

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



TELEPHONIC MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 15, 2020

Zoom Meeting:

<https://zoom.us/j/94388895207?pwd=cDA3TIVVRjlBbGpLUkxVSEU3Wk5sZz09>

Meeting ID: 943 8889 5207

Passcode: 813915

PHONE: 253-215-8782

Meeting ID: 943 8889 5207

Passcode: 813915

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

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS TELEPHONIC AGENDA

Thursday, October 15, 2020
10:45 am

ZOOM Meeting
Hillview Apartments
(Community Room)
830 Township Street, Sedro-Woolley, WA 98284

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|-------|---|---|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Public Comment | |
| IV. | Approval of Minutes | |
| | A. August 20, 2020 Board of Commissioners' Meeting Minutes | 1 |
| V. | Action Items for Discussion & Approval | 2 |
| | A. Approval of Voucher Report August 1, 2020 to August 31, 2020 | |
| VI. | Reports | |
| | A. Financial Report for August 2020 | 3 |
| | B. Housing Management Report for August/September 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, August 20, 2020

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, August 20, 2020, via telephone.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Approval of Minutes

A. June 18, 2020 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes with revision of removing the last line. Seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from June 18, 2020.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report June 1, 2020 to July 31, 2020

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

VI. Reports

A. Financial Report for June 2020

Windy Epps, Assistant Director of Finance, presented the details of the June 2020 Financial Reports.

B. Housing Management Report for June/July 2020

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

There was a type, there are 196 applicants on the waitlist.

Questions of Commissioners' were answered by Kimberly Sayavong.

VII. New Business

The five year plan for HUD: We are looking to complete and submit or delay. HUD has waivers that allow us to postpone submitting. We will keep you updated.

VIII. Adjournment

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

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Ai Ly, Accounting Manager
DATE: October 7, 2020
RE: Approval of Vouchers August 1, 2020 to September 30, 2020

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.

