

Sedro-Woolley Housing Authority

MEETING OF THE BOARD OF COMMISSIONERS

Wednesday, April 16, 2015

10:45 am

Hillview Apartments

--Agenda--

I. Call to Order

II. Roll Call

III. Approval of Minutes

A. February 19, 2015 Board of Commissioners' Meeting Minutes **1**

IV. Consent Items

A. Approval of Voucher Report February 1, 2015 to March 31, 2015 **2**

V. Resolution for Discussion & Approval

None

VI. Financial Reports

A. February 2015 Financial Report **3**

VII. Presentations

A. Non-Smoking Policy Presentation

B. Real Estate Assessment Center (REAC) Physical Inspection Results

X. Housing Management Report

A. Housing Management Report for February & March 2015 **4**

XI. New Business

XII. Adjournment

Next Meeting

June 18, 2015

T
A
B

N
U
M
B
E
R

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

February 18, 2015

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m. on Thursday, February 18, 2015 in the Community Room of the Hillview Apartments.

II. Roll Call

Present: Commissioner Laurie Fellers, Vice-Chair; Commissioner Kacy Johnson and Commissioner K. B. Johnson

Excused: Commissioner Reta Stephenson

Staff: Nikki Parrott, Jody Stewart, Bill Cook, Jeff Friend and Jessica Olives

III. Approval of Minutes

Chair Fellers called for approval of the minutes of the December 18, 2014 Board of Commissioners' Meeting Minutes. Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner K.B. Johnson. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report – December 1, 2014 to January 31, 2015

The Voucher Report for December 1, 2014 to January 31, 2015 was presented to the Board of Commissioners as contained in the meeting packets.

Commissioner Kacy Johnson moved for approval of the vouchers, seconded by Commissioner KB Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. December 2014 Financial Report

Jeff Friend, Financial Reporting Manager, briefed the Board on the December 2014 Financial Report as was contained in the meeting packets.

B. Fourth Quarter Summary Write-Offs

Mr. Friend also briefed the board on the fourth quarter of the 2014 Summary Write-offs as was contained in the meeting packets.

V. Housing Management Report

Jody Stewart briefed the Board of Commissioners on the Housing Report for December 2014 and January 2015 as was contained in the meeting packets. Ms. Stewart reminded the board that Real Estate Assessment Center (REAC) will be conducting physical inspection of properties.

VI. Capital Construction Report

Nikki Parrot, Director of Capital Construction & Weatherization, briefed the Board on the status of Capital Funds and discussed details relating to the installation of the flat roof. Ms. Parrot stated that a roofer will be hired for this project and will be available for bid early summer, in order for the work to start in August or September.

VII. New Business

Bill Cook, Director of Public Housing, provided an annual meeting schedule listing agenda items for the board's review and consideration. Mr. Cook also mentioned that staff will give a presentation on the Non-smoking policy at the next meeting in April.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:30 am by a motion from Commissioner Kacy Johnson, seconded by Commissioner KB Johnson, with the motion passing.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

T
A
B

N
U
M
B
E
R

2



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Linda Riley

DATE: April 2, 2015

RE: Approval of Vouchers February 1, 2015 to March 31, 2015

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

Linda Riley
Controller
April 2, 2015

Expenditures to Sedro-Woolley

Operations	
Directly to Cedar Grove	10,292.61
Directly to Hillsvew	20,168.73
Total Expenditures	<u><u>\$30,461.34</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2015 TO 3/31/2015

