

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 20, 2020

Hillsview Apartments  
(Community Room)  
830 Township Street, Sedro-Woolley, WA 98284

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 20, 2020

10:45 am

Hillview Apartments

(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

## AGENDA

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- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
  - A. December 19, 2019 Board of Commissioners' Meeting Minutes 1
- V. Action Items for Discussion & Approval
  - A. Approval of Voucher Report December 1, 2019 to January 31, 2020 2
- VI. Reports
  - A. Financial Report for December 2019 3
  - B. Housing Management Report for December 2019 / January 2020 4
- VII. New Business
- VIII. Adjournment

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

Thursday, December 19, 2019

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I. Call to Order

The regular 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, December 19, 2019, at Hillsvue Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Dona Cowan, Commissioner Kacy Johnson and Commissioner Lee Elliot

III. Public Comment

Resident Richard Wall gave public comment.

IV. Approval of Minutes

A. October 17, 2019 Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the Minutes, seconded by Commissioner Kacy Johnson; the Board unanimously approved the Minutes from October 17, 2019.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report October 1, 2019 to November 30, 2019

Questions of Commissioners' were answered by Kimberly Sayavong.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for October 1, 2019 to November 30, 2019.

B. Resolution No. 467: To Enter into a Settlement Agreement by and Between The Secretary of Housing and Urban Development ("HUD") and The Housing Authority of the City of Sedro-Woolley (SWHA).

Commissioner Kacy Johnson moved for approval of Resolution No. 467, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 467.

C. Resolution No. 468: Acknowledging Receipt of Audit Examinations for the Period January 1, 2018 through December 31, 2018.

Commissioner Dona Cowan moved for approval of Resolution No. 468, seconded by Commissioner Lee Elliot; the board unanimously approved Resolution No. 468.

D. Resolution No. 469: 2020 Comprehensive Operating and Capital Budget

Commissioner Reta Stephenson moved for approval of Resolution No. 469, seconded by Commissioner Kacy Johnson; the board unanimously approved Resolution No. 469.

VI. Reports

A. Financial Report for October 2019

Windy Epps, Assistant Director of Finance, presented the details of the October 2019 Financial Report.

B. Housing Management Report for October/November 2019

Kimberly Sayavong, Senior Property Manager presented the report to the Commissioners'.

Questions of Commissioners' were answered by Kimberly Sayavong.

VII. New Business

None.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:30 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

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LAURIE FELLERS, Chair  
Board of Commissioners

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STEPHEN J. NORMAN  
Executive Director

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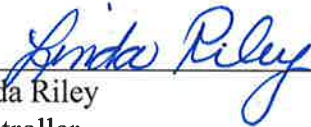


# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Controller  
**DATE:** February 6, 2020  
**RE:** Approval of Vouchers December 1, 2019 to January 31, 2020

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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  
February 6, 2020

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove	16,241.60
Directly to Hillsview	19,936.93
<b>Total Expenditures</b>	<u><u>\$36,178.53</u></u>

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
400100	Salaries-Temp Employees	6.09	TERRA STAFFING GROUP	G SALINAS 10/6/19	12/6/2019	326519
400100	Salaries-Temp Employees	3.65	TERRA STAFFING GROUP	G SALINAS 11/3/19	12/6/2019	326519
400100	Salaries-Temp Employees	4.87	TERRA STAFFING GROUP	G SALINAS 11/24/19	12/6/2019	326519
400100	Salaries-Temp Employees	6.09	TERRA STAFFING GROUP	G SALINAS 10/13/19	12/6/2019	326519
400100	Salaries-Temp Employees	4.26	TERRA STAFFING GROUP	G SALINAS 11/17/19	12/6/2019	326519
400100	Salaries-Temp Employees	10.95	TERRA STAFFING GROUP	G SALINAS 10/20-27/19	12/6/2019	326519
400100	Salaries-Temp Employees	4.87	TERRA STAFFING GROUP	G SALINAS 11/10/19	12/6/2019	326519
400100	Salaries-Temp Employees	4.87	TERRA STAFFING GROUP	G SALINAS 12/8/19	12/20/2019	326839
400100	Salaries-Temp Employees	0.99	TERRA STAFFING GROUP	G SALINA 12/15/19	12/27/2019	326941
400100	Salaries-Temp Employees	3.58	TERRA STAFFING GROUP	J CHAPMAN 12/29/19	1/10/2020	327134
400100	Salaries-Temp Employees	3.69	TERRA STAFFING GROUP	J CHAPMAN 12/22/19	1/10/2020	327134
400100	Salaries-Temp Employees	4.56	TERRA STAFFING GROUP	J CHAPMAN 1/5/20	1/17/2020	327304
400100	Salaries-Temp Employees	2.72	TERRA STAFFING GROUP	J CHAPMAN 1/12/20	1/24/2020	327450
400100	Salaries-Temp Employees	4.79	TERRA STAFFING GROUP	J CHAPMAN 1/19/20	1/31/2020	327577
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZ127626	1/10/2020	327156
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZ127626	1/31/2020	327592
411100	Comp Equip-Hardware	0.75	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/6/2019	326435
411100	Comp Equip-Hardware	0.19	DELL MARKETING LP	COMPUTER SUPPLIES	1/17/2020	327212
411101	Comp Equip-Software	2.48	MRI SOFTWARE LLC	ORDER DOCUMENT	1/10/2020	327129
411102	Comp Equip-Hardware Maint	0.36	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/24/2020	327379
411103	Comp Equip-Software Maint	16.09	HYLAND SOFTWARE, INC	MAINT FEES	1/17/2020	327283
411103	Comp Equip-Software Maint	5.40	DUO SECURITY, INC.	DUO SOFTWARE SUBSCRIPTION	1/31/2020	327600
411901	Equip-Other-Leased/Rented	0.94	NEOPOST USA INC	LEASE PAYMENT	12/20/2019	326831
411901	Equip-Other-Leased/Rented	0.83	CANON FINANCIAL	SN 2LP03248 LESS 15.44 TAX	1/31/2020	327570
420908	Professional Services-Comps	0.10	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/6/2019	326503
420908	Professional Services-Comps	6.13	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	1/3/2020	327019
420908	Professional Services-Comps	0.43	RIGHT! SYSTEMS INC	DOMAIN ISSUE	1/3/2020	327025
421904	Admin Contracts- Cloud Recovery Services	6.99	NETZVAULT LLC	MANAGED VAULTING	12/6/2019	326525
421904	Admin Contracts- Cloud Recovery Services	7.21	NETZVAULT LLC	MANAGED VAULTING	1/10/2020	327145
440000	Travel-Training Related-Local-Mileage	0.17	AMANDA KLECAN	1/22/19-12/18/19 MILEAGE	1/17/2020	327293
440100	Travel-Non-training Related-Local-Mileage	16.74	JUDITH ANDINO	10/1-11/26/19 MILEAGE	12/6/2019	326546
440100	Travel-Non-training Related-Local-Mileage	24.62	PAMELA SOMERVILLE	10/23/19 MILEAGE	12/13/2019	326678



