

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## TELEPHONIC MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 18, 2020

**Phone: 800-829-9063**  
**Conference ID: 789450**

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

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS TELPHONIC AGENDA

Thursday, June 18, 2020  
10:45 am

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

**PHONE: 800-829-9063**  
**Conference ID: 789450**

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|-------|--|---|
| I.    | Call to Order  |   |
| II.   | Roll Call  |   |
| III.  | Public Comment   |   |
| IV.   | Approval of Minutes  |   |
|       | A. February 20, 2020 Board of Commissioners' Meeting Minutes     | 1 |
| V.    | Action Items for Discussion & Approval                           | 2 |
|       | A. Approval of Voucher Report February 1, 2019 to March 31, 2020 |   |
|       | B. Approval of Voucher Report April 1, 2020 to May 31, 2020      |   |
| VI.   | Reports  |   |
|       | A. Financial Report for February 2020                            | 3 |
|       | B. Financial Report for April 2020                               | 4 |
|       | C. Housing Management Report for February / March 2020           | 5 |
|       | D. Housing Management Report for April/May 2020                  | 6 |
| VII.  | New Business   |   |
| VIII. | Adjournment  |   |

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

Thursday, February 20, 2020

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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, February 20, 2020, at Hillview Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

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

**Excused:** Commissioner Kacy Johnson

**Guest:** Mayor of Sedro-Woolley

III. Public Comment

No public comment.

IV. Approval of Minutes

A. December 19, 2019 Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from December 19, 2019.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report December 1, 2019 to January 31, 2020

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 December 1, 2019 to January 31, 2020.

## VI. Reports

### A. Financial Report for December 2019

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

### B. Housing Management Report for December 2019/January 2020

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

Questions of Commissioners' were answered by Kimberly Sayavong.

## VII. New Business

- Trip and Fall claim update – Going to mediation
- PHA's Score – 91% - Still a high performer
- PNRC NAHRO – Commissioners Ethics one day training – April 27<sup>th</sup>

## VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:22 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:** Ai Ly, Accounting Manager  
**DATE:** June 5, 2020  
**RE:** Approval of Vouchers February 1, 2020 to March 31, 2020

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I, Ai Ly, 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.

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Ai Ly  
Accounting Manager  
June 5, 2020

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove	10,129.32
Directly to Hillsview	<u>18,314.36</u>
<b>Total Expenditures</b>	<u><u>\$28,443.68</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2020 TO 3/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
400100	Salaries-Temporary Employees	4.26	TERRA STAFFING GROUP	J CHAPMAN 1/26/20	2/7/2020	327711
400100	Salaries-Temporary Employees	6.20	TERRA STAFFING GROUP	J CHAPMAN 2/2/20	2/14/2020	327853
400100	Salaries-Temporary Employees	6.09	TERRA STAFFING GROUP	J CHAPMAN 2/9/20	2/21/2020	327976
400100	Salaries-Temporary Employees	3.42	TERRA STAFFING GROUP	J CHAPMAN 2/16/20	2/28/2020	328101
400100	Salaries-Temporary Employees	4.87	TERRA STAFFING GROUP	J CHAPMAN 2/23/20	3/6/2020	328233
400100	Salaries-Temporary Employees	4.97	TERRA STAFFING GROUP	J CHAPMAN 3/1/20	3/13/2020	328365
400100	Salaries-Temporary Employees	5.94	TERRA STAFFING GROUP	J CHAPMAN 3/8/20	3/20/2020	328483
400100	Salaries-Temporary Employees	5.98	TERRA STAFFING GROUP	J CHAPMAN 3/15/20	3/27/2020	328590
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	2/28/2020	328113
411100	Comp Equip-Hardware	0.18	CDW/COMPUTER CENTERS INC	REPLACE BATT	2/14/2020	327774
411101	Comp Equip-Software	9.47	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/7/2020	327635
411101	Comp Equip-Software	0.09	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/7/2020	327635
411102	Comp Equip-Hardware Maint	2.74	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/14/2020	327774
411102	Comp Equip-Hardware Maint	0.38	PAPERLESS PRODUCTIVITY INC	Rightfax & Dialogic renewal	2/28/2020	328122
411103	Comp Equip-Software Maint	3.82	DOCU SIGN INC	ESIGNATURE ENTERPRISE PRO FOR GOV	2/7/2020	327740
411103	Comp Equip-Software Maint	91.94	CDW/COMPUTER CENTERS INC	MS Enterprise Licensing Agreement - 1st of 3 yr. Contract	2/28/2020	328036
411103	Comp Equip-Software Maint	2.36	PAPERLESS PRODUCTIVITY INC	Rightfax & Dialogic renewal	2/28/2020	328122
411901	Equip-Other-Leased/Rented	0.82	CANON FINANCIAL	SN 2LP03248	2/28/2020	328093
411901	Equip-Other-Leased/Rented	0.92	QUADIENT LEASING USA INC	MAILING MACHINE	3/13/2020	328408
411901	Equip-Other-Leased/Rented	0.82	CANON FINANCIAL	SN 2LP03248	3/27/2020	328580
420000	Prof Services-Legal	18.57	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/13/2020	328279
420908	Prof Services-Comps	0.53	MRI SOFTWARE LLC	CONSULTING	2/14/2020	327844
421904	Admin Contracts- Cloud Recovery Services	7.32	NET2VAULT LLC	MANAGED VAULTING	2/7/2020	327717
440011	Mileage Reimbursement	3.43	JUDITH ANDINO	1/2-2/27/20 MILEAGE	3/27/2020	328607
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	JANUARY 2020 CHGS	2/21/2020	327968
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	FEBRUARY 2020 CHGS	3/13/2020	328355
450002	Comm-Phones Lines-Service-Digital Voice	0.20	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	2/14/2020	327864
450002	Comm-Phones Lines-Service-Digital Voice	0.20	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHG	3/20/2020	328494
491000	Admin Exp-Criminal/Background Checks	22.56	WASHINGTON STATE PATROL	BACKGROUND CHECK	2/7/2020	327636
491000	Admin Exp-Criminal/Background Checks	11.00	WASHINGTON STATE PATROL	BACK GROUND CHECK	2/7/2020	327636
491000	Admin Exp-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	BACK GROUND CHECK	2/7/2020	327636
491000	Admin Exp-Criminal/Background Checks	9.39	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/7/2020	327651
491000	Admin Exp-Criminal/Background Checks	12.62	WASHINGTON STATE PATROL	DEC 2019 BACKGROUND CHECKS	2/14/2020	327777
491000	Admin Exp-Criminal/Background Checks	6.07	WASHINGTON STATE PATROL	NOV 2019 BACKGROUND CHECKS	2/14/2020	327777



SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2020 TO 3/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	5.88	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/13/2020	328314
493000	Other Admin Exp-Postage	10.24	MAIL ADVERTISING BUREAU INC	MARCH 2020 STATEMENTS	3/13/2020	328287
493000	Other Admin Exp-Postage	11.38	QUADIENT FINANCE USA INC	POSTAGE	3/13/2020	328409
493100	Other Admin Exp-Mail Handling	2.65	MAIL ADVERTISING BUREAU INC	MARCH 2020 STATEMENTS	3/13/2020	328287
520104	Social Service Contracts-Interpretation	2.20	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/7/2020	327630
520104	Social Service Contracts-Interpretation	1.59	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/21/2020	327905
520104	Social Service Contracts-Interpretation	1.85	LANGUAGE LINE SVCS, INC	INTERPRETATION	3/27/2020	328523
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/28/2020	328112
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/27/2020	328599
660000	Occup Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	139.07	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	161.31	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	127.94	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	161.31	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	89.01	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	133.50	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	211.37	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	122.38	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	100.14	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660000	Occup Exp-Utilities-Water	68.36	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	201.81	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	168.18	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	71.92	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	207.41	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	82.59	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	95.31	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660000	Occup Exp-Utilities-Water	134.54	PUBLIC UTILITY DISTRICT #1	WATER	3/27/2020	328564
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	2/14/2020	327832
660100	Occup Exp-Utilities-Sewer	720.16	CITY OF SEDRO WOOLLEY	SEWER	2/14/2020	327832
660100	Occup Exp-Utilities-Sewer	432.21	CITY OF SEDRO WOOLLEY	SEWER	2/14/2020	327832
660100	Occup Exp-Utilities-Sewer	287.90	CITY OF SEDRO WOOLLEY	SEWER	3/13/2020	328344
660100	Occup Exp-Utilities-Sewer	720.26	CITY OF SEDRO WOOLLEY	SEWER	3/13/2020	328344
660100	Occup Exp-Utilities-Sewer	432.21	CITY OF SEDRO WOOLLEY	SEWER	3/13/2020	328344

