



204 South 13th Street Sunnyside, WA 98944

Phone: 509-837-5454 Fax: 509-837-4150 TTY: 711 Email: info@sunnysideha.org

NOTICE OF REGULAR MEETING AND BOARD MEETING PACKET

When: April 15, 2026, at 6:00 p.m.
Address: SHA Administrative Office, 204 S. 13th St, 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, March 18, 2026
 - b. Payment for March 2026 Bills
4. Reports and Updates
 - a. Board Member Resignation
 - b. Audit(s) Update
 - i. 2022-2024 Accountability Audit - Final
 - ii. 2024 Financial Audit Status
5. Resolutions and Actions
 - a. Resolution 2026-10: Resolution Adopting the Resident Advisory Board Governance & Membership Policy
 - b. Resolution 2026-11: Resolution Adopting an Abandoned Personal Property Policy
 - c. Resolution 2026-12: Resolution Approving a Revised Organizational Chart and Increase in Personnel (2 FTE)
 - d. Resolution 2026-13: Resolution Approving Enhanced Employee Dental, Vision, and Life Insurance Effective 07/01/2026
6. Adjournment

Equal Housing Opportunity

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,

MINUTES OF MARCH 18, 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 Melba Fujiura called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Melba Fujiura, Mae Haney, Jesse Gonzales, Sandra Benitez and Sharon Templin.
Staff present: Elizabeth Alba, Executive Director.

1. ROLL CALL

There was no Public Comment.

2. PUBLIC COMMENT

Jesse Gonzales made the motion to approve the Consent Agenda including Minutes of the Board Meeting held on February 18, 2026, Payment of the Bills for the Month of February 2026. Mae Haney seconded the motion. Motion passed.

3. CONSENT AGENDA

Regarding the above payment of the bills for the month of February 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 March 18, 2026, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in February 2026 45589 through 45687 for a total of \$263,533.88.

Elizabeth Alba, Executive Director, introduced Sandra Benitez and Sharon Templin to the Board of Directors.

4. REPORTS AND UPDATES

a. Introduction of New Board Members

Resolution 2026-07

A Resolution Updating the Employee Handbook Section VI(G) – Travel Related Expense Reimbursement Policy

5. RESOLUTIONS AND ACTIONS

a. Resolution 2026-07: Updating the Employee Handbook Section VI(G) – Travel Related Expense Reimbursement Policy

Jesse Gonzales moved to approve Resolution 2026-07 as presented. Mae Haney seconded. All in favor.

Resolution 2026-08

A Resolution authorizing the adoption of a new official logo

b. Resolution 2026-08: Authorizing the adoption of a new official logo

Sandra Benitez moved to approve Resolution 2026-08 as presented. Mae Haney seconded. All in favor.

Resolution 2026-09

A Resolution accepting the proposal from EJP Consulting Group, LLC for RAD Consulting Services and Authorizing Execution of a Contract

c. Resolution 2026-09: Accepting the proposal from EJP Consulting Group, LLC for RAD Consulting Services and Authorizing Execution of a Contract

Jesse Gonzales moved to approve Resolution 2026-09 as presented. Mae Haney seconded. All in favor.

With no further business to come before the meeting, the meeting was 6. ADJOURNMENT
adjourned.

