

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



TELEPHONIC MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 18, 2021

Zoom Meeting:

<https://zoom.us/j/91304429567?pwd=aEk4bkZBVVZVQWFDQndZYTdlcTVxQT09>

Meeting ID: 913 0442 9567

Passcode: 754223

PHONE: 253-215-8782

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

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, February 18, 2021
10:45 am

VIRTUAL/ZOOM MEETING
Hillsvew 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. December 17, 2020 Board of Commissioners' Meeting Minutes | 1 |
| V. | Action Items for Discussion & Approval | |
| | A. Approval of Voucher Report December 1, 2020 to January 31, 2021 | 2 |
| | B. Resolution No. 471 (Revised) – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2020 Allocation of Funds from the HUD Capital Fund Program | 3 |
| | <i>This is a revision as it was written for 2021 and should have been for 2020</i> | |
| VI. | Reports | |
| | A. Financial Report for December 2020 | 4 |
| | B. Housing Management Report for December 2020/January 2021 | 5 |
| VII. | New Business | |
| VIII. | Adjournment | |

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

Thursday, December 17, 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, December 17, 2020, via telephone.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson.
Mayor Julia Johnson

Excused: Commissioner Dona Cowan and Commissioner Lee Elliott.

III. Public Comment

No public comment.

IV. Approval of Minutes

A. October 15, 2020 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes. Seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from October 15, 2020.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report October 1, 2020 to October 31, 2020

Questions of Commissioners' were answered.

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

B. Resolution No. 470 - Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2021.

Wendy Teh, Financial Planning Manager presented a power point for the Budget

to the Board.

Ginger Peck, Risk Manager explained the Property and Casualty Insurance portion of the presentation.

- Operating Revenue
- Operating Expenses
- 2021 Property and Casualty Insurance
 - Premium Snapshot
 - Property Premiums increased
 - Casualty Premiums increasedWhat led to these increases for Insurance Premiums?
 - Natural Disasters & Climate Change
 - Civil Unrest & Pandemic
 - Underwriters Leaving Markets
 - Updated Replacement Values
 - Legal Environment
 - Material Changes
- Staffing
- Capital Improvements
- Cash Reserves

Commissioner Reta Stephenson moved for approval of Resolution No. 470 for the Budget, seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 470.

- C. Resolution No. 471- A Resolution Adopting the Annual Civil Rights Certification. Required in Conjunction with the Receipt of the Federal Fiscal Year 2021 Allocation of Funds from the HUD Capital Fund Program.

Bill Cook, Director of Property Management explained the five year plan for HUD.

It is time to submit our five year plan to HUD. There aren't material changes, other than what we need to do for Capital Construction work. These are required plans by HUD. It shows what the plans are for the next five years. These could change.

Commissioner Reta Stephenson moved for approval of Resolution No. 471 for the Five Year Plan, seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 471.

VI. Reports

- A. Financial Report for October 2020

Windy Epps, Assistant Director for Finance, explained the Financial Report for October.

There is a typo in the memo – should say October, not August.

Questions of Commissioners' were answered.

B. Housing Management Report for October/November 2020

Kimberly Sayavong, Senior Property Manager went over the Housing Management Report in detail.

- We are fully leased, we do not expect any vacancies this month.
- We did send out a survey to residents to see if they have internet and if they would be interested in a zoom meeting, we have not had any responses.

COVID-19 Update:

- We are still disinfecting Hillsvew every day and the office is closed.
- Update: We are working with the WA State Health Department in possibility getting elderly and mixed populations in the que for vaccinations for COVID-19.
- Thank the staff at Sedro-Woolley for all the work that they have done during this time.

Questions of Commissioners' were answered.

VII. New Business

None.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:25 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, Interim Assistant Director of Finance

DATE: February 8, 2021

RE: Approval of Vouchers December 1, 2020 to January 31, 2021

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
Interim Assistant Director of Finance
February 8, 2020

