



# SUNNYSIDE HOUSING AUTHORITY

204 South 13<sup>th</sup> Street Sunnyside, WA 98944

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## NOTICE OF REGULAR MEETING AND BOARD MEETING PACKET

**When:** January 15, 2025, at 6:00 p.m.  
**Address:** SHA Offices, 204 South 13<sup>th</sup> Street, Sunnyside

**If you wish to participate remotely:**

[Join the meeting now](#)

Meeting ID: 238 604 565 757

Passcode: 8jC2Xq6o

## BUSINESS MEETING AGENDA

1. Roll Call
2. Public Comment
3. Consent Agenda
  - a. Minutes, December 1, 2024
  - b. Payment of December 2024 Bills
  - c. Financial Statements
4. Reports
  - a. Rainier Court
  - b. New Employees
5. Resolutions and Actions
  - a. Resolution 2025-01: SOW MRI – Adding Electronic Signatures
6. Adjournment

*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.*

*Equal Housing Opportunity*

## **BOARD MEETING PACKET**

### **ITEM NO. 3**

#### **AGENDA ITEM: Consent Agenda**

#### **SUMMARY:**

- Minutes, December 18, 2024
- December Check Register

**ACTION:** Approve Consent Agenda as presented

**PROPOSED ACTION:** Review and approval

MINUTES OF THE DECEMBER 1, 2024 REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE  
HOUSING AUTHORITY OFFICE PURSUANT TO A NOTICE  
PREVIOUSLY ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Mae Haney, Wallace Anderson and Melba Fujiura.

1. ROLL CALL

Staff present: Ketha Kimbrough, Past Executive Director, Elizabeth Alba, Executive Director, Kerry Griffin, Interim Maintenance Supervisor, and Delinda Rodriguez, Assistant for Administration and Tenant Services.

There was no public comment.

2. PUBLIC COMMENT

Wallace Anderson made the motion to approve the Consent Agenda including: Minutes of the October 23, 2024 Regular Meeting, Payment of the Bills for the Months of October and November 2024, Financial Statements for the months of September and October, and Funds Transfer for The Foothills project in Mabton, WA. Mae Haney seconded the motion. Motion passed.

3. CONSENT AGENDA

- a. Minutes
- b. Payment of the Bills
- c. Financial Statements
- d. Funds Transfer – The Foothills

Regarding the above payment of the bills for the months of October and November 2024, 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 this date, December 18, 2024, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in October 2024 included in operating fund numbers 44147 through 44270, for a total of \$236,107.83 and checks issued in November 2024 included in operating fund numbers 44271 through 44337, for a total of \$161,438.32.

Rainier Court

Update given from Kerry Griffin, Interim Maintenance Supervisor, regarding the condition of Rainier Court and the approximate cost to bring the property in a rentable state. Photos were provided. The approximate cost to revitalize the property is \$199,950.

4. REPORTS

- a. Rainier Court
- b. 2023 Clean Audit Letters
- c. 2025 Budget Discussion

2023 Clean Audit Letters

A letter was presented from the Washington State Auditor regarding the review of the 2023 Audit and a letter was presented from US Department of Housing and Urban Development giving us clean audit from both entities.

2025 Budget Discussion

Ketha Kimbrough reported that the 2025 Budget was still in process of completion so the 2024 Budget would be extended until the work is complete for 2025 Budget. A Resolution will be presented under the Resolutions and Actions portion of the meeting.

Resolution 2024-09

A Resolution authorizing claim reimbursements prior to the Board of Commissioner's approval of claims and authorizing signatories for bank accounts held by the Housing Authority of Sunnyside, Washington at the banking institutions listed on Attachment A to this Resolution.

Wallace Anderson moved to approve Resolution 2024-09 as presented. Mae Haney seconded. All in favor.

Resolution 2024-10

A Resolution authorizing amending the MRI Software LLC Master Agreement to provide cloud access and migration services for the Lindsey Software currently in use for the Housing Authority of Sunnyside, Washington. The increased cost for this service is \$6,802.80 per year for a total of \$28,438.00 annually.

Wallace Anderson moved to approve Resolution 2024-10 as presented. Mae Haney seconded. All in favor.

Resolution 2024-11

A Resolution authorizing the write off of various accounts which are uncollectible in the HUD Low-Income Public Housing in the total amount of \$81,631.52.