Account No.	Major Account Description	Vendor Name	Amount	Voucher Description	Date	Check Number
180001	Suspense-Tenant Refunds	MACKENZIE ROBERTSON	200.00	UTILITY REIMBURSEMENT	3/20/2015	247756
264000	LT Debt-Lease	SIEMENS FINANCIAL SERVICES	168.30	SBT ENERGY PROJECT	2/6/2015	246914
264000	LT Debt-Lease	SIEMENS FINANCIAL SERVICES	168.85	SBT ENERGY PROJECT	3/6/2015	247411
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	3.47	K HOFFMAN 1/23/15	2/6/2015	246969
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	6.23	K HOFFMAN 1/30/15	2/13/2015	247101
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	6.23	K HOFFMAN 2/8/15	2/20/2015	247205
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	3.74	K HOFFMAN 2/13/15	2/27/2015	247346
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	4.99	K HOFFMAN 2/20/15	3/6/2015	247479
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	6.23	K HOFFMAN 2/27/15	3/13/2015	247612
400100	Salaries-Temporary Employees	ROBERT HALF TECHNOLOGY	5.92	K HOFFMAN 3/6/15	3/20/2015	247732
410000	Admin Supplies	OFFICE DEPOT	2.20	OFFICE SUPPLIES	3/6/2015	247405
410000	Admin Supplies	OFFICE DEPOT	6.00	OFFICE SUPPLIES	3/6/2015	247405
410000	Admin Supplies	OFFICE DEPOT	44.72	OFFICE SUPPLIES	3/6/2015	247405
410000	Admin Supplies	CDW/COMPUTER CENTERS INC	1.89	FUJI LT03 ULTRIUM	3/20/2015	247667
410000	Admin Supplies	CDW/COMPUTER CENTERS INC	1.52	FUJI LT03 ULTRIUM	3/20/2015	247667
411100	Computer Equip-Hardware	TREBRON COMPANY INC	1.59	POWERWARE 9130-P	2/13/2015	247042
411100	Computer Equip-Hardware	CDW/COMPUTER CENTERS INC	1.04	LIFECAM WEBCAM	2/13/2015	247024
411100	Computer Equip-Hardware	CDW/COMPUTER CENTERS INC	1.15	LIFECAM WEBCAM	2/27/2015	247269
411100	Computer Equip-Hardware	DELL COMPUTER CORPORATION INC	5.54	COMPUTERS	3/6/2015	247392
411101	Computer Equip-Software	COMPUCOM SYSTEMS INC	76.40	COMPUTER SUPPLIES	2/6/2015	246981
411102	Computer Equip-Hardware Maint	TREBRON COMPANY INC	0.58	BARRACUDA ENERGIZER UPDATES	2/13/2015	247042
411102	Computer Equip-Hardware Maint	CDW/COMPUTER CENTERS INC	0.65	ARUBA 3YR IAP SUP RNW	3/20/2015	247667
411103	Computer Equip-Software Maint	TECH SUPPORT GROUP LLC	1.02	SOFTWARE SUPPORT SVCS FEB 2015	2/13/2015	247098
411103	Computer Equip-Software Maint	TREBRON COMPANY INC	0.75	BARRACUDA ENERGIZER UPDATES	2/13/2015	247042
411103	Computer Equip-Software Maint	TECH SUPPORT GROUP LLC	1.02	SOFTWARE SUPPORT SVCS MARCH 2015	3/6/2015	247477
411200	Equip-Maint	PACIFIC OFFICE AUTOMATION INC	0.27	SN 90267006	2/6/2015	246898
411901	Equip-Other-Leased/Rented	TREBRON COMPANY INC	0.40	MONTHLY LEASE PAYMENT	2/13/2015	247042
411901	Equip-Other-Leased/Rented	KONICA MINOLTA BUS SOLUTIONS USA INC	0.04	SN A1UE011014949	2/20/2015	247168
411901	Equip-Other-Leased/Rented	NEOPOST USA INC	0.89	POSTAGE	2/27/2015	247348
411901	Equip-Other-Leased/Rented	TREBRON COMPANY INC	0.40	4/1-6/30/15 CHGS	3/13/2015	247553
411901	Equip-Other-Leased/Rented	KONICA MINOLTA BUS SOLUTIONS USA INC	0.04	SN A1UE011014949	3/13/2015	247558
420000	Professional Services-Legal	MONTGOMERY PURDUE BLANKINSHIP	33.00	LEGAL SVCS NOV 2014	2/13/2015	247004
420908	Professional Services-Computers	FPWEB.NET	1.70	ADMIN SUPPORT BANK	3/20/2015	247754
440000	Travel-Training Related-Local-Mileage	VANESSA OWEN	0.16	1/15-3/6/15 MILEAGE	3/27/2015	247862
440100	Travel-Non-training Related-Local-Mileage	MARSHA PREMEL	1.14	1/13-2/24/15 MILEAGE	2/27/2015	247342
440100	Travel-Non-training Related-Local-Mileage	VANESSA OWEN	0.03	1/15-3/6/15 MILEAGE	3/27/2015	247862
450001	Comm-Phones Lines-Service-Voice	CTS CASH OFFICE	11.50	JAN 2015 CHGS	2/20/2015	247201
450001	Comm-Phones Lines-Service-Voice	CTS CASH OFFICE	11.50	FEB 2015 CHGS	3/13/2015	247607
450002	Comm-Phones Lines-Service-Digital Voice	911 ETC INC	0.02	GATEWAY MONTHLY CHARGE	2/13/2015	247049
450002	Comm-Phones Lines-Service-Digital Voice	(0.03) 911 ETC INC	(0.03)	GATEWAY MONTHLY CHARGE	3/6/2015	247412
450004	Comm-Phones Lines-Data	COMCAST CABLE Comm	8.44	2/13-3/12/15 CHGS	2/20/2015	247166
450004	Comm-Phones Lines-Data	COMCAST CABLE Comm	8.44	3/13-4/12/15 CHGS	3/20/2015	247689
491000	Admin Exp-Criminal/Background Checks	NATIONAL CREDIT REPORTING	6.84	CREDIT CHECK	2/13/2015	247043

