



204 South 13th Street Sunnyside, WA 98944
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NOTICE OF REGULAR MEETING AND BOARD MEETING PACKET

When: June 17, 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, May 19, 2026
 - b. Payment for May 2026 Bills
4. Reports and Updates
 - i. 2025 Financial Audit
5. Resolutions and Actions
 - a. Resolution 2026-15: Closure of US Bank Payroll Tax Account
 - b. Action: HUD General Depository Agreement (HUD 51999)
approving Board Chair and Secretary to sign the agreement
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

MINUTES OF MAY 19, 2026
SPECIAL 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 and Sharon Templin.

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director and Annette Lara, Finance Supervisor.

There was no Public Comment.

2. PUBLIC COMMENT

Mae Haney made the motion to approve the Consent Agenda including Minutes of the Board Meeting held on April 15, 2026 and Special Meeting Minutes of April 28 and 29, 2026, Payment of the Bills for the Month of April 2026. Sharon Templin seconded the motion. Motion passed.

3. CONSENT AGENDA

Regarding the above payment of the bills for the month of April 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 May 19, 2026, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in April 2026 45773 through 45897 for a total of \$294,367.07.

Financial Statements for all SHA Managed Projects through April 30, 2026, were presented for informational purposes.

Elizabeth Alba, Executive Director, provided the final 2024 Financial Audit. An exit conference was held on Friday, May 15, 2026, with Novogradac (auditor) and Washington State Auditor's staff to discuss the report and next steps to work on the 2025 Financial Audit.

4. REPORTS AND
UPDATES
i. 2024 Final Audit

Resolution 2026-14

A Resolution authorizing the transfer of Security Deposit funds from Yakima Federal Savey & Loan Association to Banner Bank

Mae Haney moved to approve Resolution 2026-14 as presented. Sharon Templin seconded. All in favor.

5. RESOLUTIONS AND
ACTIONS
a. Resolution 2026-14:
authorizing the
transfer of Security
Deposit funds from
Yakima Federal
Savey & Loan
Association to Banner
Bank
b. Action: Approving
Board Chair and
Secretary to sign HUD
51999

Action

HUD General Depository Agreement (HUD 51999) approving Board Chair and Secretary to sign the agreement

Mae Haney moved to approve Board Chair and Secretary to sign HUD 51999 as presented Sharon Templin seconded. All in favor.

