - Opus Claims Account	205753	475 - FRONTIER	7/20/2017	07-2017	3,674.90	
0claims - Opus Claims Account	205754	4869 - KYOCERA DOCUMENT SOLUTIONS NORTHWEST	7/20/2017	07-2017	388.18	
0claims - Opus Claims Account	205755	4944 - Western Exterminator Company	7/20/2017	07-2017	324.52	
0claims - Opus Claims Account	205756	771 - HD SUPPLY FACILITIES MAINTENANCE	7/20/2017	07-2017	487.42	
0claims - Opus Claims Account	205757	846 - CONSOLIDATED SUPPLY	7/20/2017	07-2017	40.96	
0claims - Opus Claims Account	205758	1156 - SHERWIN-WILLIAMS PAINT CO	7/20/2017	07-2017	31.99	

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0claims - Opus Claims Account	205759	1626 - CARDONA	7/20/2017	07-2017	95.40	
0claims - Opus Claims Account	205760	231 - PITNEY BOWES INC GLOBAL FINANCIAL SERVIC	7/20/2017	07-2017	10.99	
0claims - Opus Claims Account	205761	2685 - U.G. CASH & CARRY	7/20/2017	07-2017	62.36	
0claims - Opus Claims Account	205762	2875 - LOWE'S COMMERCIAL	7/20/2017	07-2017	116.45	
0claims - Opus Claims Account	205763	4476 - MOTEL EXPRESS MANAGER	7/20/2017	07-2017	439.32	
0claims - Opus Claims Account	205764	4894 - DAVIS CURRIER	7/20/2017	07-2017	59.49	
0claims - Opus Claims Account	205765	4966 - BRITEWAY NW	7/20/2017	07-2017	1,037.64	
0claims - Opus Claims Account	205766	4993 - ZURIS	7/20/2017	07-2017	2,000.00	
0claims - Opus Claims Account	205767	771 - HD SUPPLY FACILITIES MAINTENANCE	7/20/2017	07-2017	357.71	
0claims - Opus Claims Account	205768	1055 - RUBATINO REFUSE REMOVAL INC	7/20/2017	07-2017	18,054.63	
0claims - Opus Claims Account	205769	261 - WA STATE DEPT OF LABOR AND INDUSTRIES	7/20/2017	07-2017	17.61	
0claims - Opus Claims Account	205770	1365 - COMCAST	7/20/2017	07-2017	2,013.79	
0claims - Opus Claims Account	205771	1405 - PUGET SOUND ENERGY	7/20/2017	07-2017	724.60	
0claims - Opus Claims Account	205772	200 - CITY OF EVERETT - UTILITY SERVICES	7/20/2017	07-2017	561.90	
0claims - Opus Claims Account	205773	2368 - THYSSENKRUPP ELEVATOR CORPORATION	7/20/2017	07-2017	381.80	
0claims - Opus Claims Account	205774	4644 - KINGS III OF AMERICA, INC.	7/20/2017	07-2017	129.06	
0claims - Opus Claims Account	205775	4748 - GRANITE TELECOMMUNICATIONS, LLC	7/20/2017	07-2017	83.92	
0claims - Opus Claims Account	205776	475 - FRONTIER	7/20/2017	07-2017	2,461.40	
0claims - Opus Claims Account	205777	4871 - LAKE STEVENS SEWER DISTRICT	7/20/2017	07-2017	3,440.00	
0claims - Opus Claims Account	205778	4872 - CITY OF MONROE	7/20/2017	07-2017	1,781.50	
0claims - Opus Claims Account	205779	4944 - Western Exterminator Company	7/20/2017	07-2017	107.51	
0claims - Opus Claims Account	205780	985 - PUD #1 OF SNOHOMISH COUNTY	7/20/2017	07-2017	1,197.64	
0claims - Opus Claims Account	205781	regional - REPUBLIC SERVICES #197	7/20/2017	07-2017	394.29	
0claims - Opus Claims Account	205782	985 - PUD #1 OF SNOHOMISH COUNTY	7/20/2017	07-2017	68.98	
0claims - Opus Claims Account	205783	113 - BAYSIDE SUPPLY CO	7/20/2017	07-2017	887.44	
0claims - Opus Claims Account	205784	345 - LANGUAGE LINE SERVICES, INC	7/20/2017	07-2017	225.40	
0claims - Opus Claims Account	205785	3593 - SOUND PUBLISHING, INC	7/20/2017	07-2017	650.00	
0claims - Opus Claims Account	205786	113 - BAYSIDE SUPPLY CO	7/20/2017	07-2017	12,351.54	
0claims - Opus Claims Account	205787	1190 - SOUND SAFETY PRODUCTS, INC	7/20/2017	07-2017	314.18	
0claims - Opus Claims Account	205788	1505 - CDW COMPUTER CENTERS	7/20/2017	07-2017	93.12	
0claims - Opus Claims Account	205789	215 - CONSOLIDATED ELECTRICAL DIST INC	7/20/2017	07-2017	203.62	

Payment Summary

Bank=0claims AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205790	217 - AIRGAS - NORPAC, INC	7/20/2017	07-2017	9.05	
0claims - Opus Claims Account	205791	262 - DEPT LABOR & INDUSTRY ELEVATOR SECTION	7/20/2017	07-2017	457.00	
0claims - Opus Claims Account	205792	3330 - RODDA PAINT CO. INC	7/20/2017	07-2017	12.48	
0claims - Opus Claims Account	205793	3498 - DANIEL LY SNO-KING CARPET CLEANING	7/20/2017	07-2017	471.71	
0claims - Opus Claims Account	205794	4585 - LOOPUP DBA RING2 COMMUNICATIONS LLC	7/20/2017	07-2017	12.05	
0claims - Opus Claims Account	205795	4668 - ALLEN	7/20/2017	07-2017	26.00	
0claims - Opus Claims Account	205796	4939 - FRANGIPANI	7/20/2017	07-2017	0.00	
0claims - Opus Claims Account	205797	4967 - THAN	7/20/2017	07-2017	132.36	
0claims - Opus Claims Account	205798	684 - NEWTON * KIGHT ATTORNEYS AT LAW	7/20/2017	07-2017	4,589.55	
0claims - Opus Claims Account	205799	755 - MARTIN LUMBER AND HARDWARE INC	7/20/2017	07-2017	4.94	
0claims - Opus Claims Account	205800	771 - HD SUPPLY FACILITIES MAINTENANCE	7/20/2017	07-2017	599.62	
0claims - Opus Claims Account	205801	846 - CONSOLIDATED SUPPLY	7/20/2017	07-2017	38.79	
0claims - Opus Claims Account	205802	869 - OFFICE DEPOT, INC.	7/20/2017	07-2017	3,527.94	
0claims - Opus Claims Account	205803	963 - PLATT ELECTRIC SUPPLY INC	7/20/2017	07-2017	73.21	
0claims - Opus Claims Account	205804	1190 - SOUND SAFETY PRODUCTS, INC	7/20/2017	07-2017	94.34	
0claims - Opus Claims Account	205805	203 - CITY OF EVERETT	7/20/2017	07-2017	1,614.21	
0claims - Opus Claims Account	205806	2875 - LOWE'S COMMERCIAL	7/20/2017	07-2017	22.06	
0claims - Opus Claims Account	205807	2983 - TALX CORP DBA EQUIFAX WORKFORCE SOLUTION	7/20/2017	07-2017	93.45	
0claims - Opus Claims Account	205808	3498 - DANIEL LY SNO-KING CARPET CLEANING	7/20/2017	07-2017	493.65	
0claims - Opus Claims Account	205809	3784 - STAPLES BUSINESS ADVANTAGE	7/20/2017	07-2017	627.00	
0claims - Opus Claims Account	205810	3844 - SIMPLEXGRINNELL LP	7/20/2017	07-2017	505.72	
0claims - Opus Claims Account	205811	4612 - SHELCO INC.	7/20/2017	07-2017	176.11	
0claims - Opus Claims Account	205812	4720 - RJ PAINTING	7/20/2017	07-2017	3,294.00	
0claims - Opus Claims Account	205813	771 - HD SUPPLY FACILITIES MAINTENANCE	7/20/2017	07-2017	342.75	
0claims - Opus Claims Account	205814	817 - NAN MCKAY AND ASSOCIATES, INC	7/20/2017	07-2017	14,800.00	
0claims - Opus Claims Account	205815	963 - PLATT ELECTRIC SUPPLY INC	7/20/2017	07-2017	67.39	
0claims - Opus Claims Account	205816	200 - CITY OF EVERETT - UTILITY SERVICES	7/20/2017	07-2017	5,857.68	
0claims - Opus Claims Account	205817	4319 - MICROSOFT CORPORATION	7/20/2017	07-2017	1,700.00	
0claims - Opus Claims Account	205818	475 - FRONTIER	7/20/2017	07-2017	2,170.16	
0claims - Opus Claims Account	205819	985 - PUD #1 OF SNOHOMISH COUNTY	7/20/2017	07-2017	1,542.05	
0claims - Opus Claims Account	205820	4688 - RMC Architects	7/20/2017	07-2017	16,609.95	

Payment Summary

Bank=0claims AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date Amount Reconciled
0claims - Opus Claims Account	205821	4791 - Corporate Payment Systems-Mcleod	7/20/2017	07-2017	29.99
0claims - Opus Claims Account	205822	3593 - SOUND PUBLISHING, INC	7/20/2017	07-2017	58.80
0claims - Opus Claims Account	205823	3800 - J.H. BRAWNER & CO	7/20/2017	07-2017	12,000.00
0claims - Opus Claims Account	205824	3801 - BUILDERS EXCHANGE OF WASHINGTON	7/20/2017	07-2017	13.40
0claims - Opus Claims Account	205825	4660 - WAGHS	7/20/2017	07-2017	6,375.00
0claims - Opus Claims Account	205826	4791 - Corporate Payment Systems-Mcleod	7/20/2017	07-2017	103.72
0claims - Opus Claims Account	205827	4802 - Corporate Payment Systems-Finance Dept.	7/20/2017	07-2017	77.00
0claims - Opus Claims Account	205828	4906 - The Jacobs Group	7/20/2017	07-2017	2,137.50
0claims - Opus Claims Account	205829	985 - PUD #1 OF SNOHOMISH COUNTY	7/20/2017	07-2017	19.10
0claims - Opus Claims Account	205830	4995 - 5J Williams Family LLC	7/20/2017	07-2017	1,295.00
0claims - Opus Claims Account	205831	4998 - Cascadian Associates	7/20/2017	07-2017	3,950.00
0claims - Opus Claims Account	205832	t0044213 - BRUSH	7/24/2017	07-2017	316.00
0claims - Opus Claims Account	205833	t0044618 - Shin	7/24/2017	07-2017	300.00
0claims - Opus Claims Account	205834	1165 - SNOHOMISH COUNTY - DEPT OF FINANCE	7/27/2017	07-2017	510.00
0claims - Opus Claims Account	205835	1190 - SOUND SAFETY PRODUCTS, INC	7/27/2017	07-2017	142.50
0claims - Opus Claims Account	205836	1365 - COMCAST	7/27/2017	07-2017	769.76
0claims - Opus Claims Account	205837	1479 - WASTE MANAGEMENT NORTHWEST INC	7/27/2017	07-2017	243.05
0claims - Opus Claims Account	205838	1505 - CDW COMPUTER CENTERS	7/27/2017	07-2017	496.65
0claims - Opus Claims Account	205839	200 - CITY OF EVERETT - UTILITY SERVICES	7/27/2017	07-2017	45,737.13
0claims - Opus Claims Account	205840	2127 - ALLWATER CORPORATION	7/27/2017	07-2017	349.20
0claims - Opus Claims Account	205841	2240 - FRONTIER COMMUNICATIONS CORP CITIZENS CO	7/27/2017	07-2017	102.98
0claims - Opus Claims Account	205842	2721 - STANTON	7/27/2017	07-2017	970.00
0claims - Opus Claims Account	205843	2875 - LOWE'S COMMERCIAL	7/27/2017	07-2017	172.79
0claims - Opus Claims Account	205844	2956 - ACCOUNTEMPS	7/27/2017	07-2017	1,046.63
0claims - Opus Claims Account	205845	3118 - HERNDON RECOGNITION COMPANY	7/27/2017	07-2017	727.00
0claims - Opus Claims Account	205846	3313 - MOCO INC	7/27/2017	07-2017	1,174.50
0claims - Opus Claims Account	205847	3425 - WEST COAST ELECTRICAL SERVICES, LLC KYLE	7/27/2017	07-2017	7,500.00
0claims - Opus Claims Account	205848	3498 - DANIEL LY SNO-KING CARPET CLEANING	7/27/2017	07-2017	1,579.68
0claims - Opus Claims Account	205849	3504 - EXPRESS SERVICES, INC.	7/27/2017	07-2017	687.75
0claims - Opus Claims Account	205850	3637 - OTIS ELEVATOR COMPANY	7/27/2017	07-2017	2,495.50
0claims - Opus Claims Account	205851	3784 - STAPLES BUSINESS ADVANTAGE	7/27/2017	07-2017	462.45