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	51,454.49
Cedar Grove Voids	<u>(.61)</u>
Cedar Grove Total	51,455.10
Directly to Hillsview	94,014.32
Hillsview Voids	<u>(1.92)</u>
Hillsview Total	<u>94,012.40</u>
Total Expenditures	<u><u>145,467.50</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2020 TO 1/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
140000	Prepaid Insurance	4,016.00	HOUSING AUTHORITY RISK RETENTION	COMM LIABILITY	12/18/2020	332721
170000	Work-In-Process	12,147.50	SHKS ARCHITECTS INC	CEDAR GROVE T/O # 22	12/4/2020	332509
170000	Work-In-Process	12,312.50	SHKS ARCHITECTS INC	CEDAR GROVE T/O #22	1/8/2021	333041
170000	Work-In-Process	4,447.50	SHKS ARCHITECTS INC	CEDAR GROVE T/O # 22	1/15/2021	333165
409003	Benefits-Uniforms	25.75	IMAGE SOURCE INC	WORK CLOTHES	1/22/2021	333337
410000	Admin Supplies	0.05	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/4/2020	332542
410000	Admin Supplies	0.07	CANON SOLUTIONS AMERICA INC	COPIER MAINT SN RZJ27626	12/31/2020	332977
410000	Admin Supplies	0.07	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/29/2021	333459
411100	Comp Equip-Hardware	1.39	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/4/2020	332485
411100	Comp Equip-Hardware	3.30	CDW/COMPUTER CENTERS INC	MICRON 32GB	1/15/2021	333133
411100	Comp Equip-Hardware	37.87	DELL MARKETING LP	COMPUTER SUPPLIES	1/29/2021	333385
411101	Comp Equip-Software	3.64	MRI SOFTWARE LLC	ANNUAL SAAS RENEWAL	12/11/2020	332640
411102	Comp Equip-Hardware Maint	2.80	CDW/COMPUTER CENTERS INC	FORTINET COTERM RENEWAL	1/8/2021	333014
411102	Comp Equip-Hardware Maint	3.37	DELL MARKETING LP	COMPUTER SUPPLIES	1/15/2021	333134
411102	Comp Equip-Hardware Maint	(0.96)	DELL MARKETING LP	COMPUTER SUPPLIES	1/15/2021	333134
411103	Comp Equip-Software Maint	1.80	TEAMVIEWER GMBH	TEAMVIEWER	1/8/2021	333108
411103	Comp Equip-Software Maint	2.27	HYLAND SOFTWARE, INC	PREMIUM EDUCATION SUB	1/8/2021	333062
411103	Comp Equip-Software Maint	25.24	HYLAND SOFTWARE, INC	MAINT FEE	1/15/2021	333183
411901	Equip-Other-Leased/Rented	1.16	QUADIENT LEASING USA INC	SN 30215010	12/18/2020	332801
411901	Equip-Other-Leased/Rented	0.95	CANON FINANCIAL	SN 2LP03248	12/31/2020	332964
411901	Equip-Other-Leased/Rented	0.97	CANON FINANCIAL	SN 2LP03248	1/29/2021	333449
420000	Prof Svcs-Legal	9.33	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/18/2020	332695
420000	Prof Svcs-Legal	20.05	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/29/2021	333372
420101	Prof Svcs-Auditing	2,098.98	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	12/11/2020	332569
420101	Prof Svcs-Auditing	1,293.85	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	12/18/2020	332697
420101	Prof Svcs-Auditing	220.35	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	1/22/2021	333234
420908	Prof Svcs-Comps	0.58	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/11/2020	332634
420908	Prof Svcs-Comps	4.25	AFFIRMA CONSULTING LLC	SP WORKFLOW REPLICATION	12/11/2020	332683
420908	Prof Svcs-Comps	2.45	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/11/2020	332634
420908	Prof Svcs-Comps	2.18	AFFIRMA CONSULTING LLC	OFFSHORE ENGINEER	12/31/2020	332989
420908	Prof Svcs-Comps	0.43	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/31/2020	332955
420908	Prof Svcs-Comps	1.81	AFFIRMA CONSULTING LLC	SP WORKFLOW REPLICATION	1/8/2021	333105
420908	Prof Svcs-Comps	2.13	AFFIRMA CONSULTING LLC	SP WORKFLOW REPLICATION	1/15/2021	333220
421904	Admin - Cloud Recovery Svcs	10.14	NET2VAULT LLC	MANAGED VAULTING	12/23/2020	332876
421904	Admin - Cloud Recovery Svcs	10.32	NET2VAULT LLC	MANAGED VAULTING	1/15/2021	333199
440011	Travel-Mileage Reimb	9.68	JUDITH ANDINO	11/3-5/20 MILEAGE	1/15/2021	333207

