

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS TELPHONIC AGENDA

Thursday, August 20, 2020  
10:45 am

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

**PHONE: 800-829-9063**  
**Conference ID: 625016**

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I.	Call to Order	
II.	Roll Call	
III.	Public Comment	
IV.	Approval of Minutes	
	A. June 18, 2020 Board of Commissioners' Meeting Minutes	1
V.	Action Items for Discussion & Approval	2
	A. Approval of Voucher Report June 1, 2020 to July 31, 2020	
VI.	Reports	
	A. Financial Report for June 2020	3
	B. Housing Management Report for June / July 2020	4
VII.	New Business	
VIII.	Adjournment	

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

Thursday, June 18, 2020

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I. Call to Order

The telephonic 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, June 18, 2020, at Hillsvie 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 Kacy Johnson

**Excused:** Commissioner Lee Elliott

III. Public Comment

No public comment.

IV. Approval of Minutes

A. February 20, 2020 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes to include the flooring for the 3<sup>rd</sup> floor, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from February 20, 2019.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report February 1, 2020 to March 31, 2020

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Reta Stephenson; the board unanimously approved the Voucher Report for February 1, 2019 to March 31, 2020

B. Approval of Voucher Report April 1, 2020 to May 31, 2020

Commissioner Dona Cowan moved for approval of the Voucher Report, seconded by Commissioner Reta Stephenson; the board unanimously approved the Voucher Report for April 1, 2020 to May 31, 2020.

## VI. Reports

- A. Financial Report for February 2020
- B. Financial Report for April 2020

Windy Epps, Assistant Director of Finance, presented the details of the February 2020 and April 2020 Financial Reports.

- C. Housing Management Report for February/March 2020
- D. Housing Management Report for April/May 2020

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

Added the flooring at Hillview for additional bids. Would like to go with carpet in the hallways and LVP in common areas.

Checking total numbers for Current Applications of Wait List as of June 1, 2020 for Cedar Grove.

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 11:40 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:** August 10, 2020  
**RE:** Approval of Vouchers June 1, 2020 to July 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  
August 10, 2020

## **Expenditures to Sedro-Woolley**

### Operations

Directly to Cedar Grove	9,843.55
Directly to Hillsview	<u>17,744.26</u>
<b>Total Expenditures</b>	<u><u>\$27,587.81</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2020 TO 7/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
410000	Admin Supplies	3.51	ABC IMAGING	APPLICATION PACKET	6/12/2020	329731
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626 MAINT	7/31/2020	330462
411101	Comp Equip-Software	1.62	PAPERLESS PRODUCTIVITY INC	RIGHTFAX	7/2/2020	330042
411101	Comp Equip-Software	0.78	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/31/2020	330392
411102	Comp Equip-Hardware Maint	2.86	CERIUM NETWORKS INC	AUDICODES SUPPORT RENEWAL 2020	7/2/2020	330019
411103	Comp Equip-Software Maint	2.83	VIPRE SECURITY	VIPRE EMAIL SECURITY SUBSCRIPTION	6/5/2020	329602
411103	Comp Equip-Software Maint	4.83	PAPERLESS PRODUCTIVITY INC	RIGHTFAX UPGRADE TO RELEASE 16	7/2/2020	330042
411103	Comp Equip-Software Maint	3.46	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/31/2020	330392
411901	Equip-Other-Leased/Rented	0.92	QUADIENT LEASING USA INC	MAILING MACHINE	6/5/2020	329660
411901	Equip-Other-Leased/Rented	1.02	CANON FINANCIAL	SN 2LP03248	6/26/2020	329927
411901	Equip-Other-Leased/Rented	1.07	CANON FINANCIAL	SN 2LP03248	7/31/2020	330450
420101	Professional Svcs-Auditing	169.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	6/26/2020	329842
420908	Professional Svcs-Comps	3.64	PAPERLESS PRODUCTIVITY INC	RIGHTFAX UPGRADE TO RELEASE 16	7/2/2020	330042
421904	Admin Contracts- Cloud Recovery Svcs	7.75	NET2VAULT LLC	MANAGED VAULTING	6/12/2020	329727
421904	Admin Contracts- Cloud Recovery Svcs	7.40	NET2VAULT LLC	MANAGED VAULTING	6/19/2020	329815
421904	Admin Contracts- Cloud Recovery Svcs	11.01	NET2VAULT LLC	MANAGED VAULTING	7/17/2020	330248
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	MAY 2020 CHGS	6/12/2020	329719
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	Jun-20	7/10/2020	330119
450002	Comm-Phones Lines-Service-Digital Voice	0.20	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	6/26/2020	329943
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	7/17/2020	330254
491000	Admin Exp-Criminal/Background Checks	3.35	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/12/2020	329681
491000	Admin Exp-Criminal/Background Checks	4.87	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/12/2020	329695
491000	Admin Exp-Criminal/Background Checks	8.02	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/10/2020	330068
491000	Admin Exp-Criminal/Background Checks	3.81	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	7/24/2020	330313
491000	Admin Exp-Criminal/Background Checks	3.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/24/2020	330299
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/24/2020	330299
493000	Other Admin Exp-Postage	8.17	QUADIENT FINANCE USA INC	POSTAGE	6/5/2020	329661
493000	Other Admin Exp-Postage	10.02	MAIL ADVERTISING BUREAU INC	JULY 2020 STATEMENTS	7/17/2020	330174
493000	Other Admin Exp-Postage	8.17	QUADIENT FINANCE USA INC	POSTAGE	7/17/2020	330270