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

6. ADJOURNMENT

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 45898 through 45989

Check Dates from 5/1/2026 through 5/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00045898	Check	\$655.00	Open	05/05/2026	APOLLO HEATING AND AIR
00045899	Check	\$24.49	Open	05/07/2026	AMAZON CAPITAL SERVICES
00045900	Check	\$168.56	Open	05/07/2026	CANON SOLUTIONS AMERICA, INC.
00045901	Check	\$981.66	Open	05/07/2026	CAPITAL ONE TRADE CREDIT
00045902	Check	\$1,420.51	Open	05/07/2026	CITY OF GRANDVIEW
00045903	Check	\$1,046.97	Open	05/07/2026	CO-ENERGY
00045904	Check	\$131.27	Open	05/07/2026	EQUIFAX INFORMATION SVCS LLC
00045905	Check	\$40.49	Open	05/07/2026	FIRST CHOICE LUBE AND OIL LLC
00045906	Check	\$95.74	Open	05/07/2026	GENSCO, INC.
00045907	Check	\$611.16	Open	05/07/2026	HAINSWORTH CO., INC.
00045908	Check	\$2,917.86	Open	05/07/2026	HD SUPPLY FACILITIES MAINT.
00045909	Check	\$3,229.80	Open	05/07/2026	HUGO'S APPLIANCES LLC
00045910	Check	\$50.00	Open	05/07/2026	INVISIBLE INK
00045911	Check	\$192.59	Open	05/07/2026	KIE SUPPLY CORPORATION
00045912	Check	\$18,632.00	Open	05/07/2026	NOVOGRADAC & COMPANY LLP
00045913	Check	\$11.70	Open	05/07/2026	OXARC, INC.
00045914	Check	\$25.56	Open	05/07/2026	RDO EQUIPMENT CO.
00045915	Check	\$25.00	Open	05/07/2026	RON'S REPAIR & RENTAL LLC
00045916	Check	\$302.46	Open	05/07/2026	SOLID WASTE DIVISION
00045917	Check	\$312.34	Open	05/07/2026	STANDARD PAINT & FLOORING, LLC
00045918	Check	\$2,975.74	Open	05/07/2026	SUNNYSIDE ACE HARDWARE
00045919	Check	\$1,246.00	Open	05/07/2026	THE LOCKSHOP
00045920	Check	\$565.64	Open	05/07/2026	U.S. CELLULAR
00045921	Check	\$111.00	Open	05/07/2026	WASHINGTON STATE PATROL
00045922	Check		Void	05/12/2026	ELIZABETH ALBA
00045923	Check	\$287.30	Open	05/12/2026	ELIZABETH ALBA
00045924	ACH	\$3,937.88	Open	05/14/2026	ELIZABETH A ALBA
00045925	ACH	\$1,608.52	Open	05/14/2026	DANIEL ESQUEDA
00045926	ACH	\$1,363.62	Open	05/14/2026	ESMERALDA ESQUEDA
00045927	ACH	\$1,370.86	Open	05/14/2026	YAINIRA FRAYLE-ACOSTA
00045928	ACH	\$926.17	Open	05/14/2026	JOSE GALVAN
00045929	ACH	\$1,612.86	Open	05/14/2026	CASSANDRA M GARCIA
00045930	ACH	\$1,228.11	Open	05/14/2026	MARIA D GONZALEZ
00045931	ACH	\$2,863.49	Open	05/14/2026	KERRY L GRIFFIN
00045932	ACH	\$2,517.49	Open	05/14/2026	ANNETTE LARA
00045933	ACH	\$611.19	Open	05/14/2026	MARIA G MARTINEZ MENDOZA
00045934	ACH	\$1,935.44	Open	05/14/2026	ALMA R MIRANDA
00045935	ACH	\$2,476.74	Open	05/14/2026	PATTI A ROBERTS