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2020 TO 1/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440011	Travel-Mileage Reimb	59.51	JEFF SEVERSON	2/27-12/26/20 MILEAGE	1/22/2021	333315
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SERVICES	NOV 2020 CHGS	12/18/2020	332763
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SERVICES	DEC 2020 CHGS	1/29/2021	333442
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/23-12/23/20 CHGS	12/11/2020	332604
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/23-12/23/20 CHGS	12/11/2020	voided 332604
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	12/18/2020	332783
450002	Comm-Phones Lines-Service-Digital Voice	0.15	CENTURYLINK	12/23-1/23/21 CHGES	1/15/2021	333156
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/23-1/23/21 CHGS	1/15/2021	333156
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	1/22/2021	333329
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	11/25-12/25/20 CHGS	12/11/2020	332604
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	11/25-12/25/20 CHGS	12/11/2020	voided 332604
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	12/25-1/25/21 CHGES	1/15/2021	333156
450100	Comm-Long Distance Charges	0.31	CENTURYLINK	9/29-10/11/20 CHGS	1/22/2021	333360
450100	Comm-Long Distance Charges	0.47	CENTURYLINK	11/12/20-12/11/20 CHGS	1/22/2021	333360
450100	Comm-Long Distance Charges	0.76	CENTURYLINK	9/10-11/11/20 CHGS	1/22/2021	333360
452000	Comm-Advertising	28.21	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	12/18/2020	332702
491000	Admin Exp-Criminal/Background Checks	11.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/4/2020	332487
491000	Admin Exp-Criminal/Background Checks	5.29	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/11/2020	332600
491000	Admin Exp-Criminal/Background Checks	22.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/22/2021	333258
491000	Admin Exp-Criminal/Background Checks	6.12	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/22/2021	333278
493000	Other Admin Exp-Postage	10.06	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/11/2020	332572
493000	Other Admin Exp-Postage	2.07	THE UPS STORE #3898	MAILBOX RENEWAL	12/11/2020	332603
493000	Other Admin Exp-Postage	10.08	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/22/2021	333239
493000	Other Admin Exp-Postage	5.42	QUADIENT FINANCE USA INC	POSTAGE	1/22/2021	333348
493100	Other Admin Exp-Mail Handling	10.24	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/11/2020	332572
493100	Other Admin Exp-Mail Handling	2.61	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/22/2021	333239
520104	Social Service -Interpretation	1.56	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/11/2020	332575
520104	Social Service -Interpretation	1.41	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/29/2021	333378
610101	Occup Exp-Equip-Tools	0.37	SHERWIN WILLIAMS CO	PAINT SUPPLIES	1/15/2021	333164
620012	Occup Exp-Maint -Pest Control	23.96	STOP BUGGING ME PEST CONTROL	Comm Maint	12/18/2020	332777
620012	Occup Exp-Maint -Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/23/2020	332877
620013	Occup Exp-Maint -Yard/Garden/Landscaping	687.50	SKAGIT LANDSCAPING LLC	INITIAL CLEAN UP	1/8/2021	333107
620013	Occup Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LAWN & LANDSCAPING MAINT	1/8/2021	333107
620021	Occup Exp-Maint -HVAC	2,018.10	HANDY'S HEATING INC	GAS FURNACE MAINT	1/22/2021	333352
660000	Occup Exp-Utilities-Water	105.15	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	140.22	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	122.69	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2020 TO 1/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	105.15	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	157.76	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	157.76	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	99.32	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	210.36	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	227.89	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	134.38	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660000	Occup Exp-Utilities-Water	158.99	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	71.78	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	235.57	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	176.67	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	79.26	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	147.21	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	117.76	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	94.20	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	300.36	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	158.99	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660000	Occup Exp-Utilities-Water	158.99	PUBLIC UTILITY DISTRICT #1	WATER	1/22/2021	333294
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	12/18/2020	332757
660100	Occup Exp-Utilities-Sewer	308.37	CITY OF SEDRO WOOLLEY	SEWER	12/18/2020	332757
660100	Occup Exp-Utilities-Sewer	733.68	CITY OF SEDRO WOOLLEY	SEWER	12/18/2020	332757
660100	Occup Exp-Utilities-Sewer	432.03	CITY OF SEDRO WOOLLEY	SEWER	1/15/2021	333180
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	1/15/2021	333180
660100	Occup Exp-Utilities-Sewer	731.50	CITY OF SEDRO WOOLLEY	SEWER	1/15/2021	333180
660200	Occup Exp-Utilities-Electricity	96.45	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/4/2020	332519
660200	Occup Exp-Utilities-Electricity	45.56	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/4/2020	332519
660200	Occup Exp-Utilities-Electricity	32.19	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/4/2020	332519
660200	Occup Exp-Utilities-Electricity	47.07	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/31/2020	332944
660200	Occup Exp-Utilities-Electricity	104.74	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/31/2020	332944
660200	Occup Exp-Utilities-Electricity	34.87	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/31/2020	332944
660200	Occup Exp-Utilities-Electricity	37.88	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/29/2021	333420
660200	Occup Exp-Utilities-Electricity	50.69	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/29/2021	333420
660200	Occup Exp-Utilities-Electricity	114.63	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/29/2021	333420
660300	Occup Exp-Utilities-Natural Gas	173.83	CASCADE NATURAL GAS CO	GAS	12/18/2020	332744
660300	Occup Exp-Utilities-Natural Gas	188.16	CASCADE NATURAL GAS CO	GAS	1/15/2021	333170
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	113.04	CASCADE NATURAL GAS CO	GAS	12/18/2020	332744
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	102.34	CASCADE NATURAL GAS CO	GAS	1/15/2021	333170

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2020 TO 1/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	12/18/2020	332757
660500	Occup Exp-Utilities-Surface Water Mgmt	66.22	CITY OF SEDRO WOOLLEY	STORM	12/18/2020	332757
660500	Occup Exp-Utilities-Surface Water Mgmt	27.67	CITY OF SEDRO WOOLLEY	STORM	12/18/2020	332757
660500	Occup Exp-Utilities-Surface Water Mgmt	38.77	CITY OF SEDRO WOOLLEY	STORM	1/15/2021	333180
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	1/15/2021	333180
660500	Occup Exp-Utilities-Surface Water Mgmt	65.64	CITY OF SEDRO WOOLLEY	STORM	1/15/2021	333180
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	12/18/2020	332757
660700	Occup Exp-Utilities-Garbage	737.96	CITY OF SEDRO WOOLLEY	GARBAGE	12/18/2020	332757
660700	Occup Exp-Utilities-Garbage	186.50	CITY OF SEDRO WOOLLEY	GARBAGE	12/18/2020	332757
660700	Occup Exp-Utilities-Garbage	261.90	CITY OF SEDRO WOOLLEY	GARBAGE	1/15/2021	333180
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	1/15/2021	333180
660700	Occup Exp-Utilities-Garbage	625.36	CITY OF SEDRO WOOLLEY	GARBAGE	1/15/2021	333180
	SUBTOTAL CEDAR GROVE	51,454.49				
	CEDAR GROVE VOIDS	0.61				
	TOTAL CEDAR GROVE	51,455.10				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
140000	Prepaid Insurance	12,047.00	HOUSING AUTHORITY RISK RETENTION	COMM LIABILITY	12/18/2020	332721
409003	Benefits-Uniforms	77.25	IMAGE SOURCE INC	WORK CLOTHES	1/22/2021	333337
410000	Admin Supplies	0.15	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/4/2020	332542
410000	Admin Supplies	0.20	CANON SOLUTIONS AMERICA INC	COPIER MAINT SN RZJ27626	12/31/2020	332977
410000	Admin Supplies	0.22	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/29/2021	333459
411100	Comp Equip-Hardware	4.36	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/4/2020	332485
411100	Comp Equip-Hardware	10.39	CDW/COMPUTER CENTERS INC	MICRON 32GB	1/15/2021	333133
411100	Comp Equip-Hardware	119.01	DELL MARKETING LP	COMPUTER SUPPLIES	1/29/2021	333385
411101	Comp Equip-Software	11.43	MRI SOFTWARE LLC	ANNUAL SAAS RENEWAL	12/11/2020	332640
411102	Comp Equip-Hardware Maint	8.80	CDW/COMPUTER CENTERS INC	FORTINET COTERM RENEWAL	1/8/2021	333014
411102	Comp Equip-Hardware Maint	10.58	DELL MARKETING LP	COMPUTER SUPPLIES	1/15/2021	333134
411102	Comp Equip-Hardware Maint	(3.00)	DELL MARKETING LP	COMPUTER SUPPLIES	1/15/2021	333134
411103	Comp Equip-Software Maint	5.67	TEAMVIEWER GMBH	TEAMVIEWER	1/8/2021	333108
411103	Comp Equip-Software Maint	7.14	HYLAND SOFTWARE, INC	PREMIUM EDUCATION SUB	1/8/2021	333062
411103	Comp Equip-Software Maint	79.33	HYLAND SOFTWARE, INC	MAINT FEE	1/15/2021	333183
411901	Equip-Other-Leased/Rented	3.48	QUADIENT LEASING USA INC	SN 30215010	12/18/2020	332801
411901	Equip-Other-Leased/Rented	2.86	CANON FINANCIAL	SN 2LP03248	12/31/2020	332964
411901	Equip-Other-Leased/Rented	2.92	CANON FINANCIAL	SN 2LP03248	1/29/2021	333449