Ai Ly
Accounting Manager
October 7, 2020

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	12,678.97
Cedar Grove Voids	<u>(4,134.45)</u>
Cedar Grove Total	8,544.52
Directly to Hillsvievw	23,277.56
Hillsvievw Voids	(6,246.34)
Hillsvievw Total	<u>17,031.22</u>
Total Expenditures	<u><u>25,575.74</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2020 TO 9/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number	Void
CEDAR GROVE							
410000	Admin Supplies	0.04	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/4/2020	330996	
411101	Comp Equip-Software	4.58	HYLAND SOFTWARE, INC	MAINT FEES	9/18/2020	331163	
411101	Comp Equip-Software	1.05	DOCU SIGN INC	ESIGNATURE	9/25/2020	331316	void
411101	Comp Equip-Software	1.05	DOCU SIGN INC	ESIGNATURE	9/25/2020	331449	
411103	Comp Equip-Software Maint	0.75	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/14/2020	330621	
411103	Comp Equip-Software Maint	5.69	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/28/2020	330825	
411103	Comp Equip-Software Maint	0.38	HYLAND SOFTWARE, INC	MAINT FEES	9/18/2020	331163	
411103	Comp Equip-Software Maint	0.16	DOCU SIGN INC	ESIGNATURE	9/25/2020	331316	void
411103	Comp Equip-Software Maint	0.16	DOCU SIGN INC	ESIGNATURE	9/25/2020	331449	
411901	Equip-Other-Leased/Rented	1.00	CANON FINANCIAL	SN 2LP03248	8/28/2020	330891	
411901	Equip-Other-Leased/Rented	0.92	QUADIENT LEASING USA INC	MAILING SYSTEM	9/18/2020	331194	
420101	Prof Services-Auditing	56.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	8/21/2020	330705	
420908	Prof Services-Comps	1.51	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	8/28/2020	330883	
420908	Prof Services-Comps	1.60	AFFIRMA CONSULTING LLC	SHAREPOINT DEV	9/4/2020	331017	
420908	Prof Services-Comps	0.54	AFFIRMA CONSULTING LLC	SHAREPOINT DEV	9/18/2020	331205	
420908	Prof Services-Comps	0.99	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/18/2020	331163	
420908	Prof Services-Comps	3.06	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/18/2020	331163	
421904	Admin Contracts- Cloud Recovery Services	11.16	NET2VAULT LLC	MANAGED VAULTING	8/14/2020	330675	
421904	Admin Contracts- Cloud Recovery Services	11.32	NET2VAULT LLC	MANAGED VAULTING	9/25/2020	331302	void
421904	Admin Contracts- Cloud Recovery Services	11.32	NET2VAULT LLC	MANAGED VAULTING	9/25/2020	331435	
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	JULY 2020 SVCS	8/28/2020	330887	
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	8/1/2020	9/18/2020	331166	
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	8/14/2020	330682	
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY CHGS	9/18/2020	331183	
491000	Admin Exp-Criminal/Background Checks	5.86	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/21/2020	330737	
491000	Admin Exp-Criminal/Background Checks	8.47	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	9/18/2020	331135	
493000	Other Admin Exp-Postage	13.23	QUADIENT FINANCE USA INC	POSTAGE	8/7/2020	330592	
493000	Other Admin Exp-Postage	10.03	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2020 STMTS	9/4/2020	330937	
493000	Other Admin Exp-Postage	8.93	MAIL ADVERTISING BUREAU INC	PROPERTY MGMT	9/11/2020	331031	
493000	Other Admin Exp-Postage	5.45	QUADIENT FINANCE USA INC	POSTAGE	9/18/2020	331195	
493100	Other Admin Exp-Mail Handling	2.99	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2020 STMTS	9/4/2020	330937	
493100	Other Admin Exp-Mail Handling	2.58	MAIL ADVERTISING BUREAU INC	PROPERTY MGMT	9/11/2020	331031	
520104	Social Service Contracts-Interpretation	4.16	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/28/2020	330819	
520104	Social Service Contracts-Interpretation	3.25	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/28/2020	330819	
660000	Occup Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	127.94	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	67.83	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2020 TO 9/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number	Void
660000	Occup Exp-Utilities-Water	94.57	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	144.62	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	139.07	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	127.94	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	100.14	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	178.00	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	178.00	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660000	Occup Exp-Utilities-Water	106.52	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	106.52	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	168.18	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	168.18	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	82.59	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	82.59	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	100.91	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	100.91	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	123.34	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	73.96	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	73.96	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	173.78	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	173.78	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	173.78	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	173.78	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	89.71	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	89.71	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331408	
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	9/25/2020	331280	void
660100	Occup Exp-Utilities-Sewer	729.03	CITY OF SEDRO WOOLLEY	SEWER	8/21/2020	330766	
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	8/21/2020	330766	
660100	Occup Exp-Utilities-Sewer	435.74	CITY OF SEDRO WOOLLEY	SEWER	8/21/2020	330766	
660100	Occup Exp-Utilities-Sewer	727.80	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331420	
660100	Occup Exp-Utilities-Sewer	727.80	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331287	void
660100	Occup Exp-Utilities-Sewer	432.96	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331420	
660100	Occup Exp-Utilities-Sewer	432.96	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331287	void
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331420	
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331287	void

