

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, December 16, 2021

Zoom Meeting:

[https://zoom.us/j/91304429567?pwd=aEk4bkZBVVZVQWF
DQndZYTdlcTVxQT09](https://zoom.us/j/91304429567?pwd=aEk4bkZBVVZVQWF
DQndZYTdlcTVxQT09)

Meeting ID: 913 0442 9567

Passcode: 754223

PHONE: 253-215-8782

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, December 16, 2021
10:45 am

VIRTUAL/ZOOM MEETING
Hillsview Apartments - 830 Township Street, Sedro-Woolley, WA 98284

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
 - A. October 21, 2021 Board of Commissioners' Meeting Minutes 1
- V. Action Items for Discussion & Approval
 - A. Resolution No. 475 - Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2022. 2
 - B. Approval of Voucher Report October 1, 2021 to November 30, 2021 3
- VI. Reports
 - A. Financial Report for October 2021 4
 - B. Housing Management Report for Oct/Nov 2021 5
- VII. New Business
- VIII. Adjournment

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

Thursday, October 21, 2021

I. Call to Order

The virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Co-Chair Reta Stephenson at 10:46 a.m., on Thursday, October 21, 2021, via zoom.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Approval of Minutes

A. June 17, 2021 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes, seconded by Commissioner Dona Cowan Johnson; the Board unanimously approved the Minutes from June 17, 2021.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report June 1, 2021 to July 31, 2021

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for June 1, 2021 to July 31, 2021.

B. Approval of Voucher Report August 1, 2021 to August 31, 2021

Questions of Commissioners' were answered.

Commissioner Dona Cowan moved for approval of the Voucher Report, seconded by Commissioner Kacy Johnson; the board unanimously approved the Voucher Report for August 1, 2021 to August 31, 2021.

- C. Resolution No. 475 – 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.

Bill Cook, Director of Property Management explained the Resolution.

Commissioner Reta Stephenson moved for approval of Resolution No. 475, and seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 475.

VI. Reports

- A. Financial Report for June 2021

Windy Epps, Director for Finance, explained the Financial Report for April 2021.

Questions of Commissioners' were answered.

- B. Financial Report for August 2021

Windy Epps, Director for Finance, explained the highlights of the Financial Report for August 2021.

Questions of Commissioners' were answered.

- C. Housing Management Report for June/July 2021

Caprice Witherspoon, Senior Property Manager reviewed the report.

- D. Housing Management Report for August/September 2021

Caprice Witherspoon, Senior Property Manager gave highlights of the report.

Questions of Commissioners' were answered.

VII. New Business

- A. Announcements

Stephen Norman, Executive Director of King County Housing Authority is retiring at the end of this year. He has been the Executive Director at King County Housing Authority for almost 25 years. We have started a national search for his position. In the meantime, Dan Watson, Executive Deputy Director will be stepping in as the Interim Executive Director.

- B. Caprice Witherspoon is now the Senior Property Manager and will be joining our SWHA meetings. There are two Regional Manager positions that are vacant. The other two Regional Managers are taking on another area to cover. Al Khalaf is the Regional Manager and used to be the Manager for Sedro Woolley years ago. He will be working with Caprice to make sure things run smoothly.
- C. COVID-19. We have a very low infection rate for COVID. We are keeping up with all the efforts we are doing now to keep everyone safe. The vaccination rates among staff are about 70% right now.
- D. Search for new Resident Commissioner
We have the letter ready to go out from the Chair and residents will send back to the property with responses. We will get this letter sent out next week.
- E. Holiday Resident Lunch
Commissioners decided that we should not do an in person event this year due to COVID. They would like to do a door hanging of goodies to spread holiday cheer from the Commissioners.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:23 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: Windy Epps, Director of Finance
DATE: December 6, 2021
RE: Resolution No. **475:** 2022 Comprehensive Operating and Capital Budget

The King County Housing Authority (KCHA) has prepared this budget (see Exhibit A, page 5) for consideration by the Sedro-Woolley Housing Authority (SWHA) Board of Commissioners. This budget estimates the income and expenses that will be needed to support both operations and capital improvements.

