204 South 13th Street | Sunnyside, WA 98944 | 509-837-5454 | TTY 711 | info@sunnysideha.org

NOTICE OF SPECIAL MEETING AND BOARD MEETING PACKET

Date: Thursday, November 5, 2026

Time: 5:30 p.m.

Location: SHA Administrative Office, 204 S. 13th Street, Sunnyside, WA 98944

BUSINESS MEETING AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Consent Agenda**
   a. Approval of the Minutes of the October 21, 2026 Board Meeting
   b. Approval of the Payment of Bills for October 2026
   c. September 2026 Financial Report and Property Financial Summary
5. **Reports and Updates**
   a. 2027 Preliminary Operating Budget Update
   b. 2027 Wage, Benefit and Staffing Assumptions
   c. HUD Annual PHA Plan / Public Hearing Update
6. **Resolutions and Actions**
   a. Resolution 2026-25: Rainier Park property-management transition
   b. Resolution 2026-26: Nine-month seasonal employee policy clarification
   c. Resolution 2026-27: 3.6% COLA effective January 1, 2027
7. **Adjournment**

Remote Participation:

Join the meeting now

Microsoft Teams

Meeting ID: 238 604 565 757 | Passcode: 8jC2Xq6o

The mission of the Housing Authority of Sunnyside, Washington is to assure that the people of the community are sheltered. SHA has a special responsibility to those who experience barriers to housing because of income, disability, or special need.

MINUTES OF OCTOBER 21, 2026
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE HOUSING AUTHORITY ADMINISTRATIVE OFFICE PURSUANT TO NOTICE PREVIOUSLY ISSUED

Chairperson Pro Tem Sharon Templin called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Sandra Benitez, Mae Haney, and Sharon Templin.

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director

There was no Public Comment.

2. PUBLIC COMMENT

Sandra Benitez made the motion to approve the Consent Agenda including Minutes of the Board Meeting held on September 16, 2026, Payment of the Bills for the Month of September 2026. Mae Haney seconded the motion. Motion passed.

3. CONSENT AGENDA

Regarding the above payment of the bills for the month of September 2026, it is noted that checks audited and certified by the Auditing Officer as required by R.C.W. 42.24.180 have been recorded on listings that have been made available to the Board. As of October 21, 2026, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in September 2026 46241 through 46345 for a total of $207,520.97.

4. REPORTS AND UPDATES
   a. Rainier Court and Rainier Development Rent Increase

Elizabeth Alba, Executive Director, let the Board know notices will posted this month to the tenants at Rainier Court (1 unit) and Rainier Development (15 units) for rent increases that will be effective 02/01/2027. Washington is now under rent control. The maximum increase for any 12 month period is set by the Washington State Dept. of Commerce. Currently, it's at 10% for January 1, 2027. A spreadsheet was provided with the current rent rates, increase amount and percentage of increase.

5. RESOLUTIONS AND ACTIONS

Resolution 2026-20
A Resolution authorizing the purchase of a Canon imageFORCE C5140 multifunction copier.

Sandra Benitez moved to approve Resolution 2026-20 as presented. Mae Haney seconded. All in favor.

   a. Resolution 2026-20: Authorizing the purchase of a new copier

Resolution 2026-21
A Resolution eliminating the Groundskeeper position.

Mae Haney moved to approve Resolution 2026-21 as presented. Sandra Benitez seconded. All in favor.

   b. Resolution 2026-21: Eliminating the Groundskeeper position

Resolution 2026-22
A Resolution establishing a Seasonal Groundskeeper position and authorizing recruitment.

Mae Haney moved to approve Resolution 2026-22 as presented. Sandra Benitez seconded. All in favor.

   c. Resolution 2026-22: Establishing a Seasonal Groundskeeper position and authorizing recruitment

Resolution 2026-23
A Resolution selecting Bureau Veritas to provide Rental Assistance Demonstration (RAD) Physical Condition Assessment and Energy Audit services and authorizing contract execution.