**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Local-Mileage	13.39	KIMBERLY SAYAVONG	11/5-26/19 MILEAGE	12/13/2019	326667
440100	Travel-Non-training Related-Local-Mileage	15.29	KIMBERLY SAYAVONG	12/3-30/19 MILEAGE	1/17/2020	327290
440100	Travel-Non-training Related-Local-Mileage	0.80	AMANDA KLECAN	1/22/19-12/18/19 MILEAGE	1/17/2020	327293
440100	Travel-Non-training Related-Local-Mileage	6.49	JUDITH ANDINO	12/3-20/19 MILEAGE	1/17/2020	327334
440100	Travel-Non-training Related-Local-Mileage	3.37	IVY WILLIS	6/26-12/20/19 MILEAGE	1/17/2020	327335
440100	Travel-Non-training Related-Local-Mileage	0.14	VANESSA OWEN	7/22-12/30/19 MILEAGE	1/17/2020	327291
440100	Travel-Non-training Related-Local-Mileage	56.70	JEFF SEVERSON	2/8-11/27/19 MILEAGE	1/17/2020	327301
440100	Travel-Non-training Related-Local-Mileage	0.50	SHARLENE WOODS	9/18/19 MILEAGE	1/17/2020	327353
440100	Travel-Non-training Related-Local-Mileage	2.91	MARSHA PREMEL	7/10-12/30/19 MILEAGE	1/24/2020	327438
441000	Training-Individual	53.80	NAN MCKAY & ASSOCIATES INC	TRAINING ATTENDEES HCV	12/6/2019	326427
450001	Comm-Phones Lines-Service-Voice	16.87	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2019 CHGS	12/20/2019	326825
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	DEC 2019 CHGS	1/24/2020	327436
450002	Comm-Phones Lines-Service-Digital Voice	0.10	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	12/13/2019	326701
450002	Comm-Phones Lines-Service-Digital Voice	0.20	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	1/17/2020	327317
491000	Admin Exp-Criminal/Background Checks	7.46	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/20/2019	326777
491000	Admin Exp-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/20/2019	326759
491000	Admin Exp-Criminal/Background Checks	7.55	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/24/2020	327398
493000	Other Admin Exp-Postage	10.09	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	12/13/2019	326574
493000	Other Admin Exp-Postage	2.20	MAIL ADVERTISING BUREAU INC	SURVEY POSTCARDS	1/3/2020	326977
493000	Other Admin Exp-Postage	10.11	MAIL ADVERTISING BUREAU INC	NOVEMBER 2019 STATEMENTS	1/10/2020	327046
493000	Other Admin Exp-Postage	0.23	MAIL ADVERTISING BUREAU INC	SAFETY SURVEY STAPLED	1/10/2020	327046
493000	Other Admin Exp-Postage	2.11	THE UPS STORE #3898	MAILBOX RENEWAL 2019-2020	1/10/2020	327080
493000	Other Admin Exp-Postage	10.04	MAIL ADVERTISING BUREAU INC	JANUARY 2020 STATEMENTS	1/10/2020	327046
493000	Other Admin Exp-Postage	5.52	NEOFUNDS BY NEOPOST	POSTAGE	1/17/2020	327308
493000	Other Admin Exp-Postage	10.07	MAIL ADVERTISING BUREAU INC	FEB 2020 STATEMENTS	1/31/2020	327504
493100	Other Admin Exp-Mail Handling	3.03	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	12/13/2019	326574
493100	Other Admin Exp-Mail Handling	3.99	MAIL ADVERTISING BUREAU INC	SURVEY POSTCARDS	1/3/2020	326977
493100	Other Admin Exp-Mail Handling	3.12	MAIL ADVERTISING BUREAU INC	SAFETY SURVEY STAPLED	1/10/2020	327046
493100	Other Admin Exp-Mail Handling	10.11	MAIL ADVERTISING BUREAU INC	NOVEMBER 2019 STATEMENTS	1/10/2020	327046
493100	Other Admin Exp-Mail Handling	3.02	MAIL ADVERTISING BUREAU INC	JANUARY 2020 STATEMENTS	1/10/2020	327046
493100	Other Admin Exp-Mail Handling	3.02	MAIL ADVERTISING BUREAU INC	FEB 2020 STATEMENTS	1/31/2020	327504
520104	Social Service Contracts-Interpretation	2.76	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/13/2019	326579
520104	Social Service Contracts-Interpretation	1.10	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/3/2020	326981

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620006	Occup Exp-Floor Covering	4,449.73	GREAT FLOORS LLC	FLOORING	12/13/2019	326676
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/24/2020	327466
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING MAINT	1/31/2020	327591
620016	Occup Exp-Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	12/13/2019	326614
620016	Occup Exp-Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	1/3/2020	326999
660000	Occup Exp-Utilities-Water	156.97	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	133.50	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	81.94	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	133.50	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	75.48	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	100.14	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	100.14	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	166.87	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	89.01	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	106.52	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	73.96	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	173.78	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	266.98	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	144.62	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	205.80	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	207.41	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	86.14	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	86.14	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	89.71	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660100	Occup Exp-Utilities-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	12/13/2019	326644
660100	Occup Exp-Utilities-Sewer	695.82	CITY OF SEDRO WOOLLEY	SEWER	12/13/2019	326644
660100	Occup Exp-Utilities-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	12/13/2019	326644
660100	Occup Exp-Utilities-Sewer	719.61	CITY OF SEDRO WOOLLEY	SEWER	1/17/2020	327269
660100	Occup Exp-Utilities-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	1/17/2020	327269
660100	Occup Exp-Utilities-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	1/17/2020	327269
660200	Occup Exp-Utilities-Electricity	41.41	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/6/2019	326481