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2015 TO 3/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Youcher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	7.45	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/13/2015	247554
491000	Admin Exp-Criminal/Background Checks	5.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	(2.50)	WASHINGTON STATE PATROL	CRED INV 115006271	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	2.50	WASHINGTON STATE PATROL	BACK GROUND CHECK	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	9.16	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	8.38	WASHINGTON STATE PATROL	BACK GROUND CHECK	3/27/2015	247789
493000	Other Admin Exp-Postage	16.27	HASLER TOTAL FUNDS	POSTAGE	2/6/2015	246934
493000	Other Admin Exp-Postage	13.56	MAIL ADVERTISING BUREAU INC	JAN STATEMENTS 2015	2/13/2015	247009
493000	Other Admin Exp-Postage	5.61	HASLER TOTAL FUNDS	POSTAGE	2/27/2015	247315
493000	Other Admin Exp-Postage	9.28	MAIL ADVERTISING BUREAU INC	FEB STATEMENTS 2015	3/6/2015	247380
493100	Other Admin Exp-Mail Handling	5.90	MAIL ADVERTISING BUREAU INC	JAN STATEMENTS 2015	2/13/2015	247009
493100	Other Admin Exp-Mail Handling	1.70	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/6/2015	247380
520104	Social Service Contracts-Interpretation	0.06	LANGUAGE LINE SERVICES, INC	OVER THE PHONE INTERPRETATION	2/20/2015	247141
520104	Social Service Contracts-Interpretation	1.56	LANGUAGE LINE SERVICES, INC	OVER THE PHONE INTERPRETATION	2/20/2015	247141
520104	Social Service Contracts-Interpretation	1.45	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/27/2015	247781
610006	Occup Exp-Materials-Windows	158.41	AMERICAN FLOORS & BLINDS	BLINDS	2/13/2015	247014
610006	Occup Exp-Materials-Windows	231.89	AMERICAN FLOORS & BLINDS	BLINDS	3/6/2015	247384
610006	Occup Exp-Materials-Windows	64.00	AMERICAN FLOORS & BLINDS	BLINDS	3/13/2015	247522
620006	Occup Exp-Maint Contracts-Floor Covering	188.00	SIGNATURE INTERIORS & DESIGN	FLOORING	3/27/2015	247814
620013	Occup Exp-Maint -Landscaping	708.75	SOUND LANDSCAPE SERVICES	LANDSCAPE MAINT - FEB	3/6/2015	247466
620013	Occup Exp-Maint -Landscaping	708.75	SOUND LANDSCAPE SERVICES	LANDSCAPE MAINT - JAN	3/13/2015	247602
620016	Occup Exp-Maint Contracts-Hazardous Mat'l	890.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	3/6/2015	247416
660000	Occup Exp-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	115.02	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	115.02	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	92.01	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	49.14	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	92.01	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660000	Occup Exp-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	111.18	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	56.46	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	103.51	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	84.35	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	145.68	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	69.01	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	69.70	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	3/20/2015	247712
660100	Occup Exp-Utilities-Sewer	607.91	CITY OF SEDRO WOOLLEY	SW	2/13/2015	247083