Wallace Anderson moved to approve Resolution 2024-11 as presented. Mae Haney seconded. All in favor.

Resolution 2024-12

A Resolution approving the US Department of Housing and Urban Development Operating Budget for Fiscal Year 2025.

Mae Haney moved to approve Resolution 2024-12 as presented. Wallace Anderson seconded. All in favor.

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

5. RESOLUTIONS AND ACTIONS

- a. Resolution 2024-09, Amended: Amending the Bank Signatories excluding Earlene Bassett who has retired
- b. Resolution 2024-10: Amending the Master Agreement with MRI Software LLC for SaaS Service Migration for Lindsey Software
- c. Resolution 2024-11: Authorize the Write-off Sunnyside Housing Authority's HUD Low-Income Public Housing for Rainier Court, Sunshine Plaza, Foothills, Harvest Homes and Plaza de Sol.
- d. Resolution 2024-12: Approving the US Department of Housing and Urban Development Budget for Fiscal Year 2025

6. ADJOURNMENT

\_\_\_\_\_  
Chairperson

Attest \_\_\_\_\_, Secretary

## Sunnyside Housing Authority

**Check Register**

1

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account

Checks from 44338 through 44418

Check Dates from 12/1/2024 through 12/31/2024

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00044338	Check	\$5,395.00	Open	12/02/2024	BANNER BANK
00044339	Check	\$81.47	Open	12/06/2024	ALLISON J WOOD
00044340	Check	\$15,823.48	Open	12/06/2024	AWC EMPLOYEE BENEFIT TRUST
00044341	Check	\$544.32	Open	12/06/2024	CHARTER COMMUNICATIONS
00044342	Check	\$2,885.71	Open	12/06/2024	CITY OF MABTON
00044343	Check	\$15.00	Open	12/06/2024	DEPARTMENT OF LICENSING
00044344	Check	\$65.00	Open	12/06/2024	EQUIFAX INFORMATION SVCS LLC
00044345	Check	\$4,367.24	Open	12/06/2024	MATRIX TRUST COMPANY
00044346	Check	\$2,986.66	Open	12/06/2024	PACIFIC POWER
00044347	Check	\$283.20	Open	12/06/2024	PLATT
00044348	Check	\$443.00	Open	12/06/2024	TC3 COMPUTING, INC.
00044349	Check	\$311.50	Open	12/06/2024	U.S. CELLULAR
00044350	Check	\$671.33	Open	12/09/2024	STANDARD PAINT & FLOORING, LLC
00044351	Check	\$3,833.58	Open	12/12/2024	ELIZABETH A ALBA
00044352	Check	\$1,573.46	Open	12/12/2024	DANIEL ESQUEDA
00044353	Check	\$1,533.13	Open	12/12/2024	HECTOR C GALINDO
00044354	Check	\$1,127.68	Open	12/12/2024	JOSE GALVAN
00044355	Check	\$1,188.07	Open	12/12/2024	MARIA D GONZALEZ
00044356	Check	\$2,844.47	Open	12/12/2024	KERRY L GRIFFIN
00044357	Check	\$2,922.45	Open	12/12/2024	KETHA E KIMBROUGH
00044358	Check	\$1,587.65	Open	12/12/2024	ALMA R MIRANDA
00044359	Check	\$1,133.67	Open	12/12/2024	DIANA L REYES
00044360	Check	\$2,598.37	Open	12/12/2024	PATTI A ROBERTS
00044361	Check	\$2,112.14	Open	12/12/2024	DELINDA G RODRIGUEZ
00044362	Check	\$1,089.46	Open	12/12/2024	JAIME SANTANA
00044363	Check	\$1,529.25	Open	12/12/2024	OSVALDO A VILLA BUENO
00044364	Check	\$9.95	Open	12/13/2024	BENTON RURAL ELECTRIC ASSOC.
00044365	Check	\$174.40	Open	12/13/2024	CANON SOLUTIONS AMERICA, INC.
00044366	Check	\$1,215.09	Open	12/13/2024	CAPITAL ONE TRADE CREDIT
00044367	Check	\$1,201.75	Open	12/13/2024	CITY OF GRANDVIEW
00044368	Check	\$391.26	Open	12/13/2024	CO-ENERGY
00044369	Check	\$61.75	Open	12/13/2024	GENSCO, INC.
00044370	Check	\$513.37	Open	12/13/2024	GRAINGER, INC.
00044371	Check	\$67.99	Open	12/13/2024	GRANDVIEW LUMBER, INC.
00044372	Check	\$5,264.28	Open	12/13/2024	HAWLEY TROXELL ENNIS & HAWLEY
00044373	Check	\$819.86	Open	12/13/2024	HD SUPPLY FACILITIES MAINT.
00044374	Check	\$303.12	Open	12/13/2024	KIE SUPPLY CORPORATION
00044375	Check	\$472.50	Open	12/13/2024	MIKE I. TODD, CHAPTER 13 TRUSTEE