Chairperson

Attest, Secretary

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

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

Checks from 45688 through 45772

Check Dates from 3/1/2026 through 3/31/2026

| Check Number | Check Type | Check Amount | Status | Check Date | Vendor Name |
|--------------|------------|--------------|--------|------------|----------------------------------|
| 00045688 | ACH | \$3,937.88 | Open | 03/05/2026 | ELIZABETH A ALBA |
| 00045689 | ACH | \$1,830.74 | Open | 03/05/2026 | DANIEL ESQUEDA |
| 00045690 | ACH | \$1,331.91 | Open | 03/05/2026 | ESMERALDA ESQUEDA |
| 00045691 | ACH | \$1,370.86 | Open | 03/05/2026 | YAINIRA FRAYLE-ACOSTA |
| 00045692 | ACH | \$926.17 | Open | 03/05/2026 | JOSE GALVAN |
| 00045693 | ACH | \$1,366.69 | Open | 03/05/2026 | CASSANDRA M GARCIA |
| 00045694 | ACH | \$1,228.11 | Open | 03/05/2026 | MARIA D GONZALEZ |
| 00045695 | ACH | \$2,520.88 | Open | 03/05/2026 | KERRY L GRIFFIN |
| 00045696 | ACH | \$2,517.49 | Open | 03/05/2026 | ANNETTE LARA |
| 00045697 | ACH | \$568.75 | Open | 03/05/2026 | MARIA G MARTINEZ MENDOZA |
| 00045698 | ACH | \$1,899.89 | Open | 03/05/2026 | ALMA R MIRANDA |
| 00045699 | ACH | \$2,325.12 | Open | 03/05/2026 | PATTI A ROBERTS |
| 00045700 | ACH | \$1,761.55 | Open | 03/05/2026 | RANDY A ROSENDAAL |
| 00045701 | ACH | \$1,187.96 | Open | 03/05/2026 | JAIME SANTANA |
| 00045702 | ACH | \$2,359.97 | Open | 03/05/2026 | ALFONSO SANTOS |
| 00045703 | ACH | \$1,484.90 | Open | 03/05/2026 | OSVALDO A VILLA BUENO |
| 00045704 | Check | \$1,855.26 | Open | 03/06/2026 | AWC |
| 00045705 | Check | \$695.86 | Open | 03/06/2026 | CHARTER COMMUNICATIONS |
| 00045706 | Check | \$3,024.29 | Open | 03/06/2026 | CITY OF MABTON |
| 00045707 | Check | \$667.50 | Open | 03/06/2026 | CLIFF'S SEPTIC TANK SERVICE |
| 00045708 | Check | \$519.30 | Open | 03/06/2026 | CO-ENERGY |
| 00045709 | Check | \$2,995.25 | Open | 03/06/2026 | HD SUPPLY FACILITIES MAINT. |
| 00045710 | Check | \$472.50 | Open | 03/06/2026 | MIKE I. TODD, CHAPTER 13 TRUSTEE |
| 00045711 | Check | \$443.00 | Open | 03/06/2026 | TC3 COMPUTING, INC. |
| 00045712 | Check | \$8,241.43 | Open | 03/06/2026 | U.S. BANK |
| 00045713 | Check | \$372.33 | Open | 03/06/2026 | U.S. CELLULAR |
| 00045714 | Check | \$239.00 | Open | 03/10/2026 | NAN MCKAY & ASSOC., INC. |
| 00045715 | Check | \$3,828.56 | Open | 03/12/2026 | AMAZON CAPITAL SERVICES |
| 00045716 | Check | \$81.89 | Open | 03/12/2026 | CASCADE NATURAL GAS CORP. |
| 00045717 | Check | \$1,344.27 | Open | 03/12/2026 | CITY OF GRANDVIEW |
| 00045718 | Check | \$32,862.97 | Open | 03/12/2026 | CITY OF SUNNYSIDE |
| 00045719 | Check | \$10.96 | Open | 03/12/2026 | OXARC, INC. |
| 00045720 | Check | \$1,032.50 | Open | 03/12/2026 | TOLMAN ELECTRIC INC. |
| 00045721 | Check | \$28.74 | Open | 03/12/2026 | VALLEY WIDE COOPERATIVE |
| 00045722 | Check | \$74.95 | Open | 03/12/2026 | VIC'S AUTO & SUPPLY-SUNNYSIDE |
| 00045723 | Check | \$138,425.00 | Open | 03/13/2026 | HARRP |
| 00045724 | Check | \$129.00 | Open | 03/13/2026 | ALBRECHT WINDOWS & DOORS LLC |
| 00045725 | Check | \$953.00 | Open | 03/16/2026 | SUNNYVIEW APARTMENTS |