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

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

Checks from 45898 through 45989

Check Dates from 5/1/2026 through 5/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00045936	ACH	\$1,611.55	Open	05/14/2026	RANDY A ROOSENDAAL
00045937	ACH	\$1,187.97	Open	05/14/2026	JAIME SANTANA
00045938	ACH	\$2,182.40	Open	05/14/2026	OSVALDO A VILLA BUENO
00045939	Check	\$192.00	Open	05/15/2026	ALBRECHT WINDOWS & DOORS LLC
00045940	Check	\$912.65	Open	05/15/2026	CASCADE NATURAL GAS CORP.
00045941	Check	\$32,527.17	Open	05/15/2026	CITY OF SUNNYSIDE
00045942	Check	\$556.50	Open	05/15/2026	HAWLEY TROXELL ENNIS & HAWLEY
00045943	Check	\$472.50	Open	05/15/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00045944	Check	\$211.64	Open	05/15/2026	STAPLES
00045945	Check	\$3.20	Open	05/15/2026	VALLEY WIDE COOPERATIVE
00045946	Check	\$15.00	Open	05/21/2026	DEPARTMENT OF LICENSING
00045947	Check	\$8.00	Open	05/22/2026	BLAINE MIDKIFF
00045948	Check	\$69.00	Open	05/22/2026	JOHANNA GARCIA
00045949	Check	\$73.00	Open	05/22/2026	LUS RICHARDSON
00045950	Check	\$77.00	Open	05/22/2026	MELANIE ALTO
00045951	Check	\$50.00	Open	05/22/2026	MONICA SILVA
00045952	Check	\$85.00	Open	05/22/2026	YOLANDA SANCHEZ
00045953	ACH	\$3,937.88	Open	05/28/2026	ELIZABETH A ALBA
00045954	ACH	\$2,037.86	Open	05/28/2026	DANIEL ESQUEDA
00045955	ACH	\$1,352.25	Open	05/28/2026	ESMERALDA ESQUEDA
00045956	ACH	\$1,370.86	Open	05/28/2026	YAINIRA FRAYLE-ACOSTA
00045957	ACH	\$926.17	Open	05/28/2026	JOSE GALVAN
00045958	ACH	\$1,498.27	Open	05/28/2026	CASSANDRA M GARCIA
00045959	ACH	\$1,228.11	Open	05/28/2026	MARIA D GONZALEZ
00045960	ACH	\$2,355.92	Open	05/28/2026	KERRY L GRIFFIN
00045961	ACH	\$2,517.49	Open	05/28/2026	ANNETTE LARA
00045962	ACH	\$2,127.46	Open	05/28/2026	ALMA R MIRANDA
00045963	ACH	\$2,100.61	Open	05/28/2026	PATTI A ROBERTS
00045964	ACH	\$1,621.77	Open	05/28/2026	RANDY A ROOSENDAAL
00045965	ACH	\$1,187.96	Open	05/28/2026	JAIME SANTANA
00045966	ACH	\$972.76	Open	05/28/2026	EDGAR D VELASQUEZ JR
00045967	ACH	\$1,471.85	Open	05/28/2026	OSVALDO A VILLA BUENO
00045968	Check	\$220.01	Open	05/29/2026	AFLAC
00045969	Check	\$19,984.50	Open	05/29/2026	AWC EMPLOYEE BENEFIT TRUST
00045970	Check	\$5,395.00	Open	05/29/2026	BANNER BANK
00045971	Check	\$26.43	Open	05/29/2026	CASCADE NATURAL GAS CORP.
00045972	Check	\$699.90	Open	05/29/2026	CHARTER COMMUNICATIONS
00045973	Check	\$245.00	Open	05/29/2026	CLIFF'S SEPTIC TANK SERVICE

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

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

Checks from 45898 through 45989

Check Dates from 5/1/2026 through 5/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00045974	Check	\$1,126.08	Open	05/29/2026	CO-ENERGY
00045975	Check	\$222.61	Open	05/29/2026	GENSCO, INC.
00045976	Check	\$240.14	Open	05/29/2026	KIE SUPPLY CORPORATION
00045977	Check	\$100.00	Open	05/29/2026	MAHONEY & SONS
00045978	Check	\$6,113.38	Open	05/29/2026	MATRIX TRUST COMPANY
00045979	Check	\$472.50	Open	05/29/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00045980	Check	\$245.00	Open	05/29/2026	NORTHWEST FAIR HOUSING ALLIANCE
00045981	Check	\$2,716.84	Open	05/29/2026	PACIFIC POWER
00045982	Check	\$4,483.95	Open	05/29/2026	RDO EQUIPMENT CO.
00045983	Check	\$89.61	Open	05/29/2026	STAPLES
00045984	Check	\$129.16	Open	05/29/2026	STERICYCLE, INC.
00045985	Check	\$443.00	Open	05/29/2026	TC3 COMPUTING, INC.
00045986	Check	\$463.00	Open	05/29/2026	THE LOCKSHOP
00045987	Check	\$1,191.33	Open	05/29/2026	U.S. BANK
00045988	Check	\$2,999.56	Open	05/29/2026	U.S. POSTAL SERVICE
00045989	Check	\$88.00	Open	05/29/2026	YAKIMA WORKER CARE

Total # of checks listed: 92

Total amount of all checks: \$173,150.01

Total Open: 91

Total Cleared: 0

Approved For Payment:

Total Reconciled: 0

Total Void: 1

 Melba Fujiura, Board Chairperson

Meeting Date: 06/17/2026

RESOLUTION 2026-15

A RESOLUTION AUTHORIZING THE CLOSURE OF THE U.S. BANK PAYROLL TAX ACCOUNT AND TRANSFER OF FUNDS TO THE BANNER BANK OPERATING ACCOUNT FOR THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON

WHEREAS, the Housing Authority of Sunnyside, Washington currently maintains a Payroll Tax Account at U.S. Bank; and

WHEREAS, the Housing Authority has transitioned its payroll tax payment processing to be paid through the Operating Account maintained at Banner Bank; and

WHEREAS, the Board of Commissioners has determined it is in the best interest of the Housing Authority to close the Payroll Tax Account held at U.S. Bank and transfer any remaining funds to the Housing Authority's Operating Account at Banner Bank;

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

1. The appropriate officers and authorized signers of the Housing Authority are authorized and directed to transfer all remaining funds held in the Payroll Tax Account from the U.S. Bank Account to the Housing Authority's Operating Account maintained at Banner Bank;
2. Upon completion of the transfer of funds, the Payroll Tax Account held at U.S. Bank may be closed;
3. The Executive Director and other authorized officers of the Housing Authority are authorized to execute any documents necessary to complete the transfer and account closure;
4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, THIS 17th DAY OF JUNE 2026.

Chairperson

Attest:

Secretary

Public reporting burden for this collection of information is estimated to average 1 hour per response. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD will use this information to ensure PHAs use all Program Receipts received from HUD or otherwise associated with public housing funds for purposes of public housing, by requiring such financial assistance to be deposited into interest-bearing accounts at certain financial institutions. The information requested does not lend itself to confidentiality.

This Agreement, entered into this _ _ day of _ _ , 20__ by and between _ _ (herein called the "HA"), a duly organized and existing public body corporate and politic of the _ _ of _ _ and _ _ (herein called the "Depository"), located at _ _ .

Witnesseth:

Whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more Annual Contributions Contracts (herein called the "ACC" with the HA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

Whereas, under the terms of the ACC the HA is required to select as depositories of its funds, financial institutions whose deposits or accounts are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF) as long as this Agreement is in force and effect.

Now Therefore, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. The deposits and accounts of the Depository shall continue to be insured by the FDIC Corporation or NCUSIF.
2. All monies deposited by the HA with the Depository shall be credited to the HA in a separate interest-bearing deposit or interest-bearing accounts, designated Security Deposit Account 100000537908. Accounts" (herein the "Accounts"). Any portion of HA Funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD in a notice. Collateralization is required on a daily basis at the end of the business day. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations. The HA shall have possession of the securities (or the HA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the HA as a bailee (evidenced by safe keeping receipt and a written bailment for hire contract) and will be maintained for the full term of deposit. The Depository may substitute other securities as collateral to equal or increase the value. If the HA is an agency of an Indian tribe, the collateral shall be in United States bonds and otherwise as may be prescribed for public funds by the United States Secretary of the Treasury.
3. Except as stated in Paragraph 5, the Depository shall honor any (a) check or other order to pay from the Accounts, or (b) directive to purchase investment securities with monies from the Accounts or to sell securities, if such order or directive is in writing and signed on behalf of the HA by an officer or member designated by resolution of the Board of Directors of the HA to have such authority. To assist the Depository in its obligation, the HA shall furnish the Depository with a certified copy of the resolution.
4. Any securities received from the HA or purchased by the Depository with monies from the Accounts shall be considered to be a part of the Accounts and shall be held by the Depository in safe-keeping for the HA until sold. Interest on such securities and the proceeds from the sale thereof shall be deposited in the Account upon receipt
5. If the Depository receives written notice from HUD that no withdrawals by the HA from the Accounts are to be permitted, the Depository shall not honor any check or other order to pay from the Accounts or directive to purchase or sell securities, or permit any withdrawals by the HA from said Accounts until the Depository is authorized to do so by written notice from HUD.
6. The Depository is not obligated to be familiar, and shall not be charged, with knowledge of the provisions of the ACC, and shall be under no duty to investigate or determine whether any action taken by either the HA or HUD in respect of the Accounts are consistent with or are authorized by the ACC or whether either HA or HUD is in default under the provisions of the ACC. The Depository shall be fully justified in accepting and acting on, without investigation, any certificate or notice furnished to it pursuant to the provisions of this Agreement and which the Depository shall in good faith believe to have been duly authorized and executed on behalf of the party in whose name the same purports to have been made or executed
7. The rights and duties of the Depository under this Agreement shall not be transferred or assigned by the Depository without the prior written approval of the HA and HUD. This Agreement may be terminated by either party hereto upon thirty days' written notice to the other party, and HUD. The rights and duties of the Depository hereunder shall not be transferred or assigned nor shall this Agreement be terminated during any period in which the Depository is required to refuse to permit withdrawals from the Accounts as provided in Paragraph 5.