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2020 TO 3/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	38.90	PUGET SOUND ENERGY-BOT-01H	ELEC	2/28/2020	328070
660200	Occup Exp-Utilities-Electricity	100.64	PUGET SOUND ENERGY-BOT-01H	ELEC	2/28/2020	328070
660200	Occup Exp-Utilities-Electricity	52.27	PUGET SOUND ENERGY-BOT-01H	GAS	2/28/2020	328070
660300	Occup Exp-Utilities-Natural Gas	190.33	CASCADE NATURAL GAS CO	GAS	2/14/2020	327820
660300	Occup Exp-Utilities-Natural Gas	80.43	CASCADE NATURAL GAS CO	GAS	2/14/2020	327820
660300	Occup Exp-Utilities-Natural Gas	57.61	CASCADE NATURAL GAS CO	GAS	3/6/2020	328196
660300	Occup Exp-Utilities-Natural Gas	188.10	CASCADE NATURAL GAS CO	GAS	3/20/2020	328461
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	51.90	CASCADE NATURAL GAS CO	STORM	2/21/2020	327951
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	2/14/2020	327832
660500	Occup Exp-Utilities-Surface Water Mgmt	64.62	CITY OF SEDRO WOOLLEY	STORM	2/14/2020	327832
660500	Occup Exp-Utilities-Surface Water Mgmt	38.78	CITY OF SEDRO WOOLLEY	STORM	2/14/2020	327832
660500	Occup Exp-Utilities-Surface Water Mgmt	26.21	CITY OF SEDRO WOOLLEY	STORM	3/13/2020	328344
660500	Occup Exp-Utilities-Surface Water Mgmt	64.63	CITY OF SEDRO WOOLLEY	STORM	3/13/2020	328344
660500	Occup Exp-Utilities-Surface Water Mgmt	38.78	CITY OF SEDRO WOOLLEY	STORM	3/13/2020	328344
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2020	327832
660700	Occup Exp-Utilities-Garbage	764.14	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2020	327832
660700	Occup Exp-Utilities-Garbage	183.41	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2020	327832
660700	Occup Exp-Utilities-Garbage	175.84	CITY OF SEDRO WOOLLEY	GARBAGE	3/13/2020	328344
660700	Occup Exp-Utilities-Garbage	621.04	CITY OF SEDRO WOOLLEY	GARBAGE	3/13/2020	328344
660700	Occup Exp-Utilities-Garbage	183.41	CITY OF SEDRO WOOLLEY	GARBAGE	3/13/2020	328344
	<b>TOTAL CEDAR GROVE</b>	<b>10,129.32</b>				
<b>HILLSVIEW</b>						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temporary Employees	12.78	TERRA STAFFING GROUP	J CHAPMAN 1/26/20	2/7/2020	327711
400100	Salaries-Temporary Employees	18.60	TERRA STAFFING GROUP	J CHAPMAN 2/2/20	2/14/2020	327853
400100	Salaries-Temporary Employees	18.26	TERRA STAFFING GROUP	J CHAPMAN 2/9/20	2/21/2020	327976
400100	Salaries-Temporary Employees	10.27	TERRA STAFFING GROUP	J CHAPMAN 2/16/20	2/28/2020	328101
400100	Salaries-Temporary Employees	14.60	TERRA STAFFING GROUP	J CHAPMAN 2/23/20	3/6/2020	328233
400100	Salaries-Temporary Employees	14.79	TERRA STAFFING GROUP	J CHAPMAN 3/1/20	3/13/2020	328365
400100	Salaries-Temporary Employees	17.81	TERRA STAFFING GROUP	J CHAPMAN 3/8/20	3/20/2020	328483
400100	Salaries-Temporary Employees	17.92	TERRA STAFFING GROUP	J CHAPMAN 3/15/20	3/27/2020	328590
410000	Admin Supplies	0.31	CANON SOLUTIONS AMERICA INC	SN RZJ27626	2/28/2020	328113
411100	Comp Equip-Hardware	0.55	CDW/COMPUTER CENTERS INC	REPLACE BATT	2/14/2020	327774
411101	Comp Equip-Software	28.42	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/7/2020	327635
411101	Comp Equip-Software	0.27	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/7/2020	327635

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2020 TO 3/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411102	Comp Equip-Hardware Maint	8.21	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/14/2020	327774
411102	Comp Equip-Hardware Maint	1.15	PAPERLESS PRODUCTIVITY INC	Rightfax & Dialogic renewal	2/28/2020	328122
411103	Comp Equip-Software Maint	11.47	DOCU SIGN INC	ESIGNATURE ENTERPRISE PRO FOR GOV	2/7/2020	327740
411103	Comp Equip-Software Maint	275.81	CDW/COMPUTER CENTERS INC	MS Enterprise Licensing Agreement - 1st of 3 yr. Contract	2/28/2020	328036
411103	Comp Equip-Software Maint	7.09	PAPERLESS PRODUCTIVITY INC	Rightfax & Dialogic renewal	2/28/2020	328122
411901	Equip-Other-Leased/Rented	2.45	CANON FINANCIAL	SN 2LP03248	2/28/2020	328093
411901	Equip-Other-Leased/Rented	2.77	QUADIENT LEASING USA INC	MAILING MACHINE	3/13/2020	328408
411901	Equip-Other-Leased/Rented	2.45	CANON FINANCIAL	SN 2LP03248	3/27/2020	328580
420000	Prof Services-Legal	56.02	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/13/2020	328279
420908	Prof Services-Comps	1.58	MRI SOFTWARE LLC	CONSULTING	2/14/2020	327844
421904	Admin Contracts- Cloud Recovery Services	21.95	NET2VAULT LLC	MANAGED VAULTING	2/7/2020	327717
440011	Mileage Reimbursement	10.29	JUDITH ANDINO	1/2-2/27/20 MILEAGE	3/27/2020	328607
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	JANUARY 2020 CHGS	2/21/2020	327968
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	FEBRUARY 2020 CHGS	3/13/2020	328355
450002	Comm-Phones Lines-Service-Digital Voice	0.60	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	2/14/2020	327864
450002	Comm-Phones Lines-Service-Digital Voice	0.60	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHG	3/20/2020	328494
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JANUARY 2020 CHGS	2/21/2020	327968
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	FEBRUARY 2020 CHGS	3/13/2020	328355
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	2/7/2020	327684
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	3/13/2020	328345
491000	Admin Exp-Criminal/Background Checks	67.69	WASHINGTON STATE PATROL	BACKGROUND CHECK	2/7/2020	327636
491000	Admin Exp-Criminal/Background Checks	33.00	WASHINGTON STATE PATROL	BACK GROUND CHECK	2/7/2020	327636
491000	Admin Exp-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BACK GROUND CHECK	2/7/2020	327636
491000	Admin Exp-Criminal/Background Checks	28.17	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/7/2020	327651
491000	Admin Exp-Criminal/Background Checks	37.86	WASHINGTON STATE PATROL	DEC 2019 BACKGROUND CHECKS	2/14/2020	327777
491000	Admin Exp-Criminal/Background Checks	18.22	WASHINGTON STATE PATROL	NOV 2019 BACKGROUND CHECKS	2/14/2020	327777
491000	Admin Exp-Criminal/Background Checks	17.72	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/13/2020	328314
493000	Other Admin Exp-Postage	34.15	QUADIENT FINANCE USA INC	POSTAGE	3/13/2020	328409
493000	Other Admin Exp-Postage	30.91	MAIL ADVERTISING BUREAU INC	MARCH 2020 STATEMENTS	3/13/2020	328287
493100	Other Admin Exp-Mail Handling	7.99	MAIL ADVERTISING BUREAU INC	MARCH 2020 STATEMENTS	3/13/2020	328287
520104	Social Service Contracts-Interpretation	6.61	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/7/2020	327630
520104	Social Service Contracts-Interpretation	4.78	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/21/2020	327905
520104	Social Service Contracts-Interpretation	5.56	LANGUAGE LINE SVCS, INC	INTERPRETATION	3/27/2020	328523
610015	Occup Exp-Materials-Reasonable Accom	90.00	SUNSIGNS	SIGNAGE	3/6/2020	328153
610199	Occup Exp-Equip-Other	46.88	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	2/7/2020	327628

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2020 TO 3/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620007	Occup Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q1 INSTALLMENT	2/7/2020	327731
620011	Occup Exp-Maint Contracts-Fire/Safety	280.50	JOHNSON CONTROLS FIRE PROTECTION LP	Alarm Monitoring	2/14/2020	327758
620011	Occup Exp-Maint Contracts-Fire/Safety	680.00	JOHNSON CONTROLS FIRE PROTECTION LP	SVC CALL	3/6/2020	328137
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/21/2020	327991
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/27/2020	328599
660000	Occup Exp-Utilities-Water	1,837.06	PUBLIC UTILITY DISTRICT #1	WATER	3/20/2020	328466
660100	Occup Exp-Utilities-Sewer	4,316.49	CITY OF SEDRO WOOLLEY	SEWER	2/14/2020	327832
660100	Occup Exp-Utilities-Sewer	4,316.51	CITY OF SEDRO WOOLLEY	SEWER	3/13/2020	328344
660200	Occup Exp-Utilities-Electricity	1,725.85	PUGET SOUND ENERGY-BOT-01H	ELEC	2/28/2020	328070
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.17	PUGET SOUND ENERGY-BOT-01H	ELEC	2/28/2020	328070
660500	Occup Exp-Utilities-Surface Water Mgmt	387.34	CITY OF SEDRO WOOLLEY	STORM	2/14/2020	327832
660500	Occup Exp-Utilities-Surface Water Mgmt	387.35	CITY OF SEDRO WOOLLEY	STOM	3/13/2020	328344
660700	Occup Exp-Utilities-Garbage	947.66	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2020	327832
660700	Occup Exp-Utilities-Garbage	875.81	CITY OF SEDRO WOOLLEY	GARBAGE	3/13/2020	328344
	<b>TOTAL HILLSVIEW</b>	<b>18,314.36</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>28,443.68</b>				



# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Ai Ly, Accounting Manager  
**DATE:** June 5, 2020  
**RE:** Approval of Vouchers April 1, 2020 to May 31, 2020

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I, Ai Ly, 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.