Payment Summary

Bank=0claims AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
0claims - Opus Claims Account	205852	3844 - SIMPLEXGRINNELL LP	7/27/2017	07-2017	5,280.40	
0claims - Opus Claims Account	205853	3914 - AFFORDABLE HOUSING RISK POOL	7/27/2017	07-2017	141,892.00	
0claims - Opus Claims Account	205854	399 - WASHINGTON STATE PATROL	7/27/2017	07-2017	996.00	
0claims - Opus Claims Account	205855	4104 - STANLEY ACCESS TECHNOLOGIES	7/27/2017	07-2017	4,578.00	
0claims - Opus Claims Account	205856	4243 - DUNN LUMBER COMPANY	7/27/2017	07-2017	106.21	
0claims - Opus Claims Account	205857	4272 - YARDI SYSTEMS INC	7/27/2017	07-2017	75.00	
0claims - Opus Claims Account	205858	4312 - REFUGEE & IMMIGRANT SERVICES NORTHWEST	7/27/2017	07-2017	530.95	
0claims - Opus Claims Account	205859	4463 - ALBERTSON	7/27/2017	07-2017	1,464.00	
0claims - Opus Claims Account	205860	4476 - MOTEL EXPRESS MANAGER	7/27/2017	07-2017	439.32	
0claims - Opus Claims Account	205861	4513 - VOLUNTEERS OF AMERICA	7/27/2017	07-2017	15,950.00	
0claims - Opus Claims Account	205862	4556 - BANNER BANK	7/27/2017	07-2017	4,321.54	
0claims - Opus Claims Account	205863	4637 - METILJEVIC	7/27/2017	07-2017	11.07	
0claims - Opus Claims Account	205864	4669 - SAFEGUARD PEST CONTROL, INC.	7/27/2017	07-2017	143.52	
0claims - Opus Claims Account	205865	4727 - Hawkins Delafield & Wood LLP	7/27/2017	07-2017	8,381.50	
0claims - Opus Claims Account	205866	475 - FRONTIER	7/27/2017	07-2017	2,046.97	
0claims - Opus Claims Account	205867	4782 - Corporate Payment Systems-Dias	7/27/2017	07-2017	113.88	
0claims - Opus Claims Account	205868	4945 - DAY & NITE PLUMBING & HEATING	7/27/2017	07-2017	245.00	
0claims - Opus Claims Account	205869	4949 - Sewer Detectives	7/27/2017	07-2017	3,714.07	
0claims - Opus Claims Account	205870	4997 - Highlander Associates	7/27/2017	07-2017	1,350.00	
0claims - Opus Claims Account	205871	5001 - ARLINGTON MOTOR INN	7/27/2017	07-2017	498.60	
0claims - Opus Claims Account	205872	5022 - MONEYGRAM PAYMENT SYSTEMS, INC.	7/27/2017	07-2017	18.00	
0claims - Opus Claims Account	205873	5025 - TIGHE	7/27/2017	07-2017	64.00	
0claims - Opus Claims Account	205874	5026 - MCKEON	7/27/2017	07-2017	1,200.00	
0claims - Opus Claims Account	205875	5027 - GJJ WILLIAMS INVESTMENTS LLC	7/27/2017	07-2017	995.00	
0claims - Opus Claims Account	205876	59 - GUARDIAN SECURITY SYSTEMS, INC.	7/27/2017	07-2017	75.00	
0claims - Opus Claims Account	205877	741 - SISKUN POWER EQUIPMENT	7/27/2017	07-2017	10.96	
0claims - Opus Claims Account	205878	755 - MARTIN LUMBER AND HARDWARE INC	7/27/2017	07-2017	32.41	
0claims - Opus Claims Account	205879	771 - HD SUPPLY FACILITIES MAINTENANCE	7/27/2017	07-2017	1,134.86	
0claims - Opus Claims Account	205880	869 - OFFICE DEPOT, INC.	7/27/2017	07-2017	175.96	
0claims - Opus Claims Account	205881	985 - PUD #1 OF SNOHOMISH COUNTY	7/27/2017	07-2017	8,275.74	
0claims - Opus Claims Account	205882	trans - Translators USA	7/27/2017	07-2017	3,850.74	

Payment Summary

Bank=0claims AND mm/yy=07/2017-07/2017 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
					889,568.86	

Resolution No. 1438

Resolution Approving Section 8 Management Assessment Program (SEMAP) Certification for the Program Year Ending June 30, 2017

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has published regulations relating to the Section 8 Management Assessment Program (SEMAP); and

WHEREAS, pursuant to said regulations, it is necessary for the Housing Authority to submit a certification as to the Authority's performance on several "Indicators" under the SEMAP program;

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

Section 1. The SEMAP certification attached hereto as Exhibit "A" is hereby approved and the Executive Director is hereby authorized to sign said SEMAP Certification.

Section 2. The Executive Director is further authorized to immediately transmit to the U. S. Department of Housing and Urban Development the executed Certification.

Section 3. This Resolution shall take effect immediately.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 28th day of August, 2017.

_____
Chair, Board of Commissioners

Attest:

_____
Secretary

Resolution No. 1439
Authorizing Amendment #22
to the Interagency Agreement with
Housing Hope Relating to the
Commerce Building SRO Units

WHEREAS, the Housing Authority of the City of Everett and Housing Hope cooperated in the development of low income housing through the SRO Moderate Rehabilitation program, the result of which was to provide 29 units of SRO housing in the Commerce Building; and

WHEREAS, the Housing Assistance Contract between EHA and Housing Hope for the Commerce Building is a contract that must be renewed annually; and

WHEREAS, the Housing Authority and Housing Hope desire to renew the HAP contracts for the SRO Moderate Rehabilitation program; and

WHEREAS, under the regulations of the Moderate Rehabilitation program, the Authority is responsible for the creation and maintenance of the waiting list and for determining income and rents for selected tenants; and

WHEREAS, the Authority and Housing Hope desire to amend their existing Interagency Agreement through which Housing Hope serves as the Authority's agent in carrying out certain functions and will be compensated for such services.

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

Section 1: The Executive Director is hereby authorized to execute Amendment No. 22 to the Interagency Agreement between Housing Hope and the Authority (Exhibit A) to provide for the Authority to compensate Housing Hope an amount not to exceed $12,550.00 for services to be provided during the HAP contract period from October 1, 2017 through September 30, 2018.

Section 2: The Resolution shall take effect immediately.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett this 28th day of August, 2017.

_____
Chair, Board of Commissioners

ATTEST:

_____
Secretary

Amendment No. 22
Interagency Agreement Between
Housing Hope
And
The Everett Housing Authority

This Amendment No. 22 amends that Interagency Agreement between Housing Hope and the Everett Housing Authority dated July 7, 1995, as previously amended by:

Amendment	Dated
No. 1	June 10, 1996
No.2	November 7, 1997
No. 3	June 29, 1998
No. 4	June 28, 1999
No. 5	August 28, 2000
No. 6	June 29, 2001
No. 7	August 30, 2002
No. 8	August 26, 2003
No. 9	July 12, 2004
No. 10	July 25, 2005
No. 11	May 21, 2006
No. 12	December 4, 2007
No. 13	August 8, 2008
No. 14	July 2, 2009
No. 15	September 27, 2010
No. 16	August 30, 2011
No. 17	August 27, 2012
No. 18	September 4, 2013
No. 19	August 25, 2014
No. 20	August 24, 2015
No. 21	August 22, 2016

And in so doing, thereby provides:

1. For Services to be provided for the period of October 1, 2017 through September 30, 2018 the Authority shall pay Agent costs incurred directly related to the management of the Commerce Building low income housing apartments in the amount not exceeding $12,550.00.

2. All other provisions of the Interagency Agreement remain.

Housing Authority of the City of Everett

By: _____ _____
Ashley Lommers-Johnson, Executive Director Date

Housing Hope

By: _____ _____
Edwin R. Petersen, Executive Director Date

Resolution No. 1440
Revising the Non-Fixed Asset Management Policy and Procedures

WHEREAS, pursuant to Resolution No. 1315, the Housing Authority of the City of Everett ("EHA") adopted a Non-Fixed Asset Management Policy and Procedures ("the Policy") on November 26, 2012; and

WHEREAS, the Policy and related procedures are intended to increase EHA's accountability over its tangible, non-fixed assets; and

WHEREAS, EHA desires to revise the Policy, to eliminate small and attractive items that are not required under state law to be tagged and tracked; and

WHEREAS, EHA has also added IPADs and cell phones to the list of electronic devices classified as "small and attractive," for better control over said items.

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

Section 1: The revised Everett Housing Authority Non-Fixed Asset Management Policy and Procedures dated August 2017 and attached as Exhibit A to this Resolution is hereby approved and adopted.

Section 2: The Executive Director is authorized to take all steps necessary to ensure the adopted revisions to the Policy are implemented, to include delegation of this responsibility to the Deputy Executive Director, with assistance from the Asset Management Staff.

Section 3: The Resolution shall take effect immediately.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 28th day of August, 2017.

_____
Chair, Board of Commissioners

Attest:

_____
Secretary

EVERETT
HOUSING AUTHORITY

Non-Fixed Asset Management Policy & Procedures

Type of Approval Action	Description of Action	Resolution #	Date
Board	Initial Adoption of Policies	1315	11-26-2012
Board	Revision of Policy	1440	08-28-2017

Title	***Page***
Policy	3
Purpose	3
Overview	3
Assets to be Tracked	3
Tagged Items	4
Responsibility of Department Heads	4
Procedures	4
Additions	4
Deletions	5
Lost or Stolen Items	5
Transfers	5
Audits	6
Asset Management Staff	6

POLICY

It is the policy of the Housing Authority of the City of Everett (EHA) to maintain accountability over its tangible, non-fixed assets as defined below.

PURPOSE

The intent of this guide is to provide the specific policies & procedures associated with the asset management program and to set forth standards for ensuring consistency, uniformity, and accountability.

