

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 27th @ 10:45am

Zoom Link:

<https://kcha-org.zoom.us/j/83640595870>

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, February 27, 2025 - 10:45am

Hillsvie Apartments – 830 Township Street, Sedro-Woolley, WA 98284

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- I. Call to Order**
 - II. Roll Call**
 - III. Public Comment**
 - IV. Approval of Minutes** **1**
 - A. Board Meeting Minutes – December 2, 2024
 - V. Action Items for Discussion & Approval**
 - A. Approval of Voucher Report – **2**
November 26, 2024 to January 31, 2025
 - B. **Resolution 504** – Management Agreement **3**
(Anneliese Gryta, Executive VP of Housing Operations/COO)
 - C. Hillsvie Elevator Incident Discussion **4**
(Anneliese Gryta, Executive VP of Housing Operations/COO)
 - VI. Reports**
 - A. Financial Report for December 2024 **5**
(Sean Lay, Temp Financial Reporting Manager)
 - B. Housing Management Report for Dec 2024/Jan 2025 **6**
(Penny Bradley, Asst VP of Property Management-Administration)
 - VII. New Business**
 - VIII. Adjournment**

T A B N U M B E R

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
SPECIAL BOARD OF COMMISSIONERS
MEETING MINUTES

Thursday, December 2, 2024

I. Call to Order

The special meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m., on Thursday, October 24, 2024.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Katherine Olson and Commissioner Debra Lancaster

III. Public Comment

No public comment.

IV. Approval of Minutes

A. October 24, 2024

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Debra Lancaster; the Board unanimously approved the Minutes from October 24, 2024.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report October 1, 2024 to November 25, 2024

Questions of Commissioners were answered.

Commissioner Katherine Olson moved for approval of the Voucher Report, seconded by Commissioner Debra Lancaster; the board unanimously approved the Voucher Report for October 1, 2024 to November 25, 2024.

B. Resolution 503 – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2025

Questions of Commissioners were answered.

Commissioner Debra Lancaster moved, seconded by Commissioner Katherine Olson; the board unanimously approved Resolution 503.

VI. Reports

A. Financial Report for October 2024

Sean Lay, Temporary Financial Reporting Manager gave a summary of the Financial Report.

B. Housing Management Report for October/November 2024

Candace Sullers gave details for the Housing Management Report.

VII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:11 a.m.

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

T A B N U M B E R



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Mary Osier, Accounting Manager

DATE: February 10, 2025

RE: Approval of Vouchers November 26, 2024 to January 31, 2025

I, Mary Osier, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

Mary Osier
Accounting Manager
February 10, 2025

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	28,845.74
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	28,845.74

Directly to Hillsvie	36,203.73
Hillsvie Voids	<u>0.00</u>
Hillsvie Total	<u>36,203.73</u>

Total Expenditures	<u><u>65,049.47</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

11/26/2024 TO 1/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
170000	Work-In-Process	36.00	SEATTLE MEDIUM NEWSPAPER	CEDAR GROVE II ROOF PRJ	11/27/2024	354703
170000	Work-In-Process	50.30	SKAGIT VALLEY PUBLISHING	LEGAL PUBLIC NOTICE	12/13/2024	354856
400100	Salaries-Temporary Employees	2.58	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 11/16/24	11/27/2024	354748
400100	Salaries-Temporary Employees	12.92	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 11/23/24	12/6/2024	354821
400100	Salaries-Temporary Employees	7.27	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 11/30/24	12/6/2024	354821
400100	Salaries-Temporary Employees	12.92	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 12/7/24	12/13/2024	354947
400100	Salaries-Temporary Employees	12.92	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 12/14/24	12/20/2024	355083
409003	Benefits-Uniforms	55.25	IMAGE SOURCE INC	WORK CLOTHES	12/13/2024	354934
411100	Computer Equipment-Hardware	27.85	DELL MARKETING LP	COMPUTER SUPPLIES	1/24/2025	355648
411102	Comp Equipment-Hardware Maintenance	5.45	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/27/2024	354693
411104	Comp Equipment-Software as a Service Fees	5.09	JUSTFOIA INC	ANNUAL BILLING 2025 JUSTFOIA PRO RENEWAL 1/1-12/31	11/27/2024	354758
411104	Comp Equipment-Software as a Service Fees	13.44	DUO SECURITY LLC	DUO ESSENTIALS	12/13/2024	354945
411901	Equipment-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST 00904969	12/13/2024	354942
411901	Equipment-Other-Leased/Rented	3.11	CANON FINANCIAL	CONTRACT 667544-005	1/3/2025	355240
411901	Equipment-Other-Leased/Rented	0.96	CANON FINANCIAL	CONTRACT 0667544-005	1/31/2025	355784
420000	Professional Services-Legal	2.24	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	18.27	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	0.04	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	1.03	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	85.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420101	Professional Services-Auditing	712.38	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	1/17/2025	355484
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS	12/13/2024	354915
421904	Admin Contracts- Cloud Recovery Services	13.74	NET2VAULT LLC	MANAGED VAULTING	12/13/2024	354926
421904	Admin Contracts- Cloud Recovery Services	15.09	NET2VAULT LLC	MANAGED VAULT FEE	1/10/2025	355375
450002	Comm-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	911 SERVICE MINIMUM MRC FEE	11/27/2024	354737
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/24/24-12/23/24 CHGS	12/27/2024	355129
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/24/24-12/23/24 CHGS	12/27/2024	355129
450002	Comm-Phones Lines-Service-Digital Voice	0.43	INTRADO LIFE & SAFETY INC	911 MRC FEE COVERAGE	1/10/2025	355382
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/24-1/23/25 CHGS	1/24/2025	355658
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/24-1/23/25 CHGS	1/24/2025	355658
450002	Comm-Phones Lines-Service-Digital Voice	0.39	INTRADO LIFE & SAFETY INC	NETWORK AND TELECOM SURCHARGE 12/1-31/24	1/31/2025	355796
450100	Comm-Long Distance Charges	0.13	CENTURYLINK	10/12-11/11/24 CHGS	11/27/2024	354749
450100	Comm-Long Distance Charges	0.12	CENTURYLINK	MONTHLY CHGS	1/3/2025	355266
450100	Comm-Long Distance Charges	0.11	CENTURYLINK	MONTHLY CHGS	1/31/2025	355818
491000	Admin Expenses-Criminal/Background Checks	7.80	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/20/2024	355006
491000	Admin Expenses-Criminal/Background Checks	9.92	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	9.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	36.88	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	7.00	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/10/2025	355319
491000	Admin Expenses-Criminal/Background Checks	11.17	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	14.91	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	12.13	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

11/26/2024 TO 1/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Expenses-Criminal/Background Checks	0.15	DEPARTMENT OF LICENSING	ACCOUNT 463025 1/1/24-12/31/24	1/31/2025	355747
491001	Admin Expenses-Tenant Screening	1.67	CARAHSOFT TECHNOLOGY CORPORATION	PO # A1B2WA000P0T NOV 2024	12/13/2024	354936
491001	Admin Expenses-Tenant Screening	0.64	CARAHSOFT TECHNOLOGY CORPORATION	PO A1B2WA000P0T ORDER 24001072 DEC 2024	1/31/2025	355805
493000	Other Admin Exp-Postage	13.85	MAIL ADVERTISING BUREAU INC	DEC 2024 STATEMENTS	12/20/2024	354983
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE ACCT 7900 0440 8081 6949	12/27/2024	355153
493000	Other Admin Exp-Postage	13.87	MAIL ADVERTISING BUREAU INC	JANUARY 2025 STATEMENTS	1/3/2025	355192
493000	Other Admin Exp-Postage	7.07	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	1/24/2025	355705
493100	Other Admin Exp-Mail Handling	24.11	MAIL ADVERTISING BUREAU INC	DEC 2024 STATEMENTS	12/20/2024	354983
493100	Other Admin Exp-Mail Handling	2.28	MAIL ADVERTISING BUREAU INC	JANUARY 2025 STATEMENTS	1/3/2025	355192
495000	Other Admin Exp-General Liability Insurance	21.00	RESILIENCE	RSP EDGE	1/31/2025	355838
520104	Social Service Contracts-Interpretation	1.16	EFFECTIFF LLC	TRANSLATION	12/13/2024	354966
520104	Social Service Contracts-Interpretation	1.54	EFFECTIFF LLC	TRANSLATION	1/10/2025	355427
610005	Occup Expenses-Materials-Floor Coverings	71.64	GREAT FLOORS LLC	VINYL INSTALL - UNIT 164_2206	1/17/2025	355553
620006	Occup Expenses-Maint Contracts-Floor Covering	5,348.15	GREAT FLOORS LLC	CARPET/VINYL INSTALL - CG I	1/24/2025	355680
620006	Occup Expenses-Maint Contracts-Floor Covering	3,888.50	GREAT FLOORS LLC	CARPET/VINYL INSTALL - UNIT 624	1/24/2025	355680
620012	Occup Expenses-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/3/2025	355249
620012	Occup Expenses-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/3/2025	355249
620012	Occup Expenses-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/3/2025	355249
620012	Occup Expenses-Maint Contracts-Pest Control	25.66	STOP BUGGING ME PEST CONTROL	PEST CONTROL - AUG-24	1/3/2025	355249
620012	Occup Expenses-Maint Contracts-Pest Control	25.66	STOP BUGGING ME PEST CONTROL	PEST CONTROL - AUG-24	1/3/2025	355249
620012	Occup Expenses-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/24/2025	355686
620012	Occup Expenses-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/24/2025	355686
620012	Occup Expenses-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/24/2025	355686
620013	Occup Expns-Maint -Yard/Garden/Lndscpg	2,621.85	SKAGIT LANDSCAPING LLC	EXT MAINT NOV 2024	12/6/2024	354819
620013	Occup Expns-Maint -Yard/Garden/Lndscpg	2,621.85	SKAGIT LANDSCAPING LLC	YARD CARE DEC 2024	1/10/2025	355404
620016	Occup Expns-Maint Contracts-Haz Material	54.30	ABATEMENT AND DECONTAMINATION SPECIALIS	DRUG TESTING - UNIT 204	1/3/2025	355275
620021	Occup Expenses-Maint Contracts-HVAC	160.00	RIGHT WAY PLUMBING, HEATING, A/C INC.	FURNACE MAINT. - NOV-24	1/24/2025	355717
620021	Occup Expenses-Maint Contracts-HVAC	634.79	RIGHT WAY PLUMBING, HEATING, A/C INC.	FURNACE MAINT. - NOV-24	1/24/2025	355717
660000	Occup Expenses-Utilities-Water	129.58	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	136.41	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	129.58	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	163.68	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	177.32	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	197.78	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	83.10	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	156.86	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	156.86	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	150.04	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	122.77	PUBLIC UTILITY DISTRICT #1	Water	11/27/2024	354713
660000	Occup Expenses-Utilities-Water	163.43	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	113.72	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	113.72	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	163.43	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	333.87	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