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Ai Ly  
Accounting Manager  
June 5, 2020

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove	9,612.07
Directly to Hillsview	<u>28,319.70</u>
<b>Total Expenditures</b>	<u><u>\$37,931.77</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2020 TO 5/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
400100	Salaries-Temporary Employees	5.97	TERRA STAFFING GROUP	J CHAPMAN 3/22/20	4/3/2020	328708
400100	Salaries-Temporary Employees	4.13	ALMOND & ASSOCIATES	K OFSTHUN 3/22/20	4/3/2020	328645
410000	Admin Supplies	0.99	COMPLETE OFFICE	Pens	4/3/2020	328679
410000	Admin Supplies	0.04	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/3/2020	328717
410000	Admin Supplies	0.05	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/24/2020	329053
410000	Admin Supplies	4.80	ABC IMAGING	UPDATED PACKET	5/8/2020	329238
410000	Admin Supplies	0.08	CANON SOLUTIONS AMERICA INC	S/N RZJ27626	5/29/2020	329562
411100	Comp Equip-Hardware	0.12	CDW/COMPUTER CENTERS INC	REPL BATT CART	4/10/2020	328761
411101	Comp Equip-Software	4.22	RIGHT! SYSTEMS INC	CITRIX DESKTOP	5/29/2020	329549
411102	Comp Equip-Hardware Maint	2.55	INTEGRATED ARCHIVE SYSTEMS	SMARTNET	4/17/2020	328912
411103	Comp Equip-Software Maint	22.79	RIGHT! SYSTEMS INC	CITRIX SUB ADVANTAGE RENEWAL	4/17/2020	328917
411103	Comp Equip-Software Maint	3.57	TROY MOBILITY INC	SUBSCRIPTION LICENSE RENEWAL	5/8/2020	329245
411901	Equip-Other-Leased/Rented	1.09	CANON FINANCIAL	SN 2LP03248	4/24/2020	329041
411901	Equip-Other-Leased/Rented	0.98	CANON FINANCIAL	S/N 2LP03248	5/29/2020	329548
421904	Admin Contracts- Cloud Recovery SVCS	7.51	NET2VAULT LLC	MANAGED VAULTING	4/17/2020	328926
421904	Admin Contracts- Cloud Recovery SVCS	7.64	NET2VAULT LLC	MANAGED VAULTING	5/15/2020	329346
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SERVICES	MARCH 2020 CHGS	4/17/2020	328910
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SERVICES	APRIL 2020 CHGS	5/22/2020	329441
450002	Comm-Phones Lines-Service-Digital Voice	0.20	INTRADO LIFE & SAFETY INC	MOTHLY MAINT CHGS	4/24/2020	329051
450002	Comm-Phones Lines-Service-Digital Voice	0.20	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHARGE	5/29/2020	329561
491000	Admin Exp-Criminal/Background Checks	7.32	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/10/2020	328762
491000	Admin Exp-Criminal/Background Checks	7.37	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/10/2020	328762
491000	Admin Exp-Criminal/Background Checks	10.22	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/17/2020	328885
491000	Admin Exp-Criminal/Background Checks	6.77	WASHINGTON STATE PATROL	MARCH 20 BACKGROUND CHECK	5/1/2020	329093
491000	Admin Exp-Criminal/Background Checks	5.05	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/15/2020	329302
491000	Admin Exp-Criminal/Background Checks	9.44	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/15/2020	329290
493000	Other Admin Exp-Postage	10.04	MAIL ADVERTISING BUREAU INC	APRIL 2020 STATEMENT	4/10/2020	328751
493000	Other Admin Exp-Postage	10.91	QUADIENT FINANCE USA INC	POSTAGE	4/17/2020	328954
493000	Other Admin Exp-Postage	9.61	MAIL ADVERTISING BUREAU INC	MAY 2020 STATEMENTS	5/1/2020	329081
493000	Other Admin Exp-Postage	3.11	QUADIENT FINANCE USA INC	POSTAGE	5/8/2020	329259
493000	Other Admin Exp-Postage	6.16	MAIL ADVERTISING BUREAU INC	COVID 19 TENAN MAILING	5/8/2020	329181
493100	Other Admin Exp-Mail Handling	10.23	MAIL ADVERTISING BUREAU INC	APRIL 2020 STATEMENT	4/10/2020	328751
493100	Other Admin Exp-Mail Handling	10.14	MAIL ADVERTISING BUREAU INC	MAY 2020 STATEMENTS	5/1/2020	329081
493100	Other Admin Exp-Mail Handling	20.29	MAIL ADVERTISING BUREAU INC	COVID 19 TENAN MAILING	5/8/2020	329181

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2020 TO 5/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
510099	Social Service Exp-Materials-Other	23.97	WCP SOLUTIONS	BATH TISSUE	5/1/2020	329165
510099	Social Service Exp-Materials-Other	27.12	WCP SOLUTIONS	LESS 485.25 TAX	5/8/2020	329261
520104	Social Service Contracts-Interpretation	1.54	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/15/2020	329284
620011	Occupancy Exp-Fire/Safety	75.00	JOHNSON CONTROLS FIRE	SVC CALL	5/8/2020	329178
620011	Occupancy Exp-Fire/Safety	75.00	JOHNSON CONTROLS FIRE	SVC CALL	5/8/2020	329178
620011	Occupancy Exp-Fire/Safety	75.00	JOHNSON CONTROLS FIRE	SVC CALL	5/8/2020	329178
620013	Occupancy Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	4/24/2020	329052
620020	Occupancy Exp-Maint Contracts-Roofing	4.06	WAYNE'S ROOFING INC	ROOF REPAIR	4/24/2020	329039
660000	Occupancy Exp-Utilities-Water	94.57	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	133.50	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	89.01	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	239.17	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	116.81	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	89.01	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	205.80	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	172.44	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	133.50	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	68.36	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	207.41	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	185.00	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	145.76	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	134.54	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	162.57	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	86.14	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	82.59	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	100.91	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660000	Occupancy Exp-Utilities-Water	117.73	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660100	Occupancy Exp-Utilities-Sewer	724.97	CITY OF SEDRO WOOLLEY	SEWER	5/8/2020	329225
660100	Occupancy Exp-Utilities-Sewer	433.55	CITY OF SEDRO WOOLLEY	SEWER	5/8/2020	329225
660100	Occupancy Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	5/8/2020	329225
660100	Occupancy Exp-Utilities-Sewer	730.58	CITY OF SEDRO WOOLLEY	SEWER	5/19/2020	329374
660100	Occupancy Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	5/19/2020	329374
660100	Occupancy Exp-Utilities-Sewer	432.03	CITY OF SEDRO WOOLLEY	SEWER	5/19/2020	329374