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2020 TO 7/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	19.31	MAIL ADVERTISING BUREAU INC	JULY 2020 STATEMENTS	7/17/2020	330174
520104	Social Service Contracts-Interpretation	1.99	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/19/2020	329758
520104	Social Service Contracts-Interpretation	1.30	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/26/2020	329847
620013	Occup Exp-Yard/Garden/Landscaping	175.24	WHIRLWIND CLEAN & GREEN	LESS 14.90 TAX	7/24/2020	330351
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LESS 44.69 TAX	7/24/2020	330351
620021	Occup Exp-HVAC Heating, Ventilation & AC	616.78	HANDY'S HEATING INC	FURNACE REMOVE AND REPLACE VALVE	7/17/2020	330275
630100	Occup Exp-Fees-Permits	20.00	OMWBE	POLITICAL SUBDIVISION FEE	7/17/2020	330181
660000	Occup Exp-Utilities-Water	100.14	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	166.87	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	161.31	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	122.38	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	68.36	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	173.78	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	162.57	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	106.52	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	145.76	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	168.18	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	82.59	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	89.71	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	89.01	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	144.62	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	183.56	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660000	Occup Exp-Utilities-Water	111.25	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660100	Occup Exp-Utilities-Sewer	725.95	CITY OF SEDRO WOOLLEY	SEWER	6/26/2020	329917
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	6/26/2020	329917



SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2020 TO 7/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	432.03	CITY OF SEDRO WOOLLEY	SEWER	6/26/2020	329917
660100	Occup Exp-Utilities-Sewer	729.03	CITY OF SEDRO WOOLLEY	SEWER	7/17/2020	330225
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	7/17/2020	330225
660100	Occup Exp-Utilities-Sewer	432.03	CITY OF SEDRO WOOLLEY	SEWER	7/17/2020	330225
660200	Occup Exp-Utilities-Electricity	70.75	PUGET SOUND ENERGY-BOT-01H	ELEC	6/5/2020	329620
660200	Occup Exp-Utilities-Electricity	27.33	PUGET SOUND ENERGY-BOT-01H	ELEC	6/5/2020	329620
660200	Occup Exp-Utilities-Electricity	35.99	PUGET SOUND ENERGY-BOT-01H	ELEC	6/5/2020	329620
660200	Occup Exp-Utilities-Electricity	72.24	PUGET SOUND ENERGY-BOT-01H	ELEC	7/2/2020	330004
660200	Occup Exp-Utilities-Electricity	34.39	PUGET SOUND ENERGY-BOT-01H	ELEC	7/2/2020	330004
660200	Occup Exp-Utilities-Electricity	25.45	PUGET SOUND ENERGY-BOT-01H	ELEC	7/2/2020	330004
660300	Occup Exp-Utilities-Natural Gas	54.82	CASCADE NATURAL GAS CO	GAS	6/19/2020	329792
660300	Occup Exp-Utilities-Natural Gas	42.99	CASCADE NATURAL GAS CO	GAS	7/17/2020	330218
660500	Occup Exp-Utilities-Surface Water Mgmt	65.14	CITY OF SEDRO WOOLLEY	STORM	6/26/2020	329917
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	6/26/2020	329917
660500	Occup Exp-Utilities-Surface Water Mgmt	38.77	CITY OF SEDRO WOOLLEY	STORM	6/26/2020	329917
660500	Occup Exp-Utilities-Surface Water Mgmt	65.42	CITY OF SEDRO WOOLLEY	STORM	7/17/2020	330225
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	7/17/2020	330225
660500	Occup Exp-Utilities-Surface Water Mgmt	38.77	CITY OF SEDRO WOOLLEY	STORM	7/17/2020	330225
660700	Occup Exp-Utilities-Garbage	531.96	CITY OF SEDRO WOOLLEY	GARBAGE	6/26/2020	329917
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	6/26/2020	329917
660700	Occup Exp-Utilities-Garbage	261.90	CITY OF SEDRO WOOLLEY	GARBAGE	6/26/2020	329917
660700	Occup Exp-Utilities-Garbage	583.85	CITY OF SEDRO WOOLLEY	GARBAGE	7/17/2020	330225
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	7/17/2020	330225
660700	Occup Exp-Utilities-Garbage	261.90	CITY OF SEDRO WOOLLEY	GARBAGE	7/17/2020	330225
	<b>TOTAL CEDAR GROVE</b>	<b>9,843.55</b>				
<b>HILLSVIEW</b>						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
410000	Admin Supplies	192.47	COMPLETE OFFICE	OFFICE SUPPLIES	6/5/2020	329615
410000	Admin Supplies	10.52	ABC IMAGING	APPLICATION PACKET	6/12/2020	329731

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2020 TO 7/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	10.67	COMPLETE OFFICE	OFFICE SUPPLIES	7/2/2020	329998
410000	Admin Supplies	5.69	COMPLETE OFFICE	BOTTLE SPRAYER	7/10/2020	330097
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	SN RZJ27626 MAINT	7/31/2020	330462
411101	Comp Equip-Software	5.09	PAPERLESS PRODUCTIVITY INC	RIGHTFAX	7/2/2020	330042
411101	Comp Equip-Software	2.47	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/31/2020	330392
411102	Comp Equip-Hardware Maint	9.00	CERIUM NETWORKS INC	AUDICODES SUPPORT RENEWAL 2020	7/2/2020	330019
411103	Comp Equip-Software Maint	8.48	VIPRE SECURITY	VIPRE EMAIL SECURITY SUBSCRIPTION	6/5/2020	329602
411103	Comp Equip-Software Maint	15.18	PAPERLESS PRODUCTIVITY INC	RIGHTFAX UPGRADE TO RELEASE 16	7/2/2020	330042
411103	Comp Equip-Software Maint	10.87	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/31/2020	330392
411901	Equip-Other-Leased/Rented	2.77	QUADIENT LEASING USA INC	MAILING MACHINE	6/5/2020	329660
411901	Equip-Other-Leased/Rented	3.09	CANON FINANCIAL	SN 2LP03248	6/26/2020	329927
411901	Equip-Other-Leased/Rented	3.23	CANON FINANCIAL	SN 2LP03248	7/31/2020	330450
420101	Professional Svcs-Auditing	508.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	6/26/2020	329842
420908	Professional Svcs-Comps	11.44	PAPERLESS PRODUCTIVITY INC	RIGHTFAX UPGRADE TO RELEASE 16	7/2/2020	330042
421904	Admin Contracts- Cloud Recovery Svcs	23.24	NET2VAULT LLC	MANAGED VAULTING	6/12/2020	329727
421904	Admin Contracts- Cloud Recovery Svcs	22.21	NET2VAULT LLC	MANAGED VAULTING	6/19/2020	329815
421904	Admin Contracts- Cloud Recovery Svcs	34.60	NET2VAULT LLC	MANAGED VAULTING	7/17/2020	330248
440011	Mileage Reimbursement	1.70	KRISTOPHER KNUTSON	5/4-6/27/20 MILEAGE	6/26/2020	329945
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECHNOLOGY SERVICES	MAY 2020 CHGS	6/12/2020	329719
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECHNOLOGY SERVICES	Jun-20	7/10/2020	330119
450002	Comm-Phones Lines-Service-Digital Voice	0.64	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	6/26/2020	329943
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	7/17/2020	330254
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	MAY 2020 CHGS	6/12/2020	329719
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	Jun-20	7/10/2020	330119
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	6/12/2020	329713
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	7/10/2020	330111
491000	Admin Exp-Criminal/Background Checks	10.05	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/12/2020	329681
491000	Admin Exp-Criminal/Background Checks	14.60	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/12/2020	329695
491000	Admin Exp-Criminal/Background Checks	24.21	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/10/2020	330068
491000	Admin Exp-Criminal/Background Checks	11.51	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	7/24/2020	330313