11/26/2024 TO 1/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Expenses-Utilities-Water	113.72	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	234.45	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	109.21	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	127.93	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	163.43	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527
660000	Occup Expenses-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	193.34	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	171.88	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	110.06	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	94.41	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	26.16	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	207.66	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660000	Occup Expenses-Utilities-Water	128.93	PUBLIC UTILITY DISTRICT #1	Water	1/31/2025	0
660100	Occup Expenses-Utilities-Sewer	471.64	CITY OF SEDRO WOOLLEY	Sewer	12/20/2024	355036
660100	Occup Expenses-Utilities-Sewer	314.80	CITY OF SEDRO WOOLLEY	Sewer	12/20/2024	355036
660100	Occup Expenses-Utilities-Sewer	789.23	CITY OF SEDRO WOOLLEY	Sewer	12/20/2024	355036
660100	Occup Expenses-Utilities-Sewer	471.64	CITY OF SEDRO WOOLLEY	Sewer	1/10/2025	355350
660100	Occup Expenses-Utilities-Sewer	314.80	CITY OF SEDRO WOOLLEY	Sewer	1/10/2025	355350
660100	Occup Expenses-Utilities-Sewer	790.17	CITY OF SEDRO WOOLLEY	Sewer	1/10/2025	355350
660200	Occup Expenses-Utilities-Electricity	95.77	PUGET SOUND ENERGY-BOT-01H	Electric	12/6/2024	354795
660200	Occup Expenses-Utilities-Electricity	109.98	PUGET SOUND ENERGY-BOT-01H	Electric	12/6/2024	354795
660200	Occup Expenses-Utilities-Electricity	22.25	PUGET SOUND ENERGY-BOT-01H	Electric	12/6/2024	354795
660200	Occup Expenses-Utilities-Electricity	94.18	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660200	Occup Expenses-Utilities-Electricity	108.61	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660200	Occup Expenses-Utilities-Electricity	22.69	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660201	Occup Expenses-Utilities-Elec-Closing Bill	15.61	PUGET SOUND ENERGY-BOT-01H	Electric	12/13/2024	354899
660201	Occup Expenses-Utilities-Elec-Closing Bill	13.98	PUGET SOUND ENERGY-BOT-01H	Electric	12/13/2024	354899
660201	Occup Expenses-Utilities-Elec-Closing Bill	11.93	PUGET SOUND ENERGY-BOT-01H	Electric	12/20/2024	355024
660201	Occup Expenses-Utilities-Elec-Closing Bill	30.21	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660300	Occup Expenses-Utilities-Natural Gas	261.30	CASCADE NATURAL GAS CO	Gas	12/13/2024	354893
660300	Occup Expenses-Utilities-Natural Gas	75.04	CASCADE NATURAL GAS CO	Gas	12/20/2024	355021
660300	Occup Expenses-Utilities-Natural Gas	234.15	CASCADE NATURAL GAS CO	Gas	1/10/2025	355338
660301	Occup Expenses-Utilities-Natural Gas	76.72	CASCADE NATURAL GAS CO	Gas	12/20/2024	355021
660500	Occup Expenses-Utilities-Surface Water Mgmt	43.61	CITY OF SEDRO WOOLLEY	Storm	12/20/2024	355036
660500	Occup Expenses-Utilities-Surface Water Mgmt	29.13	CITY OF SEDRO WOOLLEY	Storm	12/20/2024	355036
660500	Occup Expenses-Utilities-Surface Water Mgmt	73.14	CITY OF SEDRO WOOLLEY	Storm	12/20/2024	355036
660500	Occup Expenses-Utilities-Surface Water Mgmt	43.61	CITY OF SEDRO WOOLLEY	Storm	1/10/2025	355350
660500	Occup Expenses-Utilities-Surface Water Mgmt	29.13	CITY OF SEDRO WOOLLEY	Storm	1/10/2025	355350
660500	Occup Expenses-Utilities-Surface Water Mgmt	73.28	CITY OF SEDRO WOOLLEY	Storm	1/10/2025	355350
660700	Occup Expenses-Utilities-Garbage	627.61	CITY OF SEDRO WOOLLEY	Garbage	12/20/2024	355036
660700	Occup Expenses-Utilities-Garbage	328.31	CITY OF SEDRO WOOLLEY	Garbage	12/20/2024	355036

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

11/26/2024 TO 1/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Expenses-Utilities-Garbage	220.57	CITY OF SEDRO WOOLLEY	Garbage	12/20/2024	355036
660700	Occup Expenses-Utilities-Garbage	328.31	CITY OF SEDRO WOOLLEY	Garbage	1/10/2025	355350
660700	Occup Expenses-Utilities-Garbage	220.57	CITY OF SEDRO WOOLLEY	Garbage	1/10/2025	355350
660700	Occup Expenses-Utilities-Garbage	654.16	CITY OF SEDRO WOOLLEY	Garbage	1/10/2025	355350
	SUBTOTAL CEDAR GROVE	28,845.74				
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	28,845.74				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temporary Employees	7.75	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 11/16/24	11/27/2024	354748
400100	Salaries-Temporary Employees	21.80	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 11/30/24	12/6/2024	354821
400100	Salaries-Temporary Employees	38.76	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 11/23/24	12/6/2024	354821
400100	Salaries-Temporary Employees	38.76	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 12/7/24	12/13/2024	354947
400100	Salaries-Temporary Employees	38.76	BEACON HILL SOLUTIONS GROUP LLC	A KUMAGAI 12/14/24	12/20/2024	355083
409003	Benefits-Uniforms	165.75	IMAGE SOURCE INC	WORK CLOTHES	12/13/2024	354934
409004	Benefits-Work Boots	356.38	WORKWORLD, WHISTLE WORKWEAR	JEFFREY SEVERSON	1/10/2025	355416
411100	Computer Equipment-Hardware	79.57	DELL MARKETING LP	COMPUTER SUPPLIES	1/24/2025	355648
411102	Computer Equipment-Hardware Maintenance	15.57	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/27/2024	354693
411104	Comp Equipment-Software as a Service Fees	14.55	JUSTFOIA INC	ANNUAL BILLING 2025 JUSTFOIA PRO RENEWAL 1/1-12/31	11/27/2024	354758
411104	Comp Equipment-Software as a Service Fees	38.39	DUO SECURITY LLC	DUO ESSENTIALS	12/13/2024	354945
411901	Equipment-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST 00904969	12/13/2024	354942
411901	Equipment-Other-Leased/Rented	9.33	CANON FINANCIAL	CONTRACT 667544-005	1/3/2025	355240
411901	Equipment-Other-Leased/Rented	2.87	CANON FINANCIAL	CONTRACT 0667544-005	1/31/2025	355784
420000	Professional Services-Legal	0.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	6.69	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	85.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	0.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	54.52	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	100.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	0.12	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420000	Professional Services-Legal	3.07	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/3/2025	355188
420101	Professional Services-Auditing	2,137.12	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	1/17/2025	355484
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS	12/13/2024	354915
421904	Admin Contracts- Cloud Recovery Services	39.25	NET2VAULT LLC	MANAGED VAULTING	12/13/2024	354926
421904	Admin Contracts- Cloud Recovery Services	43.10	NET2VAULT LLC	MANAGED VAULT FEE	1/10/2025	355375
450002	Comm-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	911 SERVICE MINIMUM MRC FEE	11/27/2024	354737
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	11/24/24-12/23/24 CHGS	12/27/2024	355129
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	11/24/24-12/23/24 CHGS	12/27/2024	355129

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

11/26/2024 TO 1/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comm-Phones Lines-Service-Digital Voice	1.24	INTRADO LIFE & SAFETY INC	911 MRC FEE COVERAGE	1/10/2025	355382
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	12/24-1/23/25 CHGS	1/24/2025	355658
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	12/24-1/23/25 CHGS	1/24/2025	355658
450002	Comm-Phones Lines-Service-Digital Voice	1.10	INTRADO LIFE & SAFETY INC	NETWORK AND TELECOM SURCHARGE 12/1-31/24	1/31/2025	355796
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	NOV 2024 CHGS	12/13/2024	354916
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	DEC 2024 CHGS	1/10/2025	355360
450100	Comm-Long Distance Charges	0.38	CENTURYLINK	10/12-11/11/24 CHGS	11/27/2024	354749
450100	Comm-Long Distance Charges	0.36	CENTURYLINK	MONTHLY CHGS	1/3/2025	355266
450100	Comm-Long Distance Charges	0.31	CENTURYLINK	MONTHLY CHGS	1/31/2025	355818
491000	Admin Expenses-Criminal/Background Checks	23.41	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/20/2024	355006
491000	Admin Expenses-Criminal/Background Checks	27.74	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	24.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	110.62	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	20.99	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/10/2025	355319
491000	Admin Expenses-Criminal/Background Checks	33.51	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	44.73	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	36.38	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	29.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/10/2025	355303
491000	Admin Expenses-Criminal/Background Checks	0.45	DEPARTMENT OF LICENSING	ACCOUNT 463025 1/1/24-12/31/24	1/31/2025	355747
491001	Admin Expenses-Tenant Screening	5.02	CARAHSOFT TECHNOLOGY CORPORATION	PO # A1B2WA000P0T NOV 2024	12/13/2024	354936
491001	Admin Expenses-Tenant Screening	1.92	CARAHSOFT TECHNOLOGY CORPORATION	PO A1B2WA000P0T ORDER 24001072 DEC 2024	1/31/2025	355805
493000	Other Admin Exp-Postage	41.54	MAIL ADVERTISING BUREAU INC	DEC 2024 STATEMENTS	12/20/2024	354983
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE ACCT 7900 0440 8081 6949	12/27/2024	355153
493000	Other Admin Exp-Postage	41.60	MAIL ADVERTISING BUREAU INC	JANUARY 2025 STATEMENTS	1/3/2025	355192
493000	Other Admin Exp-Postage	21.22	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	1/24/2025	355705
493100	Other Admin Exp-Mail Handling	72.33	MAIL ADVERTISING BUREAU INC	DEC 2024 STATEMENTS	12/20/2024	354983
493100	Other Admin Exp-Mail Handling	6.85	MAIL ADVERTISING BUREAU INC	JANUARY 2025 STATEMENTS	1/3/2025	355192
495000	Other Admin Exp-General Liability Insurance	60.00	RESILIENCE	RSP EDGE	1/31/2025	355838
520104	Social Service Contracts-Interpretation	3.49	EFFECTIFF LLC	TRANSLATION	12/13/2024	354966
520104	Social Service Contracts-Interpretation	4.63	EFFECTIFF LLC	TRANSLATION	1/10/2025	355427
610005	Occup Expns-Materials-Floor Coverings	167.16	GREAT FLOORS LLC	VINYL INSTALL - UNIT 164_2206	1/17/2025	355553
620006	Occup Expns-Maint Contracts-Floor Covering	2,669.50	GREAT FLOORS LLC	CARPET/VINYL INSTALL - UNIT 223	1/10/2025	355369
620007	Occup Expns-Maint Contracts-Elevator	1,354.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	12/6/2024	354810
620007	Occup Expns-Maint Contracts-Elevator	597.00	SCHINDLER ELEVATOR CORPORATION	QTRLY BILLING	1/31/2025	355792
620011	Occup Expns-Maint Contracts-Fire/Safety	525.30	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR MAINTENANCE - NOV-24	1/3/2025	355263
620011	Occup Expns-Maint Contracts-Fire/Safety	706.66	SMITH FIRE SYSTEMS INC	12 YEAR FIRE EXTINGUISHER INSPECTION - NOV-24	1/3/2025	355263
620012	Occup Expns-Maint Contracts-Pest Control	65.43	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/3/2025	355249
620012	Occup Expns-Maint Contracts-Pest Control	65.43	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/24/2025	355686
620013	Occup Expns-Maint Contracts-Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	EXT MAINT NOV 2024	12/6/2024	354819
620013	Occup Expns-Maint Contracts-Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	YARD CARE DEC 2024	1/10/2025	355404
620016	Occup Expns-Maint Contracts-Haz Material	1,690.00	ABATEMENT AND DECONTAMINATION SPECIALIS	DRUG TESTING - UNIT 236	12/20/2024	355095
620016	Occup Expns-Maint Contracts-Haz Material	1,810.00	ABATEMENT AND DECONTAMINATION SPECIALIS	DRUG TESTING - UNIT 236	12/20/2024	355095
620016	Occup Expns-Maint Contracts-Haz Material	126.70	ABATEMENT AND DECONTAMINATION SPECIALIS	DRUG TESTING - UNIT 204	1/3/2025	355275
660000	Occup Expenses-Utilities-Water	2,281.05	PUBLIC UTILITY DISTRICT #1	Water	1/17/2025	355527