OVERVIEW

The Finance Director shall be responsible for implementing this policy and any related questions not covered in this guide should be address to them.

Assets that meet the criteria set forth below ("tracked assets") are to be entered into EHA's Asset Management database, per the procedures below. Tracked assets that are lost, stolen, damaged, moved, replaced, or disposed of must be accounted for per the specific procedures set forth below and the specific EHA policy for the disposal of assets.

Audits of all tracked items will be conducted annually by the department heads. They will be responsible for resolving any discrepancies.

ASSETS TO BE TRACKED

In general, any item valued over **$300**, having a life expectancy of more than one year, that is not physically attached to a building will be tracked by method of "tagging". There are a few exceptions:

"Small and Attractive Items" are items that are small and particularly susceptible to theft, which may not be noticed immediately after their disappearance, or replaced without suspicion during audits. Any "small and attractive" item valued over **$100**, and having a life expectancy of more than one year, will also be tracked by method of "tagging". These include but are not limited to:

Calculators	Printers	Computers	Monitors
IPads/Tablets	Laptops	Cameras	Televisions
Cell Phones	Power Tools	Shop Equipment	Small Electronics

Examples of items NOT to be tracked include but are not limited to:

Built-in Appliances	Desk Fans	Office Fixtures	Immovable furnishings
Building Supplies	Office Supplies	Custodial Supplies	Small Hand Tools

Office Furniture (i.e. desks, chairs, hutches, bridges, file cabinets, bookshelves)

TAGGED ITEMS

All tracked items, as defined above, shall be "tagged" with a small adhesive barcode label. The label shall display the item number and description. Under no circumstances should this tag be altered or removed without following proper guidelines for certain circumstances as defined below.

Tagged items are recorded in the database with their physical location and all identifying information. The Asset Management staff member shall be notified of ANY changes to these items. Specifically, if they are lost, stolen, damaged, moved, replaced, or disposed of.

Some items, by their very nature or the circumstances of its use cannot be physically tagged (e.g. item is too small or resistant to adhesive, weather or constant use would wear off the label). In these cases, a number will still be issued but a label will not be affixed. When possible these items will be engraved by a staff member.

RESPONSIBILITY OF DEPARTMENT HEADS

Each department head or their designee will be responsible for notifying the Asset Management staff member of any changes to assets or if new assets are acquired. They or their designee will also assist the Asset Management staff member with the audits and help reconcile the audit discrepancies.

Department heads will ensure that they along with their staff will be trained in these procedures and they will monitor the adherence to the policy and procedures.

The Finance Director shall appoint an Asset Management staff member to maintain the database in EHA's Asset Management program and perform audits annually.

PROCEDURES

Any time a change in an asset's status occurs the following procedures should be strictly adhered to. A status change includes Additions, Deletions, and Transfers as defined below. Forms should be filled out by the appropriate department head or their designee.

"ADDITIONS" are newly acquired items. Upon receipt, any item that meets the criteria for tagging, whether acquired via purchase, construction, donation, lease, or other method shall be entered into the system and tagged per the following procedure:

1. Fill out the "New Asset Tag Request" form as completely as possible. The following information is required:
    a. Asset Description – brief but as accurate as possible
    b. Site & Location – which building and specific room/location within
    c. Manufacturer / Make / Model – where applicable
    d. Serial # – where applicable (if multiple, please provide all)
    e. Vendor Name-where item was purchased from
    f. Purchase Order Number
    g. Purchase Date
    h. Cost – total cost of PO including tax, delivery, etc. (or fair market value if not purchased)

   i. Department/Property – department or property which it is allocated to (department code/property code)
   j. Signature
2. Submit the form to the Asset Management staff member.
3. The Asset Management staff member will then "tag" the item or send you the adhesive barcode label for affixing to the item.
4. Labels must be affixed in an area accessible to the hand-held scanning device and where not susceptible to wear or damage.
5. Should a tag become damaged, removed, or otherwise unreadable, please notify the Asset Management staff member to "re-tag" the item.

All acquisitions must be made in accordance with EHA's established procurement policy.

For the purposes of valuing a "constructed item", within EHA's Asset Management database, its total material cost shall be considered its value. For example, if a maintenance employee builds a bench, the lumber, screws, and other materials would determine its value. Or if a computer is built with separately purchased parts, the total value of all installed parts will be the cost of the item and tracked as one item.

DELETIONS are any tagged items that need to be removed from the asset inventory. This would include items that are lost, stolen, damaged beyond repair, obsolete and in need of replacement, or disposed of for other reasons. Disposing of assets must be done per EHA's established disposal policy and proper notification must be given to the Asset Management staff member per the following procedure:

1. Fill out the "Asset Disposal" form as completely as possible. The following information is required:
   a. Asset Tag Number – located on the tag
   b. Description – brief description to ensure proper accuracy
   c. Serial # – where applicable, to verify
   d. Site & Location – which building and specific room/location within
   e. Reason for deletion – damaged, stolen, lost, obsolete, etc. with a brief description if necessary
   f. Department Head signature – required for all deletions
2. Submit the form to the Asset Management staff member.
3. The Asset Management staff member will then remove the item from the asset inventory within Yardi or the current Asset Tracking program.

Lost or Stolen Items – Whenever an item is missing and all efforts have failed to recover it, the Department Head will immediately notify by memorandum the Asset Management Team Member and the Finance Director.

"TRANSFERS" are any tagged item needing to be moved from one physical location to another and/or allocated to a new department, "Moving", "Reallocating", or an asset requires the notification of the Asset Management staff member per the following procedure:

1. Fill out the "Asset Transfer form as completely as possible. The following information is required:
   a. Asset Tag Number – located on the tag

b. Description – brief description to ensure proper accuracy
c. Serial # – where applicable, to verify
d. Original Site & Location – where it is moving from
e. Destination – where it is moving to (or who it is being checked out to for offsite use)
a. Original Department/Property – department/Property which it is allocated to (dept code) if applicable
f. New Department/Property – if applicable
g. Signature

2. Submit the form to the Asset Management staff member.
3. The Asset Management staff member will then make the appropriate adjustments within Yardi or the current Asset Tracking program.

The reporting of these transactions (adding, deletions or transfers) are to be done in a timely manner, preferably to be submitted by the end of the working day to an Asset Management Staff Member.

"AUDITS" are a physical check of all "tagged" assets and shall occur annually. Discrepancy reports shall be generated after the audits to locate any missing items and determine if there are new items that have not yet been entered into the asset inventory. These reconciliations will be entered into the system and a report generated for year to year comparison by the Finance Director.

Each department head or their designee will assist the Asset Management staff member during the audit to expedite the process. They will also instruct staff to make readily available small items that may be locked away. During these audits, staff will need to identify any personal items that could possibly be mistaken for EHA property.

The Asset Management Staff are: Purchasing Assistant and Inventory Control/Purchasing Coordinator

Resolution No. 1441

Authorizing the Executive Director to Execute Contracts Relating to Baker Heights Relocation Activities

WHEREAS, Section 18 of the Housing Act of 1937 authorizes the demolition and disposition of Public Housing, with administrative steps (24 CFR 970) prescribed by HUD, including an application process; and

WHEREAS, Everett Housing Authority (EHA) has received approval from the United States Department of Housing and Urban Development (HUD) of a Section 18 Application for the disposition of the Baker Heights neighborhood, which includes the Tenant Protection Vouchers to tenants displaced by that action; and

WHEREAS, EHA has begun a phased process of relocating tenants from the Baker Heights neighborhood, utilizing Tenant Protection Vouchers; and

WHEREAS, EHA will find it necessary to contract with third party vendors to provide moving services, fencing and other resources required to ensure the security of vacated units, and any other services necessary to ensure the safe and efficient relocation of tenants of the Baker Heights neighborhood; and

WHEREAS, EHA's Procurement Policy requires the Board of Commissioners to approve any expenditure exceeding $100,000, and the most favorable proposal for moving services exceeds that threshold, with the possibility that other related services costs may also exceed the expenditure limit requiring Board approval; and

WHEREAS, EHA wishes to expedite the contracting of services related to the relocation of Baker Heights tenants, by avoiding the need for Board approval for any services that may exceed the procurement threshold;

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

Section 1: The Executive Director is authorized to execute all contracts relating to the relocation of tenants displaced by the disposition of the Baker Heights Neighborhood and the securing of units vacated as a result of this action.

Section 2: This Resolution shall take effect immediately.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 28th day of August, 2017.

_____ _____

Chair, Board of Commissioners Date

Attest:

_____ _____

Secretary

EVERETT
HOUSING AUTHORITY

Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

TO: Board of Commissioners
FROM: Jill Stanton, Deputy Executive & Finance Director
RE: Ratification of Collective Bargaining Agreement with Washington State Council of County and City Employees
DATE: August 18, 2017

This memorandum recommends that the Board ratify the new Bargaining Agreement with the Washington State Council of County and City Employees, which covers a three-year period effective July 1, 2017. The authority had reached a tentative agreement with the AFSCME bargaining unit prior to the contract expiration date of June 30, 2017. However, we did not have the agreement signed in time for the special meeting of July 27, 2017.

A copy of the new contract is included with this memo. It contains some new provisions, as outlined below:

- The amount of time to qualify for out of class pay will be reduced from 10 consecutive work shifts to 5 consecutive work shifts.
- The trial service period required following a promotion or a transfer shall be changed from six months to one hundred and twenty (120) days in duration.
- 2.5% wage increase effective July 1, 2017
- If EHA is unable to provide wage increases in years 2 and 3 of this contract, EHA will recommend to the Board of Commissioners that each member covered under this contract be credited with two (2) additional floating holidays.

RECOMMENDED ACTION: Motion to Ratify Collective Bargaining Agreement with Washington State Council of County and City Employees for a three-year period that began July 1, 2017.

July 1, 2017 to June 30, 2020

AGREEMENT

between

EVERETT HOUSING AUTHORITY

and

WASHINGTON STATE COUNCIL

OF

COUNTY AND CITY EMPLOYEES

AFSCME/AFL-CIO

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PREAMBLE

This Agreement is made and entered into by and between the Everett Housing Authority, hereinafter referred to as the Employer and the Washington State Council of County and City Employees, affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union. All items shall be binding for both the Employer and the Union.

ARTICLE 1 - WARRANTY OF AUTHORITY

Section 1. The officials executing this Agreement on behalf of the Employer and the Union subscribing hereto are acting under the authority of R.C.W. 41.56 to collectively bargain on behalf of the organizations that they represent.

ARTICLE 2 - UNION RECOGNITION

Section 1. The Employer recognizes the Washington State Council of County and City Employees, AFSCME, AFL-CIO as the exclusive representative for all full time and regular part-time Employees of the Everett Housing Authority, excluding management, supervisors, confidential employees, maintenance, custodial and construction employees, resident caretakers and servers.

ARTICLE 3 - MANAGEMENT RIGHTS

The management of the Everett Housing Authority and the direction of the workforce are vested exclusively in the Authority and, except as limited by specific provisions of this Agreement, the Authority shall continue to have all sole and exclusive rights customarily reserved to management, including the right to hire, promote, suspend, discipline, transfer or discharge for proper cause; the right to relieve employees from duty because of lack of work or other proper reasons; the right to schedule operations, shifts and all hours of work; the right to assign work and require overtime work; the right to select supervisory personnel and control their conditions of employment; and the right to establish rules pertaining to the operations of the Authority's business and the permissible conduct of its employees. The Authority shall have the sole right to decide the process to be followed to carry out the Authority's business operations. The Authority also retains the right to close all or a portion of its facilities covered by this Agreement or to relocate, transfer work or in any other way to dispose of or alter such facility and the work performed therein.