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2020 TO 1/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420000	Prof Svcs-Legal	28.14	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/18/2020	332695
420000	Prof Svcs-Legal	60.48	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/29/2021	333372
420101	Prof Svcs-Auditing	6,296.92	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	12/11/2020	332569
420101	Prof Svcs-Auditing	3,881.55	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	12/18/2020	332697
420101	Prof Svcs-Auditing	661.05	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	1/22/2021	333234
420908	Prof Svcs-Comps	1.81	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/11/2020	332634
420908	Prof Svcs-Comps	13.35	AFFIRMA CONSULTING LLC	SP WORKFLOW REPLICATION	12/11/2020	332683
420908	Prof Svcs-Comps	7.70	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/11/2020	332634
420908	Prof Svcs-Comps	6.85	AFFIRMA CONSULTING LLC	OFFSHORE ENGINEER	12/31/2020	332989
420908	Prof Svcs-Comps	1.36	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/31/2020	332955
420908	Prof Svcs-Comps	5.69	AFFIRMA CONSULTING LLC	SP WORKFLOW REPLICATION	1/8/2021	333105
420908	Prof Svcs-Comps	6.70	AFFIRMA CONSULTING LLC	SP WORKFLOW REPLICATION	1/15/2021	333220
421904	Admin - Cloud Recovery Svcs	31.88	NET2VAULT LLC	MANAGED VAULTING	12/23/2020	332876
421904	Admin - Cloud Recovery Svcs	32.42	NET2VAULT LLC	MANAGED VAULTING	1/15/2021	333199
440011	Travel-Mileage Reimb	29.03	JUDITH ANDINO	11/3-5/20 MILEAGE	1/15/2021	333207
440011	Travel-Mileage Reimb	178.54	JEFF SEVERSON	2/27-12/26/20 MILEAGE	1/22/2021	333315
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SERVICES	NOV 2020 CHGS	12/18/2020	332763
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SERVICES	DEC 2020 CHGS	1/29/2021	333442
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	11/23-12/23/20 CHGS	12/11/2020	332604
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	11/23-12/23/20 CHGS	12/11/2020	voided 332604
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	12/18/2020	332783
450002	Comm-Phones Lines-Service-Digital Voice	0.46	CENTURYLINK	12/23-1/23/21 CHGES	1/15/2021	333156
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	12/23-1/23/21 CHGS	1/15/2021	333156
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	1/22/2021	333329
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SERVICES	NOV 2020 CHGS	12/18/2020	332763
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SERVICES	DEC 2020 CHGS	1/29/2021	333442
450100	Comm-Long Distance Charges	0.81	CENTURYLINK	11/25-12/25/20 CHGS	12/11/2020	332604
450100	Comm-Long Distance Charges	0.81	CENTURYLINK	11/25-12/25/20 CHGS	12/11/2020	voided 332604
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	12/18/2020	332758
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	1/8/2021	333055
450100	Comm-Long Distance Charges	0.81	CENTURYLINK	12/25-1/25/21 CHGES	1/15/2021	333156
450100	Comm-Long Distance Charges	1.48	CENTURYLINK	11/12/20-12/11/20 CHGS	1/22/2021	333360
450100	Comm-Long Distance Charges	2.38	CENTURYLINK	9/10-11/11/20 CHGS	1/22/2021	333360
450100	Comm-Long Distance Charges	0.98	CENTURYLINK	9/29-10/11/20 CHGS	1/22/2021	333360
452000	Comm-Advertising	84.63	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	12/18/2020	332702
491000	Admin Exp-Criminal/Background Checks	15.88	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/11/2020	332600
491000	Admin Exp-Criminal/Background Checks	26.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/22/2021	333258