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

11/26/2024 TO 1/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Expenses-Utilities-Sewer	4,647.71	CITY OF SEDRO WOOLLEY	Sewer	12/20/2024	355036
660100	Occup Expenses-Utilities-Sewer	4,646.21	CITY OF SEDRO WOOLLEY	Sewer	1/10/2025	355350
660200	Occup Expenses-Utilities-Electricity	1,110.85	PUGET SOUND ENERGY-BOT-01H	Electric	12/6/2024	354795
660200	Occup Expenses-Utilities-Electricity	1,455.95	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660200	Occup Expenses-Utilities-Electricity	1,360.53	PUGET SOUND ENERGY-BOT-01H	Electric	1/31/2025	355766
660200	Occup Expenses-Utilities-Electricity	13.39	PUGET SOUND ENERGY-BOT-01H	Electric	1/31/2025	355766
660201	Occup Expns-Utilities-Electricity-Closing Bill	35.95	PUGET SOUND ENERGY-BOT-01H	Electric	12/13/2024	354899
660201	Occup Expns-Utilities-Electricity-Closing Bill	12.47	PUGET SOUND ENERGY-BOT-01H	Electric	12/13/2024	354899
660201	Occup Expns-Utilities-Electricity-Closing Bill	71.15	PUGET SOUND ENERGY-BOT-01H	Electric	12/13/2024	354899
660201	Occup Expns-Utilities-Electricity-Closing Bill	10.96	PUGET SOUND ENERGY-BOT-01H	Electric	12/20/2024	355024
660201	Occup Expns-Utilities-Electricity-Closing Bill	21.61	PUGET SOUND ENERGY-BOT-01H	Electric	12/20/2024	355024
660201	Occup Expns-Utilities-Electricity-Closing Bill	24.75	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660201	Occup Expns-Utilities-Electricity-Closing Bill	8.65	PUGET SOUND ENERGY-BOT-01H	Electric	1/3/2025	355225
660201	Occup Expns-Utilities-Electricity-Closing Bill	40.80	PUGET SOUND ENERGY-BOT-01H	Electric	1/31/2025	355766
660500	Occup Expns-Utilities-Surface Water Mgmt	425.97	CITY OF SEDRO WOOLLEY	Storm	12/20/2024	355036
660500	Occup Expns-Utilities-Surface Water Mgmt	425.75	CITY OF SEDRO WOOLLEY	Storm	1/10/2025	355350
660700	Occup Expenses-Utilities-Garbage	1,563.39	CITY OF SEDRO WOOLLEY	Garbage	12/20/2024	355036
660700	Occup Expenses-Utilities-Garbage	1,520.91	CITY OF SEDRO WOOLLEY	Garbage	1/10/2025	355350
	SUBTOTAL HILLSVIEW	36,203.73				
	VOIDS	-				
	TOTAL HILLSVIEW	36,203.73				
	TOTAL SEDRO WOOLLEY	65,049.47				

T A B N U M B E R

3

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
RESOLUTION NO. 504
AUTHORIZING EXPANSION OF THE HOUSING AUTHORITY'S
PARTNERSHIP WITH THE KING COUNTY HOUSING AUTHORITY
THROUGH MOVING TO WORK (MTW) REGIONALIZATION

WHEREAS, SWHA is a Public Housing Authority (PHA) providing public housing assistance through an Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD); and

WHEREAS, through a management agreement, SWHA partners with the King County Housing Authority (KCHA) for the administration and management of its public housing inventory; and

WHEREAS, KCHA is a PHA operating under an ACC with HUD with designation as a participant in the Moving to Work (MTW) program; and

WHEREAS, as an MTW Agency, KCHA has flexibility to waive certain federal program regulations and implement locally designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families; and

WHEREAS, on April 7, 2023, HUD issued PIH Notice 2023-08 to (1) clarify HUD policies, Federal statutes and regulations that apply to regionalization implemented under the Moving to Work (MTW) demonstration program, and (2) provide a process through which an MTW Agency may partner with other PHA's to form a Regional MTW Agency; and

WHEREAS, such partnership between KCHA and SWHA will extend MTW administrative flexibilities (i.e. statutory and regulatory waivers, but not fiscal fungibility) within SWHA's jurisdiction - increasing housing choice, operational efficiency and resident economic self-sufficiency to the benefit of both agencies and the communities they serve;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON; as follows;

- (1.) The Board of Commissioners approves actions necessary to expand the partnership between SWHA and KCHA to establish a Regional MTW Agency under Option 2 as detailed in PIH Notice 2023-08; and
- (2.) Authorizes the Chairperson to enter into a Management Agreement with KCHA on behalf of the SWHA that meets the requirements of PIH Notice 2023-08.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 27TH DAY OF FEBRUARY, 2025.

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY**

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

INTERGOVERNMENTAL AGREEMENT FOR MANAGEMENT

THIS INTERGOVERNMENTAL AGREEMENT FOR MANAGEMENT (this “**Agreement**”) is made by and between the HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, a public body corporate and politic (“**SWHA**”), and the KING COUNTY HOUSING AUTHORITY, a public body corporate and politic (“**KCHA**”).

WITNESSETH:

WHEREAS, both the SWHA and the KCHA are public housing authorities duly created and existing under and by virtue of the Housing Authorities Law of the State of Washington, Chapter 35.82 RCW (the “**Housing Authorities Law**”) and have entered into contracts with the U.S. Department of Housing and Urban Development (“**HUD**”) for financial assistance under the provisions of the United States Housing Act of 1937, as amended, for construction and operation of affordable housing properties within their respective areas of operation;

WHEREAS, as authorized by HUD requirements and RCW 35.82.100 of the Housing Authorities Law, KCHA and SWHA intend to join or cooperate with one another in the exercise of their powers for the purpose of financing, planning, undertaking, constructing or operating housing properties located within the area of operation of any one or more of such authorities, as described in this Agreement;

WHEREAS, affordable housing funding policies at the national level have long resulted in the need for greater efficiencies and innovation in providing housing for low income families;

WHEREAS, SWHA and KCHA entered into a Management Contract dated August 26, 1971 (the “**Prior Contract**”) pursuant to which KCHA, acting on its own or through its affiliate Washington Housing Services (“**WHS**”), operated SWHA’s Properties (defined below) in order to promote administrative, staffing, procurement and other efficiencies;

WHEREAS, the WHS has been dissolved and the parties desire to amend and restate all of the provisions of the Prior Contract in order to continue the existing cooperative relationship and ensure the efficient operation and preservation of the SWHA low income housing;

WHEREAS, KCHA is designated a Moving to Work (MTW) public housing agency;

WHEREAS, as a component of the MTW demonstration program, KCHA’s draft FY 2025 MTW Annual Plan contemplates KCHA will serve as a Regional MTW Agency and partner with SWHA as a Partner Agency (the “**Regional Agency Plan**”) as authorized by the Fiscal Year 2016 Appropriations Act, P.L. 114-113, Section 239 and further described in Notice PIH 2023-08 (HA), which Regional Agency Plan is subject to HUD approval (the “**MTW Regionalization Authorization**”);

WHEREAS, under MTW Regionalization Authorization, KCHA will administer all of SWHA’s public housing operating and capital funds, which will permit KCHA to use any authorized MTW regulatory flexibilities in its administration and use of those funds in the operation and management of SWHA’s public housing program;

WHEREAS, SWHA is currently the owner of Hillview Apartments, comprised of 60 HUD-subsidized public housing dwelling units, and Cedar Grove I, II, and III, comprised of 20 HUD-subsidized

public housing dwelling units (collectively, and including such additional properties that SWHA may acquire, the “**Properties**”, and any individual property referred to as a “**Property**”);

WHEREAS, KCHA has an existing staff of approximately 430 employees, and is capable of providing such efficiency and innovation on behalf of SWHA, the City of Sedro Woolley, and its citizens;

WHEREAS, the Board of Commissioners of SWHA desires to amend and restate the Prior Contract with KCHA for the management of the Properties and related operations of SWHA in its entirety, and to authorize SWHA to participate as a Partner Agency with KCHA as a Regional MTW Agency to enable the SWHA public housing program to benefit from KCHA MTW regulatory flexibilities under HUD authorized MTW Regionalization; and

WHEREAS, the Board of Commissioners of KCHA desires to amend and restate the Prior Contract with SWHA for the management of the Properties and related operations of SWHA in its entirety, and to authorize KCHA to participate as a Regional MTW Agency to enable the SWHA public housing program to benefit from KCHA MTW regulatory flexibilities under HUD authorized MTW Regionalization.