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

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

Checks from 45688 through 45772

Check Dates from 3/1/2026 through 3/31/2026

| Check Number | Check Type | Check Amount | Status | Check Date | Vendor Name |
|--------------|------------|--------------|--------|------------|----------------------------------|
| 00045726 | ACH | \$3,937.88 | Open | 03/19/2026 | ELIZABETH A ALBA |
| 00045727 | ACH | \$1,767.40 | Open | 03/19/2026 | DANIEL ESQUEDA |
| 00045728 | ACH | \$1,357.19 | Open | 03/19/2026 | ESMERALDA ESQUEDA |
| 00045729 | ACH | \$1,370.86 | Open | 03/19/2026 | YAINIRA FRAYLE-ACOSTA |
| 00045730 | ACH | \$926.17 | Open | 03/19/2026 | JOSE GALVAN |
| 00045731 | ACH | \$1,485.53 | Open | 03/19/2026 | CASSANDRA M GARCIA |
| 00045732 | ACH | \$1,228.12 | Open | 03/19/2026 | MARIA D GONZALEZ |
| 00045733 | ACH | \$2,102.14 | Open | 03/19/2026 | KERRY L GRIFFIN |
| 00045734 | ACH | \$2,517.49 | Open | 03/19/2026 | ANNETTE LARA |
| 00045735 | ACH | \$594.20 | Open | 03/19/2026 | MARIA G MARTINEZ MENDOZA |
| 00045736 | ACH | \$2,177.23 | Open | 03/19/2026 | ALMA R MIRANDA |
| 00045737 | ACH | \$2,135.61 | Open | 03/19/2026 | PATTI A ROBERTS |
| 00045738 | ACH | \$1,761.55 | Open | 03/19/2026 | RANDY A ROOSEDAAL |
| 00045739 | ACH | \$1,187.96 | Open | 03/19/2026 | JAIME SANTANA |
| 00045740 | ACH | \$1,844.78 | Open | 03/19/2026 | ALFONSO SANTOS |
| 00045741 | ACH | \$1,959.66 | Open | 03/19/2026 | OSVALDO A VILLA BUENO |
| 00045742 | Check | \$243.00 | Open | 03/20/2026 | SUNNYVIEW APARTMENTS |
| 00045743 | Check | \$220.01 | Open | 03/23/2026 | AFLAC |
| 00045744 | Check | \$319.41 | Open | 03/23/2026 | CANON SOLUTIONS AMERICA, INC. |
| 00045745 | Check | \$745.47 | Open | 03/23/2026 | CO-ENERGY |
| 00045746 | Check | \$131.68 | Open | 03/23/2026 | EQUIFAX INFORMATION SVCS LLC |
| 00045747 | Check | \$603.44 | Open | 03/23/2026 | HAINSWORTH CO., INC. |
| 00045748 | Check | \$3,155.01 | Open | 03/23/2026 | HD SUPPLY FACILITIES MAINT. |
| 00045749 | Check | \$50.00 | Open | 03/23/2026 | INVISIBLE INK |
| 00045750 | Check | \$472.50 | Open | 03/23/2026 | MIKE I. TODD, CHAPTER 13 TRUSTEE |
| 00045751 | Check | \$467.40 | Open | 03/23/2026 | NAHRO |
| 00045752 | Check | \$239.00 | Open | 03/23/2026 | NAN MCKAY & ASSOC., INC. |
| 00045753 | Check | \$55.50 | Open | 03/23/2026 | O.L. LUTHER CO., INC. |
| 00045754 | Check | \$40.00 | Open | 03/23/2026 | PETTY CASH |
| 00045755 | Check | \$159.44 | Open | 03/23/2026 | SOLID WASTE DIVISION |
| 00045756 | Check | \$2,229.38 | Open | 03/23/2026 | STATE AUDITOR'S OFFICE |
| 00045757 | Check | \$4,600.01 | Open | 03/23/2026 | SUNNYSIDE ACE HARDWARE |
| 00045758 | Check | \$9,448.75 | Open | 03/23/2026 | TOLMAN ELECTRIC INC. |
| 00045759 | Check | \$115.53 | Open | 03/23/2026 | TONY'S TUNE UP SERVICE |
| 00045760 | Check | \$7,984.23 | Open | 03/23/2026 | U.S. BANK |
| 00045761 | Check | \$3,960.93 | Open | 03/23/2026 | U.S. BANK |
| 00045762 | Check | \$187.85 | Open | 03/23/2026 | VALLEY AGRONOMICS, LLC |
| 00045763 | Check | \$121.00 | Open | 03/23/2026 | WASHINGTON STATE PATROL |

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

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

Checks from 45688 through 45772

Check Dates from 3/1/2026 through 3/31/2026

| Check Number | Check Type | Check Amount | Status | Check Date | Vendor Name |
|--------------|------------|--------------|--------|------------|---------------------------|
| 00045764 | Check | \$70.00 | Open | 03/24/2026 | JOHANNA GARCIA |
| 00045765 | Check | \$8.00 | Open | 03/24/2026 | BLAINE MIDKIFF |
| 00045766 | Check | \$73.00 | Open | 03/24/2026 | LUS RICHARDSON |
| 00045767 | Check | \$77.00 | Open | 03/24/2026 | MELANIE ALTO |
| 00045768 | Check | \$50.00 | Open | 03/24/2026 | MONICA SILVA |
| 00045769 | Check | \$85.00 | Open | 03/24/2026 | YOLANDA SANCHEZ |
| 00045770 | Check | \$3,519.24 | Open | 03/24/2026 | CASCADE NATURAL GAS CORP. |
| 00045771 | Check | \$240.00 | Open | 03/24/2026 | DEPARTMENT OF LICENSING |
| 00045772 | Check | \$750.00 | Open | 03/31/2026 | SUNNYVIEW APARTMENTS |

Total # of checks listed: 85

Total amount of all checks: \$295,691.98

Total Open: 85

Approved For Payment:

Total Cleared: 0

Total Reconciled: 0

Total Void: 0

Melba Fujiura, Board Chairperson

Meeting Date: 04/15/2026



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Sunnyside Housing Authority

For the period January 1, 2022 through December 31, 2024

Published March 12, 2026

Report No. 1039214



Scan to see another great way
we're helping advance
#GoodGovernment



**Office of the Washington State Auditor
Pat McCarthy**

March 12, 2026

Board of Commissioners
Sunnyside Housing Authority
Sunnyside, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Housing Authority operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the Housing Authority's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

TABLE OF CONTENTS

| | |
|--|---|
| Audit Results..... | 4 |
| Related Reports..... | 5 |
| Information about the Housing Authority..... | 6 |
| About the State Auditor's Office..... | 7 |