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2020 TO 1/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	22.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/22/2021	333258
491000	Admin Exp-Criminal/Background Checks	18.37	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/22/2021	333278
493000	Other Admin Exp-Postage	30.37	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/11/2020	332572
493000	Other Admin Exp-Postage	6.22	THE UPS STORE #3898	MAILBOX RENEWAL	12/11/2020	332603
493000	Other Admin Exp-Postage	30.42	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/22/2021	333239
493000	Other Admin Exp-Postage	16.25	QUADIENT FINANCE USA INC	POSTAGE	1/22/2021	333348
493100	Other Admin Exp-Mail Handling	30.89	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/11/2020	332572
493100	Other Admin Exp-Mail Handling	7.89	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/22/2021	333239
520104	Social Service -Interpretation	4.68	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/11/2020	332575
520104	Social Service -Interpretation	4.22	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/29/2021	333378
610015	Occup Exp-Reasonable Accommodations	57.00	SUNSIGNS	SIGNAGE	1/22/2021	333247
610101	Occup Exp-Equip-Tools	1.12	SHERWIN WILLIAMS CO	PAINT SUPPLIES	1/15/2021	333164
620008	Occup Exp-Maint -Alarm Testing/Monitoring	835.48	SMITH FIRE SYSTEMS INC	SVC CALL	1/8/2021	333102
620011	Occup Exp-Maint -Fire/Safety	600.00	SMITH FIRE SYSTEMS INC	Elevator shunt	12/18/2020	332805
620012	Occup Exp-Maint -Pest Control	53.91	STOP BUGGING ME PEST CONTROL	Comm Maint	12/18/2020	332777
620012	Occup Exp-Maint -Pest Control	53.91	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/15/2021	333200
620013	Occup Exp-Maint -Yard/Garden/Landscaping	2,062.50	SKAGIT LANDSCAPING LLC	INITIAL CLEAN UP	1/8/2021	333107
620013	Occup Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LAWN & LANDSCAPING MAINT	1/8/2021	333107
640002	Occup Exp-Maint Projects-Carpet	49,149.40	CONTINENTAL FLOORING COMPANY	CARPET	1/22/2021	333359
660000	Occup Exp-Utilities-Water	953.62	PUBLIC UTILITY DISTRICT #1	WATER	1/15/2021	333176
660100	Occup Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	12/18/2020	332757
660100	Occup Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	1/15/2021	333180
660200	Occup Exp-Utilities-Electricity	841.57	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/4/2020	332519
660200	Occup Exp-Utilities-Electricity	1,161.16	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/31/2020	332944
660200	Occup Exp-Utilities-Electricity	1,274.16	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/29/2021	333420
660200	Occup Exp-Utilities-Electricity	15.77	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/29/2021	333420
660500	Occup Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	12/18/2020	332757
660500	Occup Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	1/15/2021	333180
660700	Occup Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	12/18/2020	332757
660700	Occup Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	1/15/2021	333180
671000	Occup Exp-Insurance-Property	490.50	PARKER/SMITH/FEEK	COMM PROPERTY	1/8/2021	333023
	SUBTOTAL HILLSVIEW	94,014.32				
	VOIDS	(1.92)				
	TOTAL HILLSVIEW	94,012.40				
	TOTAL SEDRO WOOLLEY	145,467.50				

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-

WOOLLEY RESOLUTION NO. 471

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION
REQUIRED IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL
YEAR 2020 ALLOCATION OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM**

WHEREAS, the 24 CFR 905.300 establishes the HUD requirements for the Housing Authority's annual receipt of Capital Fund Program (CFP) funds; and

WHEREAS, the Housing Authority has been awarded \$236,671 in CFP funds for 2020; and

WHEREAS, one of the requirements are that the Housing Authority Board of Commissioners certify that the Authority will carry out the public housing program in compliance with various federal acts listed in the attached Civil Rights Certification (HUD-50077-CR); and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, THAT:**

SECTION 1. In 2020, the public housing program will continue to be carried out in conformance with the requirements of the attached "Civil Rights Certification."

SECTION 2. Stephen J. Norman, Secretary/Treasurer of the Board of Commissioners is authorized to sign the attached "Civil Rights Certification" and submit it to HUD in compliance with the requirements for receipt of CFP funds for federal fiscal year 2020.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING
THIS 18th DAY OF FEBRUARY, 2020.**

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON

Laurie Fellers, Chair
Board of Commissioners

Stephen J. Norman
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners

FROM: Windy Epps, Assistant Director of Finance

DATE: February 9, 2021

RE: December 2020 Financial Report

Attached for your review is the unaudited final financial report for 2020. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