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2020 TO 7/31/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	9.94	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/24/2020	330299
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/24/2020	330299
493000	Other Admin Exp-Postage	24.52	QUADIENT FINANCE USA INC	POSTAGE	6/5/2020	329661
493000	Other Admin Exp-Postage	24.67	QUADIENT FINANCE USA INC	POSTAGE	7/17/2020	330270
493000	Other Admin Exp-Postage	30.25	MAIL ADVERTISING BUREAU INC	JULY 2020 STATEMENTS	7/17/2020	330174
493100	Other Admin Exp-Mail Handling	58.26	MAIL ADVERTISING BUREAU INC	JULY 2020 STATEMENTS	7/17/2020	330174
520104	Social Service Contracts-Interpretation	5.98	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/19/2020	329758
520104	Social Service Contracts-Interpretation	3.92	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/26/2020	329847
620007	Occup Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q3 INSTALLMENT	7/31/2020	330463
620008	Occup Exp-Alarm Testing/Monitoring	290.00	SMITH FIRE SYSTEMS INC	MONITORING CONVERSION	7/24/2020	330373
620008	Occup Exp-Alarm Testing/Monitoring	384.00	SMITH FIRE SYSTEMS INC	ANNUAL FIRE ALARM MONITORING	7/24/2020	330373
620013	Occup Exp-Yard/Garden/Landscaping	108.99	WHIRLWIND CLEAN & GREEN	LESS 9.26 TAX	7/24/2020	330351
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LESS 27.79 TAX	7/24/2020	330351
630100	Occup Exp-Fees-Permits	60.00	OMWBE	POLITICAL SUBDIVISION FEE	7/17/2020	330181
660000	Occup Exp-Utilities-Water	1,803.54	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2020	330329
660100	Occup Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	6/26/2020	329917
660100	Occup Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	7/17/2020	330225
660200	Occup Exp-Utilities-Electricity	826.16	PUGET SOUND ENERGY-BOT-01H	ELEC	6/5/2020	329620
660200	Occup Exp-Utilities-Electricity	817.61	PUGET SOUND ENERGY-BOT-01H	ELEC	7/2/2020	330004
660500	Occup Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	6/26/2020	329917
660500	Occup Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	7/17/2020	330225
660700	Occup Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	6/26/2020	329917
660700	Occup Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	7/17/2020	330225
	<b>TOTAL HILLSVIEW</b>	<b>17,744.26</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>27,587.81</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners

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

**DATE:** August 11, 2020

**RE:** June 2020 Financial Report

Attached for your review is the unaudited year-to-date financial report as of June 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 22.4% over budget and operating expenses 6.4% under budget.