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Housing Authority operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

However, we noted certain matters related to annual report filing that we communicated to Housing Authority management and the Board of Commissioners in a letter dated March 6, 2026. We appreciate the Housing Authority's commitment to resolving those matters.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Sunnyside Housing Authority from January 1, 2022 through December 31, 2024.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Housing Authority's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2024, 2023 and 2022, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Annual report filing – timeliness and completeness
- Cash receipting – timeliness and completeness of deposits, voids and adjustments
- Payroll – gross wages
- Accounts payable – general disbursements, credit cards and electronic fund transfers
- Tracking and monitoring of theft sensitive assets such as maintenance shop supplies
- Financial condition – reviewing for indications of financial distress
- Open public meetings – compliance with minutes, meetings and executive session requirements

RELATED REPORTS

Financial

A financial statement audit was performed by a firm of certified public accountants. That firm's fiscal year 2022 and 2023 reports are available on our website, <https://portal.sao.wa.gov//ReportSearch>.

Federal grant programs

A firm of certified public accountants evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the Housing Authority's major federal program. That firm's fiscal year 2022 and 2023 reports are available on our website, <https://portal.sao.wa.gov//ReportSearch>.

INFORMATION ABOUT THE HOUSING AUTHORITY

The Sunnyside Housing Authority was organized in September 1943 by the Sunnyside City Council and is governed by a five-member Board of Commissioners appointed by the City of Sunnyside’s Mayor. The Housing Authority operates 285 units of federally financed and locally-owned rental housing for low-income families, elderly or disabled households, and agricultural worker families.

The Board of Commissioners appoints an Executive Director to oversee the Housing Authority’s daily operations as well as its 13 full-time and 5 part-time employees. The Housing Authority expends about \$2.5 million annually in expenses.

| Contact information related to this report | |
|---|--|
| Contact: | Elizabeth Alba, Executive Director |
| Telephone: | (509) 837-5454 ext. 7 |
| Website: | www.sunnysideha.org |

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Sunnyside Housing Authority at <https://portal.sao.wa.gov//ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS Manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov

RESOLUTION 2026-10

A RESOLUTION ADOPTING THE RESIDENT ADVISORY BOARD GOVERNANCE & MEMBERSHIP POLICY

WHEREAS, the Sunnyside Housing Authority (SHA) is required by federal regulations at 24 CFR 903.13 to establish one or more Resident Advisory Boards to ensure resident participation in the development of the Public Housing Agency Plans;

WHEREAS, SHA recognizes the need for a clearly defined governance structure for the Resident Advisory Board, including terms of service, composition, and election procedures;

WHEREAS, SHA has determined that the RAB shall operate with five Voting Representatives serving staggered four-year terms, and a Chairperson serving a two-year term who votes only in the event of a tie;

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

1. The Resident Advisory Board Governance & Membership Policy, as revised to reflect Chairperson elections every two (2) years, is hereby approved and adopted.
2. SHA staff are directed to implement this policy and to support the RAB in accordance with federal requirements.
3. All previous policies inconsistent with this resolution are hereby repealed or superseded.
4. This resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority on this 15th day of April 2026.

Attest:

Chairperson, Board of Commissioners

Secretary

SUNNYSIDE HOUSING AUTHORITY
Resident Advisory Board (RAB) Governance & Membership Policy

I. Purpose

The Resident Advisory Board (RAB) provides meaningful resident participation in the formulation of the Sunnyside Housing Authority's Annual and Five-Year Plans, and any significant amendments, as required by HUD under 24 CFR 903.13.

II. Membership Structure

A. Total Members

The RAB shall consist of six (6) members:

1. Five (5) Voting Representatives, and
2. One (1) Chairperson, who votes *only in the event of a tie* among the Voting Representatives.

B. Eligibility

RAB members must:

- Be residents assisted by the Sunnyside Housing Authority, and
- Adequately represent the resident population in accordance with HUD representation requirements.

III. Term Lengths & Staggering

A. Voting Representatives

- Voting Representatives serve four-year (4-year) terms.
- Terms are staggered to preserve continuity:
 - Group A (2 members) — Terms end at the conclusion of Year 2
 - Group B (3 members) — Terms end at the conclusion of Year 4
- After the initial staggering is established, all new appointments will carry standard 4-year terms.

B. Chairperson

- The Chairperson serves a two-year (2-year) term.
- The Chairperson may serve additional consecutive terms if re-elected.

IV. Selection & Elections

A. Election of Chairperson (Updated to reflect two-year cycle)

1. The RAB shall elect a Chairperson every two (2) years).
2. The election will occur at the first RAB meeting held in the applicable election year.
3. All six RAB members (including the outgoing Chairperson) may vote.
4. A simple majority elects the Chairperson.
5. In the event of a tie:
 - A second vote shall be held.
 - If still tied, the Sunnyside Housing Authority Executive Director (or designee) shall conduct a random draw to determine the winner.