## Sunnyside Housing Authority

**Check Register**

1

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account

Checks from 44338 through 44418

Check Dates from 12/1/2024 through 12/31/2024

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00044376	Check	\$161.00	Open	12/13/2024	THE LOCKSHOP
00044377	Check	\$8,311.41	Open	12/13/2024	U.S. BANK
00044378	Check	\$29,275.20	Open	12/20/2024	CITY OF SUNNYSIDE
00044379	Check	\$677.32	Open	12/20/2024	CO-ENERGY
00044380	Check	\$6,680.71	Open	12/20/2024	SUNNYSIDE ACE HARDWARE, INC.
00044381	Check	\$96.50	Open	12/20/2024	YAKIMA WORKER CARE
00044382	Check	\$131.87	Open	12/23/2024	GALINDO, HECTOR
00044383	Check	\$20.00	Open	12/23/2024	ALONDRA GUZMAN CARDENAS
00044384	Check	\$47.00	Open	12/23/2024	MONICA SILVA
00044385	Check	\$3,833.58	Open	12/26/2024	ELIZABETH A ALBA
00044386	Check	\$644.92	Open	12/26/2024	BARBARA J ALSETH
00044387	Check	\$1,999.98	Open	12/26/2024	DANIEL ESQUEDA
00044388	Check	\$2,150.59	Open	12/26/2024	HECTOR C GALINDO
00044389	Check	\$1,127.68	Open	12/26/2024	JOSE GALVAN
00044390	Check	\$1,188.07	Open	12/26/2024	MARIA D GONZALEZ
00044391	Check	\$2,648.33	Open	12/26/2024	KERRY L GRIFFIN
00044392	Check	\$2,922.45	Open	12/26/2024	KETHA E KIMBROUGH
00044393	Check	\$1,587.65	Open	12/26/2024	ALMA R MIRANDA
00044394	Check	\$1,133.66	Open	12/26/2024	DIANA L REYES
00044395	Check	\$2,728.84	Open	12/26/2024	PATTI A ROBERTS
00044396	Check	\$2,148.96	Open	12/26/2024	DELINDA G RODRIGUEZ
00044397	Check	\$1,089.46	Open	12/26/2024	JAIME SANTANA
00044398	Check	\$1,529.26	Open	12/26/2024	OSVALDO A VILLA BUENO
00044399	Check	\$472.50	Open	12/27/2024	MIKE I. TODD, CHAPTER 13 TRUSTEE
00044400	Check	\$515.00	Open	12/27/2024	SMR ARCHITECTS, PLLC
00044401	Check	\$8,885.63	Open	12/27/2024	U.S. BANK
00044402	Check	\$796.95	Open	12/31/2024	U.S. BANK
00044403	Check	\$320.02	Open	12/31/2024	AFLAC
00044404	Check	\$4,049.07	Open	12/31/2024	CASCADE NATURAL GAS CORP.
00044405	Check	\$2,866.54	Open	12/31/2024	CITY OF MABTON
00044406	Check	\$292.02	Open	12/31/2024	SOLID WASTE DIVISION
00044407	Check	\$665.00	Open	12/31/2024	ALBRECHT WINDOWS & DOORS LLC
00044408	Check	\$36.77	Open	12/31/2024	AMAZON CAPITAL SERVICES
00044409	Check	\$5,395.00	Open	12/31/2024	BANNER BANK
00044410	Check	\$354.67	Open	12/31/2024	CAPITAL ONE TRADE CREDIT
00044411	Check	\$609.31	Open	12/31/2024	CHARTER COMMUNICATIONS
00044412	Check	\$209.44	Open	12/31/2024	GREENE'S TIRE & AUTO SERVICE
00044413	Check	\$5,834.22	Open	12/31/2024	PACIFIC POWER