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	47.39	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/6/2019	326481
660200	Occup Exp-Utilities-Electricity	89.35	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/6/2019	326481
660200	Occup Exp-Utilities-Electricity	97.91	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660200	Occup Exp-Utilities-Electricity	43.47	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660200	Occup Exp-Utilities-Electricity	50.58	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660200	Occup Exp-Utilities-Electricity	38.52	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/31/2020	327553
660200	Occup Exp-Utilities-Electricity	99.75	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/31/2020	327553
660200	Occup Exp-Utilities-Electricity	52.29	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/31/2020	327553
660201	Occup Exp-Utilities-Electricity-Closing Bill	41.09	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/6/2019	326481
660201	Occup Exp-Utilities-Electricity-Closing Bill	15.15	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/6/2019	326481
660201	Occup Exp-Utilities-Electricity-Closing Bill	19.65	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660201	Occup Exp-Utilities-Electricity-Closing Bill	31.95	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660300	Occup Exp-Utilities-Natural Gas	153.10	CASCADE NATURAL GAS CO	GAS	12/13/2019	326629
660300	Occup Exp-Utilities-Natural Gas	20.51	CASCADE NATURAL GAS CO	GAS	12/13/2019	326629
660300	Occup Exp-Utilities-Natural Gas	73.77	CASCADE NATURAL GAS CO	GAS	1/24/2020	327410
660300	Occup Exp-Utilities-Natural Gas	153.10	CASCADE NATURAL GAS CO	GAS	1/24/2020	327410
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	64.28	CASCADE NATURAL GAS CO	GAS	12/13/2019	326629
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	12/13/2019	326644
660500	Occup Exp-Utilities-Surface Water Mgmt	59.22	CITY OF SEDRO WOOLLEY	STORM	12/13/2019	326644
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	12/13/2019	326644
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	1/17/2020	327269
660500	Occup Exp-Utilities-Surface Water Mgmt	61.25	CITY OF SEDRO WOOLLEY	STORM	1/17/2020	327269
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	1/17/2020	327269
660700	Occup Exp-Utilities-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	12/13/2019	326644
660700	Occup Exp-Utilities-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	12/13/2019	326644
660700	Occup Exp-Utilities-Garbage	713.14	CITY OF SEDRO WOOLLEY	GARBAGE	12/13/2019	326644
660700	Occup Exp-Utilities-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	1/17/2020	327269
660700	Occup Exp-Utilities-Garbage	497.16	CITY OF SEDRO WOOLLEY	GARBAGE	1/17/2020	327269
660700	Occup Exp-Utilities-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	1/17/2020	327269
	<b>TOTAL CEDAR GROVE</b>	<b>16,241.60</b>				
<b>HILLSVIEW</b>						
<b>Account</b>	<b>Account(T)</b>	<b>Amount</b>	<b>Vendor(T)</b>	<b>Voucher Description</b>	<b>Pay Date</b>	<b>Check No</b>
400100	Salaries-Temp Employees	32.86	TERRA STAFFING GROUP	G SALINAS 10/20-27/19	12/6/2019	326519

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
400100	Salaries-Temp Employees	14.60	TERRA STAFFING GROUP	G SALINAS 11/10/19	12/6/2019	326519
400100	Salaries-Temp Employees	18.26	TERRA STAFFING GROUP	G SALINAS 10/13/19	12/6/2019	326519
400100	Salaries-Temp Employees	14.60	TERRA STAFFING GROUP	G SALINAS 11/24/19	12/6/2019	326519
400100	Salaries-Temp Employees	18.26	TERRA STAFFING GROUP	G SALINAS 10/6/19	12/6/2019	326519
400100	Salaries-Temp Employees	12.78	TERRA STAFFING GROUP	G SALINAS 11/17/19	12/6/2019	326519
400100	Salaries-Temp Employees	10.95	TERRA STAFFING GROUP	G SALINAS 11/3/19	12/6/2019	326519
400100	Salaries-Temp Employees	14.60	TERRA STAFFING GROUP	G SALINAS 12/8/19	12/20/2019	326839
400100	Salaries-Temp Employees	2.97	TERRA STAFFING GROUP	G SALINA 12/15/19	12/27/2019	326941
400100	Salaries-Temp Employees	10.73	TERRA STAFFING GROUP	J CHAPMAN 12/29/19	1/10/2020	327134
400100	Salaries-Temp Employees	11.07	TERRA STAFFING GROUP	J CHAPMAN 12/22/19	1/10/2020	327134
400100	Salaries-Temp Employees	13.69	TERRA STAFFING GROUP	J CHAPMAN 1/5/20	1/17/2020	327304
400100	Salaries-Temp Employees	8.22	TERRA STAFFING GROUP	J CHAPMAN 1/12/20	1/24/2020	327450
400100	Salaries-Temp Employees	14.38	TERRA STAFFING GROUP	J CHAPMAN 1/19/20	1/31/2020	327577
410000	Admin Supplies	0.26	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/10/2020	327156
410000	Admin Supplies	192.47	COMPLETE OFFICE	OFFICE SUPPLIES	1/24/2020	327408
410000	Admin Supplies	0.30	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/31/2020	327592
411100	Comp Equip-Hardware	2.25	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/6/2019	326435
411100	Comp Equip-Hardware	0.57	DELL MARKETING LP	COMPUTER SUPPLIES	1/17/2020	327212
411101	Comp Equip-Software	7.43	MRI SOFTWARE LLC	ORDER DOCUMENT	1/10/2020	327129
411102	Comp Equip-Hardware Maint	1.07	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/24/2020	327379
411103	Comp Equip-Software Maint	48.26	HYLAND SOFTWARE, INC	MAINT FEES	1/17/2020	327283
411901	Comp Equip-Software Maint	16.20	DUO SECURITY, INC.	DUO SOFTWARE SUBSCRIPTION	1/31/2020	327600
411901	Equip-Other-Leased/Rented	2.82	NEOPOST USA INC	LEASE PAYMENT	12/20/2019	326831
411901	Equip-Other-Leased/Rented	2.50	CANON FINANCIAL	SN 2LP03248 LESS 15.44 TAX	1/31/2020	327570
420000	Professional Services-Legal	243.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/24/2020	327360
420908	Professional Services-Comps	0.31	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/6/2019	326503
420908	Professional Services-Comps	1.28	RIGHT! SYSTEMS INC	DOMAIN ISSUE	1/3/2020	327025
420908	Professional Services-Comps	18.38	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	1/3/2020	327019
421904	Admin Contracts- Cloud Recovery Services	20.96	NET2VAULT LLC	MANAGED VAULTING	1/3/2020	327019
421904	Admin Contracts- Cloud Recovery Services	21.62	NET2VAULT LLC	MANAGED VAULTING	12/6/2019	326525
440000	Travel-Training Related-Local-Mileage	0.52	AMANDA KLECAN	MANAGED VAULTING	1/10/2020	327145
440100	Travel-Non-training Related-Local-Mileage	50.14	JUDITH ANDINO	1/22/19-12/18/19 MILEAGE	1/17/2020	327293
440100	Travel-Non-training Related-Local-Mileage	73.86	PAMELA SOMERVILLE	10/1-11/26/19 MILEAGE	12/6/2019	326546
440100	Travel-Non-training Related-Local-Mileage			10/23/19 MILEAGE	12/13/2019	326678