B. Filling Vacancies

- Vacancies for Voting Representative seats will be filled by appointment or resident-driven selection consistent with SHA's resident-participation procedures.
- A replacement member serves the remainder of the unexpired term.

V. Roles & Responsibilities

A. Chairperson

- Presides over meetings.
- Coordinates agenda development with SHA staff.
- Ensures order during meetings.
- Votes only when the five Voting Representatives are tied.

B. Voting Representatives

- Participate actively in reviewing SHA plans, policies, and amendments.
- Represent resident interests and communicate feedback.

VI. Meetings

- The RAB will meet at least twice per year, and more frequently as required to meet HUD planning deadlines.
- SHA will provide necessary resources for effective RAB operation, consistent with HUD requirements for supporting resident participation.

VII. Amendments

This policy may be amended by the Sunnyside Housing Authority Board of Commissioners through formal resolution.

RESOLUTION NO. 2026-11

A RESOLUTION OF THE SUNNYSIDE HOUSING AUTHORITY ADOPTING AN ABANDONED
PERSONAL PROPERTY POLICY

WHEREAS, the Sunnyside Housing Authority (“Authority”) operates housing programs subject to the Washington Residential Landlord-Tenant Act (RCW 59.18), regulations of the U.S. Department of Housing and Urban Development, and regulations of the U.S. Department of Agriculture Rural Development; and

WHEREAS, RCW 59.18.310 establishes specific requirements for the handling, storage, notice, and disposition of personal property left behind by tenants after abandonment of a dwelling unit; and

WHEREAS, HUD and USDA Rural Development require housing authorities to maintain written policies that ensure due process, uniform enforcement, documentation, and protection of tenant rights; and

WHEREAS, the Authority desires to adopt a formal Abandoned Personal Property Policy to ensure legal compliance, operational consistency, and protection of tenant rights across all Authority-managed programs;

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

1. The Abandoned Personal Property Policy (Washington State – HUD & USDA RD Assisted Housing) is hereby adopted effective April 15, 2026.
2. The policy shall apply to all housing programs owned or administered by the Authority, including HUD-assisted and USDA Rural Development-assisted housing.
3. Staff are directed to implement the policy uniformly and to maintain all required documentation in tenant files.
4. The Executive Director is authorized to issue administrative procedures, forms, and notices consistent with this policy.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority on this 15th day of April 2026.

Attest:

Chairperson, Board of Commissioners

Secretary

Abandoned Personal Property Policy
(Washington State – HUD & USDA RD Assisted Housing)

1. Purpose

To establish a uniform, lawful procedure for handling personal property left behind by a tenant after vacating a unit, in compliance with Washington State law and all applicable HUD and USDA Rural Development program requirements.

2. Governing Law

This policy is governed by:

- RCW 59.18.310 (Residential Landlord-Tenant Act – Abandonment)
- HUD Handbook 4350.3 Rev-1 (Tenant protections and due process)
- 7 CFR Part 3560 (USDA Rural Development Multifamily Housing)

Federal housing assistance requirements do not reduce or modify state law timelines or notice obligations.

3. Definition of Abandonment

A unit is considered abandoned only when both of the following occur:

1. The tenant has defaulted on rent, and
2. The tenant has reasonably indicated an intent not to resume tenancy, such as returning keys, vacating the unit, removal of possessions, or written or verbal notice.

Abandonment is fact-based and must be documented.

4. Entry and Securing the Unit

Upon lawful determination of abandonment, management may enter the unit to secure the premises, document and inventory personal property, and remove perishable or hazardous items. Entry must be documented and conducted in accordance with RCW 59.18.150 and federal due-process requirements.

5. Inventory and Valuation

Management shall photograph all items left behind, prepare a written inventory, and estimate the total resale value of the property. Property shall be classified as valued at \$250 or less or over \$250. Personal papers, family photographs, and keepsakes may not be discarded.

6. Storage

All non-trash personal property shall be stored in a reasonably secure location, separate from staff or common areas, pending expiration of statutory notice periods. Reasonable storage and moving costs may be assessed as allowed by law.

7. Notice Requirements

Written notice shall be sent by first-class mail to the tenant's last known address and any other address known to management. The notice shall identify the storage location, deadline to reclaim property, applicable costs, scheduled date of sale or disposal, and the tenant's right to reclaim the property prior to disposal. Copies of notices and proof of mailing shall be retained in the tenant file.

8. Disposal Timelines

- Property valued at \$250 or less may be disposed of or sold after 7 days from the date notice is mailed.
- Property valued at over \$250 may be disposed of or sold after 45 days from the date notice is mailed.

9. Tenant Right to Reclaim Property

Prior to disposal or sale, a tenant may reclaim property by submitting a written request and paying actual or reasonable storage and moving costs, whichever is less.