The above-mentioned management rights are not to be interpreted as being all-inclusive, but merely indicate the types of rights that belong to and are reserved to management. It is understood that the Everett Housing Authority Personnel Policy Manual adopted by the Board of Commissioners shall apply to all members of the bargaining unit, except as modified by this Agreement. It is further understood that any of the rights, power or authority the Authority had prior to the effective date of this Agreement are retained by the Authority, except those specifically abridged or modified by this Agreement.

ARTICLE 4 - UNION SECURITY

Section 1. Subject to the provisions of the following paragraphs, it shall be a condition of employment that all employees of the Employer covered by this Agreement shall, at the effective date of the agreement, become and/or remain members of the Union in good standing; provided, however, that any employee hired prior to the date of certification of the Union, July 30, 2001, who exercised the option granted in the Agreement dated August 26, 2002 to abstain from Union membership, shall remain as a member not in good standing.

Section 2. It shall also be a condition of employment that all new employees hired after the effective date of this Agreement and covered by its provisions shall, not later than the 30th calendar day following their employment, become and remain members in good standing in the Union during the term of this Agreement.

Section 3. If an employee for bona fide religious tenets, as per R.C.W. 41.56.122(1), does not desire to be a member of the Union, one of the following shall apply:

A. Pay each month a service charge equivalent to regular union dues to the Union.

B. Pay each month an amount of money equivalent to regular current union dues to the Union, who shall then transmit that amount to a non-religious charity that is agreeable to the Union and the employee.

Section 4. Failure by an employee to abide by the above provisions shall constitute cause for discharge of such employee; provided that when an employee fails to fulfill the above obligation the Union shall provide the employee and the Employer with 30 days notification of the Union's intent to request the Employer to initiate discharge action. During this period the employee may make restitution of the overdue amount.

Section 5. New Hire Notification. The Employer shall notify the Union of all new hires within ten (10) working days of the hire date. This notification will include the name of the employee, the starting date of employment, classification, home address and phone number, and the approximate number of hours worked per week. At the time of hire, the Employer will notify the new hire of the terms and conditions of this Article.

Section 6. Deduction of Union Dues. Upon receipt by the Employer of written authorization from the employee, the Employer shall deduct all dues and fees uniformly levied against Union members, twice each month, from all members and transfer that amount to the Union Treasurer no later than the 25th day of the month following the month of deduction. The deduction of dues and fees shall be reflected on the employee's paycheck.

New employees, while completing their probationary period, may authorize the Employer to hold their union dues in escrow. If the employee fails to complete the

probationary period, the Employer will refund his/her dues. If the employee completes the probationary period, the Employer shall immediately transfer his/her union dues held in escrow to the Union Treasurer.

The Union shall indemnify the Employer and save the Employer harmless from any and all claims against the Employer arising out of the administration of this Article, including the amounts of union dues deducted and withheld from earnings, except those held in escrow by the Employer for a probationary employee.

ARTICLE 5 - EMPLOYEE RIGHTS, RESPONSIBILITIES AND UNION RIGHTS

Section 1. Union Activities. The Employer agrees that on the Employer's premises, duly elected Everett Housing Authority employee representatives of the Union shall be allowed on non-working time, unless otherwise approved by the Employer to:

A. Post Union notices.

B. Distribute Union literature, which shall be restricted to the employees' lounge or other designated location.

C. Attend authorized negotiation meetings with the Employer (up to 3 members of the Local).

D. Transmit communications authorized by the local union president to the Employer or his/her representatives.

E. Participate in the orientation of new bargaining unit employees to present a packet of Union information. The Union presentation shall not exceed ten (10) minutes. The presentation may be on EHA time but any travel time to reach the orientation must be on non-working time. The Union is responsible to develop and provide the Union information and is solely responsible for the contents.

Section 2. Duly elected employee representatives shall also be allowed on non-working time, unless otherwise approved by the Employer, to consult with the Employer, his/her representatives, the local union president or designee concerning any provision of this Agreement.

Time off without pay for investigating a formal grievance will be allowed, subject to the approval of the Employer for released time. This shall not be construed to allow time off to investigate employee complaints.

Time off with pay for meeting(s) regarding a formal grievance will be allowed with prior approval of the Employer, where the employee or local union president's or designee's attendance is required as a part of the grievance procedure as set forth in Article 20,

Steps 1, 2, and 3. This shall be limited to meetings with the Employer, which are held during working hours.

Section 3. The Union agrees to provide the Employer with an updated list of duly elected Everett Housing Authority employee representatives and those accredited representatives of the Union within ten (10) days of the day the appointment is made. Such list to clearly define the authority of each of the representatives to represent the Union or a union member.

Section 4. Upon the written request of the Union, the Employer agrees to provide a list of employees filling positions (including promotions and reclassifications) within the applicable bargaining unit for which such information is requested, within ten (10) days of receipt of the written request. Such requests shall not be made more than twice per year.

Section 5. The Employer agrees that accredited representatives of the Union so designated on the list noted in Section 3 of this Article shall have reasonable access to the public premises and designated non-public areas of the Employer during working hours for the purpose of investigating and discussing grievances, provided the Union representative does not interfere with the work of the employees. Such business will normally be confined to the employee's lounge or conference room, unless otherwise agreed to by the Employer. Said representatives will provide adequate notice of such meetings and space will be provided on an available basis.

Section 6. The Employer and Union recognize it is in their mutual interest that issues which arise concerning administration of this labor agreement should be resolved as expeditiously as possible and that either party will occasionally meet with representatives of the other party for the purpose of resolving those issues. Such meetings will be held only with mutual consent of the Employer and the Union. Subject to the approval of and arrangements made with his/her respective supervisor, the local union president shall be allowed to perform such duties on paid time. Both the Employer and Union will use reasonable judgment on the application of this section.

Section 7. Official Union representatives may be allowed time off without pay to attend designated conferences and conventions of the Washington State Council of County and City Employees and/or the American Federation of State, County and Municipal Employees (AFL-CIO); provided that the Employer is able to properly staff the employee's job duties during the employee's time off. Such time off will be granted only with the express approval of the Executive Director. The time off shall not exceed five (5) days for a single function or a total of fifteen (15) working days in one calendar year. At the employee's option, vacation leave may be utilized for such time off, with reasonable notice and the Employer's approval.

Section 8. Union Use of Bulletin Boards. The Employer agrees to allow the Union to use designated departmental bulletin boards, the main purpose of which shall be to post Union information. The allotted space will be a maximum twelve (12) square feet

per bulletin board and allocated in a manner conducive to posting. One bulletin board will be located at the Colby Office and one bulletin board will be located at Broadway Plaza. The Union agrees to limit posting of such notices to its bulletin board space, however, inter-office mail may be used to distribute Union bulletin board information to the Twelve Pines, Baker Heights, Broadway Plaza and Maintenance Office facilities. It is specifically understood that no notices of a discriminatory or political nature, nor notices that would be offensive to a reasonable person, shall be posted. Each posting shall be initialed and dated by the Union official responsible for the posting.

ARTICLE 6 - HOURS OF WORK AND OVERTIME

Section 1. Standard Workweek. The hours of work and the determination of the workweek shall be established by the Employer. The normal workweek for 37.5 hours per week employees shall consist of five (5) consecutive workdays within a 7-day period, Sunday through Saturday. The normal workweek for 40 hours per week employees shall, whenever possible, consist of five (5) consecutive workdays within a 7-day period, Sunday through Saturday.

Section 2. Overtime. Employees who work overtime shall be compensated at the rate of time and one half (1-1/2) their regular straight time of pay for hours worked in excess of (a) thirty-seven and one half (37.5) hours, if on a 37.5 hours per week normal work schedule, or (b) forty (40) hours, if on a 40 hours per week normal work schedule, in any week.

Employees whose regular work schedule is other than as defined in the previous paragraph of this Section shall be compensated at the rate of straight time for hours worked in excess of the employee's regular work schedule in any work week, up to forty (40) compensated hours. Hours worked beyond 40 shall be compensated at the rate of time and one half (1-1/2) for the hours worked in excess of 40 hours.

Employees may not work overtime without prior approval from their immediate supervisor or an authorized member of management.

Section 3. Compensatory Time. Employees who work overtime may receive compensatory time off in lieu of overtime. Employees are expected to receive pay in accordance with Section 2 of this Article. In exceptional circumstances compensatory time off may be granted. Such compensatory time must be approved by the Employer and is limited to a maximum of 40 hours per year. On December 31 of each year hours beyond the maximum accrual of 40 hours will be paid to the employee at the appropriate rate.

Section 4. Meal Periods. Employees shall be entitled to an unpaid lunch period, which will normally be taken at mid-shift unless otherwise arranged, as noted in the Everett Housing Authority Personnel Policy Manual. When an employee is required by

the Employer to remain on duty on the premises, meal periods shall be paid by the Employer.

Employees may not work during their meal periods without prior approval from their immediate supervisor or an authorized member of management.

Section 5. Rest Periods. Employees who work over 4 hours per day but less than 7.5 hours per day shall receive one 15-minute rest period. Employees who work 7.5 hours or longer per day shall receive two 15-minute rest periods. Such rest periods shall be scheduled by the supervisor as near as possible to the midpoint of each work period.

Section 6. Hours Worked. Holidays shall be considered time worked for the purpose of calculating overtime pay; provided, that in order for a holiday to be considered time worked, the holiday(s) must fall within the employee's scheduled work week.

Sick leave time and vacation leave time shall not be considered time worked for the purpose of calculating overtime pay. When an employee works hours beyond their normal workweek during a week when sick leave time and/or vacation leave time have been taken, the hours worked will be paid at straight time. The employee's sick leave account and/or vacation leave account will be credited (restored) with the hours worked beyond the normal workweek. If there are additional hours worked beyond the number of hours of sick leave time and/or vacation leave time restored, such additional hours will be paid at straight time, unless the total hours worked exceeds:

A. Thirty-seven and one half (37.5) hours, if on a 37.5 hours per week normal work schedule; or

B. Forty (40) hours, if on a 40 hours per week normal work schedule; or

C. Forty (40) hours, if on a less than 37.5 hours per week schedule.

Section 7. Alternative Work Schedules. An employee desiring to work an alternative schedule (e.g. four-day workweek, split shift, flextime, etc.) shall submit a written request to the Employer. Such requests shall be considered in light of the needs of the agency, which shall be determined by the Executive Director or designee. The circumstances of the employee requesting the alternative work schedule will be considered to the extent possible. The decision of the Executive Director or designee shall be final and shall not be subject to the grievance procedure.

If denied, the employee shall receive a written response indicating the reason(s) for the denial. If approved, the Employer may rescind the alternative work schedule by providing a 30-day notice to the employee of the rescission. The employee may request to terminate the alternative work schedule. The Employer will accommodate such requests as soon as practicable.

ARTICLE 7 - TEMPORARY EMPLOYEES

Section 1. A temporary employee is any employee hired to work for a defined and/or limited period of time in a regular position, or for overload or seasonal work. Temporary employees hired for a period exceeding six (6) months shall, as a pre-condition of employment, pay dues in accordance with Article 3 above and not replace or supplant potential or existing bargaining unit members or the body of work represented by the bargaining unit. The provisions of this article do not apply where such temporary employee is replacing a regular employee on long-term leave who is expected to return to work. Further this section does not apply to interns, volunteers, and those individuals involved in a job training program.