Sunnyside Housing Authority

**Check Register**

1

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account

Checks from 44338 through 44418

Check Dates from 12/1/2024 through 12/31/2024

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00044414	Check	\$761.70	Open	12/31/2024	STANDARD PAINT & FLOORING, LLC
00044415	Check	\$100.34	Open	12/31/2024	STERICYCLE, INC.
00044416	Check	\$668.81	Open	12/31/2024	SUNNYSIDE ACE HARDWARE, INC.
00044417	Check	\$443.00	Open	12/31/2024	TC3 COMPUTING, INC.
00044418	Check	\$246.00	Open	12/31/2024	THE LOCKSHOP

Total # of checks listed: 81

Total amount of all checks: \$175,098.04

Total Open: 81

Total Cleared: 0

Total Reconciled: 0

Total Void: 0

## **BOARD MEETING PACKET**

### **ITEM NO. 5**

#### **AGENDA ITEM: b). RESOLUTIONS AND ACTIONS**

##### **SUMMARY:**

- Attached is a statement of work with MRI (Lindsey Software) to provide electronic signatures for our Accounts Payable Checks. The expense is \$300 - one time only.

Action: Approve Statement of Work with MRI

**PROPOSED ACTION:** Review and approval



Resolution No. 2025-01

A RESOLUTION OF THE SUNNYSIDE HOUSING AUTHORITY AUTHORIZING A STATEMENT OF WORK WITH MRI SOFTWARE LLC TO PERFORM PROFESSIONAL SERVICES ASSOCIATED WITH THE INSTALLATION OF TWO (2) SIGNATURES FOR CHECKS IN ACCOUNTS PAYABLE IN THE LINDSEY SOFTWARE SYSTEM.

WHEREAS, the Sunnyside Housing Authority (“SHA”) is committed to ensuring the efficiency and security of its financial operations; and

WHEREAS, SHA utilizes the Lindsey Software system for Accounts Payable (AP) processing; and

WHEREAS, MRI Software LLC has the expertise and capability to perform professional services required for the installation of two (2) signatures in the Lindsey Software system; and

WHEREAS, the proposed professional services include:

1. Formatting the required signatures.
2. Assistance with signature password retrieval.
3. Remote installation and testing of the new signatures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sunnyside Housing Authority as follows: Section 1. Approval of Statement of Work. SHA hereby authorizes the execution of a Statement of Work with MRI Software LLC for the professional services described herein.

Section 2. Scope of Work. The scope of work to be performed by MRI Software LLC shall include but not be limited to: a. Formatting the signatures to be used in the Lindsey Software system; b. Providing assistance to retrieve the signature password(s) as required; c. Conducting the remote installation and testing of the new signatures in the AP module.

Section 3. Authorization to Execute Documents. The Executive Director or their designee is authorized to execute all necessary documents related to the Statement of Work with MRI Software LLC and to take all actions necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its adoption. ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority on this 15th day of January 2025.

Attest:

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Chairman, Board of Commissioners

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Secretary



## Statement of Work

#1231394

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# STATEMENT OF WORK

## REF: 1231394

This Statement of Work ("SOW") incorporates by reference and is governed by the terms and conditions of the relevant governing agreement by and between MRI Software LLC ("MRI") and **Sunnyside Housing Authority** ("Client") and is effective as of **January 15, 2025** ("Effective Date").

### 1. PROJECT SCOPE AND SUMMARY

Client is engaging MRI to perform professional services associated the installation of two (2) Signatures for Checks in AP in the Lindsey Software system and the following tasks:

1. Format the signature.
2. Assistance with signature password retrieval.
3. Remote Installation and testing of the new signature.