Sandra Benitez moved to approve Resolution 2026-23 as presented. Mae Haney seconded. All in favor.

d. Resolution 2026-23: Selecting Bureau Veritas to provide RAD Physical Condition Assessment and Energy Audit Services and Authorize contract execution

Resolution 2026-24
A Resolution approving the disposal of surplus appliances.

Sandra Benitez moved to approve Resolution 2026-24 as presented. Mae Haney seconded. All in favor.

e. Resolution 2026-24: Approving the disposal of surplus appliances

With no further business to come before the meeting, the meeting was adjourned.

6. ADJOURNMENT

Chairperson

Attest, Secretary

HOUSING AUTHORITY OF SUNNYSIDE ORGANIZED SEAL 1943 WASHINGTON

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account
Checks from 46317 through 46346
Check Dates from 10/1/2026 through 10/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00046317	ACH	$3,633.61	Open	10/01/2026	ELIZABETH A ALBA
00046318	ACH	$1,368.74	Open	10/01/2026	DANIEL ESQUEDA
00046319	ACH	$1,151.35	Open	10/01/2026	ESMERALDA ESQUEDA
00046320	ACH	$1,370.86	Open	10/01/2026	YAINIRA FRAYLE-ACOSTA
00046321	ACH	$926.17	Open	10/01/2026	JOSE GALVAN
00046322	ACH	$1,370.94	Open	10/01/2026	CASSANDRA M GARCIA
00046323	ACH	$1,228.11	Open	10/01/2026	MARIA D GONZALEZ
00046324	ACH	$3,221.21	Open	10/01/2026	KERRY L GRIFFIN
00046325	ACH	$2,511.04	Open	10/01/2026	ANNETTE LARA
00046326	ACH	$2,008.67	Open	10/01/2026	ALMA R MIRANDA
00046327	ACH	$2,128.96	Open	10/01/2026	PATTI A ROBERTS
00046328	ACH	$1,383.75	Open	10/01/2026	RANDY A ROOSENDAAL
00046329	ACH	$1,187.96	Open	10/01/2026	JAIME SANTANA
00046330	ACH	$2,878.29	Open	10/01/2026	EDGAR D VELASQUEZ JR
00046331	ACH	$1,429.85	Open	10/01/2026	OSVALDO A VILLA BUENO
00046346	Check	$80,067.12	Open	10/07/2026	MEDINA'S FLOOR COVERING, INC.

Total # of checks listed: 16
Total Open: 16
Total Cleared: 0
Total Reconciled: 0
Total Void: 0

Total amount of all checks: $107,866.63

Approved For Payment:

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Melba Fujiura, Board Chairperson

Meeting Date: 11/05/2026

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.13 0 - BANNER BANK OPERATING ACCOUNT #2086