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2020 TO 9/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number	Void
660200	Occup Exp-Utilities-Electricity	59.47	PUGET SOUND ENERGY-BOT-01H	ELEC	8/7/2020	330548	
660200	Occup Exp-Utilities-Electricity	34.62	PUGET SOUND ENERGY-BOT-01H	ELEC	8/7/2020	330548	
660200	Occup Exp-Utilities-Electricity	24.22	PUGET SOUND ENERGY-BOT-01H	ELEC	8/7/2020	330548	
660200	Occup Exp-Utilities-Electricity	34.23	PUGET SOUND ENERGY-BOT-01H	ELEC	9/4/2020	330974	
660200	Occup Exp-Utilities-Electricity	57.82	PUGET SOUND ENERGY-BOT-01H	ELEC	9/4/2020	330974	
660200	Occup Exp-Utilities-Electricity	23.26	PUGET SOUND ENERGY-BOT-01H	ELEC	9/4/2020	330974	
660201	Occup Exp-Utilities-Electricity-Closing Bill	20.88	PUGET SOUND ENERGY-BOT-01H	ELEC	9/4/2020	330974	
660300	Occup Exp-Utilities-Natural Gas	22.95	CASCADE NATURAL GAS CO	GAS	8/21/2020	330757	
660300	Occup Exp-Utilities-Natural Gas	30.22	CASCADE NATURAL GAS CO	GAS	9/25/2020	331405	
660300	Occup Exp-Utilities-Natural Gas	30.22	CASCADE NATURAL GAS CO	GAS	9/25/2020	331272	void
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	6.30	CASCADE NATURAL GAS CO	GAS	8/28/2020	330863	
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	7.28	CASCADE NATURAL GAS CO	GAS	8/28/2020	330863	
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	5.32	CASCADE NATURAL GAS CO	GAS	9/25/2020	331405	
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	5.32	CASCADE NATURAL GAS CO	GAS	9/25/2020	331272	void
660500	Occup Exp-Utilities-Surface Water Mgmt	65.42	CITY OF SEDRO WOOLLEY	STORM	8/21/2020	330766	
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	8/21/2020	330766	
660500	Occup Exp-Utilities-Surface Water Mgmt	39.10	CITY OF SEDRO WOOLLEY	STORM	8/21/2020	330766	
660500	Occup Exp-Utilities-Surface Water Mgmt	65.31	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331420	
660500	Occup Exp-Utilities-Surface Water Mgmt	65.31	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331287	void
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331420	
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331287	void
660500	Occup Exp-Utilities-Surface Water Mgmt	38.85	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331420	
660500	Occup Exp-Utilities-Surface Water Mgmt	38.85	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331287	void
660700	Occup Exp-Utilities-Garbage	583.85	CITY OF SEDRO WOOLLEY	GARBAGE	8/21/2020	330766	
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	8/21/2020	330766	
660700	Occup Exp-Utilities-Garbage	324.16	CITY OF SEDRO WOOLLEY	GARBAGE	8/21/2020	330766	
660700	Occup Exp-Utilities-Garbage	563.09	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331420	
660700	Occup Exp-Utilities-Garbage	563.09	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331287	void
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331420	
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331287	void
660700	Occup Exp-Utilities-Garbage	277.47	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331420	
660700	Occup Exp-Utilities-Garbage	277.47	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331287	void
440011	Travel-Mileage Reimbursement	140.30	KIMBERLY SAYAVONG	MILEAGE 7/6-9/8/20 CHGS	9/25/2020	331294	void
440011	Travel-Mileage Reimbursement	140.30	KIMBERLY SAYAVONG	MILEAGE 7/6-9/8/20 CHGS	9/25/2020	331427	
	SUBTOTAL CEDAR GROVE	12,678.97					
	CEDAR GROVE VOIDS	(4,134.45)					
	TOTAL CEDAR GROVE	8,544.52					

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2020 TO 9/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number	Void
HILLSVIEW							
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No	
410000	Admin Supplies	0.14	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/4/2020	330996	
411101	Comp Equip-Software	14.41	HYLAND SOFTWARE, INC	MAINT FEES	9/18/2020	331163	
411101	Comp Equip-Software	3.30	DOCU SIGN INC	ESIGNATURE	9/25/2020	331316	void
411101	Comp Equip-Software	3.30	DOCU SIGN INC	ESIGNATURE	9/25/2020	331449	
411103	Comp Equip-Software Maint	2.35	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/14/2020	330621	
411103	Comp Equip-Software Maint	17.90	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/28/2020	330825	
411103	Comp Equip-Software Maint	1.20	HYLAND SOFTWARE, INC	MAINT FEES	9/18/2020	331163	
411103	Comp Equip-Software Maint	0.49	DOCU SIGN INC	ESIGNATURE	9/25/2020	331316	void
411103	Comp Equip-Software Maint	0.49	DOCU SIGN INC	ESIGNATURE	9/25/2020	331449	
411901	Equip-Other-Leased/Rented	3.02	CANON FINANCIAL	SN 2LP03248	8/28/2020	330891	
411901	Equip-Other-Leased/Rented	2.78	QUADIENT LEASING USA INC	MAILING SYSTEM	9/18/2020	331194	
420101	Prof Services-Auditing	169.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	8/21/2020	330705	
420908	Prof Services-Comps	4.74	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	8/28/2020	330883	
420908	Prof Services-Comps	5.03	AFFIRMA CONSULTING LLC	SHAREPOINT DEV	9/4/2020	331017	
420908	Prof Services-Comps	1.69	AFFIRMA CONSULTING LLC	SHAREPOINT DEV	9/18/2020	331205	
420908	Prof Services-Comps	3.12	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/18/2020	331163	
420908	Prof Services-Comps	9.63	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/18/2020	331163	
421904	Admin Contracts- Cloud Recovery Services	35.12	NET2VAULT LLC	MANAGED VAULTING	8/14/2020	330675	
421904	Admin Contracts- Cloud Recovery Services	35.57	NET2VAULT LLC	MANAGED VAULTING	9/25/2020	331302	void
421904	Admin Contracts- Cloud Recovery Services	35.57	NET2VAULT LLC	MANAGED VAULTING	9/25/2020	331435	
440011	Travel-Mileage Reimbursement	5.66	STEPHANIE ANDERSON	1/3-6/1/20 MILEAGE	8/14/2020	330681	
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECH SVCS	JULY 2020 SVCS	8/28/2020	330887	
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	8/1/2020	9/18/2020	331166	
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	8/14/2020	330682	
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY CHGS	9/18/2020	331183	
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JULY 2020 SVCS	8/28/2020	330887	
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	8/1/2020	9/18/2020	331166	
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	8/14/2020	330662	
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	9/4/2020	330980	
452000	Comm-Advertising	145.08	SKAGIT VALLEY PUBLISHING	REQUEST FOR PROPOSALS	9/18/2020	331115	
452000	Comm-Advertising	109.20	SEATTLE DAILY JOURNAL OF COMMERC	SEDRO LANDSCAP	9/18/2020	331108	
491000	Admin Exp-Criminal/Background Checks	17.69	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/21/2020	330737	
491000	Admin Exp-Criminal/Background Checks	25.56	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	9/18/2020	331135	