NOW, THEREFORE, the recitals considered, and for and in consideration of the mutual covenants and benefits flowing from each party to the other as hereinafter provided, the parties hereto hereby covenant and agree that:

ARTICLE I - APPOINTMENT AND ACCEPTANCE

- 1.1 SWHA hereby appoints KCHA as sole and exclusive operator/management company of SWHA to lease and manage the Properties herein upon the terms and conditions provided herein. KCHA accepts the appointment and agrees to furnish the services set forth herein, and SWHA agrees to pay all expenses in connection with those services as outlined in ARTICLE XIV. Notwithstanding the exclusive nature of this Agreement, SWHA shall have the right, but not the obligation, to locate prospective tenants for the Properties and to refer them to KCHA.
- 1.2 This Agreement supersedes and replaces the Prior Contract.

ARTICLE II – FINANCING OF COOPERATION

- 2.1 The financing of the cooperation contemplated by this Agreement between SWHA and KCHA shall be comprised of the following sources: (i) federal funds provided to SWHA by HUD, (ii) rental income generated from the Properties, and (iii) such other financing sources available to SWHA and as may be permitted by applicable law and approved by SWHA’s governing body.

ARTICLE III - TERM OF AGREEMENT

- 3.1 Term of Agreement. This Agreement shall be effective as of January 1, 2025 (“**Effective Date**”) and shall be effective for a term of five (5) years from the Effective Date unless terminated sooner in accordance with ARTICLE XI.
- 3.2 Any amounts accruing to KCHA prior to such termination shall be due and payable upon termination of this Agreement. Any amounts owed to KCHA under this ARTICLE III may be set off against any amounts KCHA may owe to SWHA hereunder.

ARTICLE IV - KCHA’S RESPONSIBILITIES AND SERVICES

- 4.1 Standard of Conduct. KCHA represents that it is experienced in professional management of property of the character and nature similar to the Properties, and KCHA agrees to manage the Properties in accordance with the highest professional standards for such Properties.
- 4.2 Plans and Specifications. KCHA shall thoroughly familiarize itself with the character, construction, layout and plans of the Properties, including the electrical, heating, plumbing, and ventilating system and all other mechanical equipment in the Properties.
- 4.3 Rentals. KCHA shall offer for rent and shall rent the housing units in the Properties in accordance with a rent schedule approved in writing by SWHA and the leasing guidelines below. Pursuant to its rental responsibilities, KCHA shall:
- (a) Show housing units for rent in the Properties to all prospective tenants.
 - (b) Take and process applications for rentals, including prospective Tenant interviews and credit checks. If an application is rejected, the applicant shall be advised of the reason for rejection. The rejected application, written notice of the rejection, and any other related correspondence shall be kept on file for three (3) years following the rejection.
 - (c) Comply with the leasing and other requirements (the “**Requirements**”) of all federal and state statutes and regulations, including, but not limited to (i) HUD regulations applicable to the Properties, (ii) requirements set forth in any regulatory and operating agreement for the Properties and any Annual Contributions Contract (ACC) agreement for the Properties, and (iii) requirements contained in any documents executed by SWHA in connection with the acquisition, financing, ownership, maintenance and operation of the Properties (the “**Properties Documents**”) with respect to all housing units.
 - (d) Comply with any leasing guidelines established by SWHA and which satisfy the Requirements, and use for each unit a form of lease to be provided by KCHA (“**Lease**”), which Lease form and amendments thereto shall be subject to the approval of SWHA and shall be in compliance with the Requirements, unless otherwise agreed by SWHA and KCHA in writing.
 - (e) Be responsible for the certification and recertification of tenants as applicable.
 - (f) Execute all Leases in KCHA’s name, identified hereon as agent for SWHA.
 - (g) Collect and disburse security deposits, if required, in accordance with the terms of each Lease and Section 8.2 hereof. Each security deposit shall be held and disbursed by KCHA in accordance with applicable laws governing security deposits in the State of Washington.
 - (h) Maintain a current list of acceptable prospective tenants and undertake all arrangements necessary and incidental to the acceptance of rental applications and the execution of Leases. KCHA shall exercise its best efforts (including, but not limited to, placement of advertising, interview of prospective tenants, assistance and counseling in completion of rental applications and execution of Leases, processing of documents and credit and employment verifications, and explanation of the program and operations of SWHA), to operate the dwelling units, renewal of Leases and, in accordance with the terms of each Lease and the Requirements, subleasing of dwelling units in the Properties, so that the Properties is occupied as fully as possible.

- (i) On behalf of SWHA, KCHA shall submit household data to HUD in PIC using Form HUD-50058 MTW.
- (j) Perform such other acts and deeds requested by SWHA as are reasonable, necessary and proper in the discharge of KCHA's rental duties under this Agreement.
- (k) Participate in the inspection of each dwelling unit identified in the Lease together with the tenant prior to move-in and upon move-out, and shall record in writing any damage to the unit at the time the tenant moved in and any damage occurring during the tenant's occupancy.

4.4 HUD Requirements.

- (a) KCHA and SWHA intend for this Agreement to conform to the legal requirements of HUD Notice 2023-08 issued April 7, 2023, applicable provisions of the U.S. Housing Act of 1937, and applicable provisions of Title 24 of the Code of Federal Regulations (the "**Legal Requirements**"). If the Agreement is determined to not be in material conformance with the Legal Requirements, KCHA and SWHA agree to amend the Agreement, upon appropriate review and approval by KCHA, SWHA and HUD.
- (b) If applicable, the KCHA, at SWHA's expense, will operate the Properties in compliance with all applicable requirements of and regulations promulgated under the U.S. Housing Act of 1937, as amended, and any regulatory and operating agreement for the Properties.
- (c) KCHA and SWHA remain bound by all applicable fair housing and civil rights requirements, including but not limited to the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and Titles II and III of the Americans with Disabilities Act and their implementing regulations, as well as the duty to affirmatively further fair housing.
- (d) KCHA's status as a Regional MTW Agency shall be acknowledged in the KCHA FY 2025 MTW Annual Plan, and its role as the Regional MTW Agency for SWHA as a Partner Agency shall be included in a board-approved KCHA Admissions and Continued Occupancy Policy, subject to HUD approval.
- (e) SWHA's participation as a Partner Agency with KCHA as its Regional MTW Agency shall be included in a board-approved SWHA Admissions and Continued Occupancy Policy.

4.5 Collection of Rents and Other Receipts. KCHA shall collect, when due, all rents, charges and other amounts receivable on SWHA's account in connection with the management and operation of the Properties. Such receipts shall not be commingled with other funds and shall be deposited and held in the Operating Account (as defined below) in accordance with the provisions of Section 9.1.

4.6 Enforcement of Leases. KCHA shall be responsible for enforcement of tenant Lease terms. Voluntary compliance will be emphasized and KCHA shall counsel tenants and make referrals to community agencies in cases of financial hardship or under other circumstances as deemed appropriate by KCHA, to the end that involuntary termination of tenancies may be avoided to the maximum extent consistent with sound management of the Properties. KCHA may lawfully terminate any tenancy when, in KCHA's judgment, sufficient cause for such termination occurs under the terms of tenant's Lease, but not limited to, nonpayment of rent. For this purpose, KCHA is authorized to consult with legal counsel to be selected by KCHA and approved by SWHA and

bring actions for eviction and execute notices to vacate and judicial pleadings incident to such actions; provided, however, that KCHA shall keep SWHA informed of such actions and shall follow such instructions as SWHA may prescribe for the conduct of any such action. Reasonable attorneys' fees and other necessary costs incurred in connection with such actions, as determined by SWHA, shall be paid out of the Operating Account. KCHA shall properly assess and collect from each tenant or such tenant's security deposit (upon termination of tenant's Lease) the cost of repairing any damages to the housing unit arising during the tenant's occupancy.

4.7 Maintenance and Repairs. KCHA shall, at SWHA's expense, maintain the Properties in a first rate and sanitary condition and in a rentable state of repair, all in accordance with the Requirements and all other Properties rules and regulations and applicable laws, including local codes, and KCHA shall otherwise maintain the Properties at all times in a condition acceptable to SWHA, including but not limited to cleaning, painting, decorating, plumbing, carpeting, grounds care, and such other maintenance and repair work as may be deemed necessary by SWHA. Incident thereto, the following provisions shall apply:

- (a) Special attention shall be given to preventive maintenance.
- (b) KCHA, when necessary, shall contract with qualified independent contractors for the maintenance and repair of major mechanical systems, and other building systems, and for the performance of extraordinary repairs beyond the capability of regular maintenance personnel. KCHA shall obtain prior to commencement of any work a written estimate for such work, and appropriate written evidence of such contractor's liability and workers' compensation insurance.
- (c) KCHA shall systematically and promptly receive and investigate all service requests from tenants, take such action thereon as may be justified, and shall keep records of the same. Emergency requests shall be addressed within 48 hours. Complaints of a serious nature shall be reported to SWHA after investigation. At SWHA's request, KCHA shall provide SWHA with copies of all service requests and the reports of action thereon.
- (d) KCHA shall take such action as may be necessary to comply with any and all orders and requirements of federal, state, county, and municipal authorities having jurisdiction over the Properties and orders of any board of fire underwriters, insurance companies and other similar bodies pertaining to the Properties.
- (e) Except as otherwise provided in this section, KCHA is authorized to purchase, at SWHA's expense, all materials, equipment, tools, appliances, supplies and services which KCHA determines are necessary for proper maintenance and repair of the Properties. KCHA shall obtain bids for all contracts, materials, equipment, tools, appliances, supplies, utilities, and services exceeding \$10,000 for those items, which can be obtained from more than one source. KCHA shall secure and credit to SWHA all discounts, rebates, or commissions obtainable with respect to purchase, service contracts, and all other transactions on SWHA's behalf. Notwithstanding the foregoing, the prior written approval of SWHA will be required for any contract which exceeds one year in duration or \$10,000 in any one instance for the maintenance and repair of the Properties, except for emergency repairs involving manifest danger to persons or property, or required to avoid suspension of any necessary service to the Properties. In the event of emergency repairs, KCHA shall notify SWHA of the facts promptly, and in no event later than 24 hours, if possible, from the occurrence of the event.