Checks from 46347 through 46417

Check Dates from 10/1/2026 through 10/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00046347	ACH	$3,901.61	Open	10/15/2026	ELIZABETH A ALBA
00046348	ACH	$1,913.76	Open	10/15/2026	DANIEL ESQUEDA
00046349	ACH	$1,267.97	Open	10/15/2026	ESMERALDA ESQUEDA
00046350	ACH	$1,370.86	Open	10/15/2026	YAINIRA FRAYLE-ACOSTA
00046351	ACH	$926.17	Open	10/15/2026	JOSE GALVAN
00046352	ACH	$1,358.20	Open	10/15/2026	CASSANDRA M GARCIA
00046353	ACH	$1,228.11	Open	10/15/2026	MARIA D GONZALEZ
00046354	ACH	$2,485.24	Open	10/15/2026	KERRY L GRIFFIN
00046355	ACH	$2,511.05	Open	10/15/2026	ANNETTE LARA
00046356	ACH	$2,065.57	Open	10/15/2026	ALMA R MIRANDA
00046357	ACH	$2,102.73	Open	10/15/2026	PATTI A ROBERTS
00046358	ACH	$1,595.61	Open	10/15/2026	RANDY A ROOSENDAAL
00046359	ACH	$1,187.96	Open	10/15/2026	JAIME SANTANA
00046360	ACH	$1,943.12	Open	10/15/2026	EDGAR D VELASQUEZ JR
00046361	ACH	$1,465.84	Open	10/15/2026	OSVALDO A VILLA BUENO
00046362	Check	$2,962.72	Open	10/16/2026	CITY OF GRANDVIEW
00046363	Check	$645.00	Open	10/16/2026	CITY OF MABTON
00046364	Check	$42,849.62	Open	10/16/2026	CITY OF SUNNYSIDE
00046365	Check	$195.00	Open	10/16/2026	CLIFF'S SEPTIC TANK SERVICE
00046366	Check	$715.50	Open	10/16/2026	HAWLEY TROXELL ENNIS & HAWLEY
00046367	Check	$472.50	Open	10/16/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00046368	Check	$695.00	Open	10/16/2026	PHADA
00046369	Check	$53.00	Open	10/16/2026	RON'S REPAIR & RENTAL LLC
00046370	Check	$158.34	Open	10/16/2026	STANDARD PAINT & FLOORING, LLC
00046371	Check	$379.75	Open	10/16/2026	TICOR TITLE COMPANY
00046372	Check	$2,726.80	Open	10/16/2026	VAN BELLE EXCAVATING, LLC
00046373	Check	$137.88	Open	10/16/2026	VIC'S AUTO & SUPPLY-SUNNYSIDE
00046374	Check	$33.00	Open	10/16/2026	WASHINGTON STATE PATROL
00046375	Check	$6,937.60	Open	10/22/2026	HUGO'S APPLIANCES LLC
00046376	Check	$419.67	Open	10/23/2026	CANON SOLUTIONS AMERICA, INC.
00046377	Check	$615.79	Open	10/23/2026	CASCADE NATURAL GAS CORP.
00046378	Check	$130.42	Open	10/23/2026	EQUIFAX INFORMATION SVCS LLC
00046379	Check	$611.16	Open	10/23/2026	HAINSWORTH CO., INC.
00046380	Check	$4,012.22	Open	10/23/2026	HD SUPPLY FACILITIES MAINT.
00046381	Check	$50.00	Open	10/23/2026	INVISIBLE INK
00046382	Check	$1,000.00	Open	10/23/2026	MRI SOFTWARE LLC
00046383	Check	$191.78	Open	10/23/2026	MYFLEETCENTER.COM
00046384	Check	$12.81	Open	10/23/2026	OXARC, INC.

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.13 0 - BANNER BANK OPERATING ACCOUNT #2086