Executive Summary

Operating revenues of SWHA are derived from two main sources: tenant revenues and Operating Fund Subsidy received from the Department of Housing and Urban Development (HUD). Operating expenses, such as property management services, maintenance costs, utilities, insurance, etc., are paid out of these combined revenue sources.

Below is a snapshot of the 2022 operating budget, compared to 2021:

	2021	2022	
	Budget	Budget	Change
<i>Operating Revenues</i>			
Tenant Revenues	\$211,775	\$220,720	\$8,945
Operating Fund Subsidy	316,568	332,183	15,616
Other Operating Revenue	3,353	2,775	(578)
Total Operating Income	531,696	555,678	23,983
<i>Operating Expenses</i>			
Salaries and Benefits	(172,338)	(183,145)	(10,807)
Property and Other Admin Expenses	(349,707)	(370,020)	(20,313)
Total Operating Expenses	(522,045)	(553,165)	(31,120)
Net Operating Income/(Loss)	\$9,651	\$2,513	(\$7,138)

Details of the Operating Budget are found below.

Capital projects at Hillsview and Cedar Grove are funded primarily through Capital Fund Program (CFP) grants from HUD, but can also be funded with draws from reserves. The 2022 capital budget includes two CFP draws: \$112,351 for three unit upgrades, and \$15,000 for other maintenance projects. Below is a summary of the 2022 Capital Budget with a comparison to the 2021 budget.

	2021 Budget	2022 Budget
Sources		
CFP Used for Capital Purposes	\$496,787	\$127,351
Draw from Reserves	0	0
Total Sources	\$496,787	\$127,351
Uses		
Cedar Grove Roof Replacements	(\$398,108)	\$0
Unit Upgrades	(98,679)	(112,351)
Maintenance and Other Special Projects	0	(15,000)
Total Capital Budget	(496,787)	(127,351)
Excess/(Deficit)	(\$0)	\$0

Operating Budget Overview

Operating Income

TENANT REVENUES

Tenant income is comprised two separate components: monthly tenant rental income and ancillary tenant income.

	2021 Budget	2022 Budget	Change
Tenant Rental Income-Hillsview	\$170,000	\$173,670	\$3,670
Tenant Rental Income-Cedar Grove	38,200	43,500	5,300
Ancillary Tenant Income	3,575	3,550	(25)
	\$211,775	\$220,720	\$8,945

Tenant Rental Income at Hillsview is forecast to rise 2.2%, partially, reflecting the projected rise in social security benefits. Rental income at Cedar Grove is increasing to more closely match the revenue stream from current residents.

OPERATING FUND SUBSIDY

Eligibility for the 2022 Public Housing Operating Fund Subsidy is generally based on 2021's HUD-approved levels.

	2021 Budget	2021 Actual	2022 Budget
Operating Fund Subsidy-Hillsview	\$187,951	\$214,203	\$210,636
Operating Fund Subsidy-Cedar Grove	122,755	124,623	121,548
Total Operating Fund Subsidy	\$310,706	\$338,826	\$332,183

* Excluding CARES Act funding

Key assumptions used in the creation of the 2022 subsidy budget include:

- In 2021, HUD assumed a pandemic-related drop in tenant rents when calculating the “formula income” portion of the Operating Fund Subsidy formula. This resulted in a substantial increase in the 2021 subsidy over the budget. The 2022 budget assumes a 3.75% increase in tenant rents, resulting in lower operating fund subsidy eligibility.
- The 2021 prorate was budgeted at 90% while the actual prorate for 2021 was 96.29%, resulting in greater-than-budgeted subsidy payments from HUD during 2021. The 2022 budget assumes a 92% prorate.

Operating Expenses

EMPLOYEES

The 2021 budget includes a total of 1.88 Full Time Equivalent (FTE) employees charged to SWHA, up 0.05 from 2021 due to an increase in allocation from the Central Applications Center.

	Staffing Comparisons-Full-Time Equivalent (FTEs)	
	2021 Budget	2022 Budget
Property Management & Administration	0.70	0.70
Maintenance Staff	1.00	1.00
Central Applications Center	0.13	0.18
Total	1.83	1.88

EMPLOYEE BENEFITS

A 5.5% Cost of Living Adjustment (COLA) wage increase was awarded to all employees in November 2021, and an estimated COLA of 2.5% is included to begin November 2022.