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2020 TO 9/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number	Void
491000	Admin Exp-Criminal/Background Checks	66.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/25/2020	331229	void
491000	Admin Exp-Criminal/Background Checks	66.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/25/2020	331363	
493000	Other Admin Exp-Postage	39.95	QUADIENT FINANCE USA INC	POSTAGE	8/7/2020	330592	
493000	Other Admin Exp-Postage	30.25	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2020 STMTS	9/4/2020	330937	
493000	Other Admin Exp-Postage	26.94	MAIL ADVERTISING BUREAU INC	PROPERTY MGMT	9/11/2020	331031	
493000	Other Admin Exp-Postage	16.46	QUADIENT FINANCE USA INC	POSTAGE	9/18/2020	331195	
493100	Other Admin Exp-Mail Handling	9.01	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2020 STMTS	9/4/2020	330937	
493100	Other Admin Exp-Mail Handling	7.79	MAIL ADVERTISING BUREAU INC	PROPERTY MGMT	9/11/2020	331031	
520104	Social Service Contracts-Interpretation	12.56	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/28/2020	330819	
520104	Social Service Contracts-Interpretation	9.80	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/28/2020	330819	
610003	Occup Exp-Materials-Carpentry	50.44	HD SUPPLY FACILITIES MAINTENANCE	BLINDS	9/4/2020	330940	
610015	Occup Exp-Materials-Reasonable Accom	145.94	SUNSIGNS	PARKING SIGNAGE	9/25/2020	331359	
610015	Occup Exp-Materials-Reasonable Accom	145.94	SUNSIGNS	PARKING SIGNAGE	9/25/2020	331225	void
620011	Occup Exp-Maint Contracts-Fire/Safety	600.00	SMITH FIRE SYSTEMS INC	SVC CALL	8/28/2020	330924	
660000	Occup Exp-Utilities-Water	1,843.76	PUBLIC UTILITY DISTRICT #1	WATER	9/18/2020	331156	
660100	Occup Exp-Utilities-Sewer	4,219.18	CITY OF SEDRO WOOLLEY	SEWER	8/21/2020	330766	
660100	Occup Exp-Utilities-Sewer	4,217.63	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331420	
660100	Occup Exp-Utilities-Sewer	4,217.63	CITY OF SEDRO WOOLLEY	SEWER	9/25/2020	331287	void
660200	Occup Exp-Utilities-Electricity	797.76	PUGET SOUND ENERGY-BOT-01H	ELEC	8/7/2020	330548	
660200	Occup Exp-Utilities-Electricity	847.16	PUGET SOUND ENERGY-BOT-01H	ELEC	9/4/2020	330974	
660500	Occup Exp-Utilities-Surface Water Mgmt	378.61	CITY OF SEDRO WOOLLEY	STORM	8/21/2020	330766	
660500	Occup Exp-Utilities-Surface Water Mgmt	378.47	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331420	
660500	Occup Exp-Utilities-Surface Water Mgmt	378.47	CITY OF SEDRO WOOLLEY	STORM	9/25/2020	331287	void
660700	Occup Exp-Utilities-Garbage	1,003.98	CITY OF SEDRO WOOLLEY	GARBAGE	8/21/2020	330766	
660700	Occup Exp-Utilities-Garbage	978.04	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331420	
660700	Occup Exp-Utilities-Garbage	978.04	CITY OF SEDRO WOOLLEY	GARBAGE	9/25/2020	331287	void
440011	Travel-Mileage Reimbursement	420.90	KIMBERLY SAYAVONG	MILEAGE 7/6-9/8/20 CHGS	9/25/2020	331294	void
440011	Travel-Mileage Reimbursement	420.90	KIMBERLY SAYAVONG	MILEAGE 7/6-9/8/20 CHGS	9/25/2020	331427	
	SUBTOTAL HILLSVIEW	23,277.56					
	VOIDS	(6,246.34)					
	TOTAL HILLSVIEW	17,031.22					
	TOTAL SEDRO WOOLLEY	25,575.74					