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2015 TO 3/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	364.75	CITY OF SEDRO WOOLLEY	SW	2/13/2015	247083
660100	Occup Exp-Utilities-Sewer	243.17	CITY OF SEDRO WOOLLEY	SW	2/13/2015	247083
660100	Occup Exp-Utilities-Sewer	243.17	CITY OF SEDRO WOOLLEY	SW	3/13/2015	247594
660100	Occup Exp-Utilities-Sewer	364.75	CITY OF SEDRO WOOLLEY	SW	3/13/2015	247594
660100	Occup Exp-Utilities-Sewer	607.91	CITY OF SEDRO WOOLLEY	SW	3/13/2015	247594
660200	Occup Exp-Utilities-Electricity	58.17	PUGET SOUND ENERGY-BOT-01H	E	2/27/2015	247319
660200	Occup Exp-Utilities-Electricity	96.08	PUGET SOUND ENERGY-BOT-01H	E	2/27/2015	247319
660200	Occup Exp-Utilities-Electricity	48.33	PUGET SOUND ENERGY-BOT-01H	E	2/27/2015	247319
660200	Occup Exp-Utilities-Electricity	10.09	PUGET SOUND ENERGY-BOT-01H	E	3/13/2015	247584
660201	Occup Exp-Utilities-Electricity-Closing Bill	14.30	PUGET SOUND ENERGY-BOT-01H	E	2/27/2015	247319
660300	Occup Exp-Utilities-Natural Gas	17.85	CASCADE NATURAL GAS CO	GS	2/13/2015	247071
660300	Occup Exp-Utilities-Natural Gas	141.06	CASCADE NATURAL GAS CO	GS	2/13/2015	247071
660300	Occup Exp-Utilities-Natural Gas	56.63	CASCADE NATURAL GAS CO	GS	3/13/2015	247581
660300	Occup Exp-Utilities-Natural Gas	45.07	CASCADE NATURAL GAS CO	GS	3/13/2015	247581
660300	Occup Exp-Utilities-Natural Gas	100.60	CASCADE NATURAL GAS CO	GS	3/13/2015	247581
660500	Occup Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	ST	2/13/2015	247083
660500	Occup Exp-Utilities-Surface Water Mgmt	18.00	CITY OF SEDRO WOOLLEY	ST	2/13/2015	247083
660500	Occup Exp-Utilities-Surface Water Mgmt	12.00	CITY OF SEDRO WOOLLEY	ST	2/13/2015	247083
660500	Occup Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	ST	3/13/2015	247594
660500	Occup Exp-Utilities-Surface Water Mgmt	12.00	CITY OF SEDRO WOOLLEY	ST	3/13/2015	247594
660500	Occup Exp-Utilities-Surface Water Mgmt	18.00	CITY OF SEDRO WOOLLEY	ST	3/13/2015	247594
660700	Occup Exp-Utilities-Garbage	409.17	CITY OF SEDRO WOOLLEY	GB	2/13/2015	247083
660700	Occup Exp-Utilities-Garbage	136.22	CITY OF SEDRO WOOLLEY	GB	2/13/2015	247083
660700	Occup Exp-Utilities-Garbage	130.53	CITY OF SEDRO WOOLLEY	GB	2/13/2015	247083
660700	Occup Exp-Utilities-Garbage	44.50	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	2/20/2015	247140
660700	Occup Exp-Utilities-Garbage	16.02	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	2/20/2015	247140
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	2/20/2015	247140
660700	Occup Exp-Utilities-Garbage	130.53	CITY OF SEDRO WOOLLEY	GB	2/20/2015	247140
660700	Occup Exp-Utilities-Garbage	136.22	CITY OF SEDRO WOOLLEY	GB	3/13/2015	247594
660700	Occup Exp-Utilities-Garbage	414.54	CITY OF SEDRO WOOLLEY	GB	3/13/2015	247594
800900	Interest Expense-Other	21.47	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/6/2015	246914
800900	Interest Expense-Other	20.92	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/6/2015	247411
	TOTAL CEDAR GROVE	10,292.61				
HILLSVIEW						
180001	Suspense-Tenant Refunds	4.86	ROSALIE M LEWIS	TENANT REFUND	2/13/2015	247121
264000	LT Debt-Lease	321.30	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/6/2015	246914
264000	LT Debt-Lease	322.34	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/6/2015	247411
400100	Salaries-Temporary Employees	10.40	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/23/15	2/6/2015	246969
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/30/15	2/13/2015	247101
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 2/8/15	2/20/2015	247205
400100	Salaries-Temporary Employees	11.22	ROBERT HALF TECHNOLOGY	K HOFFMAN 2/13/15	2/27/2015	247346
400100	Salaries-Temporary Employees	14.95	ROBERT HALF TECHNOLOGY	K HOFFMAN 2/20/15	3/6/2015	247479
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 2/27/15	3/13/2015	247612
400100	Salaries-Temporary Employees	17.76	ROBERT HALF TECHNOLOGY	K HOFFMAN 3/6/15	3/20/2015	247732