10. Sale Proceeds

Sale proceeds shall be applied first to storage and moving costs, then to unpaid rent or damages. Any remaining funds shall be held for the tenant for one (1) year, after which unclaimed funds become the property of the owner.

11. Civil Rights & Uniform Enforcement

This policy shall be enforced uniformly and without retaliation or discrimination, consistent with all federal civil-rights requirements.

STAFF PROCEDURE CHECKLIST

(Abandoned Property – Washington / HUD / USDA RD)

Step 1 – Confirm Abandonment

- Rent delinquency verified
- Evidence of intent not to return documented (keys, vacancy, notice)
- Date abandonment determined recorded

Step 2 – Enter and Secure Unit

- Entry date and staff names documented
- Unit secured
- Perishable/hazardous items removed

Step 3 – Inventory and Documentation

- Photos taken of all property
- Written inventory completed
- Estimated resale value determined
- Value categorized (\leq \$250 or $>$ \$250)

Step 4 – Storage

- Property moved to secure storage
- Storage location recorded
- Moving/storage costs tracked

Step 5 – Notice

- Correct notice type selected (7-day or 45-day)
- Notice completed accurately
- Mailed first-class to all required addresses
- Copy and proof of mailing filed

Step 6 – Waiting Period

- Statutory waiting period observed
- Any tenant contact or reclaim request documented

Step 7 – Reclaim (If Applicable)

- Written tenant request received
- Storage costs calculated and collected
- Property released to tenant

Step 8 – Disposal / Sale

- Disposal or sale date documented
- Receipt or disposition record retained
- Proceeds applied correctly

Step 9 – File Retention

- Inventory and photos
- Notices and proof of mailing
- Cost documentation
- Disposal/sale records

RESOLUTION 2026-12

A RESOLUTION APPROVING A REVISED ORGANIZATIONAL CHART AND AN INCREASE IN PERSONNEL (2.0 FTE)

WHEREAS, The Sunnyside Housing Authority (“Authority”) is responsible for the administration, management, and maintenance of its housing programs and properties in a manner that ensures efficient operations and compliance with applicable federal, state, and local requirements; and

WHEREAS, The Authority periodically evaluates its organizational structure and staffing levels to ensure effective service delivery, regulatory compliance, and adequate support for residents and agency operations; and

WHEREAS, Management has identified a need to realign administrative and housing management functions to improve operational efficiency and workload distribution; and

WHEREAS, The position of Assistant for Administration and Tenant Services is proposed to be restructured and divided into two separate full-time positions in order to better separate administrative support functions from housing program responsibilities, consisting of:

- Administrative Assistant (1.0 FTE); and
- Housing Officer (2.0 FTE total, reflecting the addition of 1.0 FTE); and

WHEREAS, Management has further identified the need for an additional Maintenance Mechanic I (1.0 FTE) to support the ongoing maintenance, repair, and upkeep of Authority properties and to ensure timely response to work orders and preventative maintenance needs; and

WHEREAS, These staffing changes result in a net increase of two (2.0) Full-Time Equivalent (FTE) positions, increasing the Authority’s staffing from 15.0 to 17.0 Full-Time Employees and from 16.33 to 18.33 Total Full-Time Equivalent positions; and

WHEREAS, A Revised Organizational Chart dated April 15, 2026, reflecting the proposed restructuring and additional positions, has been presented to the Board of Commissioners for review; and

WHEREAS, The fiscal impact of the proposed staffing changes has been evaluated in accordance with the Authority’s 2026 Wage and Benefits Calculations, which reflect adopted wage rates, benefit assumptions, and applicable employer costs.

Fiscal Impact Summary

Approval of this resolution results in the addition of two (2.0) Full-Time Equivalent (FTE) positions: one (1) Housing Officer and one (1) Maintenance Mechanic I. Based on the 2026 Wage and Benefits Calculations, the estimated annual personnel costs associated with

these positions—including wages and employer-paid benefits such as FICA, Labor & Industries (L&I), unemployment insurance, retirement contributions, medical insurance, and other statutorily required benefits—are consistent with the Authority’s approved compensation and benefit assumptions for 2026.

The costs associated with these positions are anticipated to be fully supported by existing Authority funding sources, including operating revenues and program allocations, and can be accommodated within the Authority’s 2026 operating budget through planned staffing adjustments, vacancy savings, and available resources. Adoption of this resolution does not require additional funding or a budget amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SUNNYSIDE HOUSING AUTHORITY:

1. The Board of Commissioners hereby approves the Revised Organizational Chart dated April 15, 2026, as presented.
2. The Board authorizes the restructuring of the Assistant for Administration and Tenant Services position into two separate positions:
 - Administrative Assistant (1.0 FTE); and
 - Housing Officer, increasing the total number of Housing Officer positions to two (2).
3. The Board authorizes the addition of one (1) Maintenance Mechanic I (1.0 FTE) position within the Maintenance Department.
4. The Executive Director is authorized and directed to take all necessary actions to implement these organizational and staffing changes, including recruitment, hiring, and administrative adjustments, consistent with applicable policies, budget limitations, and funding availability.