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners

FROM: Windy Epps, Assistant Director of Finance

DATE: October 6, 2020

RE: August 2020 Financial Report

Attached for your review is the unaudited year-to-date financial report as of August 31, 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 16.4% over budget and operating expenses 6.0% under budget.

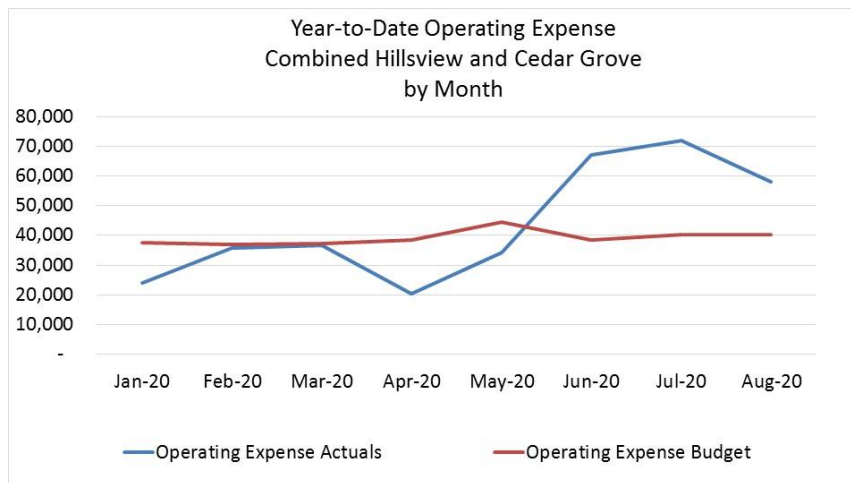
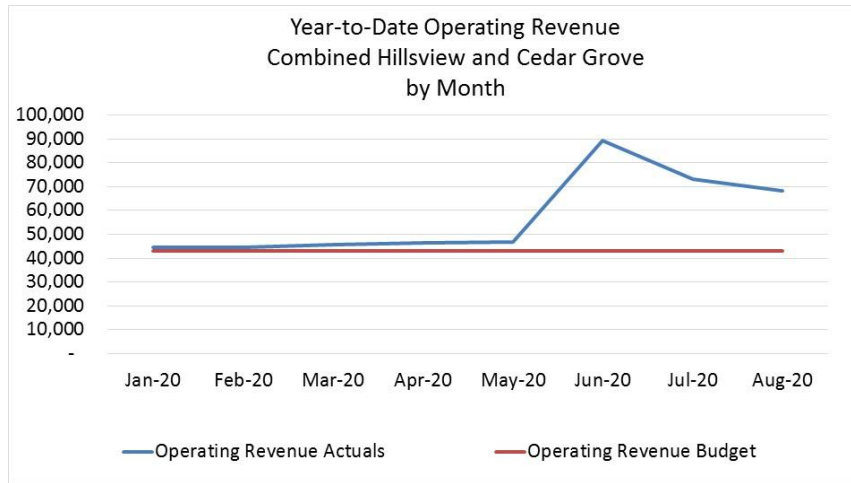
Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$3,379	2.3%	●	Salaries and Benefits	(\$7,434)	-7.0%	●
Federal Operating Support	55,767	28.5%	●	Administrative Expenses	5,304	7.4%	●
Other Revenue	(2,596)	-45.0%	●	Maintenance Expenses, Utilities, Taxes	20,446	15.5%	●
				Other Programmatic Expenses	422	8.0%	●
Total Operating Revenue	\$56,550	16.4%	●	Total Operating Expenses	\$18,738	6.0%	●