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Local-Mileage	40.13	KIMBERLY SAYAVONG	11/5-26/19 MILEAGE	12/13/2019	326667
440100	Travel-Non-training Related-Local-Mileage	19.46	JUDITH ANDINO	12/3-20/19 MILEAGE	1/17/2020	327334
440100	Travel-Non-training Related-Local-Mileage	1.50	SHARLENE WOODS	9/18/19 MILEAGE	1/17/2020	327353
440100	Travel-Non-training Related-Local-Mileage	0.41	VANESSA OWEN	7/22-12/30/19 MILEAGE	1/17/2020	327291
440100	Travel-Non-training Related-Local-Mileage	45.84	KIMBERLY SAYAVONG	12/3-30/19 MILEAGE	1/17/2020	327290
440100	Travel-Non-training Related-Local-Mileage	2.41	AMANDA KLECAN	1/22/19-12/18/19 MILEAGE	1/17/2020	327293
440100	Travel-Non-training Related-Local-Mileage	170.08	JEFF SEVERSON	2/8-11/27/19 MILEAGE	1/17/2020	327301
440100	Travel-Non-training Related-Local-Mileage	10.10	IVY WILLIS	6/26-12/20/19 MILEAGE	1/17/2020	327335
440100	Travel-Non-training Related-Local-Mileage	8.74	MARSHA PREMEL	7/10-12/30/19 MILEAGE	1/24/2020	327438
441000	Training-Individual	161.30	NAN MCKAY & ASSOCIATES INC	TRAINING ATTENDEES HCV	12/6/2019	326427
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2019 CHGS	12/20/2019	326825
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECHNOLOGY SERVICES	DEC 2019 CHGS	1/24/2020	327436
450002	Comm-Phones Lines-Service-Digital Voice	0.29	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	12/13/2019	326701
450002	Comm-Phones Lines-Service-Digital Voice	0.60	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	1/17/2020	327317
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2019 CHGS	12/20/2019	326825
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	DEC 2019 CHGS	1/24/2020	327436
450100	Comm-Long Distance Charges	4.94	LINGO	MONTHLY CHGS	1/10/2020	327106
491000	Admin Exp-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/20/2019	326759
491000	Admin Exp-Criminal/Background Checks	22.38	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/20/2019	326777
491000	Admin Exp-Criminal/Background Checks	13.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/24/2020	327382
491000	Admin Exp-Criminal/Background Checks	22.64	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/24/2020	327398
493000	Other Admin Exp-Postage	30.45	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	12/13/2019	326574
493000	Other Admin Exp-Postage	6.65	MAIL ADVERTISING BUREAU INC	SURVEY POSTCARDS	1/3/2020	326977
493000	Other Admin Exp-Postage	6.34	THE UPS STORE #3898	MAILBOX RENEWAL 2019-2020	1/10/2020	327080
493000	Other Admin Exp-Postage	30.52	MAIL ADVERTISING BUREAU INC	NOVEMBER 2019 STATEMENTS	1/10/2020	327046
493000	Other Admin Exp-Postage	0.68	MAIL ADVERTISING BUREAU INC	SAFETY SURVEY STAPLED	1/10/2020	327046
493000	Other Admin Exp-Postage	30.31	MAIL ADVERTISING BUREAU INC	JANUARY 2020 STATEMENTS	1/10/2020	327046
493000	Other Admin Exp-Postage	16.55	NEOFUNDS BY NEOPOST	POSTAGE	1/17/2020	327308
493000	Other Admin Exp-Postage	30.38	MAIL ADVERTISING BUREAU INC	FEB 2020 STATEMENTS	1/31/2020	327504
493100	Other Admin Exp-Mail Handling	9.14	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	12/13/2019	326574
493100	Other Admin Exp-Mail Handling	12.04	MAIL ADVERTISING BUREAU INC	SURVEY POSTCARDS	1/3/2020	326977
493100	Other Admin Exp-Mail Handling	9.11	MAIL ADVERTISING BUREAU INC	JANUARY 2020 STATEMENTS	1/10/2020	327046
493100	Other Admin Exp-Mail Handling	9.42	MAIL ADVERTISING BUREAU INC	SAFETY SURVEY STAPLED	1/10/2020	327046

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Accounts Payable Report**  
**12/01/2019 TO 1/31/2020**