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2020 TO 5/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occupancy Exp-Utilities-Electricity	80.68	PUGET SOUND ENERGY-BOT-01H	ELEC	4/17/2020	328902
660200	Occupancy Exp-Utilities-Electricity	31.92	PUGET SOUND ENERGY-BOT-01H	ELEC	4/17/2020	328902
660200	Occupancy Exp-Utilities-Electricity	41.48	PUGET SOUND ENERGY-BOT-01H	ELEC	4/17/2020	328902
660200	Occupancy Exp-Utilities-Electricity	37.45	PUGET SOUND ENERGY-BOT-01H	ELEC	5/15/2020	329324
660200	Occupancy Exp-Utilities-Electricity	28.67	PUGET SOUND ENERGY-BOT-01H	ELEC	5/15/2020	329324
660200	Occupancy Exp-Utilities-Electricity	74.61	PUGET SOUND ENERGY-BOT-01H	ELEC	5/15/2020	329324
660300	Occupancy Exp-Utilities-Natural Gas	165.05	CASCADE NATURAL GAS CO	GAS	5/1/2020	329122
660300	Occupancy Exp-Utilities-Natural Gas	94.00	CASCADE NATURAL GAS CO	GAS	5/22/2020	329424
660500	Occupancy Exp-Utilities-Surface Water Mgmt	59.72	CITY OF SEDRO WOOLLEY	STORM	5/8/2020	329225
660500	Occupancy Exp-Utilities-Surface Water Mgmt	35.75	CITY OF SEDRO WOOLLEY	STORM	5/8/2020	329225
660500	Occupancy Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	5/8/2020	329225
660500	Occupancy Exp-Utilities-Surface Water Mgmt	65.56	CITY OF SEDRO WOOLLEY	STORM	5/19/2020	329374
660500	Occupancy Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	5/19/2020	329374
660500	Occupancy Exp-Utilities-Surface Water Mgmt	38.77	CITY OF SEDRO WOOLLEY	STORM	5/19/2020	329374
660700	Occupancy Exp-Utilities-Garbage	588.09	CITY OF SEDRO WOOLLEY	GARBAGE	5/8/2020	329225
660700	Occupancy Exp-Utilities-Garbage	263.40	CITY OF SEDRO WOOLLEY	GARBAGE	5/8/2020	329225
660700	Occupancy Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	5/8/2020	329225
660700	Occupancy Exp-Utilities-Garbage	609.79	CITY OF SEDRO WOOLLEY	GARBAGE	5/19/2020	329374
660700	Occupancy Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	5/19/2020	329374
660700	Occupancy Exp-Utilities-Garbage	261.90	CITY OF SEDRO WOOLLEY	GARBAGE	5/19/2020	329374
	<b>TOTAL CEDAR GROVE</b>	<b>9,612.07</b>				
<b>HILLSVIEW</b>						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temporary Employees	17.92	TERRA STAFFING GROUP	J CHAPMAN 3/22/20	4/3/2020	328708
400100	Salaries-Temporary Employees	12.42	ALMOND & ASSOCIATES	K OFSTHUN 3/22/20	4/3/2020	328645
410000	Admin Supplies	2.97	COMPLETE OFFICE	Pens	4/3/2020	328679
410000	Admin Supplies	0.20	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/3/2020	328717
410000	Admin Supplies	0.16	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/24/2020	329053
410000	Admin Supplies	14.41	ABC IMAGING	UPDATED PACKET	5/8/2020	329238
410000	Admin Supplies	0.24	CANON SOLUTIONS AMERICA INC	S/N RZJ27626	5/29/2020	329562
411100	Comp Equip-Hardware	0.36	CDW/COMPUTER CENTERS INC	REPL BATT CART	4/10/2020	328761
411101	Comp Equip-Software	12.65	RIGHT! SYSTEMS INC	CITRIX DESKTOP	5/29/2020	329549
411102	Comp Equip-Hardware Maint	7.64	INTEGRATED ARCHIVE SYSTEMS	SMARTNET	4/17/2020	328912
411103	Comp Equip-Software Maint	68.37	RIGHT! SYSTEMS INC	CITRIX SUB ADVANTAGE RENEWAL	4/17/2020	328917



SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2020 TO 5/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Comp Equip-Software Maint	10.71	TROY MOBILITY INC	SUBSCRIPTION LICENSE RENEWAL	5/8/2020	329245
411901	Equip-Other-Leased/Rented	3.26	CANON FINANCIAL	SN 2LP03248	4/24/2020	329041
411901	Equip-Other-Leased/Rented	2.94	CANON FINANCIAL	S/N 2LP03248	5/29/2020	329548
420000	Professional SVCS-Legal	70.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/22/2020	329380
420000	Professional SVCS-Legal	40.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/22/2020	329380
421904	Admin Contracts- Cloud Recovery SVCS	22.54	NET2VAULT LLC	MANAGED VAULTING	4/17/2020	328926
421904	Admin Contracts- Cloud Recovery SVCS	22.93	NET2VAULT LLC	MANAGED VAULTING	5/15/2020	329346
440011	Mileage Reimbursement	11.93	TAN NGUYEN	3/27-4/29/20 MILEAGE	5/29/2020	329554
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SERVICES	MARCH 2020 CHGS	4/17/2020	328910
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECH SERVICES	APRIL 2020 CHGS	5/22/2020	329441
450002	Comm-Phones Lines-Service-Digital Voice	0.60	INTRADO LIFE & SAFETY INC	MOTHLY MAINT CHGS	4/24/2020	329051
450002	Comm-Phones Lines-Service-Digital Voice	0.60	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHARGE	5/29/2020	329561
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SERVICES	MARCH 2020 CHGS	4/17/2020	328910
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SERVICES	APRIL 2020 CHGS	5/22/2020	329441
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	4/10/2020	328792
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	5/8/2020	329226
491000	Admin Exp-Criminal/Background Checks	66.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/3/2020	328647
491000	Admin Exp-Criminal/Background Checks	21.96	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/10/2020	328762
491000	Admin Exp-Criminal/Background Checks	22.10	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/10/2020	328762
491000	Admin Exp-Criminal/Background Checks	22.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/17/2020	328873
491000	Admin Exp-Criminal/Background Checks	30.66	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/17/2020	328885
491000	Admin Exp-Criminal/Background Checks	20.31	WASHINGTON STATE PATROL	MARCH 20 BACKGROUND CHECK	5/1/2020	329093
491000	Admin Exp-Criminal/Background Checks	15.14	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/15/2020	329302
491000	Admin Exp-Criminal/Background Checks	28.33	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/15/2020	329290
493000	Other Admin Exp-Postage	30.29	MAIL ADVERTISING BUREAU INC	APRIL 2020 STATEMENT	4/10/2020	328751
493000	Other Admin Exp-Postage	32.72	QUADIENT FINANCE USA INC	POSTAGE	4/17/2020	328954
493000	Other Admin Exp-Postage	29.00	MAIL ADVERTISING BUREAU INC	MAY 2020 STATEMENTS	5/1/2020	329081
493000	Other Admin Exp-Postage	9.34	QUADIENT FINANCE USA INC	POSTAGE	5/8/2020	329259
493000	Other Admin Exp-Postage	18.57	MAIL ADVERTISING BUREAU INC	COVID 19 TENAN MAILING	5/8/2020	329181
493100	Other Admin Exp-Mail Handling	30.88	MAIL ADVERTISING BUREAU INC	APRIL 2020 STATEMENT	4/10/2020	328751
493100	Other Admin Exp-Mail Handling	30.60	MAIL ADVERTISING BUREAU INC	MAY 2020 STATEMENTS	5/1/2020	329081
493100	Other Admin Exp-Mail Handling	61.24	MAIL ADVERTISING BUREAU INC	COVID 19 TENAN MAILING	5/8/2020	329181
510099	Social Service Exp-Materials-Other	72.33	WCP SOLUTIONS	BATH TISSUE	5/1/2020	329165
510099	Social Service Exp-Materials-Other	81.83	WCP SOLUTIONS	LESS 485.25 TAX	5/8/2020	329261
520104	Social Service Contracts-Interpretation	4.62	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/15/2020	329284

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2020 TO 5/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
610000	Occupancy Exp-Materials-Electrical	28.08	HD SUPPLY FACILITIES MAINT	MAINT SUPPLIES	4/17/2020	328861
610017	Occupancy Exp-Materials-Janitorial	104.15	COMPLETE OFFICE	towels, folders, highlighters	4/3/2020	328679
610017	Occupancy Exp-Materials-Janitorial	62.83	COMPLETE OFFICE	OFFICE SUPPLIES	5/1/2020	329120
620006	Occupancy Exp-Floor Covering	1,935.79	GREAT FLOORS LLC	FLOORING	4/3/2020	328704
620006	Occupancy Exp-Floor Covering	805.85	GREAT FLOORS LLC	FLOORING	4/17/2020	328922
620007	Occupancy Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	LESS 48.96 TAX	5/8/2020	329244
620008	Occupancy Exp-Alarm Testing/Monitoring	415.00	JOHNSON CONTROLS FIRE	FIRE ALARM MAINT	4/3/2020	328621
620008	Occupancy Exp-Alarm Testing/Monitoring	2,885.00	JOHNSON CONTROLS FIRE	FIRE ALARM MAINT	4/3/2020	328621
620011	Occupancy Exp-Maint Contracts-Fire/Safety	900.00	JOHNSON CONTROLS FIRE	SVC CALL	4/17/2020	328850
620011	Occupancy Exp-Maint Contracts-Fire/Safety	337.50	JOHNSON CONTROLS FIRE	SVC CALL	4/24/2020	328969
620011	Occupancy Exp-Maint Contracts-Fire/Safety	1,061.00	JOHNSON CONTROLS FIRE	SVC CALL	4/24/2020	328969
620011	Occupancy Exp-Maint Contracts-Fire/Safety	1,066.50	JOHNSON CONTROLS FIRE	SVC CALL	4/24/2020	328969
620011	Occupancy Exp-Maint Contracts-Fire/Safety	152.32	JOHNSON CONTROLS FIRE	SVC CALL	5/8/2020	329178
620013	Occupancy Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	YARD CARE	4/24/2020	329052
620016	Occupancy Exp-Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	5/1/2020	329112
620020	Occupancy Exp-Maint Contracts-Roofing	12.26	WAYNE'S ROOFING INC	ROOF REPAIR	4/24/2020	329039
630100	Occupancy Exp-Fees-Permits	147.20	DEPT OF LABOR & IND	RENEWAL ANNUAL OPERATING	5/1/2020	329077
660000	Occupancy Exp-Utilities-Water	1,870.58	PUBLIC UTILITY DISTRICT #1	WATER	5/22/2020	329431
660100	Occupancy Exp-Utilities-Sewer	4,316.49	CITY OF SEDRO WOOLLEY	SEWER	5/8/2020	329225
660100	Occupancy Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	5/19/2020	329374
660200	Occupancy Exp-Utilities-Electricity	1,375.65	PUGET SOUND ENERGY-BOT-01H	ELEC	4/17/2020	328902
660200	Occupancy Exp-Utilities-Electricity	1,018.32	PUGET SOUND ENERGY-BOT-01H	ELEC	5/15/2020	329324
660200	Occupancy Exp-Utilities-Electricity	49.64	PUGET SOUND ENERGY-BOT-01H	ELEC	5/15/2020	329324
660201	Occupancy Exp-Utilities-Electricity-Closing Bill	12.82	PUGET SOUND ENERGY-BOT-01H	ELEC	4/3/2020	328684
660500	Occupancy Exp-Utilities-Surface Water Mgmt	387.34	CITY OF SEDRO WOOLLEY	STORM	5/8/2020	329225
660500	Occupancy Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	5/19/2020	329374
660700	Occupancy Exp-Utilities-Garbage	892.41	CITY OF SEDRO WOOLLEY	GARBAGE	5/8/2020	329225
660700	Occupancy Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	5/19/2020	329374
	<b>TOTAL HILLSVIEW</b>	<b>28,319.70</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>37,931.77</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners

**FROM:** Windy Epps, Assistant Director of Finance

**DATE:** May 1, 2020

**RE:** February 2020 Financial Report

Attached for your review is the unaudited year-to-date financial report as of February 29, 2020. This report shows year-to-date 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 year-to-date changes in cash and both the beginning and ending cash balances are displayed.

### EXECUTIVE SUMMARY

Year-to-date operating revenues are 3.0% over budget and operating expenses 19.7% under budget.

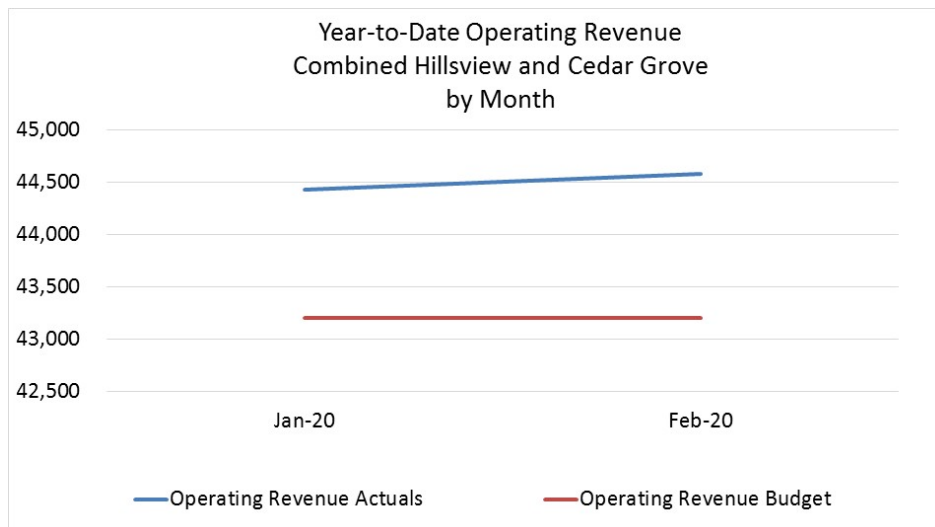
Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$2,236	6.2%	●	Salaries and Benefits	\$461	1.9%	●
Federal Operating Support	538	1.1%	●	Administrative Expenses	2,048	12.3%	●
Other Revenue	(176)	-12.2%	●	Maintenance Expenses, Utilities, Taxes	12,148	38.3%	●
				Other Programmatic Expenses	59	4.6%	●
<b>Total Operating Revenue</b>	<b>\$2,598</b>	<b>3.0%</b>	●	<b>Total Operating Expenses</b>	<b>\$14,716</b>	<b>19.7%</b>	●

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

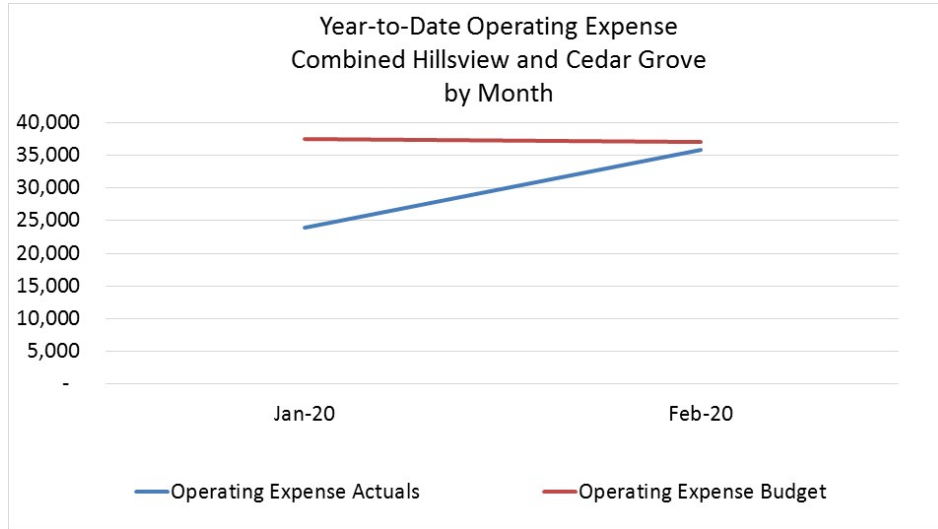
- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$89,005 exceeded budget expectations by 3%. The \$2,598 positive variance was attributable to better than expected tenant revenues at both Cedar Grove and Hillview.



Year-to-date operating expenses in the amount of \$59,812 are under budget by 19.7%. The primary reason for the variance is due to maintenance expenses, which are lower than estimated due to seasonal contracts, which is typical early in the year. Additionally, utility expenses are under budget due to timing of utility bills.



**CAPITAL ACTIVITY**

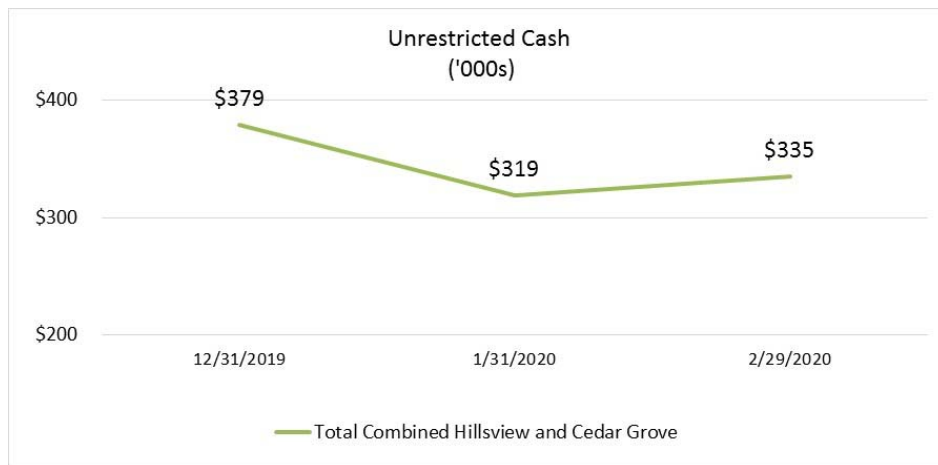
Capital project expenditures were under budget by 66.0% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, but actual timing is dependent on unit availability. One unit upgrade was started at Hillsview and completed in April.

**NON-OPERATING REVENUE AND EXPENSE**

Net non-operating revenues and expenses were unfavorable compared to budget by 66.0%. The lower capital expenditures related to unit upgrades resulted in a smaller draw from the CFP grant.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$335,162 has decreased by \$44,001 since the beginning of the year primarily due to the payment of the EPC settlement, which occurred in January.