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2015 TO 3/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	6.59	OFFICE DEPOT	OFFICE SUPPLIES	3/6/2015	247405
410000	Admin Supplies	17.99	OFFICE DEPOT	OFFICE SUPPLIES	3/6/2015	247405
410000	Admin Supplies	134.16	OFFICE DEPOT	OFFICE SUPPLIES	3/6/2015	247405
410000	Admin Supplies	5.67	CDW/COMPUTER CENTERS INC	FUJI LT03 ULTRIUM	3/20/2015	247667
410000	Admin Supplies	4.54	CDW/COMPUTER CENTERS INC	FUJI LT03 ULTRIUM	3/20/2015	247667
411100	Computer Equip-Hardware	4.78	TREBRON COMPANY INC	POWERWARE 9130-P	2/13/2015	247042
411100	Computer Equip-Hardware	3.11	CDW/COMPUTER CENTERS INC	LIFECAM WEBCAM	2/13/2015	247024
411100	Computer Equip-Hardware	3.45	CDW/COMPUTER CENTERS INC	LIFECAM WEBCAM	2/27/2015	247269
411100	Computer Equip-Hardware	16.61	DELL COMPUTER CORPORATION INC	COMPUTERS	3/6/2015	247392
411101	Computer Equip-Software	229.09	COMPUCOM SYSTEMS INC	COMPUTER SUPPLIES	2/6/2015	246981
411102	Computer Equip-Hardware Maint	1.73	TREBRON COMPANY INC	BARRACUDA ENERGIZER UPDATES	2/13/2015	247042
411102	Computer Equip-Hardware Maint	1.94	CDW/COMPUTER CENTERS INC	ARUBA 3YR IAP SUP RNW	3/20/2015	247667
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS FEB 2015	2/13/2015	247098
411103	Computer Equip-Software Maint	2.24	TREBRON COMPANY INC	BARRACUDA ENERGIZER UPDATES	2/13/2015	247042
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS MARCH 2015	3/6/2015	247477
411200	Equip-Maint	0.80	PACIFIC OFFICE AUTOMATION INC	SN 90267006	2/6/2015	246898
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	2/13/2015	247042
411901	Equip-Other-Leased/Rented	0.12	KONICA MINOLTA BUS SOLUTIONS USA INC	SN A1UE011014949	2/20/2015	247168
411901	Equip-Other-Leased/Rented	2.68	NEOPOST USA INC	POSTAGE	2/27/2015	247348
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	4/1-6/30/15 CHGS	3/13/2015	247553
411901	Equip-Other-Leased/Rented	0.12	KONICA MINOLTA BUS SOLUTIONS USA INC	SN A1UE011014949	3/13/2015	247558
420000	Professional Services-Legal	100.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS FEB #03677-001	3/27/2015	247771
420908	Professional Services-Computers	5.09	FPWEB.NET	ADMIN SUPPORT BANK	3/20/2015	247754
440000	Travel-Training Related-Local-Mileage	0.49	VANESSA OWEN	1/15-3/6/15 MILEAGE	3/27/2015	247862
440100	Travel-Non-training Related-Local-Mileage	3.41	MARSHA PREMEL	1/13-2/24/15 MILEAGE	2/27/2015	247342
440100	Travel-Non-training Related-Local-Mileage	0.09	VANESSA OWEN	1/15-3/6/15 MILEAGE	3/27/2015	247862
450001	Comm-Phones Lines-Service-Voice	34.50	CTS CASH OFFICE	JAN 2015 CHGS	2/20/2015	247201
450001	Comm-Phones Lines-Service-Voice	34.50	CTS CASH OFFICE	FEB 2015 CHGS	3/13/2015	247607
450002	Comm-Phones Lines-Service-Digital Voice	0.06	911 ETC INC	GATEWAY MONTHLY CHARGE	2/13/2015	247049
450002	Comm-Phones Lines-Service-Digital Voice	0.06	911 ETC INC	GATEWAY MONTHLY CHARGE	3/6/2015	247412
450003	Comm-Phones Lines-Security	69.00	CTS CASH OFFICE	JAN 2015 CHGS	2/20/2015	247201
450003	Comm-Phones Lines-Security	69.00	CTS CASH OFFICE	FEB 2015 CHGS	3/13/2015	247607
450004	Comm-Phones Lines-Data	25.32	COMCAST CABLE Comm	2/13-3/12/15 CHGS	3/20/2015	247166
450004	Comm-Phones Lines-Data	25.32	COMCAST CABLE Comm	3/13-4/12/15 CHGS	3/20/2015	247689
450004	Comm-Phones Lines-Data	6.61	IMPACT TELECOM INC	12/23-1/17/15 CHGS	2/13/2015	247084
450100	Comm-Long Distance Charges	6.05	IMPACT TELECOM INC	1/21-2/20/15 CHGS	3/6/2015	247449
491000	Admin Exp-Criminal/Background Checks	20.52	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/13/2015	247043
491000	Admin Exp-Criminal/Background Checks	22.34	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/13/2015	247554
491000	Admin Exp-Criminal/Background Checks	27.47	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	25.13	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	15.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	(7.50)	WASHINGTON STATE PATROL	CRED INV I15006271	3/27/2015	247789
491000	Admin Exp-Criminal/Background Checks	7.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/27/2015	247789
493000	Other Admin Exp-Postage	48.82	HASLER TOTAL FUNDS	POSTAGE	2/6/2015	246934