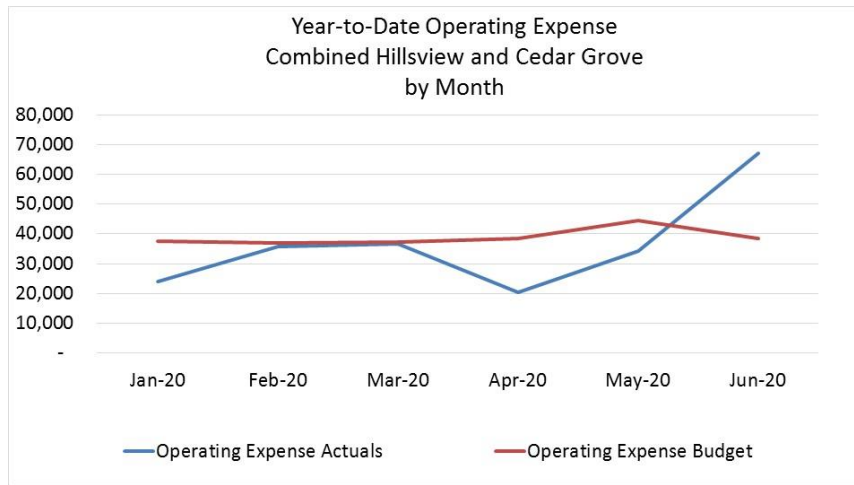
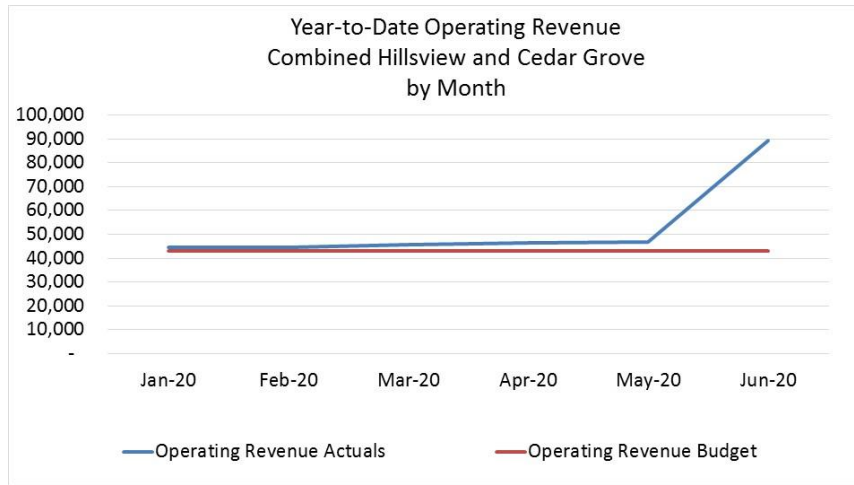
Operating Revenue	Actual	Budget	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
			\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$113,011	\$108,066	\$4,945	4.6%	●	Salaries and Benefits	(\$5,287)	-6.6%	●
Federal Operating Support	201,672	146,832	54,840	37.3%	●	Administrative Expenses	2,787	5.6%	●
Other Revenue	2,592	4,323	(1,731)	-40.0%	●	Maintenance Expenses, Utilities, Taxes	17,034	17.2%	●
						Other Programmatic Expenses	378	9.4%	●
<b>Total Operating Revenue</b>	<b>317,275</b>	<b>259,221</b>	<b>\$58,054</b>	<b>22.4%</b>	●	<b>Total Operating Expenses</b>	<b>\$14,912</b>	<b>6.4%</b>	●

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

### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$317,275 exceeded budget expectations by 22.4%, with most of this positive variance coming from federal CARES Act funding. The Housing Authority was awarded \$49,001 in additional subsidy in April, with the caveat that all funds had to be drawn and spent by year-end, or returned to HUD. As the grant rules allowed this new funding to be spent on normal operations, second quarter expenses totaling \$43,296 were applied to the grant. The remaining grant-eligible expenses will be incurred in July. As a result, \$43,296 of unanticipated grant revenue was recorded. The remaining \$14,758 positive variance is primarily due to better than expected operating fund subsidy (Subsidy). The budget assumed 90% proration, while the interim prorate through June was 96.6%. Tenant revenues were also greater than anticipated at both Cedar Grove and Hillview.