Checks from 46347 through 46417

Check Dates from 10/1/2026 through 10/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00046385	Check	$216.69	Open	10/23/2026	PITNEY BOWES GLOBAL FINANCIAL
00046386	Check	$197.85	Open	10/23/2026	SOLID WASTE DIVISION
00046387	Check	$140.47	Open	10/23/2026	STAPLES
00046388	Check	$8.00	Open	10/26/2026	BLAINE MIDKIFF
00046389	Check	$69.00	Open	10/26/2026	JOHANNA GARCIA
00046390	Check	$54.00	Open	10/26/2026	MELANIE ALTO
00046391	Check	$35.00	Open	10/26/2026	MONICA SILVA
00046392	ACH	$4,079.39	Open	10/29/2026	ELIZABETH A ALBA
00046393	ACH	$1,597.15	Open	10/29/2026	DANIEL ESQUEDA
00046394	ACH	$1,318.09	Open	10/29/2026	ESMERALDA ESQUEDA
00046395	ACH	$1,370.86	Open	10/29/2026	YAINIRA FRAYLE-ACOSTA
00046396	ACH	$926.17	Open	10/29/2026	JOSE GALVAN
00046397	ACH	$1,358.20	Open	10/29/2026	CASSANDRA M GARCIA
00046398	ACH	$1,228.12	Open	10/29/2026	MARIA D GONZALEZ
00046399	ACH	$3,297.42	Open	10/29/2026	KERRY L GRIFFIN
00046400	ACH	$2,648.27	Open	10/29/2026	ANNETTE LARA
00046401	ACH	$2,085.61	Open	10/29/2026	ALMA R MIRANDA
00046402	ACH	$2,176.52	Open	10/29/2026	PATTI A ROBERTS
00046403	ACH	$1,955.70	Open	10/29/2026	RANDY A ROOSENDAAL
00046404	ACH	$1,226.17	Open	10/29/2026	JAIME SANTANA
00046405	ACH	$1,945.52	Open	10/29/2026	EDGAR D VELASQUEZ JR
00046406	ACH	$1,485.73	Open	10/29/2026	OSVALDO A VILLA BUENO
00046407	Check	$220.01	Open	10/30/2026	AFLAC
00046408	Check	$5,395.00	Open	10/30/2026	BANNER BANK
00046409	Check	$1,718.07	Open	10/30/2026	CO-ENERGY
00046410	Check	$6,967.62	Open	10/30/2026	DEPT OF LABOR & INDUSTRIES
00046411	Check	$2,115.73	Open	10/30/2026	EMPLOYMENT SECURITY DEPARTMENT
00046412	Check	$1,736.96	Open	10/30/2026	EMPLOYMENT SECURITY DEPARTMENT
00046413	Check	$1,248.12	Open	10/30/2026	EMPLOYMENT SECURITY DEPARTMENT
00046414	Check	$86.21	Open	10/30/2026	KIE SUPPLY CORPORATION
00046415	Check	$29.74	Open	10/30/2026	PLATT
00046416	Check	$566.69	Open	10/30/2026	T-MOBILE
00046417	Check	$2,081.16	Open	10/30/2026	U.S. BANK

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.13 0 - BANNER BANK OPERATING ACCOUNT #2086

Checks from 46347 through 46417

Check Dates from 10/1/2026 through 10/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name

Total # of checks listed: 71

Total Open: 71

Total Cleared: 0

Total Reconciled: 0

Total Void: 0

Total amount of all checks: $144,914.60

Approved For Payment:

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Melba Fujiura, Board Chairperson

Meeting Date: 11/05/2026

Annual Standardized Wage Increases

As organizations plan their compensation strategies each year, many are leaning toward a “peanut butter” approach to pay—spreading standardized annual wage increases evenly across employee groups. These modest, predictable adjustments have become more common as employers navigate economic uncertainty, tighter budgets and a heightened focus on internal pay equity. While some years bring significant market- or performance-based pay adjustments, many employers have recently opted for more traditional, standardized raises, often citing economic uncertainty, tighter budgets and the need for internal pay equity. Understanding where these increases come from, why they’re used and what they mean can help employees better navigate conversations about pay and performance.

This article explains annual standardized wage increases, why employers may choose them and the pros and cons of this type of raise.

What Are Standardized Wage Increases?

An annual standardized wage increase is a uniform percentage or flat-dollar raise given to employees, often regardless of individual performance. These increases typically range from 2% to 4%, though this varies by industry, company size and economic climate.

Employers usually determine these raises based on:

- Cost-of-living considerations
- Market pay trends
- Inflation projections
- Internal budget constraints
- Company-wide compensation philosophies

Why Are Employers Choosing Standardized Raises in 2026?

Compensation management software Payscale notes that more employers are taking a “peanut butter” approach for raises in 2026, providing workers with across-the-board salary increases. More than 4 in 10 organizations are either using or actively considering standardized pay increases in 2026. Most employers plan to give average raises of 3.5% in 2026, similar to raises in 2025. Inflation is about 3%, so raises are keeping up, if not staying ahead.

Many employers are leaning toward standardized raises this year due to a combination of economic caution and the need for predictable budgeting. When revenue forecasts are uncertain or expenses are rising, offering a uniform increase across employee groups allows organizations to manage compensation costs more effectively without pausing raises altogether. Standardized increases also help maintain internal equity, ensuring that similar roles receive similar adjustments, thereby reducing the risk of pay compression and employee dissatisfaction. Some of this can be due to not wanting to alienate mid- to lower-tier workers. For example, if a company has a 2%-3% budget and wants to reward a higher-performing worker with a 4%-7% raise, that would come at the expense of moving another worker down to 1%, if they even receive a raise at all.