Account No.	Major Account Description	Amount	Vendor Name	Youcher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	30.50	MAIL ADVERTISING BUREAU INC	NOVEMBER 2019 STATEMENTS	1/10/2020	327046
493100	Other Admin Exp-Mail Handling	9.12	MAIL ADVERTISING BUREAU INC	FEB 2020 STATEMENTS	1/31/2020	327504
520104	Social Service Contracts-Interpretation	8.29	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/13/2019	326579
520104	Social Service Contracts-Interpretation	3.30	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/3/2020	326981
610000	Occup Exp-Materials-Electrical	4.42	COMMERCIAL ENTRY SYSTEMS INC	DOOR REPAIRS	1/17/2020	327219
620006	Occup Exp-Maint Contracts-Floor Covering	65.00	PROFESSIONAL CARPET CLEANERS	CARPET CLEANING	1/24/2020	327472
620008	Occup Exp-Alarm Testing/Monitoring	2.60	COMMERCIAL ENTRY SYSTEMS INC	RECIEVER	12/6/2019	326445
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/24/2020	327466
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPE MAINT	1/31/2020	327591
620018	Occup Exp-Building Security	4.42	COMMERCIAL ENTRY SYSTEMS INC	DOOR REPAIRS	1/17/2020	327219
640008	Occup Exp-Maint Projects-Electrical	131.11	COMMERCIAL ENTRY SYSTEMS INC	DOOR REPAIR	12/6/2019	326445
640099	Occup Exp-Maint Projects-Other	372.45	COMMERCIAL ENTRY SYSTEMS INC	DOOR REPAIRS	1/17/2020	327219
660000	Occup Exp-Utilities-Water	1,770.10	PUBLIC UTILITY DISTRICT #1	WATER	1/24/2020	327415
660100	Occup Exp-Utilities-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	12/13/2019	326644
660100	Occup Exp-Utilities-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	1/17/2020	327269
660200	Occup Exp-Utilities-Electricity	1,107.71	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/6/2019	326481
660200	Occup Exp-Utilities-Electricity	1,404.93	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660200	Occup Exp-Utilities-Electricity	1,685.73	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/31/2020	327553
660201	Occup Exp-Utilities-Electricity-Closing Bill	42.19	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/17/2020	327253
660201	Occup Exp-Utilities-Electricity-Closing Bill	37.97	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/24/2020	327411
660201	Occup Exp-Utilities-Electricity-Closing Bill	13.19	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/24/2020	327411
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	12/13/2019	326644
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	1/17/2020	327269
660700	Occup Exp-Utilities-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	12/13/2019	326644
660700	Occup Exp-Utilities-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	1/17/2020	327269
	<b>TOTAL HILLSVIEW</b>	<b>19,936.93</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>36,178.53</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners  
**FROM:** Windy Epps, Assistant Director of Finance  
**DATE:** February 12, 2020  
**RE:** December 2019 Financial Report

Attached for your review is the unaudited final report for 2019. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash and both the beginning and ending cash balances are displayed.

### EXECUTIVE SUMMARY

Year-end operating revenues were 14.2% over budget and operating expenses were over budget by 4.8%.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$16,289	8.1%	●	Salaries and Benefits	\$3,251	2.1%	●
Federal Operating Support	35,773	12.1%	●	Administrative Expenses	(10,178)	-9.9%	●
Other Revenue	19,764	218.4%	●	Maintenance Expenses, Utilities, Taxes	(15,005)	-8.3%	●
				Other Programmatic Expenses	542	6.8%	●
<b>Total Operating Revenue</b>	<b>\$71,826</b>	<b>14.2%</b>	●	<b>Total Operating Expenses</b>	<b>-\$21,390</b>	<b>-4.8%</b>	●

- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

### OPERATING REVENUE AND EXPENSE

2019 operating revenues totaling \$577,181 exceeded budget expectations by 14.2%. The \$71,826 increase was attributable to better than expected operating fund subsidy (Subsidy). The budget assumed 90% proration, while the actual final prorate for the year was 97.7%. Additionally, both Hillsview and Cedar Grove received greater than anticipated tenant revenues.

At the end of 2019, the balance of subsidy owed back to HUD per the terms of the settlement agreement was less than the amount previously reserved. As a result, 4th quarter activity reflects an \$18,551 increase in revenue. A more detailed explanation will be made at the board meeting.

Total operating expenses in 2019 in the amount of \$470,403 were over budget by 4.8%. The \$21,390 negative variance was primary due to an increase in the HUD management fee rate for the Seattle area, which went up from the \$53.66 PUM that was used in the budget to \$57.86 PUM effective January 1, 2019. Additionally, utility expenses were higher than anticipated due to unexpected rate increases. Repair costs for vacated units were also greater than projected.



**NON-OPERATING REVENUE AND EXPENSE**

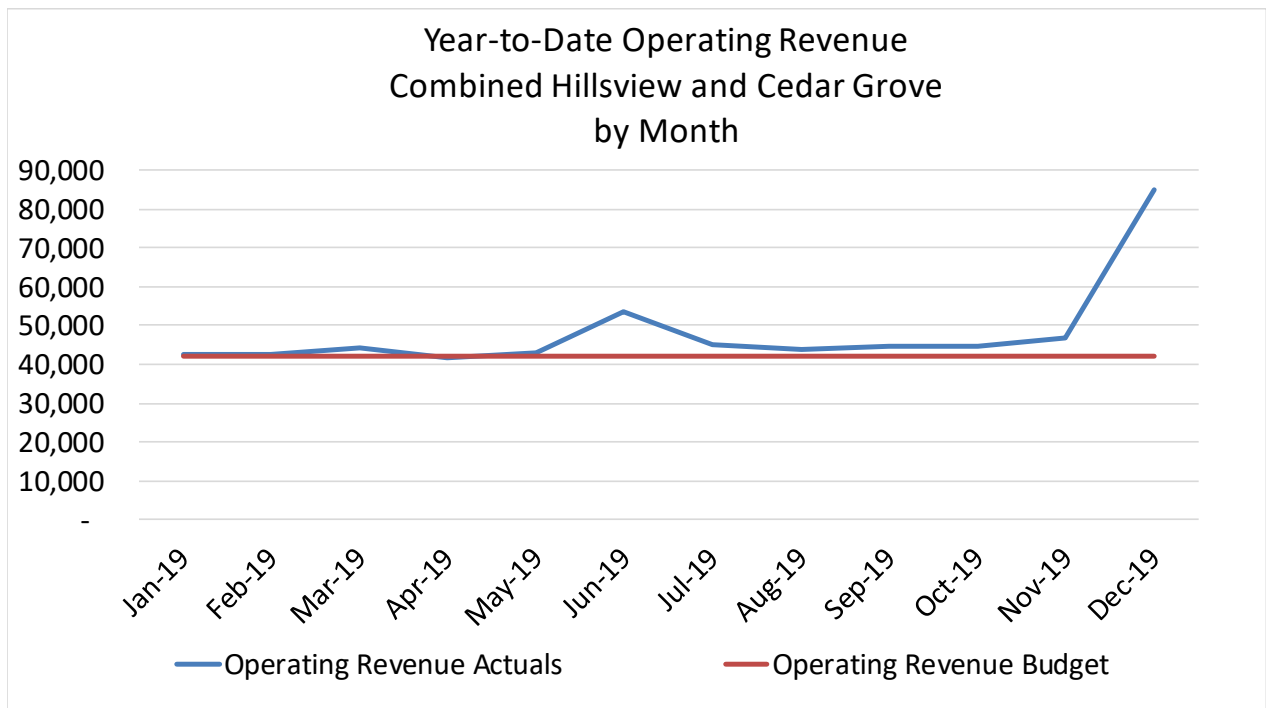
Net non-operating revenues and expenses were favorable compared to budget by 13.7% due to a draw from the CFP grant for retention that was paid during 2019 that was related to expenses from the prior year.