ARTICLE 8- PAID HOLIDAYS

Section 1. Employees are eligible for paid status on holidays, provided that they are in a paid status on the workday preceding and the workday following the holiday.

Section 2. The following are the paid legal holidays. The normal hours paid to the employee shall be paid for each holiday. Part-time employees shall receive holiday pay on a pro ratabasis.

New Year's Day	First day of January
Martin Luther King Jr. Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	Fourth day of July
Labor Day	First Monday of September
Veterans Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving Day	Fourth Friday of November
Day set during Christmas season	Variable
Christmas Day	Twenty-fifth day of December

Section 3. When any such holiday occurs on a Saturday, the holiday will be observed on the preceding Friday, and when the holiday occurs on a Sunday, the holiday shall be observed on the following Monday.

Section 4. When an employee's regularly scheduled days off work are days other than Saturday and Sunday or the day the holiday is observed, the Employer shall pay an amount equal to the amount the employee earns in his regularly scheduled working day.

Section 5. Holidays Occurring While on Paid Leave Status. Holidays that occur during vacation, sick leave or while on other paid leave status shall not be charged against such leave.

Section 6. Floating Holiday. In addition to those holidays specified in Section 2, employees shall receive one (1) floating holiday during each calendar year. Each employee may select the date on which the employee desires to take the additional holiday provided for herein, subject to approval of the Employer, except that an employee may, with prior notice, take the holiday for a personal emergency. This floating holiday shall be used in the calendar year earned and shall be non-cumulative and non-compensable upon termination and must be used by December 15 of the year in which it is accrued. Such holiday is to be taken only in full day increments. New employees shall be eligible for floating holidays only upon completion of six months of continuous employment.

ARTICLE 9 - VACATION LEAVE

Section 1. Leave Accrual. Regular full-time and regular part-time employees shall be eligible to accrue vacation leave with reference to the following:

A. A regular full-time employee (1.0 F.T.E.) with a work schedule equal to thirty-seven and one half (37-1/2) or forty (40) hours per week, will have a normal accrual schedule as shown in the table that is a part of this section.

B. Regular part-time employees who work twenty (20) or more hours per week accrue vacation leave pro rata on the basis of actual hours worked.

C. Vacation leave shall only be accrued on straight time hours worked (including vacation, holidays and all other types of paid leave).

D. Vacation leave will be available for use only after it has been posted to the employee's accrued leave account through the payroll system.

(See Vacation Leave Accrual Schedule, below)

VACATION LEAVE ACCRUAL SCHEDULE FOR REGULAR FULL-TIME EMPLOYEES

Length of Continuous Service (Years)	Monthly Accrual (Hours)		Annual Accrual (Days)
	37.5 hrs/wk	40 hrs/wk	
Date of employment to end of first year	7.500	8.000	N/A
1	8.125	8.667	13
2	8.750	9.333	14
3	9.375	10.000	15
4	10.000	10.667	16
5	10.625	11.333	17
6	11.250	12.000	18
7	11.875	12.667	19
8	12.500	13.333	20
9	13.125	14.000	21
10 or more	13.750	14.667	22

Note: "Year" as used in this table shall mean the completion of twelve (12) full calendar months of service.

Section 2. Vacation Leave - Maximum Accrual. Except upon approval by the Employer, an employee's accrued unused vacation leave may not on December 31 of any year exceed 30 workdays (225 hours for a 37.5 hour workweek schedule and 240 hours for a 40 hour workweek schedule). Requests for scheduling accrued vacation leave shall be the responsibility of the employee. An employee whose vacation accrual may exceed 30 days on December 31 shall be required to request vacation scheduling sufficiently in advance of December 31 so the request can be granted without interference with operating needs. Vacation in excess of 30 days on December 31 shall be forfeited.

Section 3. Vacation Leave - Accounting for its Use. Except as provided in Section 2 above, no vacation leave will be deducted from that accrued until:

A It is actually used (or gifted); or

B. There is a lump sum settlement.

Section 4. Lump Sum Settlement of Vacation Leave - Termination. Upon termination from all Everett Housing Authority employment, the employee shall be paid a lump sum settlement for the number of hours of vacation leave accrued and not deducted or forfeited at his/her current hourly rate of pay while employed by the Everett Housing Authority. The maximum number of hours eligible for lump sum payment upon termination is 390.

Section 5. Lump Sum Payment of Excess Vacation Leave (other than termination). . Employees who have accrued unused vacation leave in excess of 20 days (150 hours for a 37.5 hour workweek schedule and 160 hours for a 40 hour workweek schedule) during the calendar year may request that all or part of the excess be cashed out by the Employer.

Lump Sum Payment requests must comply with the following:

- Be made on a form provided by the Employer,
- Only two requests for lump sum payments may be made per calendar year,
- Lump sum payment requests will not be approved or paid during the month of December,
- Employee must take at least one week (5 consecutive days) of vacation time off during the calendar year (or have pending approved vacation) before requesting a lump sum payment,
- The minimum number of hours that can be cashed out per request is ten (10),
- Payment will be determined using the employee's current rate of pay,
- Payment is subject to applicable payroll deductions (Income taxes, FICA, etc.),
- Request once approved is irrevocable,
- Payment shall be included with the next regular payroll following approval.

Section 6. Transfers and Termination. Any employee transferring from one department or office to another shall accrue vacation leave benefits based upon the total time of active employment with the Everett Housing Authority, which was continuous. An employee who is laid off and rehired within one year shall accrue vacation leave benefits based upon total time of active employment with the Everett Housing Authority.

Section 7. Authorization for Taking Vacation Leave. Each year the requests for vacation leave shall be submitted by March 31. Leaves submitted by that time shall be considered with seniority being followed as nearly as possible, except that:

A Leave shall be at a time that will not impair the efficiency of a department; and

B. If the Employer determines that the nature of the work is such that no employees or a limited number of employees may be on vacation at a given time, he/she may establish non-leave periods and priority lists for assigning the order in which leaves may be taken. The Employer will give the Union the reasons in writing why the non-leave period is established.

C. Employees who are to serve as official Union representatives for the purpose set forth in Article 5, Section 7, and who request their annual leave on or before the due date established by their departments, shall receive first consideration, without regard to seniority, in having their vacation requests approved for those dates necessary to attend conferences and conventions.

D. Leaves requested after March 31 shall be granted on a first come first served basis subject to the needs of the department.

E. The Employer may rescind a vacation request with at least fifteen (15) days advance notice to the employee and only when there are exigent circumstances involving the needs of the agency and/or the clients. If, in the event of an emergency, the Employer cannot provide fifteen days' notice to the employee, the Employer shall reimburse the employee for any financial loss to the employee incurred as a result of the lack of notice.

Section 8. Gift of Vacation Leave. Employees may make a gift of vacation leave to one another under the limited policy conditions as stated in the Everett Housing Authority Personnel Manual. Such gifts of vacation shall be made on an hour for hour basis regardless of the pay rates of the affected individuals.

ARTICLE 10 - SICK LEAVE

Section 1. Sick Leave Policy for Active Employees. Sick leave is provided to employees as a protection against loss of income in the event of absence from work for medical reasons, including extended absence on account of illness or injury. Its use is restricted to health related absences and employees are encouraged to accumulate sick leave to carry them through an unforeseen and lengthy illness.

Section 2. Sick Leave Accrual. Accrued sick leave shall be granted to each regular full-time employee and regular part-time employee while on paid status time.

A. All sick leave accrued but unused as of the effective date of this Agreement shall be included with all future accumulation. The total accumulation shall be limited to a maximum of 120 days.

B. For the purpose of calculating sick leave accruals, the regular full-time employee shall be credited with 8.12 hours of sick leave per month for a 37.5 hours per week schedule or 8.67 hours of sick leave per month for a 40 hours per week schedule. Regular part-time employees shall accrue sick leave on a pro rata basis in the same percentage as the employee's actual hours worked relates to 37.5 or 40 hours per week.

C. Sick leave will be available for use only after it has been earned and credited to an employee's sick leave account.

Section 3. Authorization for Sick Leave. Accrued but unused sick leave shall be taken as needed up to the limit of accrual on occurrence of the following conditions:

A. Personal illness or injury, including maternity, which renders the employee unable to perform the duties of his/her position.

B. Enforced quarantines in accordance with health regulations.

C. Illness or health condition of an immediate family member residing with and dependent upon the employee that requires the attention of the employee during working hours.

D. The Employer will allow sick leave per the provisions of the Family Medical Leave Act. The employee will follow all regulations and requirements of said act.

E. Medical and dental and visual appointments shall be included as cause for sick leave.

Section 4. Employee Notification of Taking Sick Leave. An employee shall notify the appropriate supervisor or management employee prior to the start of the shift if the employee is unable to work any of their entire assigned shift. Failure to provide advance notification will be allowed only in very extenuating circumstances beyond the employee's control. In such cases the employee shall notify the appropriate individual as soon as possible. The supervisor will inform the employee in writing of the individuals who must be notified of such absence and the time frame required.

Section 5. Accounting for Sick Leave Use. The Employer shall maintain accounting for sick leave. A continuous record of an employee's accrual and use of sick leave shall be maintained.

Section 6. Extended Medical Leave. Prior to the expiration of all sick leave an employee must, in order to retain entitlement to return to paid employment status, submit to the Employer a written request for unpaid leave of absence for medical reasons. Such request must be accompanied by an explanation from a qualified medical practitioner stating the nature of the inability to work, an anticipated return to

work date and whether or not the employee will have the ability to fully perform his/her job duties on such date. If limitations are required, a detailed description of the limitations, including the length of time the limitations will exist, must be included. The Employer will consider such requests and provide a response as soon as practical. Applicable provisions of the Family Medical Leave Act will be followed in the granting of such leaves.

Section 7. Sick Leave - Transfers. Any employee transferring from one department or office to another shall retain all accrued and unused sick leave benefits.

Section 8. Leave Payment Upon Termination. Departing employees who have completed the probationary period will receive payment of twenty-five percent (25%) of all accrued, unused sick leave. Such payment will be made only if the employee provides a minimum of two weeks' notice. Payment will not be made if the employee has been terminated for cause.

ARTICLE 11 - BEREAVEMENT LEAVE

Section 1. Upon notification, the Employer shall grant an employee bereavement leave with pay in the event of death in the immediate family of the employee. The maximum number of working days leave shall be five (5) per occasion.

The term "immediate family" shall include:

A. Spouse or domestic partner, children of employee, or children of spouse or domestic partner; stepchildren or stepchildren of spouse or domestic partner;
B. Mother, father, brother, sister; stepmother, stepfather, stepbrother, stepsister
C. Grandparents and grandchildren of employee; or
D. Any relative living in the immediate household of the employee.

In relationships other than those set forth above, bereavement leave of one (1) day may be granted by the Employer upon request.

Domestic Partner is to be defined for purposes of this section in the same manner as defined in Article 23, Section 6.

ARTICLE 12 - COURT LEAVE

Section 1. Jury Duty. An employee shall be granted leave with pay while required to perform jury service, subject to the following provisions:

A. The employee will receive his/her normal daily earnings for jury service. The employee shall submit to payroll section his/her jury duty warrant indicating the time spent and the amount of compensation received for the service, which amount, excluding mileage paid, must be paid to the Employer.

B. An employee shall report for work during all hours he/she is released from jury service. If less than one hour remains from the time of such release to the end of his/her regular shift, the employee shall call his/her supervisor for instructions.

C. When employees receive notice of jury duty they shall notify their supervisor within two (2) working days of receipt of the notice.