2020 Year-end operating revenues and expenses were over budget by 14.0% and 18%, respectively.

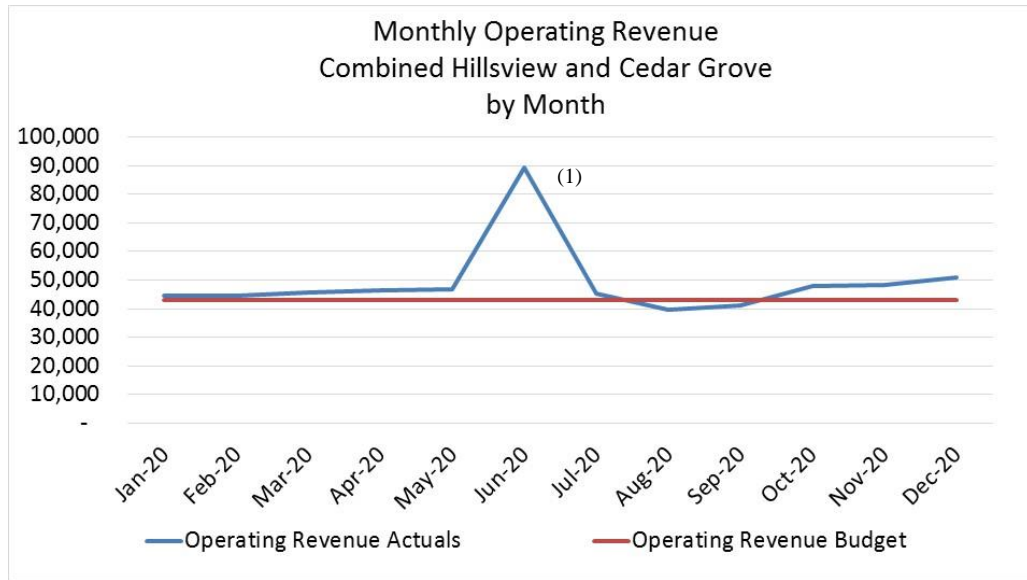
Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$3,542	1.6%	●	Salaries and Benefits	(\$28,759)	-17.8%	●
Federal Operating Support	73,708	25.1%	●	Administrative Expenses	(15,384)	-14.1%	●
Other Revenue	(4,570)	-52.9%	●	Maintenance Expenses, Utilities, Taxes	(43,514)	-21.1%	●
				Other Programmatic Expenses	637	8.0%	●
Total Operating Revenue	\$72,680	14.0%	●	Total Operating Expenses	-\$87,020	-18.0%	●

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

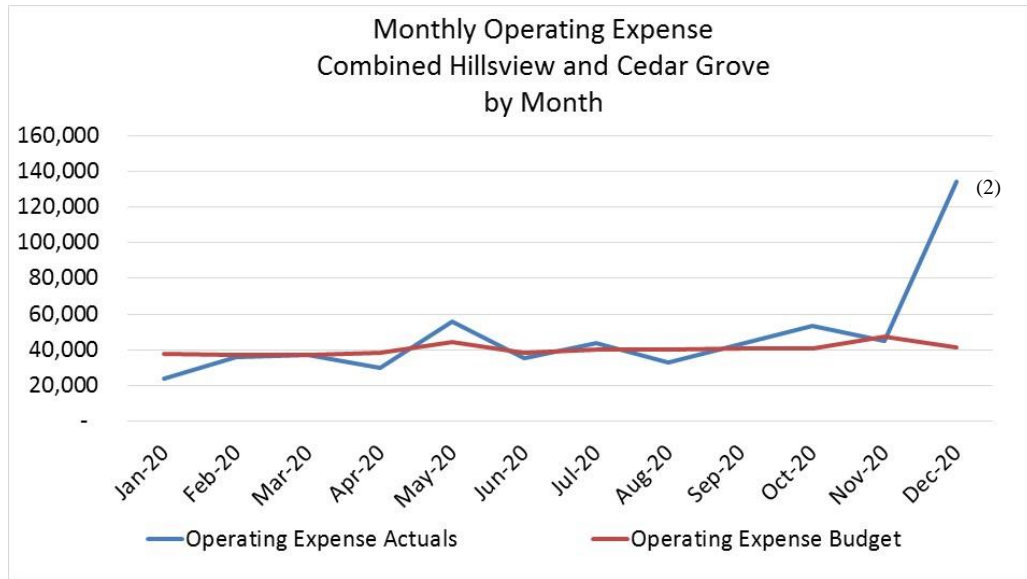
OPERATING REVENUE AND EXPENSE

Year-end operating revenues totaling \$590,934 exceeded budget expectations by 14.0%, with most of this positive variance coming from \$49,001 in additional funding from the federal CARES Act awarded in April. The remaining \$23,679 positive variance is primarily due to better than expected operating fund subsidy. The budget assumed 90% proration, while the actual final prorate for the year was 97.13%. Tenant revenues were greater than anticipated at Hillview, which also contributed to this positive variance.

Throughout the year operating expenses tracked close to plan. Salaries and benefits were higher than expected due to cleaning and disinfecting efforts, and maintenance costs were lower than expected as non-emergency work orders were cancelled, both of which were associated with the COVID-19 pandemic. In December, however, there was a large rise in operating expenses resulting in an 18% unfavorable variance for the year. The increase in expenses was primarily due to the emergency flooring replacement at Hillview to fix tripping hazards totaling \$49,149, auditing fees in the amount of \$14,452, and a catch up of utility expenses due to year-end.



(1) The increase in June is due to the recognition of additional operating subsidy received under the CARES Act.



(2) The large spike in December is primarily due to unbudgeted carpet expense, accountability audit fees, and timing of utility expenses.

CAPITAL ACTIVITY

Capital project expenditures were over budget for the year by 11.6% due to architectural and engineering (A&E) costs associated with an envelope and roof project originally planned for 2021 at Cedar Grove. This amount was offset by lower than anticipated capital expenditures for unit upgrades. Three unit upgrades were budgeted for the year, but only one unit upgrade was completed at both Hillsview and Cedar Grove.

NON-OPERATING REVENUE AND EXPENSE

Net non-operating revenues and expenses were better than planned by 14.6%. The favorable variance is caused by a draw from the Capital Fund Program (CFP) Grant.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$316,637 has decreased by \$62,526 since the beginning of the year, with a sharp decline in December. The drop in December was due to several factors including the aforementioned A&E costs at Cedar Grove in the amount of \$33,299, the \$49,149 carpet expense at Hillsvieview, pre-payment of insurance totaling \$27,024 for the period of January 2021 through September 2021, and accountability audit fees amounting to \$14,452.