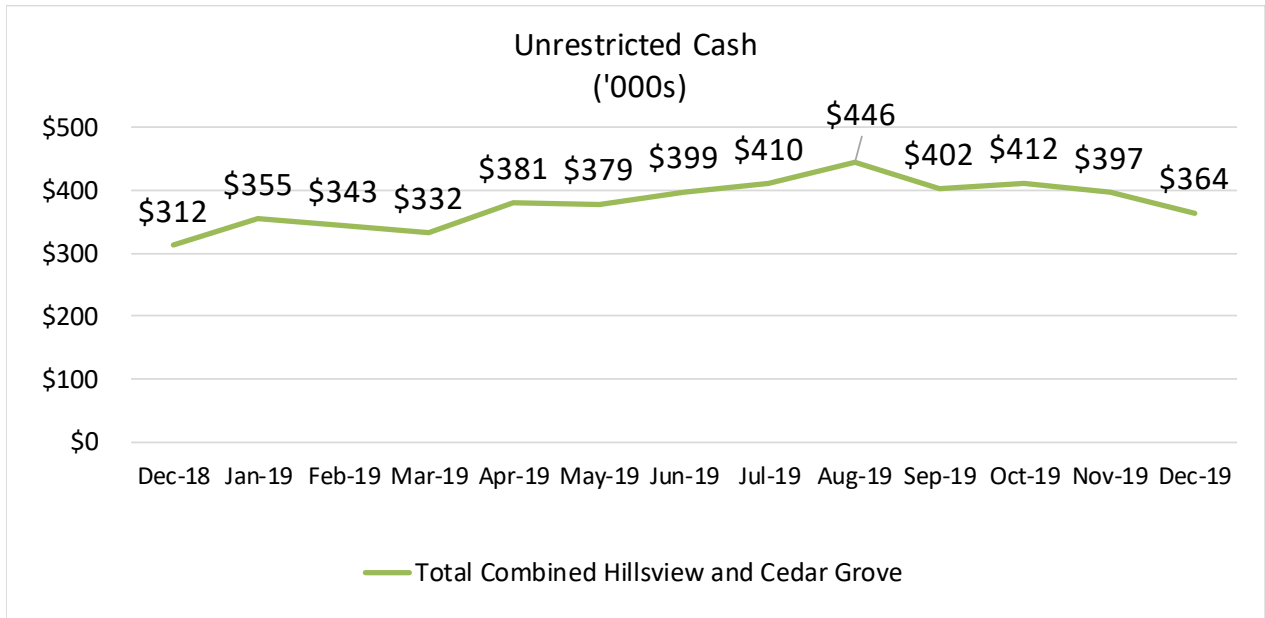
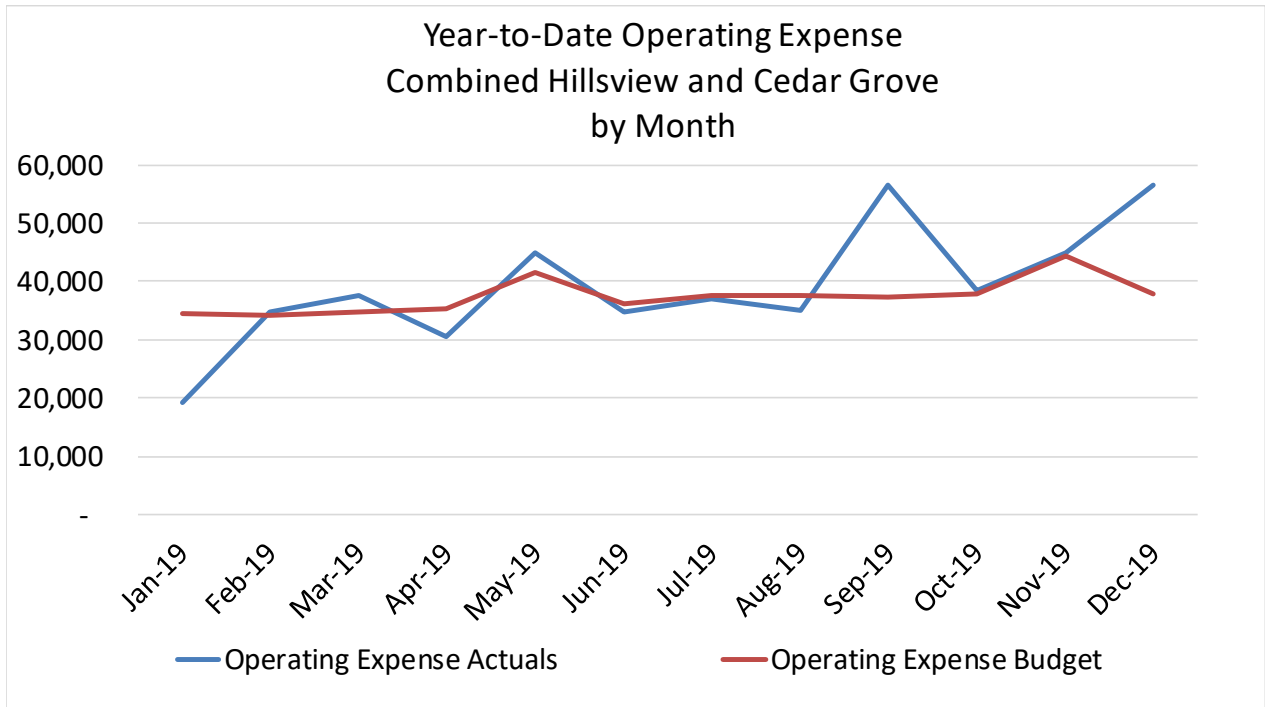
Capital project expenditures were very close to budget. Three unit upgrades were planned and completed throughout the year. Two unit upgrades were planned for Hillsview and one for Cedar Grove, but due to unit availability, one was completed for Hillsview and two for Cedar Grove.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$363,861 has increased by \$51,460 since the beginning of the year primarily due to net operating income of \$106,778, offset by an increase in accounts receivables and a decrease in accounts payable.