ARTICLE 13- LEAVES OF ABSENCE WITHOUT PAY

Section 1. Requests for leave of absence without pay shall be considered in light of the circumstances involved and the needs of the Employer.

Section 2. Accruals for vacation and sick leave will not take place while an employee is on an unpaid leave of absence. Unpaid leaves of absence of ninety (90) or more calendar days will cause the employee's continuous service to be adjusted equal to the duration of the unpaid leave beyond ninety (90) calendar days.

Section 3. Types of Unpaid Leave.

A. **Family and Medical Leave.** The Employer shall comply with the federal Family Medical Leave Act (FMLA) and applicable state laws related to family and medical leave as delineated in the Everett Housing Authority Personnel Policy Manual.

When possible, except in the case of unexpected events such as a premature birth or early adoption placement, requests for family leave should be submitted to an employee's immediate supervisor at least thirty (30) days prior to the date leave is expected to commence.

B. **Civil Duty.** Any employee who is elected or appointed to a political or legislative position, which is compatible with the employee's Everett Housing Authority employment, may be granted leave without pay to perform his/her civil duty or the employee may utilize accrued vacation leave and/or compensatory time.

C. **Military Leave.** Any employee who enters the active service in the armed forces of the United States while employed shall be granted a leave of absence without pay for the period of military service, subject to R.C.W. 38.40.060, which shall determine compensation, if any, during military leave as provided herein.

Section 4. Return From Leave of Absence. At the expiration of any authorized leave of absence, per applicable laws, every effort will be made to return the employee to his/her last held position unless other conditions were stipulated in writing by the Employer upon granting the leave or unless otherwise stipulated in this Agreement. If it is not possible to reinstate the employee to his/her last held position, attempts will be made to place the employee in a comparable position. Any employee who fails to return to work within three (3) working days after the expiration of such leave shall be considered to have voluntarily resigned their employment with the Everett Housing Authority unless the employee, prior to the expiration of such leave, has requested and been granted a leave of absence extension.

ARTICLE 14- DISABILITY LEAVE

Section 1. The Employer and employee shall follow all provisions of the state and federal laws covering disability, including but not limited to Washington State Labor and Industries laws and regulations, Americans with Disability Act and any other law enacted that impacts disability leave.

An employee must submit a completed Return To Work Authorization form signed by a physician or other appropriate medical practitioner to his/her supervisor and obtain approval before resuming any duties.

Section 2. On-The-Job-Injury. Employees who are receiving Labor and Industries disability benefits may receive their accumulated sick leave pay. Employees choosing to receive their regular sick leave pay will sign over their Labor and Industries disability benefit to the Everett Housing Authority. Upon receipt of the Labor and Industries disability pay, the Everett Housing Authority will adjust the sick leave balance used to return those hours covered by the Labor and Industries disability pay on a dollar for dollar basis.

Employees who are temporarily disabled and are being compensated through industrial insurance are entitled to continue to participate in the Everett Housing Authority's medical, dental and life insurance programs. Sick leave and vacation shall only accrue, however, for hours actually worked while on Everett Housing Authority pay status. An employee must submit a completed Return To Work Authorization form signed by a physician or appropriate medical practitioner to his/her supervisor and obtain approval before resuming any duties.

Section 3. Non-Industrial Disability Leave. Non-industrial leave is leave resulting from a medical condition not related to work. Employees are required to exhaust all accrued sick leave, accrued compensatory time and vacation leave before applying for or being granted a leave without pay. Employees are responsible for paying medical, dental, life and other appropriate premiums while on disability leave without pay.

ARTICLE 15-CLASSIFICATION, EVALUATION, AND WAGE ADMINISTRATION

Section 1. Employees will be classified and paid in accordance with the applicable wages defined in Appendix A to this Agreement.

Section 2. Administration of rates of pay shall be as follows:

A. **Rates of Pay.** No employee shall be paid at a rate of pay less than the minimum nor more than the maximum established for his/her job as set forth in the pay plan. All pay rates in the pay plan are based upon full-time employment at the normal working hours for the position. For purposes of pay administration, full-time employment is defined as work consisting of at least thirty-seven and one half (37.5) but no more than forty (40) hours per week.

Section 3. Starting Rate Upon Initial Employment. New employees shall be appointed at the minimum rate of the pay range in effect for the particular classification or positions to which the appointment is made unless the Employer has notified the Union of an intent to appoint the employee at a higher rate. In no event shall the starting rate of pay exceed the maximum rate of the pay range.

Section 4. Pay Rate Upon Promotion. A promotion is a change to a higher compensated classification. An employee who is promoted shall be paid a rate that is at least 5% higher than the pay rate prior to the promotion.

Section 5. Pay Rate Upon Demotion or Voluntary Reduction. A demotion or reduction is movement to a lower compensated classification. An employee who is demoted shall be paid at a rate within the pay range of the lower classification as determined by the Employer. The Employer shall consider the circumstances surrounding the demotion or voluntary reduction and the employee's skills as they relate to the new position.

Section 6. Pay Rate Upon Demotion From Promotion. An employee who is demoted from trial service following promotion shall receive the same rate of pay in the lower pay range as held before promotion, provided that adjustments shall be made to take into account any increases which would have occurred had the employee not been promoted.

Section 7. Pay Rate Upon Transfer. An employee who transfers from one position to another within the same class, or from a position in one class to a position in a different class that is assigned to the same pay range, shall continue to receive the same rate of pay as before the transfer.

Section 8. Pay Rate Upon Reinstatement Or Rehire. A person who is recalled from layoff within one (1) year following separation from Everett Housing Authority employment shall receive the same rate of pay in the pay range as held prior to the break in service.

Section 9. Calculating Hourly Wage. For the purposes of calculating the hourly rate of pay for employees who are paid on the basis of a monthly salary, hourly wages shall be determined by the following formula:

$$\frac{\text{Annual Salary}}{\text{Annual Work Hours}} = \text{Standard HourlyRate}$$

The above formula is used to calculate the Standard Hourly Rate for determining overtime pay, sick leave payout, and vacation leave payout.

Section 10. Reclassification.

A. The employee and the local union president shall be notified in writing fifteen (15) working days prior to any reclassification that may result in a change in wages, hours of work or other working conditions. The local union president may present written comments that will be considered by the Employer before implementing such decision. The Union Representative and the Employer shall negotiate any changes made in classification specifications that impact the wages, hours or other working conditions of bargaining unit employees.

B. Pay Rate Following Reclassification. An employee occupying a position that is reclassified to another class with the same pay range shall receive the same rate of pay as before the reclassification. Employees whose positions are reclassified to a higher salary range shall receive an increase in pay as provided for in case of promotion. If the position is reclassified to a class with a lower pay range, the employee's rate of pay shall be frozen until such time as the pay rate for the lower classification reaches the same level as the frozen pay rate for the employee. After that time the employee shall be eligible for increases pursuant to the other provisions of this Agreement.

Section 11. Employees and supervisors will review the employee's job classification and job description during the annual performance review, which shall normally occur during the sixty (60) -day period prior to May 1. Any modifications other than minor changes in wording shall be forwarded to the Executive Director for approval. The Union will be notified of any changes to existing job classifications or descriptions, subject to the provisions of Section 10, above.

The employer will update and refine its evaluation tools in order to provide feedback designed to lead to desirable employee performance and workplace behavior.

Employees shall receive annual notice of the evaluation process, which shall include instructions for employee involvement in the process. The annual performance evaluation tools and/or templates will be provided to the union and will be made available to all staff either via email or in a public drive.

Section 12. Job Audits. This section establishes procedures for employees to follow when they believe they are working out of class. No employee will lose employment as a result of requesting a job audit or as a result of the outcome of a job audit.

During the term of the Agreement, employees who believe their jobs are not properly classified as a result of changed or additionally assigned job duties may request a job audit. The request must be submitted in writing on EHA Job Audit Form to their supervisor with a copy to the Human Resource Department. Employee will be responsible for providing specific reasons related to their current job description for the requested audit. Employee will also be responsible for requesting a job audit in a timely manner not to exceed three months of a change in duties as of July 1, 2014.

A. A supervisor who receives a request for a job audit will complete that within 30 days thereafter. A job audit shall include a review of the current job description and a comparison of job duties to the job description. The criteria evaluation and comparison shall include the following:
   1. Changed duties resulting from additions, expansions, or reductions of responsibilities.
   2. Changed duties resulting from newly obtained qualifications or training.
   3. Changed duties resulting from reassignments which significantly change the position.

B. The supervisor will provide a written copy of the job audit to the Human Resource Department. That Department shall then review job audit and work with the supervisor to formulate recommendations to the Executive Director whether to approve or disapprove a job reclassification.

C. Following the completion of the audit process, the requesting employee shall receive a written response with the final determination. A copy of the response shall be filed in the employee's personnel file.

D. If it is determined that the employee has been working out of class, the employee will be compensated retroactively, for a period not to exceed three months. Job duties will be changed to include duties that fall within the current classification of the employee.

E. If it is determined that the job as currently classified is no longer a sufficient position within the department, EHA will follow the current "request to fill" process for a new position. All qualified employees shall have the right to apply for the new position. If any employee loses his or

her position as a result of this process, he or she will be placed in another position in the agency within his or her current classification and will be given the training needed for that position.

Section 13. Out-of-Class Work. Whenever the Employer requires an employee to assume the normal duties and accept the substantial majority of the significant responsibilities for more than five consecutive work shifts or 37.5 hours of any employee who works in a position in a higher-paid classification within the bargaining unit and whose absence is not anticipated to exceed thirty (30) calendar days, he/she shall be compensated at a rate of pay in the pay range of the higher classification that provides a minimum five-percent (5%) pay increase for all hours worked in the higher classification. Substantial majority of the responsibilities is defined as at least seventy percent (70%) of the distinct and separate essential duties of the higher classification.

If the absence is anticipated to exceed thirty (30) calendar days, the employee shall be compensated for hours worked from the first day of such assignment, provided the other requirements as to duties are met.

If the absence is not anticipated to exceed thirty (30) calendar days and later exceeds that amount, the employee shall be compensated for all hours worked in the higher classification.

Supervisors shall officially notify employees that they are expected to provide out of class work beginning on a specific date. Such date shall be used to calculate the five consecutive work shifts or 37.5 hours. Further, an employee who believes that they are working out of classification must notify their supervisor in writing. The date of the written notice to the supervisor begins the calculation of the five consecutive work shifts or 37.5 hours. The supervisor shall respond to such notification in writing. If approved, the employee will receive the higher compensation following the five consecutive work shifts or 37.5 hours. The supervisor shall also notify the employee how long the out-of-class assignment is anticipated to be in effect.

If a situation occurs in which an employee works five consecutive work shifts or 37.5 hours of out of class work, and then within two months thereafter is asked to work another five consecutive work shifts or 37.5 hours of out of class work, the employee will be paid at the higher rate for both periods of time.

ARTICLE 16 - SENIORITY, REDUCTION-IN-FORCE, LAYOFF AND RECALL

Section 1. A seniority list shall be adopted by reference to this Agreement. Such seniority list shall be by classification and by program within the bargaining unit. The employee's seniority shall be from the most recent date of hire within the Everett Housing Authority.

Section 2. Layoff Unit: Classification/Program.

If a reduction in force or layoff becomes necessary, the Executive Director shall determine which classification(s) within which program(s) a reduction in force or layoff will occur.

Section 3. Employees shall be laid off in order of their length ofcontinuous service, the one with the least amount of service being laid off first.