- 4.8 Utilities and Services. KCHA shall make arrangements for water, electricity, sewage and trash disposal, pest control, maintenance of common areas, laundry facilities, telephone services for management offices and other necessary services in connection with the Properties. Subject to SWHA's prior approval as required in Section 4.7, KCHA shall make such contracts as may be necessary to secure such utilities and services. Any income associated with such services will inure solely to the benefit of the SWHA.
- 4.9 Operating Account. In the event that the balance in the Operating Account is at any time insufficient to pay disbursements due and payable under this ARTICLE IV, KCHA shall promptly inform SWHA of the fact and SWHA shall then remit to KCHA sufficient funds to cover the deficiency. All expenditures shall comply with the MTW Regionalization Authorization. In no event shall KCHA be required to use its own funds to pay such disbursements or be liable for any losses, costs or damages arising out of SWHA's failure to cover the deficiency. In no event will KCHA be required to take actions requiring funds to which it does not have access in the Operating Account.
- 4.10 Licenses and Permits. KCHA shall acquire and keep in force at SWHA's expense all licenses and permits required for the operation of the Properties as rental housing, if applicable, other than licenses required to be held by KCHA in its position as manager of the Properties.
- 4.11 Records and Reports. KCHA shall have the following responsibilities with respect to records and reports:
- (a) KCHA shall establish and maintain a system of records, books, and accounts in a manner satisfactory to SWHA, which is consistent with and for the duration mandated by the Requirements. All records, books, and accounts shall be maintained at the Properties or available electronically to SWHA, at all times subject to examination at reasonable hours by any authorized representative of SWHA.
 - (b) KCHA shall prepare a report every two months in the form satisfactory to SWHA, and any other reports as directed and are consistent with KCHA's duties hereunder, containing and including at least the following: (i) a statement of income and expenses and accounts receivable and payable for the preceding two months; (ii) a rent roll/cash receipts form for the previous two months; (iii) a disbursements summary for the previous two months; (iv) bank statements for the previous two months with reconciliation of the Operating Account; (v) any other information required by the Requirements.
 - (c) All bookkeeping, data processing services and management overhead expenses shall be paid from the Operating Account.
 - (d) KCHA shall promptly furnish such additional information (including monthly occupancy reports) as may be requested from time to time by SWHA with respect to the renting and financial, physical, or operational condition of the Properties.
 - (e) KCHA shall establish tenant files containing copies of leases, certification forms, notices and other documentation required by SWHA as necessary to conform to the Requirements.
- 4.12 Budgeting Assistance. KCHA shall provide reasonable assistance to SWHA in establishing and maintaining an annual budget (the "**Budget**").

- 4.13 SWHA Communication. KCHA shall be available for communications and bimonthly meetings with SWHA and shall keep SWHA advised of items materially affecting the Properties.
- 4.14 Employees. KCHA is authorized to hire, supervise, discharge and pay all employees, contractors, and other personnel necessary to be employed in the management, maintenance and operation of the Properties. All employees shall be deemed employees of the KCHA and KCHA shall be liable to SWHA or others for any act or omission on the part of such employees. KCHA shall fully comply with all applicable laws and regulations having to do with equal employment opportunity, workers' compensation, social security, unemployment insurance, hours of labor, wage and hour requirements, working conditions, occupational health and safety and other employers/employee related subjects.
- 4.15 Advertising. KCHA is authorized to advertise the Properties or portion hereof for rent, using periodicals, signs, plans, brochures or displays, or such other means as KCHA may deem proper. KCHA is authorized to place signs on the Properties advertising the Properties for rent. The cost of such advertising shall be paid out of the Operating Account.
- 4.16 Authority. KCHA's authority is expressly limited to the provisions contained herein as they may be amended in writing from time to time in accordance with the provisions of this Agreement. SWHA expressly withholds from KCHA any power or authority to make any structural change in the Properties or to make any other major alterations or additions in or to the Properties or fixtures or equipment therein, or to incur any expense chargeable to SWHA other than expenses related to exercising the express powers granted to KCHA by the terms of this Agreement without the prior written consent of SWHA.
- 4.17 Delegation of Duties. KCHA shall have the right to engage independent contractors for performance of such of its duties hereunder as KCHA deems necessary, but KCHA shall have the responsibility for supervision of the performance of such duties. All contracts with independent contractors in excess of \$10,000 shall be subject to the approval of SWHA.
- 4.18 Compliance with Laws Mortgages, Etc. In addition to its other obligations under ARTICLE IV of this Agreement, KCHA, on behalf of SWHA, shall comply fully with all of federal, state, county, municipal and special district laws, non-discriminatory laws, Washington Open Public Meeting and Public Records Law, ordinances, rules, regulations and orders relative to the leasing, use, operation, repair and maintenance of the Properties and its other performance obligations herein.
- 4.19 Procurement Policy. Notwithstanding anything in this ARTICLE IV to the contrary, unless otherwise required by applicable law, (i) the procurement of shared and common goods and services between KCHA and SWHA by KCHA shall comply with KCHA's internal procurement policies, and (ii) the procurement of any non-shared and common goods and services by KCHA on behalf of SWHA shall comply SWHA's Procurement Policy.

ARTICLE V - INSURANCE AND INDEMNIFICATION

- 5.1 Liability of KCHA. Except as expressly provided to the contrary herein, the obligations and duties of KCHA under this Agreement shall be performed as agent of SWHA, but KCHA shall be liable for all losses, damages, liabilities, deficiencies, demands, investigations, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses (including reasonable attorneys' fees) (collectively, "**Losses**") resulting from or relating to (i) KCHA's breach of this Agreement, (ii) any bodily injury, death, or damage to real or tangible personal property caused by KCHA's willful or grossly negligent acts or omissions; or (iii) KCHA's grossly negligent or willful

misconduct in connection with the performance of its obligations under this Agreement. All expenses incurred by KCHA in accordance with its obligations and duties under this Agreement, except those stated above and those expressly specified as KCHA's expenses herein, shall be for the account of and on behalf of SWHA.

- 5.2 Liability of KCHA and SWHA to HUD. Except as provided in Section 5.1 and Section 5.7, KCHA and SWHA are jointly and severally liable for any violation of statute, regulation, federal civil rights law, or program requirement that may arise in KCHA's administration of the SWHA public housing program. KCHA and SWHA acknowledge that HUD may, at its discretion, take an enforcement action against either KCHA or SWHA for KCHA's applicable failure to comply with program requirements and statutory and regulatory obligations.
- 5.3 Insurance. Unless preempted by the action of SWHA, KCHA shall obtain and keep in force such forms and amount of insurance requested by SWHA as necessary under the Requirements with insurance companies satisfactory to SWHA, including but not limited to insurance against physical damage (e.g., fire and extended coverage endorsement, boiler and machinery, etc.), and against liability loss, damage or injury to property or persons which might arise out of the occupancy, management, operation or maintenance or any part of the Properties, workers' compensation and employer's liability insurance, business income loss, and employee fidelity bond. KCHA shall be named as an additional insured during the term of this Agreement in all liability insurance maintained with respect to the Properties. KCHA shall investigate and promptly furnish to SWHA full written reports of all accidents, claims and potential claims for damages relating to the Properties and shall cooperate fully with SWHA's insurers, regardless of whether the insurance was arranged by KCHA or others. KCHA shall provide a copy of such insurance policies to SWHA and, to the extent required under any loan documents, to such lenders.
- 5.4 Cooperation. KCHA shall furnish whatever readily available information is requested by SWHA for the purpose of obtaining insurance coverage and shall aid and cooperate in every reasonable way with respect to such insurance and any loss thereunder.
- 5.5 KCHA's Insurance.
- (a) At all times during the term of this Agreement, KCHA shall maintain insurance in full force and effect, with a licensed insurance company approved by SWHA, and shall furnish SWHA with a certificate of insurance evidencing general liability workers' compensation, fidelity bond coverage, employment practices liability and other insurance as required by SWHA in such amounts as required by SWHA but at a minimum in the amounts set forth below. Such certificate shall have attached thereto endorsements that SWHA shall be given at least thirty (30) days' prior written notice of cancellation of or any material change in policy. SWHA shall not reimburse KCHA for KCHA's cost of such insurance, or for any other coverage that KCHA obtains to protect its own interests.
 - (b) KCHA shall obtain comprehensive automotive liability insurance for all owned, hired and non-owned vehicles with minimum limits of \$1,000,000 combined single limits per occurrence for bodily injury and property damage liability. Such insurance shall name SWHA as additional insured.
 - (c) KCHA shall obtain comprehensive general liability insurance with minimum limits of \$1,000,000 combined single limits per occurrence for bodily injury and property damage liability. Such insurance shall name SWHA as an additional insured.

- (d) KCHA shall at all times keep its employees and contractors insured for statutory workers' compensation and other employee benefits required by all applicable laws, and KCHA shall maintain employer's liability insurance for an amount not less than \$2,000,000 covering claims and suits by or on behalf of employees and others, not otherwise covered by statutory workers' compensation insurance. SWHA, and its officers, directors, employees, KCHAs, and partners shall be protected in all such insurance or alternate employer rider. KCHA shall provide SWHA with a certificate of insurance evidencing that workers' compensation and employer's liability insurance and all insurance required pursuant to ARTICLE V, is in force and providing not less than thirty (30) days' notice to SWHA prior to change of cancellation.
- (e) SWHA shall be named as an additional insured or loss payee on all policies.
- 5.6 Contractor's Insurance. KCHA shall require that all contractors working on the Properties maintain, at the contractor's expense, general liability insurance with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage and workers' compensation insurance, in such amounts as may be required by law from time to time. KCHA shall be notified promptly in the event SWHA waives any of the requirements in this Section 5.6.
- 5.7 Indemnification of SWHA. To the extent permitted by law, KCHA agrees to defend, indemnify and hold harmless SWHA, its affiliates, and their officers, directors, employees, and agents (other than KCHA) (collectively, the "**SWHA Indemnitees**") from all Losses resulting from or related to (i) any alleged or actual violation of state or federal labor, employment or other laws pertaining to employees, it being expressly agreed and understood that as between SWHA and KCHA, all persons employed in connection with the Properties are employees of KCHA, not SWHA; (ii) KCHA's breach of this Agreement, (iii) any bodily injury, death, or damage to real or tangible personal property caused by KCHA's willful or grossly negligent acts or omissions; or (iv) KCHA's grossly negligent or more culpable acts or omissions (including any recklessness or willful misconduct) in connection with the performance of its obligations under this Agreement. Notwithstanding the aforementioned, KCHA's indemnification obligation shall not apply to Losses caused by a SWHA Indemnitee's gross negligence or more culpable act or omission (including recklessness or willful misconduct).
- 5.8 Indemnification of KCHA. To the extent permitted by law, SWHA agrees to defend, indemnify and hold harmless KCHA, its affiliates, and their officers, directors, employees, and agents (other than SWHA) (collectively, the "**KCHA Indemnitees**") from all Losses resulting from or related to (ii) SWHA's breach of this Agreement, (iii) any bodily injury, death, or damage to real or tangible personal property caused by SWHA's willful or grossly negligent acts or omissions; or (iv) SWHA's grossly negligent or more culpable acts or omissions (including any recklessness or willful misconduct) in connection with the performance of its obligations under this Agreement. Notwithstanding the aforementioned, SWHA's indemnification obligation shall not apply to Losses caused by a KCHA Indemnitee's gross negligence or more culpable act or omission (including recklessness or willful misconduct).
- 5.9 Survival of Indemnity Obligations. The indemnity obligations contained in this Agreement shall survive the termination of this Agreement.