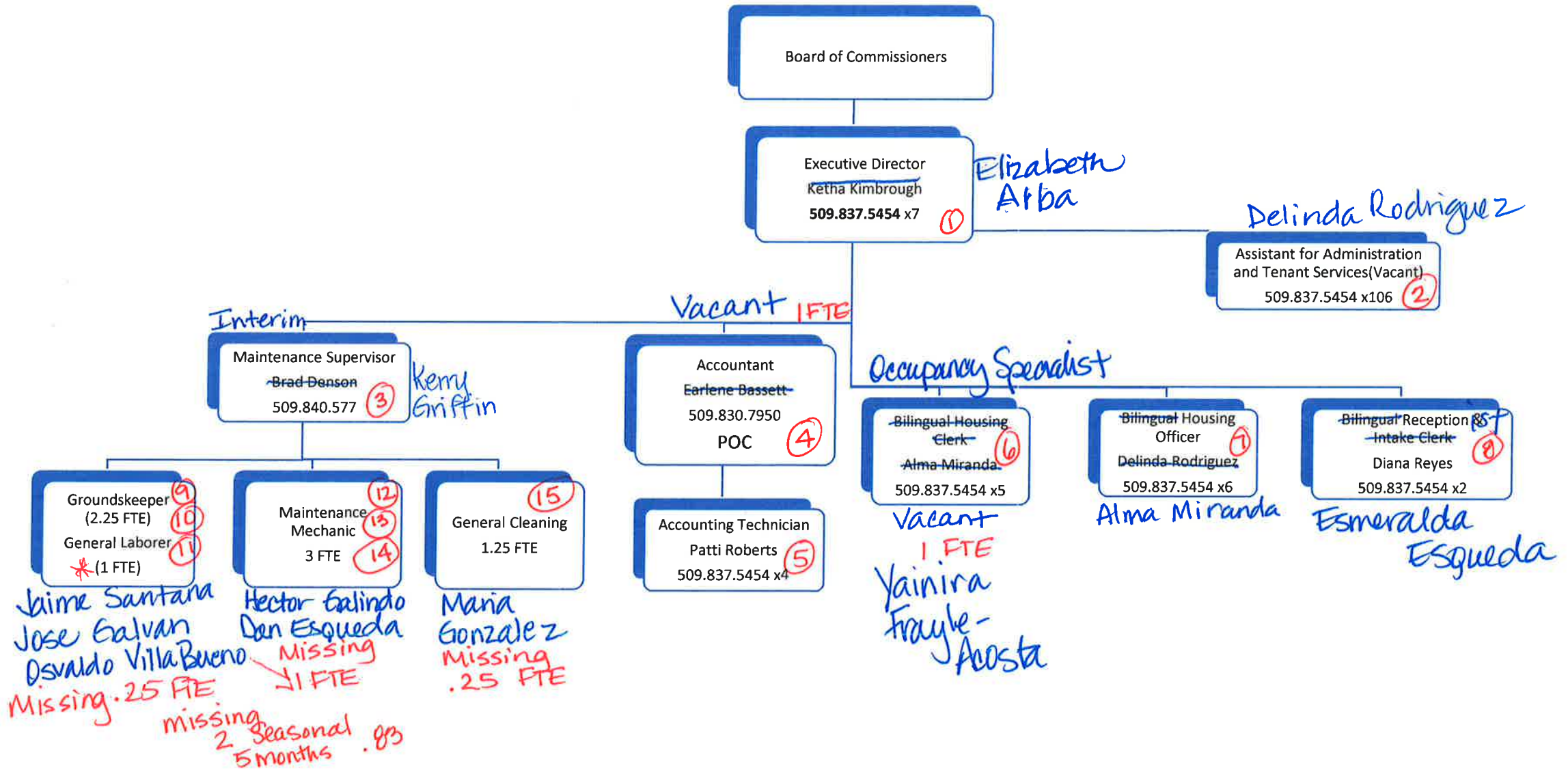
ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority on this 15th day of April 2026.