Year-to-date operating expenses in the amount of \$218,442 are under budget by 6.4%. The main driver is the timing of the final invoice for the prior landscaping contract, which was paid in July. Additionally, maintenance expenses have been lower than planned and are expected to remain low for the remainder of the year as a result of the COVID-19 pandemic.



**CAPITAL ACTIVITY**

Capital project expenditures were under budget by 39.6% 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**

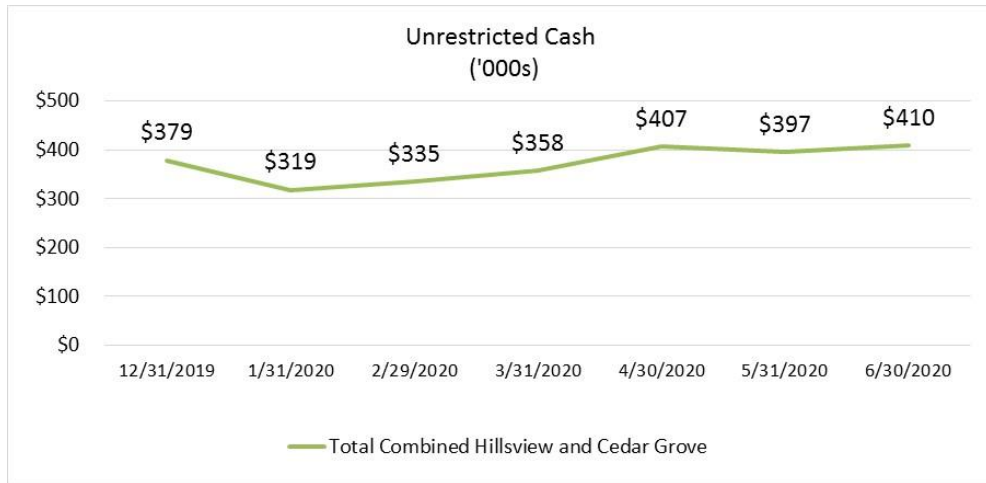
Net non-operating revenues and expenses were close to target with a 2.3% favorable variance from budget totaling \$1,120.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$410,185 has increased by \$31,023 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

August 11, 2020



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

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$174,832	\$235,354	\$410,185
Cash-Restricted	3,550	5,450	9,000
Accounts Receivable	49,445	79,915	129,360
Other Short-term Assets	709	1,960	2,669
Capital Assets	<u>485,177</u>	<u>1,305,886</u>	<u>1,791,063</u>
Total Assets	<u><u>\$713,713</u></u>	<u><u>\$1,628,564</u></u>	<u><u>\$2,342,277</u></u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	<u>\$22,087</u>	<u>\$43,018</u>	<u>\$65,105</u>
Total Liabilities	22,087	43,018	65,105
Equity	691,626	1,585,546	2,277,172
Total Liabilities and Equity	<u><u>\$713,713</u></u>	<u><u>\$1,628,564</u></u>	<u><u>\$2,342,277</u></u>



Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through June 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	\$113,011	\$108,066	\$4,945	4.6%
Federal Operating Support	201,672	146,832	54,840	37.3%
<i>Total Rental Revenue and Federal Support</i>	<u>314,683</u>	<u>254,898</u>	<u>59,785</u>	<u>23.5%</u>
<i>Other Operating Revenue</i>				
Other Revenue	2,592	4,323	(1,731)	-40.0%
<i>Total Other Operating Revenue</i>	<u>2,592</u>	<u>4,323</u>	<u>(1,731)</u>	<u>-40.0%</u>
<i>Total Operating Revenue</i>	<u>317,275</u>	<u>259,221</u>	<u>58,054</u>	<u>22.4%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(85,993)	(80,706)	(5,287)	-6.6%
Administrative Expenses	(46,727)	(49,514)	2,787	5.6%
Maintenance Expenses, Utilities, Taxes	(82,080)	(99,114)	17,034	17.2%
Other Programmatic Expenses	(3,642)	(4,020)	378	9.4%
<i>Total Operating Expenses</i>	<u>(218,442)</u>	<u>(233,354)</u>	<u>14,912</u>	<u>6.4%</u>
<i>Net Operating Income</i>	<u>98,833</u>	<u>25,867</u>	<u>72,966</u>	<u>282.1%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	50,500	49,380	1,120	2.3%
<i>Total Non Operating Income/(Expense)</i>	<u>50,500</u>	<u>49,380</u>	<u>1,120</u>	<u>2.3%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(29,839)	(49,380)	19,541	39.6%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(29,839)</u>	<u>(49,380)</u>	<u>19,541</u>	<u>39.6%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	75	-	75	n/a
Change in Short-term Assets	(34,810)	43,906	(78,716)	-179.3%
Change in Short-term Liabilities	(53,736)	-	(53,736)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(88,471)</u>	<u>43,906</u>	<u>(132,377)</u>	<u>-301.5%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>31,023</u>	<u>\$69,773</u>	<u>(\$38,750)</u>	<u>-55.5%</u>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$410,185</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	(75)	-	(75)	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$ (75)</u>	<u>\$ -</u>	<u>\$ (75)</u>	<u>n/a</u>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$9,000</u></b>			