In addition, companies often choose standard raises because they streamline the entire compensation cycle. Managers spend less time calibrating performance-based increases, employees experience fewer inconsistencies and HR teams can communicate a simple, consistent message. In years where many organizations are prioritizing stability, efficiency and fairness, standardized wage increases may provide a practical middle ground.

The Pros and Cons of Standardized Increases

As with any workplace decision, there are pros and cons. Standardized annual increases offer organizations a familiar, structured way to manage compensation during both stable and uncertain periods. For many employers, these raises act as a baseline commitment to employees, reinforcing that their contributions are valued even when budgets are tight or performance cycles vary. In addition, here are some key advantages of annual standardized wage increases:

- **Predictability**—Standardized raises help employees plan their personal finances by providing a reliable year-over-year increase. For employers, they make compensation budgeting far easier, allowing finance teams to forecast costs without the unpredictability of variable merit pools or market-driven adjustments. Often, these raises end up being near inflation or the consumer price index (CPI).
- **Simplicity and perceived fairness**—When everyone receives the same percentage or flat-amount raise, it can strengthen employees’ trust in the system. This approach minimizes perceived bias and reinforces

organizational values around equity, particularly helpful for companies working toward transparent, consistent pay practices.

- **Administrative ease**—Standardized raises simplify the entire compensation process. HR teams spend less time managing calibrations, reviewing outliers or balancing departmental differences. Managers also benefit from fewer complex pay conversations, reducing friction during performance review cycles.
- **Employee morale**—Even modest raises can improve employee outlook and engagement. For many workers, especially those who aren't eligible for merit increases, promotions or bonuses, standardized raises are a meaningful indicator that their work is acknowledged and appreciated.
- **Strong employee retention**—During years when promotions are limited or business results are uneven, standard increases can provide continuity. They help minimize the "freeze" effect that occurs when compensation growth stalls, thereby reducing the risk that employees feel stuck or undervalued.

While standardized raises can bring structure and stability, they also present limitations, especially for organizations that want to reward high performance or stay aligned with rapidly shifting labor markets. As such, the following are key drawbacks of standardized wage increases:

- **Limited reward for high performers**—Because standardized raises are the same across groups, they don't reflect individual contributions. High performers may feel undervalued when their raises match those of peers who contribute at a lower level, which can ultimately affect engagement and retention.
- **Potential for wage stagnation**—In low-increase years (e.g., 2%), real wages can decline if inflation is higher than the standardized raise. When inflation rises faster than standard increase percentages, employees effectively lose purchasing power, even as their salaries technically go up. This can lead to employee frustration or financial strain, especially in high-cost-of-living environments.
- **Reduced flexibility**—Standard increases don't account for departmental or job-specific needs. Certain roles may require larger adjustments due to certifications, add-on degrees, compliance requirements or industry competition. When raises are uniform across the board, employers may miss opportunities to strategically target compensation.
- **Risk of pay compression**—Over time, standardized increases can create or worsen pay compression, where long-tenured employees earn nearly the same as new hires brought in at market rates. This can create tension, reduce employee satisfaction and prompt questions around fairness and progression.
- Doesn't address skill gaps or talent needs—Standard raises alone can't solve issues like skill shortages, retention risks or succession gaps. When employers rely too heavily on them, they may fail to reward key or top-performing players or react to emerging workforce demands. Furthermore, employees in high-demand fields may leave for higher-paying competitors if raises don't keep pace with market rates.

Summary

Annual standardized wage increases remain a foundational part of compensation planning, especially in years when budgets tighten or market conditions stabilize. While they offer consistency, they can also create challenges—particularly for top performers or employees in rapidly evolving fields.

For employees, understanding the logic behind raises can help guide discussions about career growth, performance expectations and long-term compensation. For employers, balancing standardized increases with targeted, strategic adjustments is often the key to maintaining both budget discipline and competitive talent practices.