Section 4. The Executive Director may layoff out of the order set forth within Section 3, upon presentation of information that the operating needs of the program require a special qualification, training, or skill; provided:

A. The special qualification, training, or skill could not be easily obtained through a short orientation or familiarization period; and

B. A more senior employee who possesses the special qualification, training, or skill is not denied a bump to a position occupied by a less senior employee.

Section 5. All temporary and probationary (but not trial service) employees within the layoff unit shall be laid off first.

Section 6. The Employer and the Union shall meet within fifteen (15) calendar days after the Employer has officially determined that there may be or will be layoffs that directly affect the bargaining unit. At this meeting the Employer shall inform the Union of the details of the layoff situation, including the reasons therefore, and the expected duration thereof, if known. The Union, in turn, may submit alternative ideas in lieu of layoff that shall be discussed at this meeting or any subsequent meeting mutually agreed upon for that purpose.

Section 7. Layoff Procedures. The following procedures shall apply, in order, to employees affected by layoff:

A. If there is a vacant position in a classification with the same salary range or in the next immediately lower-salaried classification and the Employer has determined that the employee subject to layoff is qualified for this position, the Employer will offer the employee that position. If more than one employee subject to lay off from the same classification is determined by the Employer to be qualified for the vacant position, the position will be offered to the employee with the most seniority. If more than one position is vacant in the same salary range or the next immediately lower-salaried classification, the Employer will determine which of the positions will be offered to the employee or to each of the employees subject to lay off from the affected classification.

An employee may refuse to downgrade. In such cases, the employee's name will be placed on the call-back list according to seniority.

B. If the Employer has determined that the employee is qualified for the next immediately lower-salaried classification, and if there are no vacant positions in such classifications, or if the Employer has determined that the employee is not qualified for the vacant position, the employee may bump, first horizontally to other positions in this same classification and then to the next-lower salaried classifications; provided:

1. The employee has notified the Executive Director in writing within seven (7) calendar days of receipt of his or her layoff notice of his or her desire to bump.

2. The employee seeking to bump shall first be considered for the position of the employee with the least seniority in the lower classification. If the Employer does not place the employee in such position, the employee will be considered for the position(s) of the employee(s) with the next least seniority in the lower classification in order of increasing seniority; provided, however, that the employee seeking to bump will be considered only for positions where he or she has more seniority than the employee(s) in the lower classification.

3. The employee seeking to bump has the skills, abilities or qualifications for the position in the lower-salaried classification, as determined by the Executive Director.

An employee may decline to bump to the next immediate lower-salaried classification provided that such request is made in writing to the Executive Director within seven (7) calendar days of the receipt of his or her layoff notice.

An employee who declines to exercise an option to bump as described in this item shall forfeit further bumping rights and the employee's name shall be placed on the call-back list according to seniority.

C. Each employee to be laid off shall be given at least thirty (30) calendar days' notice of layoff.

Section 8. Call-Back Rights. All regular employees who have been laid off, downgraded or transferred as a result of a reduction in force shall be entitled to the following call-back rights:

A. Names of employees who have been laid off or downgraded as a result of a reduction-in-force shall be placed on a call-back list in order of seniority. Names of employees so affected by successive reductions-in-force shall be incorporated into one call-back list according to seniority.

B. Call-back rights for employees laid off or downgraded as a result of a reduction-in-force shall be for a period of twelve (12) calendar months from the date of layoff. Within thirty (30) calendar days prior to the end of the twelve (12) -month period and upon receipt of the employee's written request, the Employer may extend the employee's call-back rights for an additional six (6) -month period. The Employer may also grant deferment of rehiring of an eligible person upon receipt of his or her written request with satisfactory reason therefore.

C. Names of employees who have been transferred solely because of reduction in the work force shall be incorporated into the call-back list according to seniority for a period of twelve (12) months from the date of transfer. During this period, such employees shall have the right to return to a position that becomes available in the same classification in the same unit or program from which the employee was transferred if the employee has greater seniority than others do on the call-back list for the same classification. If the employee declines this opportunity to return to his or her former program or unit, the employee's name shall be removed from the call-back list.

D. The name of any employee who has suffered a cutback in hours due to a reduction-in-force shall be placed on the call-back list in accordance with seniority and shall have the right to have those hours restored before employees with lesser seniority are recalled from layoff; provided that such cutback in hours qualifies as a layoff as described above.

The name of any employee who has been downgraded and whose name has been placed on the call-back list as described above, according to seniority, shall be restored to a higher classification after a downgrade due to a reduction-in-force.

E. When regular employees on the call-back list are reinstated, the order of call-back shall be according to seniority, with the person with the most seniority reinstated first.

F. The Union and the employee on the call-back list who is eligible for reinstatement shall be notified of the job available. The Employer will mail a notice by certified mail to the employee at his or her last known address.

ARTICLE 17 - PROBATION PERIODS; TRIAL SERVICE

Section 1. Purpose. Probationary and trial service periods are working test periods and shall be an integral part of the examination process and shall be utilized as an opportunity to observe an employee's work, to train and aid the employee in adjustment

to his/her position, and to reject any employee whose work performance fails to meet required work standards.

Section 2. Duration. All new (or initial) employment, promotional, transfer and reinstatement (where required by this contract) appointments of regular employees shall be tentative and subject to a probationary or trial service period which starts upon the effective date of an appointment.

A probationary period shall be required for all initial appointments to Everett Housing Authority employment and where required by this Agreement, following reinstatement. A probationary period for initial appointments shall be six (6) months in duration.

A trial service period shall be required following a promotion or a transfer and shall be one hundred and twenty (120) days in duration.

Any employee who has performed a temporary or out-of-class assignment in a position and is subsequently appointed, within one year to a regular position in that classification shall have the time served applied to the probationary or trial service period.

In the event an employee is on leave for more than ten (10) consecutive working days during a probationary or trial service period, the completion date may be extended by an amount of time equal to the period of leave.

Probationary employees will not be eligible for promotion while on probationary status.

Management may choose to extend a probation period of any employee for a maximum of an additional three months. Employees and the local union president will be notified of such extension, including the duration of the extension, no later than 2 weeks prior to the original end of their six-month probation.

Section 3. Performance Evaluation During Probationary Period. A performance evaluation process should be completed at the approximate midway point and at the end of the probationary period. This process will be documented, but use of the performance evaluation form that is used for the employee's annual review shall not be required in the midway review. The midway review should include a dialogue between the supervisor and the employee on how job requirements and goals are being met, and guidance for the employee in how to successfully complete the probationary period.

Section 4. Removal During Probationary Period. At any time during the probationary period the Employer may remove an employee. Dismissal during the probationary period is not grievable by the employee.

Section 5. Trial Service Reversion. An employee may be subject to reversion when they are serving as a result of appointment through promotion and are unable to satisfactorily perform the duties of the new position. An employee may also voluntarily request to return to his/her former position. In the case of reversions, every effort will be

made to return the employee to their former position or to a position of like status and pay, if available. However, other employees will not be removed to create a vacancy for the employee subject to reversion. If no position is available the employee may be subject to termination of employment.

If no position is available and the employee is terminated from employment, the name of the employee shall be placed on a call-back list in order of seniority. Call-back rights for employees terminated as a result of non-availability of a position for reversion shall be for a period of twelve (12) calendar months from the date of termination. Within thirty (30) calendar days prior to the end of the twelve (12) -month period and upon receipt of the employee's written request, the Employer may extend the employee's call-back rights for an additional six (6) -month period. The Employer may also grant deferment of rehiring of an eligible person upon receipt of his or her written request with satisfactory reason therefore.

During this period, such employees shall have the right to return to a position that becomes available in the same or similar classification in the same unit or program from which the employee was promoted if the employee has greater seniority than others do on the call-back list for the same classification and meets the minimum qualifications for the position. If the employee declines this opportunity to return to his or her former program or unit, the employee's name shall be removed from the call-back list.

The Union and the employee on the call-back list who is eligible for reinstatement shall be notified of the job available. The Employer will mail a notice by certified mail to the employee at his or her last known address.

ARTICLE 18 - DISCIPLINE AND TERMINATION

Section 1. The Employer retains the right to discipline, suspend or discharge employees, subject to the grievance procedure in this Agreement as to whether or not such action was for just cause.

Section 2. The Employer agrees in principle to progressive discipline. Disciplinary action generally includes the following progressive steps:

A. Verbal warning, which shall be reduced to writing;
B. Written reprimand;
C. Suspension or demotion; and
D. Discharge.

Coaching and counseling sessions are deemed to be a means of communicating problems to an employee and are not grievable.

Disciplinary action will be tailored to the nature and severity of the offense. The steps noted above are considered guidelines. Actual disciplinary action taken will depend on the nature and severity of the offense.

Section 3. Records of verbal and written reprimands shall be removed from the employee's personnel file in the Human Resource Department after a five-year period if no related violations occur.

An employee may request the Employer to remove a documented verbal warning from his/her personnel file after one year, for good cause shown. An employee may request the Employer to remove a written reprimand from his/her personnel file after three years, for good cause shown. The decision of the Employer shall be final and shall not be grievable by the employee.

An employee shall retain the right to include a response to any such records in his/her personnel file, as delineated in state law.

Nothing in this Section, however, shall be interpreted as preventing the Employer and the Union from reaching mutually agreeable timelines for requiring the removal of such materials, on an individual basis, as a result of a grievance settlement relating to a disciplinary or other related issue.

ARTICLE 19 - LABOR-MANAGEMENT COMMITTEE

The Employer and the Union shall establish a Joint Labor-Management Committee (JLMC), which will meet periodically during the term of this Agreement to discuss matters of mutual concern. The JLMC will meet at the request of either party, but at least twice per year, once in April and once in October. The specific dates will be set by mutual consent. The JLMC shall consist of three representatives from Management and three representatives from the local union. The party calling for the meeting shall forward a copy of the agenda in advance of the meeting. Such meetings shall not be on work time, except by mutual agreement of the parties.

ARTICLE 20 - GRIEVANCE PROCEDURE

Section 1. Grievance Defined. A grievance shall be defined as a dispute or disagreement raised by an employee against the Employer involving the interpretation or application of the specific provisions of the Agreement and any attached Addenda. A grievance shall be processed as set forth below, provided that the limits may be waived or extended by mutual agreement of the parties. For purposes of this Article, working days means Monday through Friday (except holidays).

Section 2. Grievance Procedure.

Step 1. An employee who has a grievance shall submit it to his/her immediate supervisor within ten (10) working days from the occurrence on which the alleged grievance is based, or within ten (10) working days of the date when the employee knew of or should have known of the occurrence, but in no event more than sixty (60) calendar days from the date of the occurrence. The written grievance shall set forth the nature of the grievance, including a description of the issues and the specific facts upon which it is based, the Article(s) allegedly violated, and the relief requested. A grievance meeting shall be held within ten (10) working days of the supervisor's receipt of a properly filed grievance, and the supervisor will submit a written grievance answer within ten (10) working days of the meeting to the employee and the local union president; provided, however, that if the immediate supervisor is a subject of the grievance, the grievance may be filed at step 2 of the grievance procedure.

Step 2. If the grievance was not settled at step 1, it may be advanced to the Department Director or designee within ten (10) working days of receipt of the step 1 answer. A grievance meeting shall be held within ten (10) working days of receipt of the grievance, and a written grievance answer will be given within ten (10) working days of the meeting to the local union president and the Union Staff Representative.

Step 3. If the Grievance was not settled at step 2, it may be advanced to the Executive Director or designee within ten (10) working days of receipt of the step 2 answer. A grievance meeting shall be held within ten (10) working days of receipt of the grievance, and a written grievance answer will be given within ten (10) working days of the meeting to the local union president and the Union Staff Representative.