- 1) Operating subsidy exceeded target due to higher than anticipated interim prorated. The budget assumed 90.0% while the actual interim prorated was 96.6%. Also, due to additional operating subsidy received under the CARES Act. Unbudgeted.
- 2) Landscaping contract ended in May, and the final invoice was paid in July. New contract to be executed at the end of September. Maintenance expenses are expected to be low for the remainder of the year as non-emergency work orders and inspections have been canceled for the rest of year.
- 3) Three unit upgrades were budgeted evenly through the year. As of June, one unit upgrade was completed at Hillsideview. No unit upgrades have been completed at Cedar Grove. Unit upgrades depend on availability.
- 4) Due to increase in CARES Act funding receivable. Unbudgeted.
- 5) Decrease in accounts payable due to settlement payment of EPC program liability and short-term liabilities.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through June 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	\$86,158	\$83,268	\$2,890	3.5%
Federal Operating Support	124,874	86,514	38,360	44.3%
<i>Total Rental Revenue and Federal Support</i>	<u>211,032</u>	<u>169,782</u>	<u>41,250</u>	<u>24.3%</u>
<i>Other Operating Revenue</i>				
Other Revenue	1,672	2,889	(1,216)	-42.1%
<i>Total Other Operating Revenue</i>	<u>1,672</u>	<u>2,889</u>	<u>(1,216)</u>	<u>-42.1%</u>
<i>Total Operating Revenue</i>	<u>212,704</u>	<u>172,671</u>	<u>40,033</u>	<u>23.2%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(65,090)	(60,246)	(4,844)	-8.0%
Administrative Expenses	(35,429)	(37,435)	2,006	5.4%
Maintenance Expenses, Utilities, Taxes	(55,956)	(64,344)	8,388	13.0%
Other Programmatic Expenses	(2,731)	(2,946)	215	7.3%
<i>Total Operating Expenses</i>	<u>(159,206)</u>	<u>(164,971)</u>	<u>5,765</u>	<u>3.5%</u>
<i>Net Operating Income</i>	<u>53,499</u>	<u>7,700</u>	<u>45,799</u>	<u>594.8%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	39,924	28,362	11,562	40.8%
<i>Total Non Operating Income/(Expense)</i>	<u>39,924</u>	<u>28,362</u>	<u>11,562</u>	<u>40.8%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(29,839)	(28,362)	(1,477)	-5.2%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(29,839)</u>	<u>(28,362)</u>	<u>(1,477)</u>	<u>-5.2%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(175)	-	(175)	n/a
Change in Short-term Assets	(20,946)	32,929	(53,875)	-163.6%
Change in Short-term Liabilities	(42,074)	-	(42,074)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(63,195)</u>	<u>32,929</u>	<u>(96,124)</u>	<u>-291.9%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>389</u>	<u>\$40,629</u>	<u>(\$40,240)</u>	<u>-99.0%</u>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$235,354</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	175	-	175	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$ 175</u>	<u>\$ -</u>	<u>\$ 175</u>	<u>n/a</u>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$5,450</u></b>			