The change in unrestricted cash related to the payment of the EPC settlement will occur in January 2020.





**Sedro-Woolley Housing Authority**  
**Statements of Financial Position**  
**As of December 31, 2019**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$137,287	\$226,574	\$363,861
Cash-Restricted	3,800	5,275	9,075
Accounts Receivable	54,185	57,124	111,309
Other Short-term Assets	1,872	4,056	5,928
Capital Assets	<u>500,789</u>	<u>1,342,177</u>	<u>1,842,966</u>
Total Assets	<u><u>\$697,933</u></u>	<u><u>\$1,635,206</u></u>	<u><u>\$2,333,139</u></u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	<u>\$26,784</u>	<u>\$73,121</u>	<u>\$99,905</u>
Total Liabilities	26,784	73,121	99,905
Equity	671,149	1,562,085	2,233,234
Total Liabilities and Equity	<u><u>\$697,933</u></u>	<u><u>\$1,635,206</u></u>	<u><u>\$2,333,139</u></u>

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through December 31, 2019

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$312,401</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$216,252	\$199,963	\$16,289	8.1% (1)
Federal Operating Support	332,117	296,344	35,773	12.1% (2)
<i>Total Rental Revenue and Federal Support</i>	548,369	496,307	52,062	10.5%
<i>Other Operating Revenue</i>				
Other Revenue	28,812	9,048	19,764	218.4% (3)
<i>Total Other Operating Revenue</i>	28,812	9,048	19,764	218.4%
<b>Total Operating Revenue</b>	<b>577,181</b>	<b>505,355</b>	<b>71,826</b>	<b>14.2%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(154,094)	(157,345)	3,251	2.1%
Administrative Expenses	(112,618)	(102,440)	(10,178)	-9.9% (4)
Maintenance Expenses, Utilities, Taxes	(196,294)	(181,289)	(15,005)	-8.3% (5)
Other Programmatic Expenses	(7,397)	(7,939)	542	6.8%
<i>Total Operating Expenses</i>	(470,403)	(449,013)	(21,390)	-4.8%
<b>Net Operating Income</b>	<b>106,778</b>	<b>56,342</b>	<b>50,436</b>	<b>89.5%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	106,013	93,202	12,811	13.7% (6)
<i>Total Non Operating Income/(Expense)</i>	106,013	93,202	12,811	13.7%
<i>Capital Activity</i>				
Capital Project Expenditures	(99,132)	(93,202)	(5,930)	-6.4%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(99,132)	(93,202)	(5,930)	-6.4%
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(75)	-	(75)	n/a
Change in Short-term Assets	(62,467)	-	(62,467)	n/a (7)
Change in Short-term Liabilities	343	-	343	n/a
<i>Change in Other Assets/Liabilities</i>	(62,199)	-	(62,199)	n/a
<b>Change in Unrestricted/Program Cash</b>	<b>51,460</b>	<b>\$56,342</b>	<b>(\$4,882)</b>	<b>-8.7%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$363,861</b>			

<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,000</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	75	-	75	n/a
<b>Change in Designated/Restricted Cash</b>	<b>75</b>	<b>\$0</b>	<b>\$75</b>	<b>n/a</b>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,075</b>			

- 1) Dwelling rents were higher than expected. Families are aging and not receiving dependent deductions toward rent. Two oversized families were recently transferred to their correct unit size, lowering the energy assistance supplement applied towards their rent.
- 2) Operating subsidy exceeded target due to higher than anticipated final prorate. The budget assumed 90 percent while the actual final prorate was 97.7 percent.
- 3) Technical accounting entry to record the EPC settlement.
- 4) Legal expense was higher than budgeted due to an eviction. Also, due to rate increase by HUD effective January 1, 2019, property management fees came in higher than anticipated in the budget.
- 5) Utilities expense were higher than budgeted by \$9.8K due to unexpected rate increases. Also, flooring and plumbing costs related to repairs for unit vacancies exceeded target by \$6.9K.
- 6) Draws from CFP grant were higher than budgeted due to payout of retention from the prior year.
- 7) The change in short-term assets was mainly due to an increase in accounts receivables related to the EPC settlement and CFP grant receivable.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through December 31, 2019

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$208,246</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$168,170	\$163,657	\$4,513	2.8%
Federal Operating Support	184,183	181,706	2,477	1.4%
<i>Total Rental Revenue and Federal Support</i>	<u>352,353</u>	<u>345,363</u>	<u>6,990</u>	<u>2.0%</u>
<i>Other Operating Revenue</i>				
Other Revenue	21,013	5,769	15,244	264.2%
<i>Total Other Operating Revenue</i>	<u>21,013</u>	<u>5,769</u>	<u>15,244</u>	<u>264.2%</u>
<i>Total Operating Revenue</i>	<u>373,366</u>	<u>351,132</u>	<u>22,234</u>	<u>6.3%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(114,510)	(117,426)	2,916	2.5%
Administrative Expenses	(86,300)	(76,978)	(9,322)	-12.1%
Maintenance Expenses, Utilities, Taxes	(117,526)	(119,230)	1,704	1.4%
Other Programmatic Expenses	(5,570)	(5,792)	222	3.8%
<i>Total Operating Expenses</i>	<u>(323,907)</u>	<u>(319,426)</u>	<u>(4,481)</u>	<u>-1.4%</u>
<i>Net Operating Income</i>	<u>49,460</u>	<u>31,706</u>	<u>17,754</u>	<u>56.0%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	23,061	54,473	(31,412)	-57.7%
<i>Total Non Operating Income/(Expense)</i>	<u>23,061</u>	<u>54,473</u>	<u>(31,412)</u>	<u>-57.7%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(21,314)	(54,473)	33,159	60.9%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(21,314)</u>	<u>(54,473)</u>	<u>33,159</u>	<u>60.9%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(25)	-	(25)	n/a
Change in Short-term Assets	(36,498)	-	(36,498)	n/a
Change in Short-term Liabilities	3,645	-	3,645	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(32,879)</u>	<u>-</u>	<u>(32,879)</u>	<u>n/a</u>
Change in Unrestricted/Program Cash	<u>18,328</u>	<u>\$31,706</u>	<u>(\$13,378)</u>	<u>-42.2%</u>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$226,574</u></b>			