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2015 TO 3/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	40.67	MAIL ADVERTISING BUREAU INC	JAN STATEMENTS 2015	2/13/2015	247009
493000	Other Admin Exp-Postage	16.83	HASLER TOTAL FUNDS	POSTAGE	2/27/2015	247315
493000	Other Admin Exp-Postage	27.83	MAIL ADVERTISING BUREAU INC	FEB STATEMENTS 2015	3/6/2015	247380
493100	Other Admin Exp-Mail Handling	17.69	MAIL ADVERTISING BUREAU INC	JAN STATEMENTS 2015	2/13/2015	247009
493100	Other Admin Exp-Mail Handling	5.10	MAIL ADVERTISING BUREAU INC	FEB STATEMENTS 2015	3/6/2015	247380
520104	Social Service Contracts-Interpretation	4.68	LANGUAGE LINE SERVICES, INC	OVER THE PHONE INTERPRETATION	2/20/2015	247141
520104	Social Service Contracts-Interpretation	0.19	LANGUAGE LINE SERVICES, INC	OVER THE PHONE INTERPRETATION	2/20/2015	247141
520104	Social Service Contracts-Interpretation	4.34	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/27/2015	247781
610000	Occup Exp-Materials-Electrical	34.63	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	2/6/2015	246891
610000	Occup Exp-Materials-Electrical	158.40	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	2/6/2015	246891
610000	Occup Exp-Materials-Electrical	107.64	HD SUPPLY FACILITIES MAINTENANCE	BULBS	2/20/2015	247138
610000	Occup Exp-Materials-Electrical	162.60	HD SUPPLY FACILITIES MAINTENANCE	REPLACE LENS BULBS	2/27/2015	247258
610006	Occup Exp-Materials-Windows	241.00	SEDRO-WOOLLEY GLASS	GLASS INSTALL	3/20/2015	247651
610017	Occup Exp-Materials-Janitorial	138.50	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	2/6/2015	246891
610199	Occup Exp-Equip-Other	200.00	CONSUMER RENTAL CENTER, INC	LESS 17.00 TAX	2/27/2015	247334
620006	Occup Exp-Maint Contracts-Floor Covering	282.00	SIGNATURE INTERIORS & DESIGN	CARPET RESTRETCH	3/13/2015	247568
620006	Occup Exp-Maint Contracts-Floor Covering	235.00	SIGNATURE INTERIORS & DESIGN	RESTRETCH CARPET	3/27/2015	247814
*620007	Occup Exp-Maint Contracts-Elevator	195.00	OLYMPIC ELEVATOR COMPANY	ELEVATOR MAINTENANCE NOV	3/27/2015	247870
*620007	Occup Exp-Maint Contracts-Elevator	195.00	OLYMPIC ELEVATOR COMPANY	ELEVATOR MAINTENANCE DEC	3/27/2015	247870
*620007	Occup Exp-Maint Contracts-Elevator	195.00	OLYMPIC ELEVATOR COMPANY	ELEVATOR MAINTENANCE JAN	3/27/2015	247870
*620007	Occup Exp-Maint Contracts-Elevator	195.00	OLYMPIC ELEVATOR COMPANY	ELEVATOR MAINTENANCE FEB	3/27/2015	247870
620013	Occup Exp-Maint -Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	LANDSCAPE MAINT - FEB	3/6/2015	247466
620013	Occup Exp-Maint -Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	LANDSCAPE MAINT - JAN	3/13/2015	247602
660000	Occup Exp-Utilities-Water	1,233.97	PUBLIC UTILITY DISTRICT #1	W	3/13/2015	247591
660100	Occup Exp-Utilities-Sewer	3,647.48	CITY OF SEDRO WOOLLEY	SW	2/13/2015	247083
660100	Occup Exp-Utilities-Sewer	3,647.48	CITY OF SEDRO WOOLLEY	SW	3/13/2015	247594
660201	Occup Exp-Utilities-Electricity	1,454.40	PUGET SOUND ENERGY-BOT-01H	E	2/27/2015	247319
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.17	PUGET SOUND ENERGY-BOT-01H	E	3/6/2015	247443
660500	Occup Exp-Utilities-Surface Water Mgmt	179.96	CITY OF SEDRO WOOLLEY	ST	2/13/2015	247083
660500	Occup Exp-Utilities-Surface Water Mgmt	179.96	CITY OF SEDRO WOOLLEY	ST	3/13/2015	247594
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	2/6/2015	246893
660700	Occup Exp-Utilities-Garbage	636.16	CITY OF SEDRO WOOLLEY	GB	2/13/2015	247083
660700	Occup Exp-Utilities-Garbage	636.16	CITY OF SEDRO WOOLLEY	GB	3/13/2015	247594
800900	Interest Expense-Other	40.98	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/6/2015	246914
800900	Interest Expense-Other	39.94	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/6/2015	247411
TOTAL HILLSVIEW		20,168.73				
TOTAL SEDRO WOOLLEY		30,461.34				
* There are four months of elevator charges instead of two because there was a billing delay because it is a new vendor. The monthly charges are larger because the monthly inspection responsibility increased.						