SUNNYSIDE HOUSING AUTHORITY
SEPTEMBER 2026 FINANCIAL REPORT
Condensed Board Financial and Property Summary

HUD Public Housing

Measure	September 30, 2026
Total assets	$5,979,000
Total liabilities	$204,649
Cash	$1,236,000
Year-to-date net result	($102,174)
Operating subsidy available to draw, if funds were available	$125,404.38

Managed Property Highlights

Property	September 2026 summary
Sunnyview	Year-to-date NOI was $55,934, which was $20,011 above budget. September produced a $3,461 loss, primarily associated with vacancy and Unit 22 cabinet and flooring work.
Rainier Park	September occupancy was 100%. Year-to-date NOI was $48,467, which was $16,667 above budget. Revenue was $4,506 below budget and expenses were $21,173 below budget.

This condensed report is provided for Board review and informational purposes. Detailed September 2026 financial statements remain available in the agency records.

SUNNYSIDE HOUSING AUTHORITY
2027 PRELIMINARY OPERATING BUDGET UPDATE
Working Draft - For Board Information Only

The current working model covers 341 allocable units and projects approximately $2.594 million in total operating revenue. Several program and property expense budgets remain incomplete; therefore, consolidated net operating income and cash-flow results are not ready for Board reliance or adoption.

Property or program	Preliminary 2027 operating revenue	Status
HUD Public Housing	$1,119,681	Expenses incomplete; subsidy provisional
Rainier Development	$82,289	Preliminary
Mabton Foothills	$104,198	Preliminary
Plaza del Sol	$678,838	Revenue reconciliation required
USDA-RD Single Family	$24,782	Incomplete
Sunnyview	$277,701	Preliminary
Rainier Park	$306,965	Preliminary
Rainier Court	$0	Excluded due to demolition/redevelopment

Current Budget Assumptions

- Proposed 3.6% cost-of-living adjustment, subject to Board action.
- Employer retirement contribution rate of 6.5% for eligible employees.
- Two seasonal Maintenance Laborer/Grounds positions budgeted from approximately March 1 through November 30, at 1,576 paid hours each.
- Nine months of employee-only insurance for seasonal employees and no SHA employer retirement contribution under current plan documents.
- Rainier Development rents effective February 1, 2027: $374 for three one-bedroom units and $500 for twelve two-bedroom units, with a 2% vacancy assumption and 1% bad-debt allowance.
- Rainier Court excluded from normal 2027 operating revenue and payroll allocation due to anticipated demolition/redevelopment.
- 2027 AWC medical, dental, vision, and corrected orthodontia rates incorporated into the wage-and-benefit model.

Items Still Being Finalized

Final unemployment-insurance and L&I rates, staffing and vacancy decisions, program allocations, remaining property expense budgets, and Plaza del Sol rental-revenue reconciliation. The final 2027 operating budget and required resolutions will be presented separately for Board adoption.

RESOLUTION 2026-25

A RESOLUTION ACCEPTING PROPERTY MANAGEMENT RESPONSIBILITIES FOR RAINIER PARK APARTMENTS, APPROVING A PROPERTY MANAGEMENT AGREEMENT WITH SHA SUNNYSIDE FAMILY HOUSING LLC, AND AUTHORIZING RELATED ACTIONS

WHEREAS, SHA Sunnyside Family Housing LLC is the owner of Rainier Park Apartments located in Sunnyside, Washington; and

WHEREAS, Rainier Park Apartments is operated as a Low-Income Housing Tax Credit property and is subject to compliance requirements administered by the Washington State Housing Finance Commission; and

WHEREAS, the current Property Management Agreement with Ad-West Realty Services, Inc. will terminate effective December 31, 2026; and

WHEREAS, SHA Sunnyside Family Housing LLC desires to appoint the Housing Authority of Sunnyside, Washington as Property Manager for Rainier Park Apartments effective January 1, 2027; and

WHEREAS, the Board has reviewed the proposed Property Management Agreement and finds that assuming management responsibilities is consistent with SHA's mission and in the best interests of SHA and the residents of Rainier Park Apartments; and