8. HUD is intended to be a third-party beneficiary of this Agreement and may sue to enforce its provisions and to recover damages for failure to carry out its terms.

9. The Depository shall provide the HA with remote, electronic access to the Accounts for the purpose of monitoring the crediting or depositing of any monies in the Accounts.

10. The provisions of this Agreement may not be modified by either Party without the prior written approval of HUD

11. **Strike this paragraph if inapplicable:** Previous General Depository or Savings Depository Agreements, if any, entered into between the Depository and the HA are hereby terminated and all monies and securities of the HA on deposit with or held by the Depositories pursuant to the terms of said Agreement shall continue to be held for account of the HA pursuant to and in accordance with the provisions of this Agreement.

12. **Strike this paragraph if paragraph 2 applies:** For use only in certain States that have statutes that prohibit HAs from implementing paragraph 2.

At no time shall the HA Funds in the Accounts be permitted to exceed the amount insured by Federal deposit insurance (herein the "Insured Amount"). At any such time as the amount of funds in the Accounts reach the Insured Amount, whether by the accrual of interest or otherwise, the Depository shall promptly, as directed by the HA, and in an amount sufficient to limit the funds in the Accounts to the Insured Amount, either: (a) remit payment to the HA or, (b) on behalf of the HA, purchase securities approved for investment by the HA. Such securities shall not be considered to be a part of the Account pursuant to Paragraph 4 hereof but shall be held by the Depository as custodian or trustee for the HA in a separate account established for that purpose by the Depository (herein the "Securities Account"). The Securities Account shall be designated as ____.

Income or other proceeds from securities held in the Securities Account shall, as directed by the HA, upon receipt, be paid to or on behalf of the HA; provided, however, that such proceeds shall, to the extent consistent otherwise with the provisions of this Paragraph, be deposited in the Accounts. If the Depository receives written notice from HUD pursuant to Paragraph 5 hereof that no withdrawals by the HA from the Accounts are to be permitted, the Depository shall not honor any directive from the HA to sell securities, or permit any withdrawals by the HA, from the Securities Account until the Depository is authorized to do so by written notice from HUD.

During the pendency of such restrictions on the Accounts and the Securities Account, the Depository, except as directed in writing by HUD, shall not remit any payment to the HA for the purpose of limiting the amount of funds in the Account to the Insured Amount but shall instead purchase securities approved for investment by the HA and hold such securities in the Securities Account.

13. Notice required under the terms and conditions of this agreement shall be deemed to have been given when it made by:

_____, on behalf of _____
Title Organization (HA)

_____, on behalf of _____
Title Organization (Depository)

_____, on behalf of _____
Title Organization (HUD)

Notice shall be made in writing. Notice may be delivered in person, by United States Postal Service mail, by receipted commercial mail delivery, by facsimile machine or other electronic means that clearly identifies the sender as one of the persons so authorized in this paragraph. **Notice under the terms of this agreement shall be implemented by the Depository within 24 hours of actual receipt.**

In Witness Whereof, the HA and the Depository have caused this Agreement to be executed in their respective names and their respective seal to be impressed hereon and attested as of the date and year first above written.

HA
(SEAL)
ATTEST:
By _____
Chairman

Secretary

Depository
(SEAL)
ATTEST
By _____