T
A
B

N
U
M
B
E
R



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: March 25, 2015
From: Jeff Friend, Financial Reporting Manager
Subject: February 2015 Financial Report

Attached for your review is an unaudited year-to-date financial report as of February 28, 2015. This report shows year-to-date actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

Summary: Year-to-date operating revenues and operating expenses are 2% below budget and 2.6% over budget, respectively.

Key Operating Variances	Variance (\$)	Variance (%)		Footnote
Operating Fund Subsidy	(1,965)	(4.2)	●	1
Occupancy Expenses	1,536	4.1	●	2

● Yellow are negative variances of less than 5%

- 1) The budget estimated the Authority would receive 83.5% of its 2015 eligible Operating Fund Subsidy. HUD is currently using an interim prorate of 82.35% which results in the Authority receiving less Subsidy than anticipated. Final prorates will not be known until much later in the year.
- 2) Sewer expenses were under-budgeted in January and February.

Non-Operating Revenue and Expense: Non-operating revenues and expenses are both over target as work on four unit upgrades was budgeted evenly throughout the year, however; one unit upgrade at Cedar Grove had already been completed in February while work on another had begun at Hillsvie. The budget will sync-up to actual unit upgrade expense as the year progresses.

Working Capital: The year-to-date working capital balance is \$327,439; the equivalent of approximately 9 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 02/28/2015

ASSETS

Working Capital Assets

Cash-Unrestricted	\$	335,419
Accounts Receivables		35,740
Prepaid Assets & Inventory		4,895
Total Working Capital Assets		<u>376,055</u>

Liabilities Offsetting Working Capital Assets

Accounts Payable		(31,837)
Payroll Liabilities		(11,045)
Current Portion of Long-term debt		(5,734)
Total Offsetting Liabilities		<u>(48,616)</u>

Working Capital		<u>327,439</u>
-----------------	--	----------------

Other Assets

Cash-Restricted		8,826
Capital Assets		1,846,943
Work-in-Process		83
Total Other Assets		<u>1,855,852</u>

TOTAL ASSETS (net of WC offsets)	\$	<u>2,183,291</u>
----------------------------------	----	------------------