WHEREAS, the proposed management fee is five percent (5%) of Gross Rental Collections and will be paid from project operating revenues; and

WHEREAS, National Equity Fund requires submission of a Property Management Change Package and related documentation in connection with the management transition;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Sunnyside, Washington that:

1. SHA accepts responsibility for management of Rainier Park Apartments effective January 1, 2027.
2. The Property Management Agreement between SHA Sunnyside Family Housing LLC and the Housing Authority of Sunnyside, Washington is approved, with a management fee of five percent (5%) of Gross Rental Collections.
3. The Executive Director is authorized to negotiate final terms and execute the Property Management Agreement and all related documents.
4. The Executive Director is authorized to submit documents required by National Equity Fund, the Washington State Housing Finance Commission, lenders, investors, funding agencies, and regulatory authorities in connection with the management transition.
5. Implementation is subject to receipt of approvals required by National Equity Fund, the Investor Member, and any applicable lenders, funding agencies, or regulatory authorities.
6. The Executive Director is authorized to administer the Property Management Agreement and take all actions necessary to implement this Resolution.
7. Actions previously taken by the Executive Director consistent with this Resolution are ratified and confirmed.

PASSED AND APPROVED by the Board of Commissioners of the Housing Authority of Sunnyside, Washington, at a duly noticed special meeting held on the 5th day of November 2026.

_____
Chairperson

ATTEST:

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Secretary



RESOLUTION 2026-26

A RESOLUTION APPROVING AN EMPLOYEE HANDBOOK POLICY CLARIFICATION FOR NINE-MONTH SEASONAL EMPLOYEES

WHEREAS, the SHA Employee Handbook dated March 20, 2019 defines regular full-time and temporary employees but does not clearly address a recurring nine-month seasonal model; and

WHEREAS, SHA has established seasonal positions expected to work approximately March 1 through November 30, normally forty hours per week; and

WHEREAS, SHA desires to clarify classification, benefits, paid holidays, retirement treatment, and off-season status while undertaking a comprehensive Employee Handbook update; and

WHEREAS, the Housing Authority of Sunnyside Washington Retirement Plan Adoption Agreement excludes seasonal employees from employer retirement contributions; and

WHEREAS, governing benefit plan documents, Board resolutions, authorized employment agreements, and applicable law will control if they conflict with the policy clarification;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Sunnyside, Washington that:

1. Approval. The attached Employee Handbook Policy Clarification for Nine-Month Seasonal Employees is approved effective January 1, 2027.
2. Classification. A nine-month seasonal employee is an at-will employee hired for a defined recurring season, normally March 1 through November 30 and normally scheduled for forty hours per week during the season.
3. Benefits and Holidays. Nine-month seasonal employees are eligible for Board-authorized health and welfare benefits during active employment, subject to governing plan documents, and receive paid SHA holidays falling within the active season. Holiday pay replaces scheduled work hours and does not increase total budgeted hours.
4. Retirement. Nine-month seasonal employees are not eligible for SHA employer retirement contributions under the current Retirement Plan because seasonal employees are excluded under the governing Plan Adoption Agreement.
5. Administration. The Executive Director is authorized to implement this Resolution, issue seasonal offer letters, enroll eligible employees in approved benefit plans, communicate the retirement-plan exclusion, and make conforming payroll and budget adjustments.
6. Handbook Status. The policy clarification supplements and, where inconsistent, controls the 2019 Employee Handbook only with respect to nine-month seasonal employees. All other provisions remain in effect until amended or replaced.
7. Effective Date. This Resolution is effective immediately upon adoption, with the policy clarification effective January 1, 2027.

PASSED AND APPROVED by the Board of Commissioners of the Housing Authority of Sunnyside, Washington, at a duly noticed special meeting held on the 5th day of November 2026.