**Sedro-Woolley Housing Authority**  
**Statements of Financial Position**  
**As of February 29, 2020**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$143,582	\$191,580	\$335,162
Cash-Restricted	3,800	5,275	9,075
Accounts Receivable	31,679	59,600	91,279
Other Short-term Assets	1,484	3,357	4,841
Capital Assets	<u>495,579</u>	<u>1,330,078</u>	<u>1,825,657</u>
Total Assets	<u><u>\$668,502</u></u>	<u><u>\$1,578,956</u></u>	<u><u>\$2,247,458</u></u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	<u>\$7,265</u>	<u>\$18,728</u>	<u>\$25,993</u>
Total Liabilities	7,265	18,728	25,993
Equity	661,237	1,560,228	2,221,465
Total Liabilities and Equity	<u><u>\$668,502</u></u>	<u><u>\$1,578,956</u></u>	<u><u>\$2,247,458</u></u>

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through February 29, 2020

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$379,163</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$38,258	\$36,022	\$2,236	6.2%
Federal Operating Support	49,482	48,944	538	1.1%
<i>Total Rental Revenue and Federal Support</i>	<u>87,740</u>	<u>84,966</u>	<u>2,774</u>	<u>3.3%</u>
<i>Other Operating Revenue</i>				
Other Revenue	1,265	1,441	(176)	-12.2%
<i>Total Other Operating Revenue</i>	<u>1,265</u>	<u>1,441</u>	<u>(176)</u>	<u>-12.2%</u>
<i>Total Operating Revenue</i>	<u>89,005</u>	<u>86,407</u>	<u>2,598</u>	<u>3.0%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(24,359)	(24,820)	461	1.9%
Administrative Expenses	(14,657)	(16,705)	2,048	12.3%
Maintenance Expenses, Utilities, Taxes	(19,581)	(31,729)	12,148	38.3% (1)
Other Programmatic Expenses	(1,215)	(1,274)	59	4.6%
<i>Total Operating Expenses</i>	<u>(59,812)</u>	<u>(74,528)</u>	<u>14,716</u>	<u>19.7%</u>
<i>Net Operating Income</i>	<u>29,193</u>	<u>11,879</u>	<u>17,314</u>	<u>145.8%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	5,600	16,460	(10,860)	-66.0% (2)
<i>Total Non Operating Income/(Expense)</i>	<u>5,600</u>	<u>16,460</u>	<u>(10,860)</u>	<u>-66.0%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(5,600)	(16,460)	10,860	66.0% (2)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(5,600)</u>	<u>(16,460)</u>	<u>10,860</u>	<u>66.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	1,097	29,241	(28,144)	-96.2% (3)
Change in Short-term Liabilities	(92,848)	-	(92,848)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	<u>(73,195)</u>	<u>29,241</u>	<u>(102,436)</u>	<u>-350.3%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>(44,002)</u>	<u>\$41,120</u>	<u>(\$85,122)</u>	<u>-207.0%</u>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$335,162</u></b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
<b>\$9,075</b>				
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	-	-	-	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>n/a</u>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$9,075</u></b>			

- 1) Timing of invoicing; February utility bills have yet to be paid. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Three unit upgrades were budgeted evenly through out the year. One unit upgrade has started at Hillsview and expected to be completed in April in lower than budget draw from the CFP grant. Unit upgrades depend on availability.
- 3) Due to increase in CFP grant receivable .
- 4) Decrease in accounts payable due to settlement payment of EPC program liability.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through February 29, 2020

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$234,965</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$28,964	\$27,756	\$1,208	4.4%
Federal Operating Support	29,160	28,838	322	1.1%
<i>Total Rental Revenue and Federal Support</i>	<u>58,124</u>	<u>56,594</u>	<u>1,530</u>	<u>2.7%</u>
<i>Other Operating Revenue</i>				
Other Revenue	819	963	(144)	-14.9%
<i>Total Other Operating Revenue</i>	<u>819</u>	<u>963</u>	<u>(144)</u>	<u>-14.9%</u>
<i>Total Operating Revenue</i>	<u>58,943</u>	<u>57,557</u>	<u>1,387</u>	<u>2.4%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(18,127)	(18,533)	405	2.2%
Administrative Expenses	(11,077)	(12,607)	1,530	12.1%
Maintenance Expenses, Utilities, Taxes	(14,753)	(20,566)	5,813	28.3% (1)
Other Programmatic Expenses	(911)	(916)	5	0.5%
<i>Total Operating Expenses</i>	<u>(44,869)</u>	<u>(52,622)</u>	<u>7,753</u>	<u>14.7%</u>
<i>Net Operating Income</i>	<u>14,075</u>	<u>4,935</u>	<u>9,140</u>	<u>185.2%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	5,600	9,454	(3,854)	-40.8% (2)
<i>Total Non Operating Income/(Expense)</i>	<u>5,600</u>	<u>9,454</u>	<u>(3,854)</u>	<u>-40.8%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(5,600)	(9,454)	3,854	40.8% (2)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(5,600)</u>	<u>(9,454)</u>	<u>3,854</u>	<u>40.8%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	-	-	-	n/a
Change in Short-term Assets	(2,029)	21,931	(23,960)	-109.3% (3)
Change in Short-term Liabilities	(66,364)	-	(66,364)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	<u>(57,459)</u>	<u>21,931</u>	<u>(79,390)</u>	<u>-362.0%</u>
Change in Unrestricted/Program Cash	<u>(43,384)</u>	<u>\$26,866</u>	<u>(\$70,250)</u>	<u>-261.5%</u>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$191,580</u></b>			

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

- 1) Timing of invoicing; February utility bills have yet to be paid. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Two unit upgrades were budgeted evenly through out the year. Upgrade has started on one unit and expected to be completed in April resulting in lower than budget draw from the CFP grant. Unit upgrades depend on availability.
- 3) Due to increase in CFP grant receivable .
- 4) Decrease in accounts payable due to settlement payment of EPC program liability.



Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through February 29, 2020

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$144,199</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$9,294	\$8,266	\$1,028	12.4%
Federal Operating Support	20,322	20,106	216	1.1%
<i>Total Rental Revenue and Federal Support</i>	<u>29,616</u>	<u>28,372</u>	<u>1,244</u>	<u>4.4%</u>
<i>Other Operating Revenue</i>				
Other Revenue	446	478	(32)	-6.7%
<i>Total Other Operating Revenue</i>	<u>446</u>	<u>478</u>	<u>(32)</u>	<u>-6.7%</u>
<b>Total Operating Revenue</b>	<b>30,062</b>	<b>28,850</b>	<b>1,212</b>	<b>4.2%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(6,232)	(6,287)	55	0.9%
Administrative Expenses	(3,580)	(4,097)	517	12.6%
Maintenance Expenses, Utilities, Taxes	(4,828)	(11,163)	6,335	56.8% (1)
Other Programmatic Expenses	(304)	(358)	54	15.1%
<i>Total Operating Expenses</i>	<u>(14,944)</u>	<u>(21,906)</u>	<u>6,962</u>	<u>31.8%</u>
<b>Net Operating Income</b>	<b>15,118</b>	<b>6,945</b>	<b>8,174</b>	<b>117.7%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	-	7,006	(7,006)	-100.0% (2)
<i>Total Non Operating Income/(Expense)</i>	<u>-</u>	<u>7,006</u>	<u>(7,006)</u>	<u>-100.0%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	-	(7,006)	7,006	100.0% (2)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>-</u>	<u>(7,006)</u>	<u>7,006</u>	<u>100.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	-	-	-	n/a
Change in Short-term Assets	3,126	7,310	(4,184)	-57.2% (3)
Change in Short-term Liabilities	(26,484)	-	(26,484)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	<u>(15,735)</u>	<u>7,310</u>	<u>(23,046)</u>	<u>-315.2%</u>
<b>Change in Unrestricted/Program Cash</b>	<b>(617)</b>	<b>\$14,255</b>	<b>(\$14,872)</b>	<b>-104.3%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$143,582</u></b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
<b>\$3,800</b>				
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	-	-	-	n/a
<b>Change in Designated/Restricted Cash</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>n/a</b>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$3,800</u></b>			

- 1) Timing of invoicing; February utility bills have yet to be paid. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) One unit upgrade was budgeted evenly through the year. As of February, this unit upgrade had yet to be started resulting in lower than budget draw from the CFP grant. Unit upgrades depend on availability.
- 3) Decreased in receivables. Unbudgeted.
- 4) Decrease in accounts payable due to settlement payment of EPC program liability.

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners

**FROM:** Windy Epps, Assistant Director of Finance

**DATE:** June 9, 2020

**RE:** April 2020 Financial Report

Attached for your review is the unaudited year-to-date financial report as of April 30, 2020. This report shows year-to-date 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 year-to-date changes in cash and both the beginning and ending cash balances are displayed.

### EXECUTIVE SUMMARY

Year-to-date operating revenues are 4.8% over budget and operating expenses 20.1% under budget.