- 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 \$402,178 exceeded budget expectations by 16.4%, with most of this positive variance coming from \$49,001 in additional funding from the federal CARES Act that was awarded in April. The remaining \$7,549 positive variance is primarily due to better than expected operating fund subsidy. The budget assumed 90% proration, while the interim prorate through August was 96.5%. Tenant revenues were also greater than anticipated at Hillsview.

Year-to-date operating expenses in the amount of \$292,252 are under budget by 6.0%. The main driver is due to lower than budgeted landscaping costs. A contract with a new landscaping vendor is being negotiated and is expected to be finalized in October. 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 36.2% 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

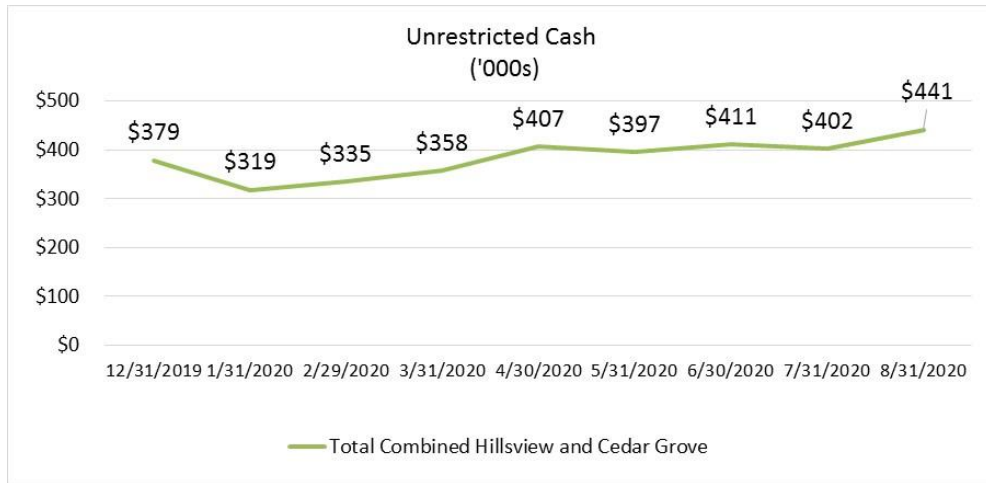
Net non-operating revenues and expenses were better than planned by 22.1%. The favorable variance is caused by a draw from the 2018 CFP Grant—Administration and Operations. This amount was offset by reduced draws resulting from lower capital project expenditures.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$441,349 has increased by \$62,186 since the beginning of the year primarily due to net operating income.

Sedro-Woolley Housing Authority

October 15, 2020



Sedro-Woolley Housing Authority
Statements of Financial Position
As of August 31, 2020

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Assets			
Cash-Unrestricted	\$149,024	\$292,324	\$441,349
Cash-Restricted	3,550	5,450	9,000
Accounts Receivable	22,713	28,742	51,455
Other Short-term Assets	657	2,266	2,923
Capital Assets	<u>484,666</u>	<u>1,293,791</u>	<u>1,778,457</u>
Total Assets	<u><u>\$660,610</u></u>	<u><u>\$1,622,573</u></u>	<u><u>\$2,283,183</u></u>
Liabilities and Equity			
Short-term Liabilities	<u>(\$23,175)</u>	<u>\$45,885</u>	<u>\$22,710</u>
Total Liabilities	(23,175)	45,885	22,710
Equity	683,785	1,576,688	2,260,473
Total Liabilities and Equity	<u><u>\$660,610</u></u>	<u><u>\$1,622,573</u></u>	<u><u>\$2,283,183</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2020