<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$5,250</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	25	-	25	n/a
Change in Designated/Restricted Cash	<u>25</u>	<u>\$0</u>	<u>\$25</u>	<u>n/a</u>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$5,275</u></b>			

- 1) Operating subsidy exceeded target due to higher than anticipated final prorate. The budget assumed 90 percent while the actual interim prorate was 97.7 percent. This positive revenue variance is offset by different assumptions in the subsidy budget than the actual request.
- 2) Legal expense was higher than budgeted due to an eviction. Also, due to rate increase by HUD effective January 1, 2019, property management fees came in higher than anticipated in the budget.
- 3) Two unit upgrades were budgeted evenly throughout the year. As of the end of December, one unit upgrade has been performed, resulting in lower than budgeted capital project expenditures and draw from the CFP grant. Unit upgrades depend on availability.
- 4) The change in short-term liabilities was due to a decrease in accounts payable.
- 5) The change in short-term assets was mainly due to an increase in accounts receivables related to the EPC settlement and CFP grant receivable.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through December 31, 2019

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$104,155</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$48,081	\$36,306	\$11,775	32.4% (1)
Federal Operating Support	147,934	114,638	33,296	29.0% (2)
<i>Total Rental Revenue and Federal Support</i>	<u>196,015</u>	<u>150,944</u>	<u>45,071</u>	<u>29.9%</u>
<i>Other Operating Revenue</i>				
Other Revenue	7,799	3,279	4,520	137.9%
<i>Total Other Operating Revenue</i>	<u>7,799</u>	<u>3,279</u>	<u>4,520</u>	<u>137.9%</u>
<b>Total Operating Revenue</b>	<b>203,814</b>	<b>154,223</b>	<b>49,591</b>	<b>32.2%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(39,584)	(39,919)	335	0.8%
Administrative Expenses	(26,318)	(25,462)	(856)	-3.4%
Maintenance Expenses, Utilities, Taxes	(78,767)	(62,059)	(16,708)	-26.9% (3)
Other Programmatic Expenses	(1,826)	(2,147)	321	14.9%
<i>Total Operating Expenses</i>	<u>(146,496)</u>	<u>(129,587)</u>	<u>(16,909)</u>	<u>-13.0%</u>
<b>Net Operating Income</b>	<b>57,318</b>	<b>24,636</b>	<b>32,682</b>	<b>132.7%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	82,952	38,729	44,223	114.2% (4)
<i>Total Non Operating Income/(Expense)</i>	<u>82,952</u>	<u>38,729</u>	<u>44,223</u>	<u>114.2%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(77,818)	(38,729)	(39,089)	-100.9% (4)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(77,818)</u>	<u>(38,729)</u>	<u>(39,089)</u>	<u>-100.9%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(50)	-	(50)	n/a
Change in Short-term Assets	(25,969)	-	(25,969)	n/a (5)
Change in Short-term Liabilities	(3,302)	-	(3,302)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(29,320)</u>	<u>-</u>	<u>(29,320)</u>	<u>n/a</u>
<b>Change in Unrestricted/Program Cash</b>	<b>33,132</b>	<b>\$24,636</b>	<b>\$8,496</b>	<b>34.5%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$137,287</u></b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
<b>\$3,750</b>				
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	50	-	50	n/a
<b>Change in Designated/Restricted Cash</b>	<b>\$50</b>	<b>\$0</b>	<b>\$50</b>	<b>n/a</b>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$3,800</u></b>			

- 1) Dwelling rents were higher than expected. Families are aging and not receiving dependent deductions toward rent. Two oversized families were recently transferred to their correct unit size, lowering the energy assistance supplement applied towards their rent.
- 2) Operating subsidy exceeded target due to higher than anticipated final prorate. The budget assumed 90 percent while the actual interim prorate was 97.7 percent.
- 3) Utilities expense were higher than budgeted by \$9.8K due to unexpected rate increases. Also, flooring and plumbing costs related to repairs for unit vacancies exceeded target by \$6.9K.
- 4) One unit upgrade was budgeted at the property for the year. This unit upgrade was completed in March. Since Hillview was not going to complete the projected 2 unit upgrades for the year, an additional unit upgrade was completed at this site instead, resulting in higher than budgeted capital project expenditures and draw from the CFP grant.
- 5) The change in short-term assets was mainly due to an increase in accounts receivables.

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SEDRO-WOOLLEY HOUSING AUTHORITY  
Housing Management Report

**December 2019 and January 2020**

**Vacancy Report**

	Vacates	Housings	Completed Upgrades
Hillsview	0	2	1
Cedar Grove	0	2	1

**Average Unit Turnover Rates**

The 2019 Unit Turnover Rate (UTO) is 11.88 days.

- Cedar Grove
  - The 3-bedroom and 4-bedroom unit were both be housed in December.
- Hillsview
  - One unit was housed in December and one unit was housed in January.

**Current Applications of Wait List as of February 1, 2019**

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	150	117	25	175

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	56	6	62
3 Bedrooms	37	3	40
4 Bedrooms	0	0	0
Total	93	9	102

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	82	16	1	0	0	99
Cedar Grove I	20	0	0	1	0	21
Cedar Grove II	18	1	0	1	0	20
Cedar Grove III	15	2	0	0	0	17
<b>Total</b>	<b>135</b>	<b>19</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>157</b>



# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Resident Functions**

A coffee hour will be in March at Hillsvievw.

### **Staffing**

There are no staff vacancies.

### **Previous Meeting Concerns**

- None

### **Resident Issues**

- Hillsvievw
  - A 30 Day Notice to Terminate Tenancy was served for violation of a stipulation agreement for past due rent.