ARTICLE VI - RIGHT TO AUDIT

- 6.1 SWHA's Right to Audit. SWHA reserves the right to conduct or to appoint others to conduct examinations, at SWHA's expense, of the books and records maintained for SWHA by KCHA and to perform any and all additional audit tests relating to KCHA's activities hereunder.
- 6.2 Correction of Discrepancies. Should SWHA's employees or appointees discover either weaknesses in internal control or errors in record-keeping, KCHA shall correct such discrepancies or deficiencies, either upon discovery or within a reasonable period of time. KCHA shall inform SWHA in writing of the action taken to correct such audit discrepancies or deficiencies.
- 6.3 Audit by Regulatory Agencies. KCHA will provide all regulatory agencies, and any of their authorized agents, access to all books and records maintained by KCHA relating to the Properties, its activities as KCHA for the Properties, or otherwise as necessary in connection with any allocation of the costs, expenses, or income connected with the Properties. Such books and records will be made available for review, excerpt, transcript, copying and audit upon reasonable prior request and at reasonable times.

ARTICLE VII - FINANCIAL REPORTING AND RECORD-KEEPING

- 7.1 Book of Accounts. KCHA shall maintain adequate books, the entries to which shall be supported by sufficient documentation to ascertain that said entries are properly recorded. Such books and records are the property of SWHA and will be maintained by KCHA at the Properties or available electronically to SWHA at all times.
- 7.2 Statements. At SWHA's request, KCHA shall, on a mutually acceptable schedule, prepare and submit to SWHA such other reports deemed reasonably necessary by SWHA.
- 7.3 Cost Allocation. KCHA shall ensure that all costs and expenses incurred by SWHA related to the services contemplated with this Agreement shall be allocated as follows:
- (a) Costs or expenses that are directly attributable to a specific Property shall be allocated to that Property.
 - (b) Costs or expenses that benefit multiple Properties shall be allocated among the Properties on a pro rata basis, calculated based on the number of units in each Property.

ARTICLE VIII - REMITTANCE OF FUNDS

- 8.1 Deposit of Funds. KCHA shall deposit all rents and other funds collected from the operation of the Properties, including any and all advance funds (but not including security deposits) into the Operating Account.
- 8.2 Security Deposits. KCHA shall deposit all security deposits into a separate security deposit account and shall maintain records of all security deposits and such records shall be open for inspection by SWHA's employees or appointees. KCHA shall return such security deposits to the tenant timely and in the appropriate amount upon a tenant's vacating a unit in a voluntary move and leaving the unit in satisfactory condition, in accordance with Washington State law.
- 8.3 Expenditures. Except as otherwise provided herein, any disbursements made by KCHA pursuant to this Agreement shall be made out of the Operating Account. SWHA agrees to make necessary operating funds available to KCHA. KCHA shall not make any advance to the Operating Account or to pay any amount except out of funds in the Operating Account, nor shall KCHA be obligated

to incur any extraordinary liability or obligation unless SWHA shall furnish KCHA with the necessary funds for the discharge thereof.

ARTICLE IX - BANK ACCOUNTS

- 9.1 Operating Account. If not already in existence, SWHA shall establish a separate account for the Properties for the deposit of HUD Operating Subsidy for the Properties and receipts for the Properties collected as described herein, in a bank or other institution whose deposits are insured by the federal government (collectively, the “**Operating Account**”). Funds in the Operating Account remain the property of SWHA subject to disbursement of expenses as described in this Agreement and SWHA shall at all times be an authorized signatory of such Operating Account. KCHA shall have authorized signature authority for the Operating Account in order to fulfill its obligations under this Agreement.
- 9.2 Tenant Security Deposit Account. If not already in existence, SWHA shall establish a separate account for the Properties for the deposit of tenant security deposits in a bank or other institution whose deposits are insured by the federal government (the “**Tenant Deposit Account**”).
- 9.3 The Operating Account and Tenant Deposit Account established under this Agreement shall be established on SWHA’s behalf but under SWHA and KCHA’s control. No amounts deposited in the Operating Account or the Tenant Deposit Account shall be commingled with any other funds.

ARTICLE X - DISBURSEMENTS FROM OPERATING (AND/OR) RESERVE ACCOUNTS

- 10.1 From the Operating Account(s). Subject to the terms and conditions of this Agreement, KCHA is hereby authorized to pay or reimburse itself for all expenses and cost of operating the Properties from the Operating Account for the following:
- (a) KCHA’s compensation under ARTICLE XIV.
 - (b) Costs to correct any violation of federal, state, and municipal laws, ordinances, rules, regulations and orders relative to the use and leasing of the Properties.
 - (c) Costs incurred by KCHA in connection with all service agreements.
 - (d) Costs of collection of delinquent rents collected through a collection agency.
 - (e) Legal expenses as outlined in Section 4.6.
 - (f) Costs of printed checks for each bank account required by SWHA.
 - (g) Costs of utility service contracts approved by SWHA and cost of on-site utilities used by KCHA in connection herewith.
 - (h) Costs of SWHA approved direct advertising (including time, lodging, transportation and the like) incurred by KCHA for its advertising and marketing representatives (whether based at KCHA’s office or at the Properties) to the extent and when such persons are engaged in work directly affecting the Properties.
 - (i) Costs of printed forms and supplies required for use at the Properties.

- (j) Costs of gross salaries and wages, payroll taxes, health insurance, workers' compensation, and other benefits of KCHA's employees, including the cost of processing by a third party vendor.
 - (k) All costs incurred by KCHA in providing accounting, bookkeeping and computer services in connection with ARTICLE IV.
 - (l) Costs of computer hardware and software located on the Properties (which hardware and software shall be owned by SWHA).
 - (m) Travel costs associated with attending in-person SWHA board meetings,
 - (n) All other sums which are contained in the Budget and which are expended by KCHA on behalf of SWHA or which are due KCHA and which are expenses of the Properties and chargeable to SWHA pursuant to the terms of this Agreement.
- 10.2 KCHA shall retain sufficient documentation to support payments made pursuant to this ARTICLE V.

ARTICLE XI - TERMINATION

- 11.1 Sale of Property. This Agreement shall be terminated automatically and immediately upon destruction, condemnation, sale, exchange or other disposition (excluding any mortgage or refinancing) of the Properties by SWHA.
- 11.2 Other Termination. Subject to compliance with HUD's requirements for MTW Regionalization transition described in Section 11.3, either party may terminate this Agreement by giving ninety (90) days' written notice for any reason, including, but not limited to, if SWHA does not make available sufficient funds to maintain the Properties in compliance with applicable codes and this Agreement. This Agreement may be terminated immediately by either party after notice to the other upon the occurrence of any of the following circumstances:
- (a) The other party consents to an involuntary petition in bankruptcy or fails to vacate within ninety (90) days from the date of entry thereof any order approving an involuntary petition.
 - (b) The entering of an order, judgment or decree by any court or competent jurisdiction, on the application of a creditor, adjudicating other party a bankrupt or insolvent or proving a petition seeking reorganization or appointing a receiver, trustee or liquidator of all or a substantial part of such party's assets, and such order, judgment or decree shall continue unstayed and in effect for a period of ninety (90) consecutive days.
 - (c) The other party fails to perform, keep or fulfill any of its duties hereunder or to comply with the covenants, undertakings, obligations or conditions set forth in this Agreement, and the continuance of any such default for a period of thirty (30) days after notice of such failure (except in the event of the other party's gross negligence or willful misconduct, in which case no notice shall be required).
- 11.3 Regional MTW Transition. At least one year prior to the expiration of the Management Agreement, KCHA as the Regional MTW Agency shall submit a transition plan to HUD. KCHA must end all approved MTW activities that include any SWHA units. The transition plan shall describe plans for phasing out such activities, and any closed activities shall be reflected in KCHA's MTW Plan.

In the event of a termination of this Agreement as described in Section 11.2, KCHA shall proceed with an MTW Transition Plan, to the greatest extent feasible, with the cooperation of SWHA.

11.4 Final Accounting. Upon termination of this Agreement for any reason, KCHA shall deliver to SWHA immediately upon termination the following with respect to the Properties:

- (a) Any tenant security deposits or monies belonging to SWHA held by KCHA on SWHA's behalf; and
- (b) All books, records, contracts, leases, receipts for deposits, unpaid bills and other papers or documents relating to the Properties.

11.5 SWHA Responsible for Payments. Upon termination of or withdrawal from this Agreement, SWHA shall assume the obligations of any contract or outstanding bill executed by KCHA under and in accordance with this Agreement for and on behalf of SWHA and responsibility for payment of all unpaid bills. In addition, SWHA shall furnish KCHA security in an amount reasonably satisfactory to KCHA against any obligation or liabilities which KCHA may have properly incurred on SWHA's behalf under this Agreement.

ARTICLE XII - COOPERATION

If any claims, demands, suits or other legal proceedings which arise out of any of the matters relating to this Agreement be made or instituted by any person against either SWHA or KCHA, SWHA or KCHA shall give to each other all pertinent information and reasonable assistance in the defense or other disposition thereof, at its sole expense.

ARTICLE XIII - ADDITIONAL SERVICES

Additional services and compensation are set forth in Exhibit A. SWHA and KCHA may from time-to-time amend this Agreement to provide for additional enumerated services with compensation for such additional services to be negotiated.

ARTICLE XIV - KCHA'S COMPENSATION

The KCHA will be paid for its services under this Agreement by monthly fees, payable not later than the seventh (7th) day of each month, and shall receive as compensation for services in accordance with accepted HUD Guidance as follows:

- Property Management Fee: the then-current HUD-published 80th percentile of management fee for the Seattle HUD field office, which, as of the effective date of this Agreement, is \$65.38 PUM under the HUD Released 2023 Public Housing Management Fee Table.
- Bookkeeping Fee: \$7.50 PUM (as authorized under Public Housing Operating Fund Program, Guidance on Implementation of Asset Management, 71 Fed. Reg. 52710-52713 (Sept. 6, 2006) (the "**Asset Management Guidelines**"), or such other reasonable fee expressly approved by HUD.
- Asset Management Fee: \$10.00 PUM (as authorized under the Asset Management Guidelines, or such other reasonable fee expressly approved by HUD. KCHA has historically waived this fee to SWHA projects, but reserves the right to impose this fee in the future if, in SWHA's reasonable belief, it is financially feasible for SWHA to pay the fee.