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Chairperson

Attest:

_____

Secretary



SUNNYSIDE HOUSING AUTHORITY
EMPLOYEE HANDBOOK POLICY CLARIFICATION
Nine-Month Seasonal Employees

Policy section:	Employee Handbook, Section IV.A, Employee Classifications
Effective Date:	January 1, 2027
Approved by:	SHA Board of Commissioners
Status:	Interim clarification pending comprehensive handbook revision

Purpose

This policy clarification creates a distinct classification for employees hired to work a recurring nine-month season. It resolves the ambiguity between the 2019 Employee Handbook provisions for regular full-time and temporary employees while SHA completes a comprehensive handbook revision.

Classification

Nine-Month Seasonal Employee: An at-will employee hired for a defined recurring work season of approximately March 1 through November 30 and normally scheduled to work forty hours per week during the season. Employment ends on the stated seasonal termination date. There is no guarantee of employment beyond the term or reappointment in a later season.

Compensation and Benefits

Health and Welfare Benefits: A nine-month seasonal employee is eligible for Board-authorized medical, dental, vision, basic life/AD&D, and EAP coverage during active employment, subject to enrollment requirements and the governing plan documents. For 2027 budgeting, SHA will provide employee-only coverage for the nine-month employment period. Dependent coverage and employee contributions will follow the Board-approved contribution structure.

Retirement: Nine-month seasonal employees are not eligible for SHA employer retirement contributions under the current Housing Authority of Sunnyside Washington Retirement Plan because the governing Plan Adoption Agreement excludes seasonal employees from employer contributions. Eligibility is governed by the Plan, as amended from time to time.

Paid Holidays: A nine-month seasonal employee will receive paid SHA holidays that fall within the active employment season, including Juneteenth. Holiday pay replaces scheduled work hours and does not add hours above the normal schedule.

Paid Sick Leave: A nine-month seasonal employee accrues and may use Washington paid sick leave in accordance with applicable law and SHA policy.

Other Leave and Benefits: Eligibility for annual leave, other paid leave, and benefits not expressly addressed here is governed by the applicable SHA policy and controlling benefit plan document. This policy does not promise benefits beyond those authorized by the Board or required by law.

Off-Season Status: Employment and SHA-paid benefits end on the seasonal termination date, except for rights that continue under a controlling plan document or applicable law. Rehire for a later season requires a new appointment or reappointment by SHA.

Administration and Controlling Documents

The Executive Director is authorized to administer this policy, classify seasonal positions, issue offer letters stating the beginning and ending dates, enroll eligible employees in approved benefit plans, communicate the retirement-plan exclusion, and make conforming payroll and budget adjustments. Written benefit plan documents, Board resolutions, authorized employment agreements, and applicable law control over inconsistent handbook language.

RESOLUTION 2026-27

A RESOLUTION IMPLEMENTING A 3.6% COST-OF-LIVING ADJUSTMENT FOR SUNNYSIDE HOUSING AUTHORITY EMPLOYEES EFFECTIVE JANUARY 1, 202**7**

WHEREAS, the Housing Authority of Sunnyside, Washington is committed to maintaining a competitive and equitable compensation structure that supports employee recruitment and retention; and

WHEREAS, cost-of-living adjustments are used by public agencies to help employee compensation keep pace with increased living expenses; and

WHEREAS, the Board of Commissioners has reviewed the Annual Standardized Wage Increase information, the preliminary 2027 wage and benefit budget, and the proposed 3.6% cost-of-living adjustment; and

WHEREAS, the Board finds that a 3.6% cost-of-living adjustment is appropriate for Fiscal Year 2027 and should become effective at the beginning of the calendar year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Sunnyside, Washington that:

1. A cost-of-living adjustment of 3.6% is approved for all eligible SHA employees.
2. The 3.6% adjustment shall be effective January 1, 2027 and shall be applied to each eligible employee's base salary or hourly rate.
3. The Executive Director is authorized to implement the adjustment, update the wage schedule and payroll records, make conforming budget allocations, and take all administrative actions necessary to carry out this Resolution.
4. This Resolution takes effect immediately upon adoption.

PASSED AND APPROVED by the Board of Commissioners of the Housing Authority of Sunnyside, Washington, at a duly noticed special meeting held on the 5th day of November 2026.

_____
Chairperson

ATTEST:

_____
Secretary