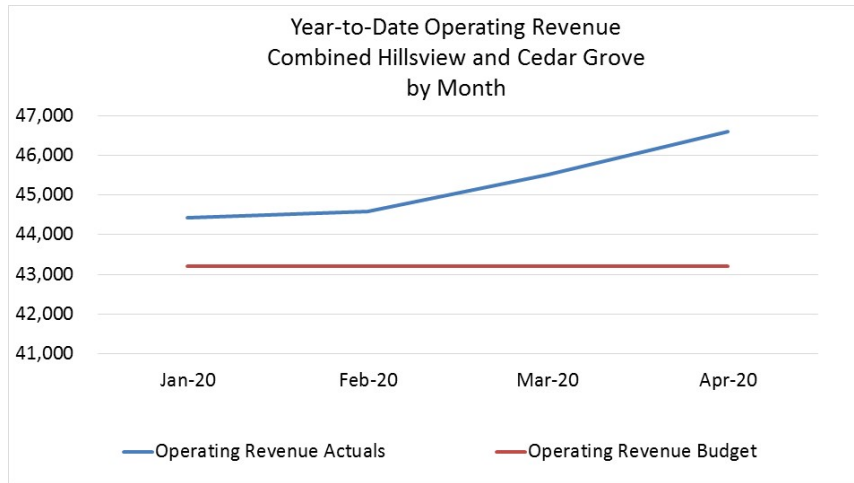
Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$3,793	5.3%	●	Salaries and Benefits	\$3,023	6.1%	●
Federal Operating Support	5,498	5.6%	●	Administrative Expenses	3,669	11.1%	●
Other Revenue	(996)	-34.6%	●	Maintenance Expenses, Utilites, Taxes	23,226	35.9%	●
				Other Programmatic Expenses	224	8.5%	●
<b>Total Operating Revenue</b>	<b>\$8,295</b>	<b>4.8%</b>	●	<b>Total Operating Expenses</b>	<b>\$30,142</b>	<b>20.1%</b>	●

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

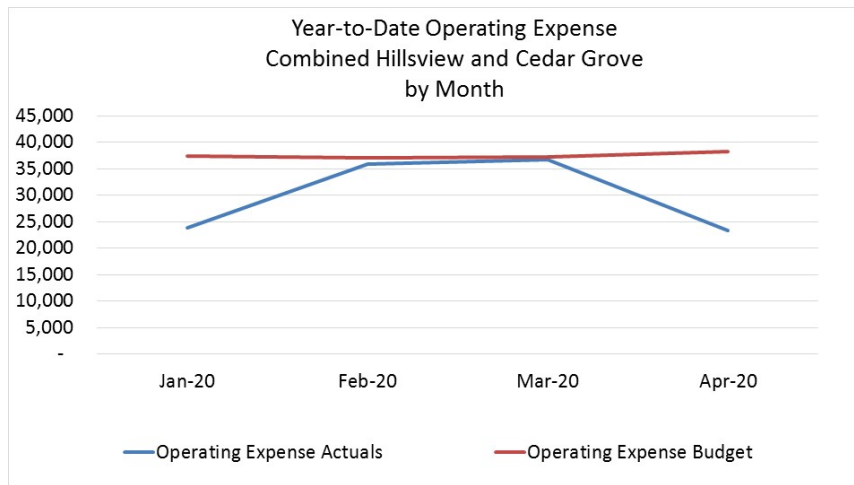
The Energy Performance Contract settlement with HUD required a payment in the amount of \$68,435 to HUD and a payment of \$43,906 from HUD to Sedro-Woolley Housing Authority. The payments have been made and received as required and the terms of the settlement are now complete.

**OPERATING REVENUE AND EXPENSE**

Year-to-date operating revenues totaling \$181,109 exceeded budget expectations by 4.8%. The \$8,295 positive variance is primarily attributable to better than expected operating fund subsidy (Subsidy). The budget assumed 90% proration, while the interim prorate through April was 95%. Tenant revenues were also greater than anticipated at both Cedar Grove and Hillsview.



Year-to-date operating expenses in the amount of \$120,007 are under budget by 20.1%. The main driver is the seasonal fluctuation of maintenance expenses. Additionally, utility expenses are under budget due to timing of utility bills.



**CAPITAL ACTIVITY**

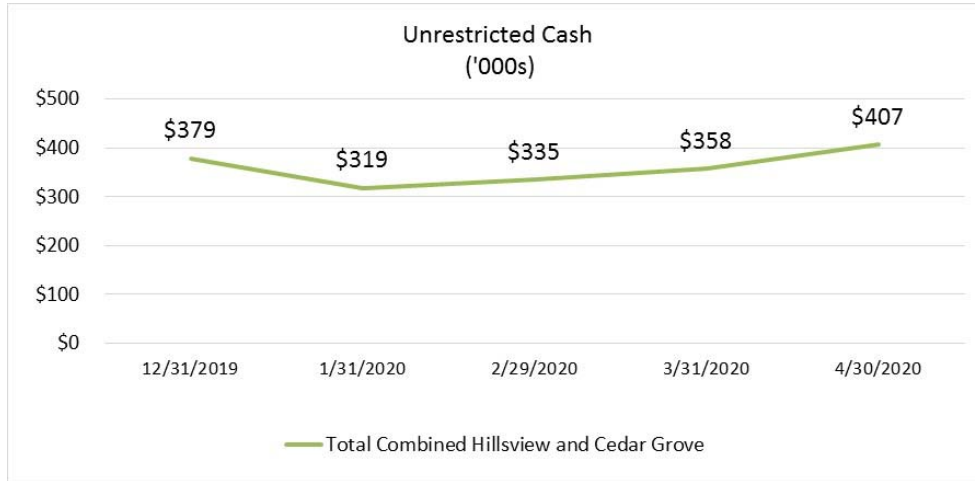
Capital project expenditures were under budget by 15.0% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, but actual timing is dependent on unit availability. One unit upgrade was completed at Hillsview.

**NON-OPERATING REVENUE AND EXPENSE**

Net non-operating revenues and expenses were favorable compared to budget by 47.8%. The \$15,737 variance is predominately due to a draw from the 2018 CFP grant for administration and operations. This amount was offset by capital expenditures that were incurred in April and drawn in May.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$406,829 has increased by \$27,665 since the beginning of the year primarily due to net operating income as well as the additional revenue that was drawn from the 2018 CFP grant.



**Sedro-Woolley Housing Authority**  
**Statements of Financial Position**  
**As of April 30, 2020**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$172,614	\$234,215	\$406,829
Cash-Restricted	3,800	5,255	9,055
Accounts Receivable	20,447	31,175	51,622
Other Short-term Assets	1,097	2,658	3,755
Capital Assets	<u>490,378</u>	<u>1,317,982</u>	<u>1,808,360</u>
Total Assets	<u><u>\$688,336</u></u>	<u><u>\$1,591,285</u></u>	<u><u>\$2,279,621</u></u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	<u>\$7,265</u>	<u>\$15,618</u>	<u>\$22,883</u>
Total Liabilities	7,265	15,618	22,883
Equity	681,071	1,575,667	2,256,738
Total Liabilities and Equity	<u><u>\$688,336</u></u>	<u><u>\$1,591,285</u></u>	<u><u>\$2,279,621</u></u>

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2020

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$379,163</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$75,837	\$72,044	\$3,793	5.3%
Federal Operating Support	103,386	97,888	5,498	5.6%
<i>Total Rental Revenue and Federal Support</i>	179,223	169,932	9,291	5.5%
<i>Other Operating Revenue</i>				
Other Revenue	1,886	2,882	(996)	-34.6%
<i>Total Other Operating Revenue</i>	1,886	2,882	(996)	-34.6%
<b>Total Operating Revenue</b>	181,109	172,814	8,295	4.8%
<i>Operating Expenses</i>				
Salaries and Benefits	(46,617)	(49,640)	3,023	6.1%
Administrative Expenses	(29,426)	(33,095)	3,669	11.1%
Maintenance Expenses, Utilities, Taxes	(41,541)	(64,767)	23,226	35.9% (1)
Other Programmatic Expenses	(2,423)	(2,647)	224	8.5%
<i>Total Operating Expenses</i>	(120,007)	(150,149)	30,142	20.1%
<b>Net Operating Income</b>	61,102	22,665	38,437	169.6%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	48,657	32,920	15,737	47.8% (2)
<i>Total Non Operating Income/(Expense)</i>	48,657	32,920	15,737	47.8%
<i>Capital Activity</i>				
Capital Project Expenditures	(27,997)	(32,920)	4,923	15.0% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(27,997)	(32,920)	4,923	15.0%
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	20	-	20	n/a
Change in Short-term Assets	41,841	43,906	(2,065)	-4.7%
Change in Short-term Liabilities	(95,958)	-	(95,958)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	(54,097)	43,906	(98,003)	-223.2%
<b>Change in Unrestricted/Program Cash</b>	27,665	\$66,571	(\$38,906)	-58.4%
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$406,829</b>			

<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,075</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(20)	-	(20)	n/a
<b>Change in Designated/Restricted Cash</b>	\$ (20)	\$ -	\$ (20)	n/a
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,055</b>			