LIABILITIES & EQUITY

Other Liabilities

Deferrals-Related to Restr Cash	\$	9,026
Debt		12,993
		<u>22,018</u>

Equity

Equity		2,161,273
--------	--	-----------

TOTAL LIAB & EQ (net of curr liab)	\$	<u>2,183,291</u>
------------------------------------	----	------------------

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 02/28/2015**

	Actuals Through 02/28/2015	Budget Through 02/28/2015	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2015 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget	
Revenues								
Tenant Revenue	\$31,259	\$30,789	\$470	1.5%	\$184,731	\$153,473	16.9%	
Operating Fund Subsidy from HUD	44,281	46,246	(1,965)	(4.2%)	277,486	233,205	16.0%	
Other Operating Revenue	0	47	(47)	(100.0%)	280	280	0.0%	
Non-operating Revenue	31,937	23,769	8,168	34.4%	192,631	160,694	16.6%	(1)
Expenses								
Salaries & Benefits	18,651	17,818	833	4.7%	96,539	77,888	19.3%	
Routine Maintenance, Utilities, Taxes & Insurance	39,333	37,797	1,536	4.1%	236,579	197,246	16.6%	
Other Social Service Support Expenses & HAP	1,209	1,333	(125)	(9.3%)	7,900	6,692	15.3%	
Administrative Support Expenses	14,505	14,900	(395)	(2.7%)	98,965	84,460	14.7%	
Non-operating Expenses	62	111	(49)	(43.7%)	663	601	9.4%	
Total Expenses	73,759	71,959	1,800	2.5%	440,646	366,887	16.7%	
Net Income	33,717	28,892	4,825	16.7%	214,482	180,765	15.7%	
Other Sources/(Uses) of Working Capital								
(Increase) in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m	
Decrease in LT Receivables	0	0	0	n/m	0	0	n/m	
Acquisition of Capital Assets	(83)	0	(83)	n/m	0	83	n/m	
Acquisition of Capital Assets	(31,853)	(23,651)	(8,202)	34.7%	(146,903)	(115,050)	21.7%	(1)
Change in Other Deferrals	200	0	200	n/m	0	(200)	n/m	
(Decrease) in LT Debt	(490)	0	(490)	n/m	0	490	n/m	
Change in Other Liabilities	(1,471)	0	(1,471)	n/m	0	1,471	n/m	
Net Change in Working Capital	\$531	\$5,241	(\$4,710)	(89.9%)	\$67,579	\$67,048	0.8%	
Working Capital, 12/31/2014	326,908							
Working Capital, 02/28/2015	\$327,439							

1) Four CFP grant-funded unit upgrades were budgeted evenly throughout the year. However, one unit upgrade at Cedar Grove was already completed in February while another unit upgrade had begun at Hillsview.

T
A
B

N
U
M
B
E
R

4

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

February and March 2015

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	4	1	1
Cedar Grove	1	1	1

Average Unit Turnover Rates for Hillsview

We had four move outs at Hillsview; all of them tenants who died while still in occupancy. One of them was an upgrade and we housed it during this time frame, one was not an upgrade but was housed at the start of April and the other two are upgrades, we anticipate housing these units before April ends. We had a total of 50 days for the unit upgrade that was housed. To date we have an average of 24 vacancy days for the upgrades being completed now.

At Cedar Grove we had a unit upgrade, was vacant 67 days. Person living there had lived in the unit for 21 years, and was one of our long time flat rent payers, who did not give proper notice so was listed as a skip, but management has since found out that she actually bought a house when she moved out.

Current Applications of Wait List as of April 6, 2015

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	28	20	17	65

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	32	10	42
3 Bedrooms	5	3	8
4 Bedrooms	1	0	1
Total	38	13	51

Preference Definitions:

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

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	77	51	6	1	0	135
Cedar Grove I	10	12	2	0	0	24
Cedar Grove II	9	18	0	0	0	27
Cedar Grove III	8	5	3	0	0	16
Total	104	86	11	1	0	202

In addition we completed 69 work orders that were exterior site related, as part of our HUD REAC prep.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

We did not have a function.

Staffing

We are 100% staffed in Sedro-Woolley. We had staff driving up from Shoreline to help the Maintenance Mechanic prepare for REAC.

Previous Meeting Concerns

None

Resident Issues

Management is planning the process of planning for a summer garden for the residents.