- 1) Operating subsidy exceeded target due to higher than anticipated interim prorated. The budget assumed 90.0% while the actual interim prorated was 96.6%. Also, due to additional operating subsidy received under the CARES Act. Unbudgeted.
- 2) Landscaping contract ended in May, and the final invoice was paid in July. New contract to be executed at the end of September. Maintenance expenses are expected to be low for the remainder of the year as non-emergency work orders and inspections have been canceled for the rest of year.
- 3) Due to a unit upgrade that came in higher than expected and an increase in material and abatement costs.
- 4) Mainly due to increase in CARES Act funding receivable. Unbudgeted.
- 5) Decrease in accounts payable due to settlement payment of EPC program liability and short-term liabilities.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through June 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	\$26,853	\$24,798	\$2,055	8.3%
Federal Operating Support	76,798	60,318	16,480	27.3%
<i>Total Rental Revenue and Federal Support</i>	103,651	85,116	18,535	21.8%
<i>Other Operating Revenue</i>				
Other Revenue	919	1,435	(515)	-35.9%
<i>Total Other Operating Revenue</i>	919	1,435	(515)	-35.9%
<b>Total Operating Revenue</b>	104,570	86,551	18,020	20.8%
<i>Operating Expenses</i>				
Salaries and Benefits	(20,903)	(20,460)	(443)	-2.2%
Administrative Expenses	(11,299)	(12,079)	780	6.5%
Maintenance Expenses, Utilities, Taxes	(26,125)	(34,770)	8,645	24.9%
Other Programmatic Expenses	(910)	(1,074)	164	15.2%
<i>Total Operating Expenses</i>	(59,237)	(68,383)	9,146	13.4%
<b>Net Operating Income</b>	45,333	18,168	27,166	149.5%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	10,576	21,018	(10,442)	-49.7%
<i>Total Non Operating Income/(Expense)</i>	10,576	21,018	(10,442)	-49.7%
<i>Capital Activity</i>				
Capital Project Expenditures	-	(21,018)	21,018	100.0%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	-	(21,018)	21,018	100.0%
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	(13,864)	10,976	(24,841)	-226.3%
Change in Short-term Liabilities	(11,662)	-	(11,662)	n/a
<i>Change in Other Assets/Liabilities</i>	(25,276)	10,976	(36,253)	-330.3%
<b>Change in Unrestricted/Program Cash</b>	30,633	\$29,144	\$1,489	5.1%
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$174,832</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	(250)	-	(250)	n/a
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$3,550</b>			

- 1) Due to additional operating subsidy received under the CARES Act. Unbudgeted.
- 2) Landscaping contract ended in May, and the final invoice was paid in July. New contract to be executed at the end of September. Maintenance expenses are expected to be low for the remainder of the year as non-emergency work orders and inspections have been canceled for the rest of year.
- 3) Draw from the 2018 CFP grant -Administration and Operations line items.
- 4) One unit upgrade was budgeted evenly through the year. This unit upgrade is expected to be completed in September, resulting in lower than budget capital expenditures.
- 5) Mainly due to increase in CARES Act funding receivable. Unbudgeted.
- 6) 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**

**June and July 2020**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	0	0	0
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 upgrade in process. The resident is moved out of state to be closer with family.

**Current Applications of Wait List as of August 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	168	142	28	185

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	71	11	82
3 Bedrooms	44	3	47
4 Bedrooms	1	0	1
<b>Total</b>	<b>116</b>	<b>14</b>	<b>130</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	73	0	9	0	0	82
Cedar Grove I	10	0	3	0	0	13
Cedar Grove II	10	0	1	0	0	11
Cedar Grove III	10	0	1	0	0	11
<b>Total</b>	<b>103</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>117</b>

**Resident Functions**

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

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Staffing**

There are no staff vacancies.

### **Previous Meeting Concerns**

- The landscaping contract bids are due by August 26<sup>th</sup>, 2020. Until a new contract is signed, KCHA landscapers are working on the property on a biweekly basis.

### **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.
  - There has been an increase in complaints regarding unauthorized occupants. Notices were sent out to residents to submit either an add-on application or provide third-party verification of their guest's address.