- 1) Timing of invoicing; only two months of water, sewer, and garbage bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Draw from the 2018 CFP grant -Administration and Operations line items. This is offset by capital expenditures that were incurred in April, but were drawn in May.
- 3) Three unit upgrades were budgeted evenly through the year. As of April, one unit upgrade was completed at Hillsview. No unit upgrades have been completed at Cedar Grove. Unit upgrades depend on availability.
- 4) Decrease in accounts payable due to settlement payment of EPC program liability and short-term liabilities.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2020

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$234,965</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$57,673	\$55,512	\$2,161	3.9%
Federal Operating Support	60,835	57,676	3,159	5.5%
<i>Total Rental Revenue and Federal Support</i>	<u>118,508</u>	<u>113,188</u>	<u>5,320</u>	<u>4.7%</u>
<i>Other Operating Revenue</i>				
Other Revenue	1,171	1,926	(755)	-39.2%
<i>Total Other Operating Revenue</i>	<u>1,171</u>	<u>1,926</u>	<u>(755)</u>	<u>-39.2%</u>
<i>Total Operating Revenue</i>	<u>119,678</u>	<u>115,114</u>	<u>4,565</u>	<u>4.0%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(34,768)	(37,065)	2,297	6.2%
Administrative Expenses	(22,422)	(25,010)	2,588	10.3%
Maintenance Expenses, Utilities, Taxes	(29,146)	(42,014)	12,868	30.6% (1)
Other Programmatic Expenses	(1,817)	(1,931)	114	5.9%
<i>Total Operating Expenses</i>	<u>(88,153)</u>	<u>(106,020)</u>	<u>17,867</u>	<u>16.9%</u>
<i>Net Operating Income</i>	<u>31,525</u>	<u>9,094</u>	<u>22,431</u>	<u>246.7%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	38,082	18,908	19,174	101.4% (2)
<i>Total Non Operating Income/(Expense)</i>	<u>38,082</u>	<u>18,908</u>	<u>19,174</u>	<u>101.4%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(27,997)	(18,908)	(9,089)	-48.1% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(27,997)</u>	<u>(18,908)</u>	<u>(9,089)</u>	<u>-48.1%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	20	-	20	n/a
Change in Short-term Assets	27,094	32,929	(5,835)	-17.7%
Change in Short-term Liabilities	(69,474)	-	(69,474)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	<u>(42,360)</u>	<u>32,929</u>	<u>(75,289)</u>	<u>-228.6%</u>
Change in Unrestricted/Program Cash	(750)	\$42,023	(\$42,773)	-101.8%
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$234,215</b>			

<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$5,275</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(20)	-	(20)	n/a
Change in Designated/Restricted Cash	<u>\$ (20)</u>	<u>\$ -</u>	<u>\$ (20)</u>	<u>n/a</u>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$5,255</b>			

- 1) Timing of invoicing; only two months of water, sewer, and garbage bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Draw from the 2018 CFP grant -Administration and Operations line items. This is offset by capital expenditures that were incurred in April, but were drawn in May.
- 3) Due to a unit upgrade that came in higher than expected due to increased material and abatement costs.
- 4) Decrease in accounts payable due to settlement payment of EPC program liability and short-term liabilities.



Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2020

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$144,199</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$18,164	\$16,532	\$1,632	9.9%
Federal Operating Support	42,551	40,212	2,339	5.8%
<i>Total Rental Revenue and Federal Support</i>	<u>60,715</u>	<u>56,744</u>	<u>3,971</u>	<u>7.0%</u>
<i>Other Operating Revenue</i>				
Other Revenue	715	956	(242)	-25.3%
<i>Total Other Operating Revenue</i>	<u>715</u>	<u>956</u>	<u>(242)</u>	<u>-25.3%</u>
<b>Total Operating Revenue</b>	<b>61,430</b>	<b>57,700</b>	<b>3,729</b>	<b>6.5%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(11,849)	(12,575)	726	5.8%
Administrative Expenses	(7,004)	(8,084)	1,080	13.4%
Maintenance Expenses, Utilities, Taxes	(12,395)	(22,753)	10,358	45.5% (1)
Other Programmatic Expenses	(606)	(716)	110	15.4%
<i>Total Operating Expenses</i>	<u>(31,853)</u>	<u>(44,128)</u>	<u>12,275</u>	<u>27.8%</u>
<b>Net Operating Income</b>	<b>29,577</b>	<b>13,572</b>	<b>16,005</b>	<b>117.9%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	10,576	14,012	(3,436)	-24.5% (2,3)
<i>Total Non Operating Income/(Expense)</i>	<u>10,576</u>	<u>14,012</u>	<u>(3,436)</u>	<u>-24.5%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	-	(14,012)	14,012	100.0% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>-</u>	<u>(14,012)</u>	<u>14,012</u>	<u>100.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	14,747	10,976	3,770	34.3% (4)
Change in Short-term Liabilities	(26,484)	-	(26,484)	n/a (5)
<i>Change in Other Assets/Liabilities</i>	<u>(11,737)</u>	<u>10,976</u>	<u>(22,714)</u>	<u>-206.9%</u>
<b>Change in Unrestricted/Program Cash</b>	<b>28,415</b>	<b>\$24,549</b>	<b>\$3,867</b>	<b>15.8%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$172,614</u></b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
	<b>\$3,800</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	-	-	-	n/a
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$3,800</u></b>			

- 1) Timing of invoicing; only two months of water, sewer, and garbage bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Draw from the 2018 CFP grant -Administration and Operations line items.
- 3) One unit upgrade was budgeted evenly through the year. As of April, this unit upgrade had yet to be completed resulting in lower than budget capital expenditures. Unit upgrades depend on availability.
- 4) Decreased in receivables. Unbudgeted.
- 5) Decrease in accounts payable due to settlement payment of EPC program liability and short-term liabilities.

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**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Housing Management Report**

**February and March 2020**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	1	1	0
Cedar Grove	0	0	0

**Average Unit Turnover Rates**

Current Unit Turnover Rate (UTO) is 7.5 days.

- Hillsview
  - There is one unit upgrade is in process
  - A resident moved into assisted living. The unit was turned by site maintenance.

**Current Applications of Wait List as of April 1, 2020**

<b>Hillsview</b>	<b>Applicants Claiming Preference</b>	<b>Elderly/Disabled Claiming Preference</b>	<b>Non-Preference Applicants</b>	<b>Total</b>
1 Bedroom	148	115	28	176

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	67	7	74
3 Bedrooms	41	3	44
4 Bedrooms	1	0	1
<b>Total</b>	<b>109</b>	<b>10</b>	<b>119</b>

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**

	<b>Routine</b>	<b>Inspection</b>	<b>Emergency</b>	<b>Vacate</b>	<b>RA</b>	<b>Total</b>
Hillsview	110	7	2	1	0	120
Cedar Grove I	13	1	0	0	0	14
Cedar Grove II	15	1	1	0	0	17
Cedar Grove III	16	0	0	0	0	16
<b>Total</b>	<b>154</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>167</b>

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Resident Functions**

There are none planned at this time due to COVID-19.

### **Staffing**

There are no staff vacancies.

### **Previous Meeting Concerns**

- The maintenance contract department has started RFP process has started to obtain a new landscaping contract.

### **Resident Issues**

- Hillsview
  - The legal proceedings for the 30 Day Notice to Terminate Tenancy is currently on hold due to the state's eviction moratorium.

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**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Housing Management Report**

**April and May 2020**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	0	0	1
Cedar Grove	0	0	0

**Average Unit Turnover Rates**

Current Unit Turnover Rate (UTO) is 5.33 days.

- Cedar Grove
  - There is a three-bedroom unit on notice at this time. The resident is moving out of state to be closer with family.
- Hillsview
  - One unit upgrade was completed and housed in April.

**Current Applications of Wait List as of June 1 2020**

<b>Hillsview</b>	<b>Applicants Claiming Preference</b>	<b>Elderly/Disabled Claiming Preference</b>	<b>Non-Preference Applicants</b>	<b>Total</b>
1 Bedroom	158	133	27	185

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	69	9	78
3 Bedrooms	42	3	45
4 Bedrooms	1	0	1
<b>Total</b>	<b>93</b>	<b>9</b>	<b>124</b>

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**

	<b>Routine</b>	<b>Inspection</b>	<b>Emergency</b>	<b>Vacate</b>	<b>RA</b>	<b>Total</b>
Hillsview	123	0	1	1	0	125
Cedar Grove I	14	0	1	0	0	15
Cedar Grove II	14	0	0	0	0	14
Cedar Grove III	14	0	0	0	0	14
<b>Total</b>	<b>165</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>168</b>

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Resident Functions**

There are none planned at this time due to COVID-19.

### **Staffing**

There are no staff vacancies.

### **Previous Meeting Concerns**

- The landscaping contract with Whirlwind has ended effective May 10, 2020. Whirlwind is in the process of submitting a new proposal for a short term renewal.

### **Resident Issues**

- Hillsview
  - The legal proceedings for the 30 Day Notice to Terminate Tenancy is currently on hold due to the state's eviction moratorium.