(3) The drop in unrestricted cash in December is primarily due to the payments for A&E costs for Cedar Grove, carpet expense for Hillsvieview, audit fees, and pre-paid insurance.

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

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Assets			
Cash-Unrestricted	\$122,888	\$193,750	\$316,637
Cash-Restricted	3,700	5,450	9,150
Accounts Receivable	33,966	26,894	60,860
Other Short-term Assets	7,773	17,615	25,388
Capital Assets	<u>509,747</u>	<u>1,269,600</u>	<u>1,779,347</u>
Total Assets	<u><u>\$678,074</u></u>	<u><u>\$1,513,309</u></u>	<u><u>\$2,191,383</u></u>
Liabilities and Equity			
Short-term Liabilities	<u>\$7,216</u>	<u>\$15,718</u>	<u>\$22,934</u>
Total Liabilities	7,216	15,718	22,934
Equity	670,858	1,497,591	2,168,449
Total Liabilities and Equity	<u><u>\$678,074</u></u>	<u><u>\$1,513,309</u></u>	<u><u>\$2,191,383</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through December 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	\$219,492	\$215,950	\$3,542	1.6%
Federal Operating Support	367,370	293,662	73,708	25.1%
<i>Total Rental Revenue and Federal Support</i>	<u>586,862</u>	<u>509,612</u>	<u>77,250</u>	<u>15.2%</u>
<i>Other Operating Revenue</i>				
Other Revenue	4,072	8,642	(4,570)	-52.9%
<i>Total Other Operating Revenue</i>	<u>4,072</u>	<u>8,642</u>	<u>(4,570)</u>	<u>-52.9%</u>
Total Operating Revenue	590,934	518,254	72,680	14.0%
<i>Operating Expenses</i>				
Salaries and Benefits	(190,207)	(161,448)	(28,759)	-17.8%
Administrative Expenses	(124,412)	(109,028)	(15,384)	-14.1%
Maintenance Expenses and Utilities	(249,403)	(205,889)	(43,514)	-21.1%
Other Programmatic Expenses	(7,313)	(7,950)	637	8.0%
<i>Total Operating Expenses</i>	<u>(571,335)</u>	<u>(484,315)</u>	<u>(87,020)</u>	<u>-18.0%</u>
Net Operating Income	19,599	33,939	(14,340)	-42.3%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	113,038	98,679	14,359	14.6%
<i>Total Non Operating Income/(Expense)</i>	<u>113,038</u>	<u>98,679</u>	<u>14,359</u>	<u>14.6%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(110,153)	(98,679)	(11,474)	-11.6%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(110,153)</u>	<u>(98,679)</u>	<u>(11,474)</u>	<u>-11.6%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(75)	-	(75)	n/a
Change in Short-term Assets	10,971	43,906	(32,935)	-75.0%
Change in Short-term Liabilities	(95,906)	-	(95,906)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(85,010)</u>	<u>43,906</u>	<u>(128,916)</u>	<u>-293.6%</u>
Change in Unrestricted/Program Cash	(62,526)	77,845	(\$140,371)	-180.3%
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$316,637</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
Change in Designated/Restricted Cash	\$ 75	\$ -	\$ 75	n/a
ENDING DESIGNATED/RESTRICTED CASH	<u>\$9,150</u>			