Attest:

Chairperson, Board of Commissioners

Secretary

SUNNYSIDE HOUSING AUTHORITY ORGANIZATIONAL CHART





ORGANIZATIONAL CHART
HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON

2026

Board of Commissioners
Melba Fujaira, Chairperson; Mae Haney, Resident Advisor; Sandra Benitez; Sharon Templin; 1-Vacant

Executive Director
Elizabeth Alba

Maintenance Supervisor
Kerry Griffin

Administrative Assistant
Vacant

Finance Supervisor
Annette Lara

Groundskeeper(s)
Jaime Santana & Jose Galvan

General Cleaning
Maria Gonzalez

General Cleaning 1/2 Time
Maria Martinez Mendoza

Seasonal – 5 months
Groundskeeper – Vacant
General Cleaning - Vacant

Laborer
Cassandra Garcia

Maintenance Mechanic I
Osvaldo Villa Bueno
Vacant

Maintenance Mechanic II
Dan Esqueda
Randy Roosendaal
Vacant

Receptionist
Esmeralda Esqueda

Housing Clerk
Yainira Frayle-Acosta

Housing Officer
Alma Miranda
Vacant

Accounting Technician
Patti Roberts

2026 Approved FTE

| | |
|----------------------|--------------|
| Full Time Employees | 15.00 |
| ½ Time Employees | .50 |
| Seasonal (5 months) | .83 |
| Full Time Equivalent | <u>16.33</u> |

2026 Revised FTE – Requested 04/15/2026

| | |
|----------------------|--------------|
| Full Time Employees | 17.00 |
| 1/2 Time Employees | .50 |
| Seasonal (5 months) | .83 |
| Full Time Equivalent | <u>18.33</u> |

RESOLUTION NO. 2026-13

A RESOLUTION APPROVING ENHANCED EMPLOYEE DENTAL, VISION, AND LIFE
INSURANCE BENEFITS EFFECTIVE JULY 1, 2026

NOW, THEREFORE, BE IT RESOLVED:

1. The Board approves enhancement of employee dental, vision, and life insurance benefits effective July 1, 2026.
2. The Authority shall correct dependent dental and vision premium contributions to meet AWC minimum requirements effective July 1, 2026.
3. The Executive Director is authorized to provide a one-time corrective adjustment covering the twelve (12) months immediately preceding July 1, 2026.
4. Implementation shall occur within the 2026 operating budget.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority on this 15th day of April 2026.

Attest:

Chairperson, Board of Commissioners

Secretary

Dental, Vision, and Life Insurance Enhancements Effective July 1, 2026

Purpose

This document presents proposed enhancements to employee dental, vision, and life insurance benefits, effective July 1, 2026, and addresses correction of dependent premium contributions to meet Association of Washington Cities (AWC) compliance requirements within the 2026 operating budget.

Background

A review of employee benefits identified:

1. Opportunities to enhance dental, vision, and life insurance benefits consistent with public-sector best practices; and
2. A need to correct dependent dental and vision premium contribution levels to align with AWC minimum requirements.

AWC requires employers to pay at least 75% of dental and vision premiums for employees and dependents. Since adoption of the Employee Handbook in 2019, SHA has paid 50%, which necessitates correction.

Recommended Action – Effective July 1, 2026

- Upgrade dental to Delta Dental Plan G
- Add orthodontia coverage – Plan V
- Upgrade vision to VSP Plan B (\$0 Copay), with second pair rider
- Add employer-paid basic life & AD&D insurance
- Correct dependent contribution to 75% minimum

Fiscal Impact

Because implementation begins mid-year, the estimated 2026 impact is approximately 50% of annualized costs:

| Category | Estimated 2026 (6-Month) Cost |
|-------------------|-------------------------------|
| Dental upgrade | \$4,000–\$6,000 |
| Orthodontia | \$3,000–\$5,000 |
| Vision correction | \$600–\$1,000 |
| Life insurance | \$450–\$750 |
| Total 2026 Impact | \$8,050–\$12,750 |

These costs can be absorbed within the approved 2026 operating budget, using vacancy savings and benefit reserves.



[AWC Home Page](#) / [Services](#) / [Employee Benefit Trust](#) / [Benefits](#) / **MO - Employer premium contribution requirements**

Employee Benefit Trust

Employer premium contribution requirements

Member employers are billed monthly by the AWC Trust's billing administrator. It is the member employer's responsibility to ensure that the correct premium is being remitted for each employee and their family. ***If an error is made, retroactive premium adjustments may be made.*** Because of this policy, the AWC Trust recommends that a member employer perform periodic enrollment audits to ensure accurate remittance of funds.

Medical

The minimum medical premium contribution levels by the member employer are detailed below:

- LEOFF 1 active employees & retirees – 100%
- All other employees – 50%
- Dependents – 0%

Dental & vision

The member employer must pay 75% of the premium. The minimum contribution levels by the member employer are:

- Employee – 75%
- Spouse/registered domestic partner – 75%
- Dependents – 75%

Life, Long-Term Disability (LTD), and Employee Assistance Program (EAP)

The member employer must pay 100% of the premium for all coverages that are mandatory (basic life, AD&D, dependent life, LTD, EAP).

For those coverages that are voluntary (i.e. additional life insurance), the premium will be 100% employee-paid through payroll deduction.

Special underwriting rule – Long-Term Disability

For groups over 49 lives, employee contributions are allowed. However, 75% of the eligible employees must be enrolled in the plan.