Step 4. **Arbitration Procedure.** If the grievance is not settled in accordance with the foregoing procedure, the Union or Employer may refer the grievance to arbitration within thirty (30) working days after receipt of the Employer's answer to Step 3. If the request for arbitration is not filed by the Union Staff Representative or the Employer within thirty (30) working days, the Union or the Employer waives its right to pursue the grievance through the arbitration procedure. The Employer and the Union shall attempt to select a sole arbitrator by mutual agreement. In the event the parties are unable to agree upon an arbitrator, either party may request the Public Employment Relations Commission or the American Arbitration Association to submit a panel of nine (9) arbitrators. The Employer and Union shall alternately strike names of arbitrators until one arbitrator's name is left who shall be arbitrator. The order of striking names shall be determined by the flip of a coin. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union requesting that he/she set a time and a place subject to the availability of the Employer and Union representatives. The arbitrator shall have no right to amend,

modify, ignore, add to, or subtract from the provisions of this Agreement. He/she shall consider and decide only the specific issue submitted to him/her in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not submitted to him/her. The arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon his/her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

All jointly incurred fees shall be split evenly by the parties. Each party shall be responsible for compensating its own representatives.

Section 3. Nothing herein shall prevent an employee from seeking assistance of the Union, or the Union from furnishing such assistance at any stage of the grievance procedure.

Section 4. No issue whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the effective date of this Agreement.

Section 5. Any grievance filed on behalf of a group of employees or a class action grievance shall be reviewed, approved and submitted by the local union executive board prior to such filing, and shall be signed by the local union president.

Section 6. The grievance procedure noted in Article 20, Section 2 of this Agreement is subject to the following three exceptions:

A. Grievances filed on behalf of employees who have been terminated shall be filed at Step 3.

B. Grievances concerning promotions may be processed through Step 3 but shall not be subject for arbitration.

C. A grievance in the interest of two or more employees in the bargaining unit who are not in the same Department may be filed at Step 3 of the grievance procedure.

Section 7. If the grievance is not submitted to the next step on a timely basis the grievance is considered settled based on the response at the last step. If the Employer fails to respond within the stated timeline, the grievant may proceed to the next step of the process. All timelines may be modified by mutual written agreement of the parties.

ARTICLE 21 - MILEAGE / USE OF PERSONAL AUTOMOBILE

Section 1. Mileage shall be reimbursed to an employee who uses her/his personal automobile for authorized Everett Housing Authority travel at the rate established by the Internal Revenue Service.

Section 2. Parking. Underground parking at the Colby facility shall be offered to employees employed at the Colby facility on a space-available basis, and based upon seniority at the Colby facility, at the rate of fifteen dollars ($15.00) per month. Space available shall be defined by the Employer who may reserve parking places for management employees, agency vehicles and any other purpose deemed necessary.

ARTICLE 22 - EDUCATIONAL REIMBURSEMENT

Section 1. Employees who work a minimum of 20 hours per week may participate in the housing authority's education assistance and tuition reimbursement program, pre-authorized by the Executive Director.

ARTICLE 23 - INSURANCE AND OTHER BENEFITS

Section 1. During the term of this Agreement, the Employer shall maintain medical and dental insurance plans for all regular full-time employees and their eligible dependents. Full time shall be defined as any employee working more than 30 hours per week as their regularly scheduled work week. Effective March 1, 2017, the employer shall contribute, for all full time benefit eligible employees and their family members, at the rate of 80% employer-paid and 20% employee-paid for medical benefits. Dental insurance will be provided in accordance with the current formula.

Section 2 Renewal of Coverage. Management will consult with the Union as soon as renewal rates and coverages have been received. During such consultation it will be determined if an employee vote will be needed due to the change in coverage or cost. Management will make every effort to secure the best rates and plans available to the Authority and will present all viable options to the Union for their consideration. If a vote is held all benefit EHA eligible employees will be included in the vote.

Section 3. Life and Accidental Death and Dismemberment Insurance. The Employer shall provide Life and Accidental Death and Dismemberment insurance coverage for each regular full-time and regular part-time employee in the amount of their annual salary level, to a maximum of 2,080 hours per calendar year. Coverage shall be extended to an employee's eligible family members to the extent approved by the Everett Housing Authority Board of Commissioners.

Section 4. Unpaid Leave. When an employee is on unpaid leave, she/he may continue to participate in the medical and dental benefit plans, subject to the carrier's policies and the submission of monthly premiums by the employee to the Employer. Employees who are on unpaid leave under the provisions of the Family Medical Leave Act (FMLA) may continue to participate in the medical and dental benefit plans according to the provisions of FMLA. Employees who do not return from FMLA leave and have received medical and dental benefits provided by the Everett Housing Authority must reimburse the employer for all premiums paid on their behalf during their FMLA leave; provided, however, that the reason for not returning is other than the continuation, onset or recurrence of a serious health condition.

Section 5. Part-Time Eligibility. Regular part-time employees who work twenty (20) hours or more per week shall be eligible to receive the same benefits under this Article as regular full-time employees. The Employer shall pay the prorated cost of benefits elected, subject to the provisions of Section 1 of this Article, based on the number of regular hours assigned to the total regular hours of full-time employees.

Section 6. Domestic Partner - Definition. For purposes of this Article, to determine eligibility for dependent coverage, a "domestic partnership" shall exist between two persons when they complete, sign, and cause to be filed with the Everett Housing Authority an "Affidavit of Domestic Partnership", which attests to the following:

A. The two parties share the same regular and permanent address.

B. The two parties have a close personal relationship.

C. The two parties are jointly responsible for "basic living expenses," as defined below.

D. The two parties are not married to anyone.

E. The two parties are each eighteen years of age or older.

F. The two parties are not related by blood closer than would bar marriage in the state of Washington.

G. The two parties were mentally competent to consent to contract when the domestic partnership began.

H. The two parties are each other's sole domestic partner and are responsible for each other's common welfare.

"Basic living expenses" means the cost of basic food, shelter, and any other expenses of a domestic partner, which are paid at least in part by a program or benefit for which the partner qualified because of the domestic partnership. The individuals need not

contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.

Section 7. Workers' Compensation Insurance. The Employer provides workers' compensation insurance coverage for all employees of the Everett Housing through the Washington State Department of Labor & Industries. Employees are responsible to pay, through a payroll deduction, the amount established by the Department of L & I toward the medical aid portion of the premium. This premium rate is subject to change as determined by the Department of L & I.

ARTICLE 24 - COST-OF-LIVING ADJUSTMENTS AND MERIT INCREASES

Section 1. Effective July 1, 2017, the wage rates of all bargaining unit members and classifications shall be increased by two and one half (2.5%). (See Appendix A)

Section 2. The parties to this Agreement recognize that most of the bargaining unit members work in positions that are dependent on annual appropriations for federally funded housing programs. Making commitments on wage adjustments for years 2 and 3 of the contract in an uncertain federal funding environment may not be in the best interest of EHA or its employees. **It is EHA's desire to provide for increases every year of the contract, if appropriate given EHA's then-current financial position.** Therefore, for the years starting July 1, 2018, and July 1, 2019, EHA will analyze its financial position and will base any increases on that position. EHA will share with the Union the proposals for wage and salary increases that EHA intends to recommend to the Board of Commissioners.

If EHA is unable to provide wage increases in years 2 and 3 of this contract. EHA will recommend to the Board of Commissioners that each member covered under this contract be credited with two (2) additional floating holidays. These floating holiday shall be used in the fiscal year earned and shall be non-cumulative and non-compensable upon termination and must be used by June 15 of the fiscal year in which it is accrued. Such holiday is to be taken only in full day increments. New employees shall be eligible for floating holidays only upon completion of six months of continuous employment. Additional floating holidays shall not be extended beyond the term of this Agreement, unless included in a successor agreement.

Section 3. Merit Increases. Merit increases up to a level approved by the Board of Commissioners may be awarded in each year of this Agreement, based upon an employee's annual performance review, the recommendation of the employee's supervisor; and the approval of the Executive Director.

The Executive Director shall establish the appropriate guidelines to be used by supervisors in administering merit increases, which guidelines shall be communicated to the employees.

Additional annual merit increases shall not be extended beyond the term of this Agreement, unless included in a successor agreement.

ARTICLE 25 - ENTIRE AGREEMENT

Section 1. The parties acknowledge that during the negotiations which resulted in the Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The parties agree that no oral or written statement shall add to or supersede any of the provisions of this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE 26 - SAVING CLAUSE

Section 1. If any article or section of this contract shall be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this contract shall continue in full force and effect, and either party shall have the right of re-negotiations for the purpose of adequate replacement, provided that the invalidation of such article or section does not have a significant bearing on any other article or section of the Agreement.

ARTICLE 27 - SUPREMACY AND EXTRA AGREEMENTS

Section 1. The Employer agrees not to enter into any agreement or contract with his employees in the Employer's Office, individually or collectively, which is inconsistent with the terms of this Agreement and not approved by the Union.

Section 2. In the event of conflict, the Agreement shall control over Everett Housing Authority resolution, policy or rule.

ARTICLE 28 - DURATION

Section 1. Unless otherwise stated, all provisions of the Agreement shall become effective on July 1, 2017. It shall remain in force for a period of time through June 30, 2020.

IN WITNESS WHEREOF, the parties hereto have set their hand this 27th Day of July, 2017.

FOR THE UNION:

Erik Maynard
President
Local 113-E

Michael Rainey
Staff Representative
WSCCCE-AFSCME

FOR THE EMPLOYER:

Ashley Lommers-Johnson
Executive Director
Everett Housing Authority

AFSCME SALARY SCHEDULE
2017-2018

CATEGORY	POSITION TITLE	EHA RANGE LOW	EHA RANGE HIGH
8B	VOUCHER PROGRAM SPECIALIST	3,917	5,043
8	SENIOR ACCOUNTING TECHNICIAN CERTIFICATION SPECIALIST III MANAGEMENT ANALYST	3,770	4,910
9	CERTIFICATION SPECIALIST II HOUSING MANAGEMENT SPECIALIST INVENTORY CONTROL/PURCHASING COORD FAMILY SERVICE COORDINATOR RESIDENT SVCS COORDINATOR FSS PROJECT COORDINATOR HOPE OPTIONS SERVICE COORDINATOR-HIS RELOCATION COORDINATOR	3,501	4,439
10	ACCOUNTING TECHNICIAN ACCOUNTS PAYABLE TECHNICIAN HOUSING INSPECTOR CERTIFICATION SPECIALIST I	3,143	4,100
11	ACCOUNTING CLERK INFORMATION AND REFERRAL CLERK HOUSING ASSISTANT SERVICE COORDINATOR - R/U - PT RELOCATION ASSISTANT PURCHASING ASSISTANT	2,989	3,813
12	GENERAL CLERK-BP GENERAL CLERK GENERAL CLERK - HCV	2,575	3,250
14	FAMILY SERVICES ASSISTANT - PT	2,288	2,870

Appendix B
Medical Dental Insurance Premiums
Effective 03/01/17

	Employer Paid (Effective 3/01/17)	Employee Paid (Effective03/01/17)
Medical		
Employee	$ 522.92	$ 130.73
Employee & spouse	1,138.87	284.72
Employee, spouse & children	1,579.58	394.89
Employee & children	963.65	240.91
Dental		
Employee	$ 39.18	
Employee & spouse	78.09	
Employee, spouse & children	131.73	
Employee & children	92.83	