- Capital Fund Program Fee: 10% of SWHA's annual Capital Fund grant (within the meaning of 24 C.F.R. Part 905) for the Properties, as permitted under 24 C.F.R. 905.314(h)(1).

ARTICLE XV - CONSENT

Whenever in this Agreement the consent or approval of KCHA or SWHA is required, such consent or approval shall not be unreasonably withheld or delayed. Such consent shall be in writing and shall be duly executed by an authorized officer or KCHA for the party granting such consent or approval; provided, however, notwithstanding anything in this Agreement to the contrary, if such consent or approval would be required for KCHA to comply with the Requirements, SWHA's consent or approval is deemed granted.

ARTICLE XVI - NOTICES

All notices, demands, consents and reports provided for in this Agreement shall be given in writing and shall be deemed received by the addressee on the third (3rd) day after mailing if mailed by United States certified or registered mail, postage prepaid, or on the day delivered personally to the following addresses:

If to SWHA: Housing Authority of the City of Sedro-Woolley
 830 Township St.
 Sedro-Woolley, WA 98284
 Attention: Chair, Board of Commissioners

If to KCHA: King County Housing Authority
 600 Andover Park West
 Tukwila, WA 98188
 Attention: Robin Walls

The above addresses may be changed by the appropriate party giving written notice of such change to the other parties.

ARTICLE XVII -EXECUTION OF AGREEMENT

- 17.1 Entire Agreement; Amendments. This Agreement contains the entire Agreement between the parties relating to the transactions contemplated hereby, and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein. No modification, waiver, amendment, discharge or change of this Agreement shall be valid unless the same is in writing and signed by all of the parties hereto except as to other written instructions and the like specifically referred to above.
- 17.2 Severability. In the event any term or provision contained in the Agreement, or any portion hereof, is held invalid, void or unenforceable by any court of competent jurisdiction, the remaining portions of this Agreement shall, nevertheless, be and remain in full force and effect.
- 17.3 Successors and Assigns. This Agreement shall be binding upon the successors and assigns of the KCHA and their heirs, administrators, executors, successors and assigns of the SWHA.
- 17.4 Governing Law. This Agreement is governed by, and shall be interpreted in accordance with, the laws of the State of Washington.

- 17.5 Waiver. No waiver under this Agreement is effective unless it is in writing, identified as a waiver to this Agreement and signed by an authorized representative of the party waiving its right. Any waiver authorized on one occasion is effective only in that instance and only for the purpose stated, and does not operate as a waiver on any future occasion. None of the following constitutes a waiver or estoppel of any right, remedy, power, privilege, or condition arising from this Agreement: (a) any failure or delay in exercising any right, remedy, power, or privilege or in enforcing any condition under this Agreement; or (b) any act, omission, or course of dealing between the parties.
- 17.6 Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by email or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have affixed or caused to be affixed their respective signatures
this 27th day of February, 2025.

**HOUSING AUTHORITY OF THE CITY OF
SEDRO-WOOLLEY, WASHINGTON**

By: _____
Name: Lauri Fellers
Title: Chairperson

**KING COUNTY HOUSING AUTHORITY,
WASHINGTON**

By: _____
Name: Robin Walls
Title: Executive Director

Exhibit A

Additional Services and Compensation

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T A B N U M B E R



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Anneliese Gryta, EVP Housing Operations, King County Housing Authority

DATE: February 27, 2025

RE: Hillsview Elevator Incident

A failure of the elevator at Hillsview was reported on Monday, January 6, 2025. Service was not restored until January 16th, despite the Management Team working with elevator service vendor Eltec immediately on Monday, January 6th.

Initial inquiries to Eltec revealed that the system would require a reset, but it was ultimately determined that a new circuit breaker would be necessary. The receipt of this part was critical in restoring service to the elevator. KCHA requested from the vendor that the part be expedited on Tuesday, January 7th. Despite indications from Eltec that the part would arrive Friday, January 10th, that date passed without the arrival of the part. Eltec was not able to fully restore service until Thursday, January 16th.

Because of the unacceptable length of time spent waiting for the delivery and the concern for resident safety, KCHA made the decision to deploy its own resident services and administrative staff members on an overtime basis over the weekend (January 17th-18th) to care for the needs of mobility-limited residents who rely upon the elevator as their lifeline to food, medical care and other basic needs. There is no source of funds to cover these extraordinary expenses incurred by KCHA, which are estimated to total \$1848.76 and which will be further detailed at a future meeting. At least one resident was assisted by emergency services to exit a unit for a needed medical procedure and KCHA offered temporary accommodation. The cost of the circuit breaker and repair was \$2,260 and will be reflected in an upcoming financial report.

Unfortunately, this incident illustrates a more systemic challenge facing all smaller public housing authorities around the nation – the lack of sufficient capital funding allocation by Congress to address the capital expenses backlog in the country's public housing stock. The elevator at Hillsview was originally installed in 1971 and last modernized in 1994. With an industry-standard life cycle of 25 to 30 years, the system has exceeded its expected service life. Replacement parts are increasingly scarce and will likely become even harder to source in the near future. Any future modernization will require the elevator to be brought into compliance with current code regulations. In KCHA's experience, modernization work on elevators such as these may cost up to \$500,000. Because SWHA does not receive sufficient Capital Funding on an annual basis, it will likely require a multi-year process to address the needed elevator modernization. Plans for this will be detailed in a future meeting.

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: February 20, 2025
RE: December 2024 Financial Report

Attached for your review is the unaudited financial report for December 2024. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

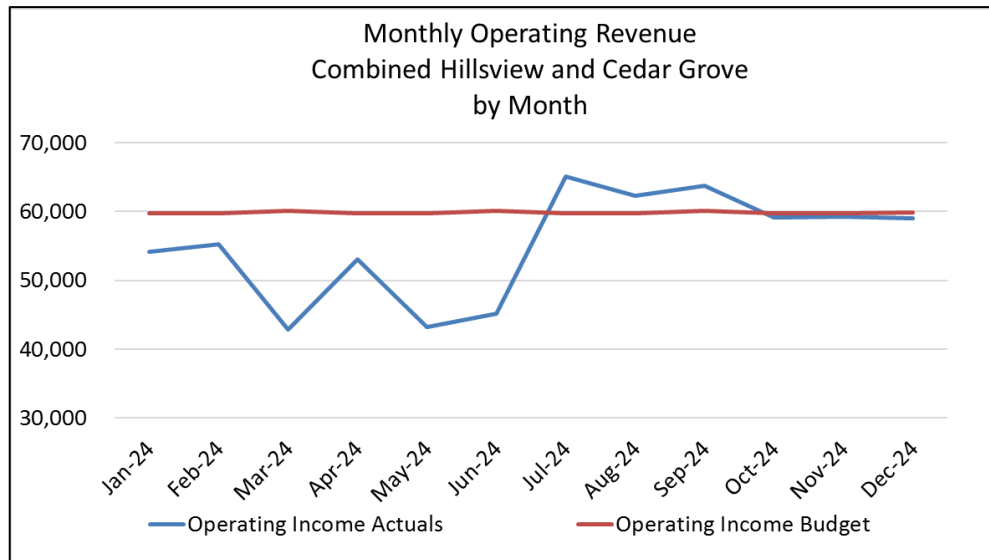
Year-to-date operating income was 7.6% under budget and operating expenses were 9.8% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	(\$18,086)	-5.8%	●	Salaries and Benefits	(\$35,210)	-17.9%	●
Federal Operating Support	(36,036)	-9.0%	●	Administrative Expenses	\$12,478	8.3%	●
Other Revenue	(75)	-4.8%	●	Maintenance Expenses, Utilities, Taxes	(\$45,370)	-13.3%	●
				Other Programmatic Expenses	\$767	84.3%	●
Total Operating Income	(\$54,198)	-7.6%	●	Total Operating Expenses	(67,334)	-9.8%	●

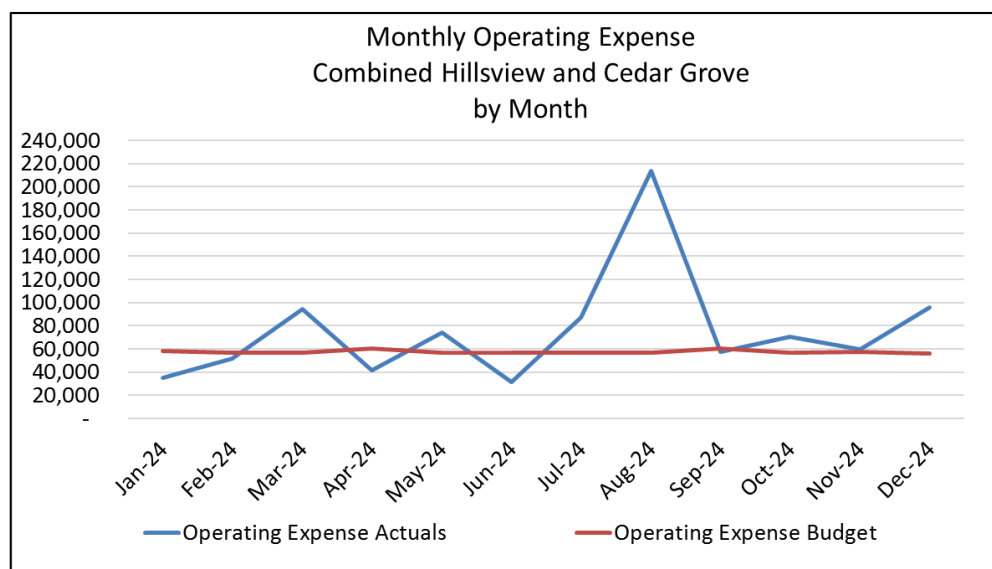
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$661,733 came under budget expectations by \$54,198, or 7.6%. The primary drivers of this variance were tenant revenue and operating fund subsidy. There was \$23K in collection loss which came from the completion of older write-off packets.