- 1) The operating subsidy exceeded budget due to additional funding from the CARES Act. Additionally, the interim prorata was higher than anticipated. The budget assumed 90.0% while the actual interim prorata was 97.13%.
- 2) Salaries expense are higher than budgeted due to COVID-related cleaning and disinfecting activities.
- 3) Audit expense exceeded target due to unbudgeted Accountability Audit fee.
- 4) Unbudgeted carpet expense at Hillview. This was for an emergency procurement for the flooring in the common area hallways and lobby to fix tripping hazards.
- 5) Draw from the 2018 Capital Fund Program (CFP) grant.
- 6) A&E costs associated with an envelope and roof project slated for 2021 at Cedar Grove. This is partially offset as one unit upgrade was completed at Hillview during the year while two units were budgeted for 2020. Unit upgrades depend on availability.
- 7) Mainly due to an increase in CFP grant receivable and prepaid insurance.
- 8) Decrease in short-term liabilities due to settlement payment of EPC program and other accounts payables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through December 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	\$175,388	\$166,400	\$8,988	5.4%
Federal Operating Support	224,541	173,032	51,509	29.8%
<i>Total Rental Revenue and Federal Support</i>	<u>399,929</u>	<u>339,432</u>	<u>60,497</u>	<u>17.8%</u>
<i>Other Operating Revenue</i>				
Other Revenue	2,773	5,772	(2,999)	-52.0%
<i>Total Other Operating Revenue</i>	<u>2,773</u>	<u>5,772</u>	<u>(2,999)</u>	<u>-52.0%</u>
<i>Total Operating Revenue</i>	<u>402,701</u>	<u>345,204</u>	<u>57,497</u>	<u>16.7%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(142,402)	(120,518)	(21,884)	-18.2% (2)
Administrative Expenses	(94,307)	(82,366)	(11,941)	-14.5% (3)
Maintenance Expenses, Utilities, Taxes	(181,074)	(133,873)	(47,201)	-35.3% (4)
Other Programmatic Expenses	(5,485)	(5,800)	315	5.4%
<i>Total Operating Expenses</i>	<u>(423,268)</u>	<u>(342,558)</u>	<u>(80,710)</u>	<u>-23.6%</u>
<i>Net Operating Income</i>	<u>(20,567)</u>	<u>2,646</u>	<u>(23,213)</u>	<u>-877.3%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	62,321	56,673	5,648	10.0%
<i>Total Non Operating Income/(Expense)</i>	<u>62,321</u>	<u>56,673</u>	<u>5,648</u>	<u>10.0%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(29,839)	(56,673)	26,834	47.3% (5)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(29,839)</u>	<u>(56,673)</u>	<u>26,834</u>	<u>47.3%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(175)	-	(175)	n/a
Change in Short-term Assets	16,419	32,929	(16,510)	-50.1% (6)
Change in Short-term Liabilities	(69,374)	-	(69,374)	n/a (7)
<i>Change in Other Assets/Liabilities</i>	<u>(53,129)</u>	<u>32,929</u>	<u>(86,059)</u>	<u>-261.3%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>(41,215)</u>	<u>\$35,575</u>	<u>(\$76,790)</u>	<u>-215.9%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$193,750</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 prorate. The budget assumed 90.0% while the actual final prorate was 97.13%.
- 2) Salaries and benefits are higher than budgeted due to COVID-related cleaning and disinfecting activities.
- 3) Audit expense exceeded target due to unbudgeted Accountability Audit fee.
- 4) Unbudgeted carpet expense. This was for an emergency procurement for the flooring in the common area hallways and lobby to fix tripping hazards.
- 5) Only one unit upgrade was completed during the year. Two units were budgeted for 2020. Unit upgrades depend on availability.
- 6) Due to increase in prepaid insurance.
- 7) Decrease in short-term liabilities due to settlement payment of EPC program and other accounts payables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through December 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	\$44,105	\$49,550	(\$5,445)	-11.0% (1)
Federal Operating Support	142,829	120,630	22,199	18.4% (2)
<i>Total Rental Revenue and Federal Support</i>	<u>186,934</u>	<u>170,180</u>	<u>16,754</u>	<u>9.8%</u>
<i>Other Operating Revenue</i>				
Other Revenue	1,299	2,870	(1,571)	-54.7%
<i>Total Other Operating Revenue</i>	<u>1,299</u>	<u>2,870</u>	<u>(1,571)</u>	<u>-54.7%</u>
<i>Total Operating Revenue</i>	<u>188,233</u>	<u>173,050</u>	<u>15,183</u>	<u>8.8%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(47,805)	(40,929)	(6,876)	-16.8% (3)
Administrative Expenses	(30,105)	(26,661)	(3,444)	-12.9%
Maintenance Expenses, Utilities, Taxes	(68,329)	(72,015)	3,686	5.1%
Other Programmatic Expenses	(1,828)	(2,150)	322	15.0%
<i>Total Operating Expenses</i>	<u>(148,067)</u>	<u>(141,756)</u>	<u>(6,311)</u>	<u>-4.5%</u>
<i>Net Operating Income</i>	<u>40,165</u>	<u>31,294</u>	<u>8,871</u>	<u>28.3%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	50,718	42,006	8,712	20.7% (4)
<i>Total Non Operating Income/(Expense)</i>	<u>50,718</u>	<u>42,006</u>	<u>8,712</u>	<u>20.7%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(80,314)	(42,006)	(38,308)	-91.2% (5)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(80,314)</u>	<u>(42,006)</u>	<u>(38,308)</u>	<u>-91.2%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	100	-	100	n/a
Change in Short-term Assets	(5,448)	10,976	(16,425)	-149.6% (6)
Change in Short-term Liabilities	(26,532)	-	(26,532)	n/a (7)
<i>Change in Other Assets/Liabilities</i>	<u>(31,880)</u>	<u>10,976</u>	<u>(42,857)</u>	<u>-390.4%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>(21,311)</u>	<u>\$42,270</u>	<u>(\$63,582)</u>	<u>-150.4%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$122,888</u>			
BEGINNING DESIGNATED/RESTRICTED CASH				
\$3,800				
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(100)	-	(100)	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$ (100)</u>	<u>\$ -</u>	<u>\$ (100)</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$3,700</u>			

- 1) Dwelling rental income was lower than budgeted due to one unit vacancy that lasted for 4 months due to unit upgrade. In addition, 12 re-certifications completed during the year resulted in decrease of rental income..
- 2) Due to additional operating subsidy received under the CARES Act.
- 3) Salaries and benefits are higher than budgeted due to COVID-related cleaning and disinfecting activities.
- 4) Draw from the 2018 CFP grant -Administration and Operations line items.
- 5) A&E costs associated with an envelope and roof project slated for 2021.
- 6) Mainly due to an increase in CFP grant receivable and prepaid insurance.
- 7) Decrease in short-term liabilities due to settlement payment of EPC program and other accounts payables.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

December 2020 and January 2021

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 12 days.

- Hillsview
 - One unit was housed in January. The previous resident received subsidy from Anacortes Housing Authority.
 - Two units are on notice to vacate; one of which is scheduled to be upgraded.
- Cedar Grove
 - No vacancies.

Current Applications of Wait List as of January 31, 2021

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	155	128	33	188

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	90	16	106
3 Bedrooms	56	3	59
4 Bedrooms	2	0	2
Total	148	19	167

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	68	0	8	1	0	77
Cedar Grove I	9	0	4	0	0	13
Cedar Grove II	9	0	4	0	0	13
Cedar Grove III	9	0	1	0	0	10
Total	95	0	17	1	0	113

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 increased water usage at a Cedar Grove unit was due to a running toilet, which is now fixed.

Resident Issues

- A domestic violence incident occurred in a Hillsvew unit and a resident was arrested at the property. The resident submitted a notice to vacate to avoid eviction.