### 1. PROJECT SERVICE DELIVERABLES

4. MRI has endeavored to provide the most accurate estimates for each deliverable and activity based on the scope and budgetary information provided by the Client. All estimates at this stage in the project are subject to change.
5. The project timescales for this project and related deliverables must be formally communicated and agreed upon by MRI and the Client.
6. Any modifications to the scope may be subject to a Project Change Request (PCR)

### 2. PROJECT ASSUMPTIONS

1. Client is responsible for providing all necessary documentation for MRI to complete the Scope.

### 3. PREREQUISITES & PRICING ASSUMPTIONS

1. The professionals services fee contained herein is for MRI resources (or affiliates). Client understands that professional services fees are due as incurred and are billed on a monthly basis at month end. Failure to pay invoices will be handled in accordance with MRI collections policy.
2. This quotation is on a "Time and Materials" basis. MRI has endeavored to provide the most accurate times and costs estimates based on MRI Software's current understanding of the work specified by Client. All estimates at this stage in the project are subject to change.
3. Client is responsible for payment of any applicable taxes. MRI will invoice Client for any applicable taxes in connection with performance of the Statement of Work in accordance with the Agreement. Any tax amounts are over and above the fees noted in the Statement of Work and any amounts prepaid hereunder for such fees will not be applied to taxes due.
4. Fees do not include travel and lodging expenses. Travel and related expenses (including transportation, hotels, meals, etc.) will be billed at the actual amounts incurred.
5. This quotation remains valid for a period of 30 days from the date of issue.

### 4. GENERAL ASSUMPTIONS



1. Once the SOW is executed, the assigned MRI resource(s) will be scheduled at a mutually agreeable timetable.
2. MRI is providing consultancy services to implement a software solution and while change management and business process engineering may be required within the Client's organisation, any effort by MRI to lead or play a significant part in advising the Client is out of scope of this SOW.
3. Mutually agreed changes to specifications, whether before, during or after MRI's performance will be handled in writing by reviewing the current scope against the available Time and Materials budget, if the budget allows then no PCR will be needed however if the works exceed the current budget forecast then MRI and Client will jointly take the request to project steering committee for a decision to be made.
4. Client shall make reasonable business efforts to deliver a stable network and computing environment prior to any services engagement. If Client's installation is located in the MRI Software as a Service ("SaaS") platform, access to the Client database and security manager tool will automatically be granted to the consultant(s) assigned to complete the work described in this SOW. If Client's installation is located at Client premises, Client will grant remote access to MRI.
5. Client will work with MRI to resolve all issues related to the project in a timely fashion, and will communicate to MRI any changes in schedule, availability of project personnel, hardware, software, resources or facilities related to the project within a reasonable timeframe in advance of scheduled engagements.
6. Client will manage the availability of appropriate personnel for knowledge transfer as well as decision-making and escalation of decisions.
7. Location of work will be mutually determined by both parties.
8. If the Client does not elect for any applicable optional services, or if no option is selected, the Client understands that no optional services will be provided.

## 5. PRICING SCHEDULE

The estimated costs of the current SOW are presented below.

<b>MRI SERVICES</b>				
<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>RATE</b>	<b>EST. SERVICE FEES</b>
Signature Install	1.5	Hour	\$200	\$300
<b>MRI SERVICES TOTAL</b>			<b>\$300.00</b>	

## 6. AGREEMENT TO COMMENCE WORK:

With my signature below and on behalf of Client, Client hereby (i) agrees that this document gives a true and accurate representation of the work agreed upon by Client and MRI, (ii) approves this Statement of Work as issued, (iii) authorize MRI to undertake the work specified above and agree to the Terms and Conditions as specified above, and (iv) acknowledge that these terms are subject to change in accordance with any modification to the scope of work. I confirm that I am an authorized representative for Client.



**Sunnyside Housing Authority**

\* Signature: \_\_\_\_\_

\* Name: \_\_\_\_\_

\* Date: \_\_\_\_\_

\* Indicates required field



## Lindsey Software Signature Scan Form

MRI can include signatures for the endorsement of checks in Accounts Payable in Lindsey Software Housing Manager. If your agency requires more than one signature, please provide more than one signature form (one for each signature). MRI requires an executed Statement of Work for all signature installations. Please sign the appropriate boxes below and return to MRI. For best results, use a fine or medium point blank felt tip pen, such as a "Pilot Razor Point."

Agency Name \_\_\_\_\_

Signer's Name \_\_\_\_\_ Signer's Phone Number \_\_\_\_\_

Signer's Email Address \_\_\_\_\_

Please ensure the three signatures are provided in **Black ink** and **each signature is completely inside the boxes** below.

*Single Signature Graphic size limit (3" x .625")*