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$379,163			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$147,467	\$144,088	\$3,379	2.3%
Federal Operating Support	251,543	195,776	55,767	28.5%
<i>Total Rental Revenue and Federal Support</i>	<u>399,010</u>	<u>339,864</u>	<u>59,146</u>	<u>17.4%</u>
<i>Other Operating Revenue</i>				
Other Revenue	3,168	5,764	(2,596)	-45.0%
<i>Total Other Operating Revenue</i>	<u>3,168</u>	<u>5,764</u>	<u>(2,596)</u>	<u>-45.0%</u>
<i>Total Operating Revenue</i>	<u>402,178</u>	<u>345,628</u>	<u>56,550</u>	<u>16.4%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(112,960)	(105,526)	(7,434)	-7.0%
Administrative Expenses	(66,127)	(71,431)	5,304	7.4%
Maintenance Expenses, Utilities, Taxes	(111,293)	(131,739)	20,446	15.5%
Other Programmatic Expenses	(4,872)	(5,294)	422	8.0%
<i>Total Operating Expenses</i>	<u>(295,252)</u>	<u>(313,990)</u>	<u>18,738</u>	<u>6.0%</u>
<i>Net Operating Income</i>	<u>106,926</u>	<u>31,638</u>	<u>75,288</u>	<u>238.0%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	80,393	65,840	14,553	22.1%
<i>Total Non Operating Income/(Expense)</i>	<u>80,393</u>	<u>65,840</u>	<u>14,553</u>	<u>22.1%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(42,026)	(65,840)	23,814	36.2%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(42,026)</u>	<u>(65,840)</u>	<u>23,814</u>	<u>36.2%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	75	-	75	n/a
Change in Short-term Assets	12,948	43,906	(30,958)	-70.5%
Change in Short-term Liabilities	(96,131)	-	(96,131)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(83,108)</u>	<u>43,906</u>	<u>(127,014)</u>	<u>-289.3%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>62,185</u>	<u>\$75,544</u>	<u>(\$13,359)</u>	<u>-17.7%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$441,349</u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$9,075			
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>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$9,000</u>			

- 1) The operating subsidy exceeded budget due to additional funding from the CARES Act. Additionally, the interim prorate was higher than anticipated. The budget assumed 90.0% while the actual interim prorate was 96.5%.
- 2) The landscaping contract ended in May. A contract with a new vendor is being negotiated and expected to be finalized in October. Also, 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) Three unit upgrades were budgeted evenly through the year. As of August, one unit upgrade was completed at Hillsview. No unit upgrades have been completed at Cedar Grove. Unit upgrades depend on availability.
- 5) Mainly due to a decrease in CARES Act funding receivable offset by an increase in CFP grant receivable.
- 6) Decrease in accounts payable due to settlement payment of EPC program liability and short-term liabilities.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2020

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$234,965			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$114,971	\$111,024	\$3,947	3.6%
Federal Operating Support	153,749	115,352	38,397	33.3% (1)
<i>Total Rental Revenue and Federal Support</i>	<u>268,720</u>	<u>226,376</u>	<u>42,344</u>	<u>18.7%</u>
<i>Other Operating Revenue</i>				
Other Revenue	2,167	3,852	(1,685)	-43.7%
<i>Total Other Operating Revenue</i>	<u>2,167</u>	<u>3,852</u>	<u>(1,685)</u>	<u>-43.7%</u>
<i>Total Operating Revenue</i>	<u>270,887</u>	<u>230,228</u>	<u>40,659</u>	<u>17.7%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(85,305)	(78,778)	(6,527)	-8.3%
Administrative Expenses	(50,099)	(53,952)	3,853	7.1%
Maintenance Expenses, Utilities, Taxes	(75,092)	(85,514)	10,422	12.2% (2)
Other Programmatic Expenses	(3,654)	(3,862)	208	5.4%
<i>Total Operating Expenses</i>	<u>(214,150)</u>	<u>(222,106)</u>	<u>7,956</u>	<u>3.6%</u>
<i>Net Operating Income</i>	<u>56,737</u>	<u>8,122</u>	<u>48,615</u>	<u>598.6%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	62,321	37,816	24,505	64.8%
<i>Total Non Operating Income/(Expense)</i>	<u>62,321</u>	<u>37,816</u>	<u>24,505</u>	<u>64.8%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(29,839)	(37,816)	7,977	21.1% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(29,839)</u>	<u>(37,816)</u>	<u>7,977</u>	<u>21.1%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(175)	-	(175)	n/a
Change in Short-term Assets	7,524	32,929	(25,406)	-77.2% (4)
Change in Short-term Liabilities	(39,207)	-	(39,207)	n/a (5)
<i>Change in Other Assets/Liabilities</i>	<u>(31,859)</u>	<u>32,929</u>	<u>(64,788)</u>	<u>-196.7%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>57,360</u>	<u>\$41,051</u>	<u>\$16,309</u>	<u>39.7%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$292,324</u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$5,275			
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>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$5,450</u>			