Year-to-date operating expenses in the amount of \$757,524K were over budget by 9.8%. The primary reason for the variance was due to salaries being higher than budget due to a union negotiated contract pay increase that took effect in August. Also, Fire and Safety, Yard and Landscaping, Hazardous Materials and Floor Covering costs exceeded target for the year

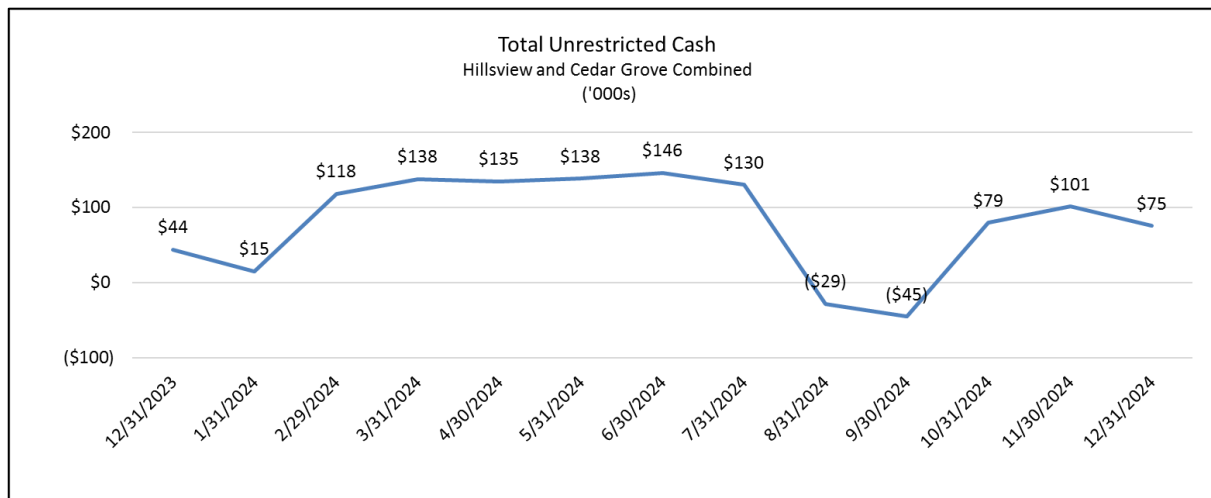


CAPITAL ACTIVITY

Capital project expenditures were over budget by 67 percent due to unbudgeted asphalt repair totaling \$102K at both buildings, fence repair at Cedar Grove totaling \$21K, roof repair at Cedar Grove totaling \$23K, and waste line repair at Hillsview totaling \$18K. These unbudgeted capital expenses were all funded with Capital Funds which resulted in a higher than budget CFP grant draw. This was partially offset by lower than budget unit upgrade projects completed to-date. Three unit upgrades were budgeted for the year, however only one has been completed during the year. Unit upgrades depend on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$75,434 increased by \$31,669 since the beginning of the year. The increase in cash balance was mainly due to increases in accounts payable and decrease in prepaid insurance, grant receivable, and tenant receivables.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of December 31, 2024

	Cedar Grove	Hillsview	Combined
Cash-Unrestricted	\$67,227	\$8,206	\$75,434
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,150	8,850
Total Cash	70,927	13,356	84,284
Current Assets	38,637	80,066	118,702
Long-term Assets	711,034	1,006,912	1,717,946
Total Other Assets	749,670	1,086,978	1,836,648
Total Assets	820,597	1,100,335	1,920,932
Current Liabilities	28,512	64,376	92,889
Long-Term Liabilities	-	-	-
Total Liabilities	28,512	64,376	92,889
Equity	792,085	1,035,958	1,828,043
Total Liabilities and Equity	\$820,597	\$1,100,335	\$1,920,932

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended December 31, 2024

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$43,765				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,075				
Total Beginning Resources	\$52,840				
Tenant Revenue	\$295,004	\$313,090	(\$18,086)	(5.8%)	
Operating Subsidy from HUD-PH	365,245	401,281	(36,036)	(9.0%)	(1)
Other Operating Income	1,485	1,560	(75)	(4.8%)	
Total Operating Income	661,733	715,931	(54,198)	-7.6%	
Salaries	(170,796)	(135,800)	(34,995)	(25.8%)	(2)
Benefits	(61,320)	(61,106)	(214)	(0.4%)	
Occupancy Expenses	(386,621)	(341,252)	(45,370)	(13.3%)	(3)
Other Social Service Expenses	(143)	(910)	767	84.3%	
Administrative Expenses	(138,643)	(151,121)	12,478	8.3%	
Total Operating Expenses	(757,524)	(690,189)	(67,334)	(9.8%)	
Operating Cash Flow	(95,790)	25,742	(121,532)	(472.1%)	
Non-Operating Income	322,098	165,706	156,392	94.4%	(4,5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(272,879)	(163,166)	(109,713)	(67.2%)	(4,5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	225	-	225	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	78,016	-	78,016	n/a	(6)
Non Operating Net Sources (Uses) of Cash	127,460	2,540	124,920	4,918.0%	
Net Change in Unrestricted Cash	31,669	\$28,282	\$3,388	12.0%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$75,434				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	8,850				
Total Ending Resources	\$84,284				

- 1) Operating fund subsidy was below target for Hillsvew as the budget assumed a higher utility cost than used for operating subsidy request.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Fire and Safety, Yard and Landscaping, Hazardous Materials and Floor Covering costs exceeded target for the year.
- 4) Three unit upgrades were budgeted for 2024, but only one was completed at Hillsvew as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 5) Asphalt repair totaling \$102k at both properties, \$21K in fence repair at Cedar Grove, \$23K in roof repair at Cedar Grove, and cleaning, inspecting, and spot repairs for the main waste lines at Hillsvew totaling \$18K resulting in higher than budgeted CFP grant draw. Slightly offset as the budgeted two unit upgrades have yet to be completed at Cedar Grove. Unit upgrades depend on availability.
- 6) Mainly due to increases in accounts payable and decrease in prepaid insurance, grant receivable, and tenant receivables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended December 31, 2024

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$17,543				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,500				
Total Beginning Resources	\$21,043				
Tenant Revenue	\$101,725	\$107,790	(\$6,065)	(5.6%)	
Operating Subsidy from HUD-PH	135,675	133,385	2,291	1.7%	
Other Operating Income	523	520	3	0.5%	
Total Operating Income	237,923	241,695	(3,772)	-1.6%	
Salaries	(43,147)	(33,145)	(10,002)	(30.2%)	(1)
Benefits	(15,806)	(15,449)	(357)	(2.3%)	
Occupancy Expenses	(152,375)	(135,039)	(17,336)	(12.8%)	(2)
Other Social Service Expenses	(36)	(385)	349	90.7%	
Administrative Expenses	(35,069)	(37,425)	2,355	6.3%	
Total Operating Expenses	(246,433)	(221,442)	(24,990)	(11.3%)	
Operating Cash Flow	(8,510)	20,252	(28,762)	(142.0%)	
Non-Operating Income	175,213	123,258	51,955	42.2%	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(165,735)	(123,258)	(42,477)	(34.5%)	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	48,915	-	48,915	n/a	(4)
Non Operating Net Sources (Uses) of Cash	58,194	-	58,194	n/a	
Net Change in Unrestricted Cash	\$49,684	\$20,252	\$29,432	145.3%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$67,227				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$70,927				

- 1) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 2) Floor Covering, Yard and Landscaping contracts exceeded target for the year.
- 3) Unbudgeted asphalt repair totalling \$67K, fence repair of \$21K, and roof repair of \$23K resulting in higher than target CFP grant draw. This is partially offset as the budgeted two unit upgrades were not performed in 2024. Unit upgrades depend on availability.
- 4) Mainly due to decreases in grant and tenant receivables. Slightly offset by a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsvieview
For the Period Ended December 31, 2024

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$26,221				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,575				
Total Beginning Resources	\$31,796				
Tenant Revenue	\$193,279	\$205,300	(\$12,021)	(5.9%)	
Operating Subsidy from HUD-PH	229,569	267,896	(38,327)	(14.3%)	(1)
Other Operating Income	962	1,040	(78)	(7.5%)	
Total Operating Income	423,810	474,236	(50,426)	-10.6%	
Salaries	(127,648)	(102,655)	(24,993)	(24.3%)	(2)
Benefits	(45,515)	(45,657)	142	0.3%	
Occupancy Expenses	(234,246)	(206,213)	(28,034)	(13.6%)	(3)
Other Social Service Expenses	(107)	(525)	418	79.6%	
Administrative Expenses	(103,574)	(113,697)	10,123	8.9%	
Total Operating Expenses	(511,091)	(468,747)	(42,344)	(9.0%)	
Operating Cash Flow	(87,280)	5,489	(92,770)	(1,690.0%)	
Non-Operating Income	146,884	42,448	104,436	246.0%	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(107,144)	(39,908)	(67,236)	(168.5%)	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	425	-	425	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	29,101	-	29,101	n/a	(5)
Non Operating Net Sources (Uses) of Cash	69,266	2,540	66,726	2,627.0%	
Net Change in Unrestricted Cash	(\$18,015)	\$8,029	(\$26,044)	(324.4%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$8,206				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,150				
Total Ending Resources	\$13,356				

- 1) Operating fund subsidy was below target as the budget assumed a higher utility cost than used for operating subsidy request.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Fire and Safety, Hazardous Materials and Floor Covering costs exceeded target for the year.
- 4) \$35K of asphalt repair performed. In addition, cleaning, inspecting, and spot repairs for the main waste lines at Hillsvieview totaling \$25K resulting in higher than budgeted CFP grant draw.
- 5) Mainly due to increases in accounts payable and decrease in prepaid insurance and tenant receivables.

T A B N U M B E R

6

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

December 2024 to January 2025

Vacancies

	Vacates	Housings	Completed Upgrades
Hillview	3 (Dec)	3 (Jan)	0
Cedar Grove	0	1 (Dec)	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 14 days.

- Hillview
 - Unit 236 Vacant and in final day of preparation for tenant on Tuesday 2/18/2025
 - Unit 101 on notice
 - Unit 115 on notice
- Cedar Grove
 - No vacancies

Applications on Waiting List

As of February 12, 2025

Hillview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	46	14	22	68

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	240	29	269
3 Bedrooms	36	18	54
4 Bedrooms	6	1	7
Total	282	48	330

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Work Orders

	Preventive	Inspection	Emergency	Vacate	Reasonable Accommodation	Tenant Requested	Total
Hillsvview	1 (FE)	6	0	2	0	8	17
<i>Cedar Grove I</i>	0	0	0	0	0	1	1
<i>Cedar Grove II</i>	0	0	0	0	0	0	0
<i>Cedar Grove III</i>	0	0	0	0	0	0	0
Cedar Grove (all 3 sites)	1 (FE)	0	0	0	0	0	1
Special Projects	5						5
Total	7	6	0	2	0	9	24

Resident Functions

Nothing to report.

Staffing

Site-Based Maintenance Mechanic position has been posted and interviews are completed.

Previous Meeting Concerns

Nothing to report.

Resident Issues

Nothing to report.

Building Issues

Elevator is currently up and running.