- 1) Operating subsidy exceeded target due to additional operating subsidy received under the CARES Act. Also, regular operating subsidy funding exceeded target due to higher interim prorata. The budget assumed 90.0% while the actual interim prorata was 96.5%.
- 2) The landscaping contract ended in May. A contract with a new vendor is being negotiated and expected to be finalized in October. Also, 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) One unit upgrade has been completed as of August. Two were budgeted for the year.
- 4) Mainly due to a decrease in CARES Act funding receivable offset by an increase in CFP grant receivable.
- 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 August 31, 2020

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$144,199			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$32,496	\$33,064	(\$568)	-1.7%
Federal Operating Support	97,794	80,424	17,370	21.6%
<i>Total Rental Revenue and Federal Support</i>	130,290	113,488	16,802	14.8%
<i>Other Operating Revenue</i>				
Other Revenue	1,001	1,913	(912)	-47.7%
<i>Total Other Operating Revenue</i>	1,001	1,913	(912)	-47.7%
Total Operating Revenue	131,291	115,401	15,890	13.8%
<i>Operating Expenses</i>				
Salaries and Benefits	(27,654)	(26,747)	(907)	-3.4%
Administrative Expenses	(16,028)	(17,479)	1,451	8.3%
Maintenance Expenses, Utilities, Taxes	(36,201)	(46,225)	10,024	21.7%
Other Programmatic Expenses	(1,218)	(1,432)	214	15.0%
<i>Total Operating Expenses</i>	(81,102)	(91,884)	10,782	11.7%
Net Operating Income	50,189	23,517	26,672	113.4%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	18,072	28,024	(9,952)	-35.5%
<i>Total Non Operating Income/(Expense)</i>	18,072	28,024	(9,952)	-35.5%
<i>Capital Activity</i>				
Capital Project Expenditures	(12,186)	(28,024)	15,838	56.5%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(12,186)	(28,024)	15,838	56.5%
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	250	-	250	n/a
Change in Short-term Assets	5,424	10,976	(5,553)	-50.6%
Change in Short-term Liabilities	(56,924)	-	(56,924)	n/a
<i>Change in Other Assets/Liabilities</i>	(51,250)	10,976	(62,226)	-566.9%
Change in Unrestricted/Program Cash	4,826	\$34,494	(\$29,668)	-86.0%
ENDING UNRESTRICTED/PROGRAM CASH	\$149,024			

BEGINNING DESIGNATED/RESTRICTED CASH	\$3,800			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(250)	-	(250)	n/a
Change in Designated/Restricted Cash	\$ (250)	\$ -	\$ (250)	n/a
ENDING DESIGNATED/RESTRICTED CASH	\$3,550			

- 1) Due to additional operating subsidy received under the CARES Act. Unbudgeted.
- 2) The landscaping contract ended in May. A contract with a new vendor is being negotiated and expected to be finalized in October. 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 October, resulting in lower than budget capital expenditures.
- 5) Mainly due to a decrease in tenant receivable and prepaid insurance, offset by an increase in CFP grant receivable.
- 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

August and September 2020

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 10 days.

- Hillsview
 - One resident passed away. This was a site turn unit and housed in 24 days. This was due to a delay in housing an approved applicant.
- Cedar Grove
 - There is a three-bedroom unit upgrade in process. The unit is scheduled to be completed before the end of October, with an applicant ready to be housed.

Current Applications of Wait List as of October 1 2020

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	174	127	26	200

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	75	13	88
3 Bedrooms	47	3	50
4 Bedrooms	1	0	1
Total	123	16	139

Preference Definitions:

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

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	121	0	13	1	2	137
Cedar Grove I	12	0	5	0	0	17
Cedar Grove II	12	0	7	0	0	19
Cedar Grove III	12	0	5	0	0	17
Total	157	0	30	1	2	190

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

- Interviews were completed for the landscaping contract and a vendor was selected. Documents are under final review before execution of the contract.
- A pre-construction meeting is scheduled for October 21st for the flooring installation at Hillview.

Resident Issues

- Resident services has reached out to all residents with rent delinquencies to provide information on rental assistance.