Fixed employee benefits include medical, dental and life insurance and are charged to each property based upon their number of employees. Variable benefits include FICA, Medicare, worker’s compensation, contributions to the state Public Employees Retirement System (PERS), and a tax to fund Washington State’s new Paid Family and Medical Leave (PFML). The PERS employer contribution rate fell from 12.97% in July of 2021 to the current rate of 10.25%.

Employee Benefits

	2021	2022
	Budget	Budget
Fixed Benefits-Medical Insurance	\$14,043 ⁽¹⁾	\$14,269
Variable Benefits-FICA/Medicare/WA PFML	7.65%	7.65%
Variable Benefits-WA PFML	0.15%	0.15%
Variable Benefits-Retirement	12.97%	10.25%

(1) As retroactively adjusted

OTHER OPERATING COSTS

Other operating costs are forecast to increase in 2022, with projected increases in maintenance contracts, insurance and utilities. Maintenance contracts are reflecting the largest increase, which is a result from the change in landscaping companies.

Capital Improvements Budget

The 2022 capital improvement budget totals \$127,351 three unit upgrades (\$127,351) and other special maintenance projects (\$15,000). To fund these projects, draws will be made from Capital Fund Program (CFP) grants. There is currently \$436,000 available in outstanding CFP grants, and additional grants of approximately \$250,000 are expected in 2022.

Since inception of the unit upgrade program, 39 out of SWHA's 80 units have been upgraded, 28 at Hillsvew and 11 at Cedar Grove.

Cash Reserves

Cash reserves are forecast to be approximately \$230,000 at the end of 2022. Minimum HUD-required cash reserves are equal to four months of operating expenses. Using the HUD-prescribed formula, this equates to a balance of \$185,000.

Summary

The Sedro-Woolley Housing Authority continues to have sufficient revenue to meet its ongoing obligations and maintain a reserve level of greater than four months of operating expenses.

SEDRO-WOOLLEY HOUSING AUTHORITY
2022 Budget

EXHIBIT A

	Cedar Grove	Hillsview	2022 Proposed Combined
<i>Beginning Balance, Unrestricted Cash</i>	\$61,292	\$166,730	\$228,023
<i>Revenues</i>			
Tenant Revenue	43,650	177,070	220,720
Operating Fund Subsidy from HUD	121,548	210,636	332,183
Other Operating Revenue	464	2,311	2,775
Total Operating Revenues	165,662	390,017	555,678
<i>Expenses</i>			
Salaries & Benefits	(48,000)	(135,145)	(183,145)
Routine Maintenance, Utilities, Taxes & Insurance	(106,668)	(147,454)	(254,122)
Other Social Service Support Expenses & HAP	(50)	(450)	(500)
Administrative Support Expenses	(27,948)	(87,451)	(115,399)
Total Operating Expenses	(182,666)	(370,499)	(553,165)
Operating Net Income	(17,004)	19,518	2,513
Non-operating Revenue	83,996	43,355	127,351
Non-operating Expenses	0	0	0
Net Income	66,992	62,873	129,864
<i>Other Sources/(Uses) of Cash</i>			
Capital Projects and Acquisitions	(83,996)	(43,355)	(127,351)
Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(83,996)	(43,355)	(127,351)
Net Change in Unrestricted Cash	(17,004)	19,518	2,513
<i>Ending Balance, Unrestricted Cash</i>	\$44,288	\$186,248	\$230,536

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 475

**AUTHORIZING APPROVAL OF THE COMPREHENSIVE OPERATING
BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2022**

WHEREAS, the Executive Director has submitted a Comprehensive Operating Budget for the Calendar Year beginning January 1, 2022 (Calendar Year 2022); and

WHEREAS, the Board of Commissioners has determined that the proposed expenditures are necessary for the efficient and economical operations of the Housing Authority for the purpose of serving low-income families; and

WHEREAS, the budget indicates sources of funding adequate to cover all proposed expenditures; and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of the Washington State Housing Authority law (RCW 35.82) and the Annual Contributions Contract (where applicable); and

WHEREAS, the Authority hereby certifies that no employee of the Housing Authority is serving in a variety of positions which will exceed 100% of his/her time. This certification includes the proration of an employee's time between the various programs administered by the Housing Authority of the City of Sedro-Woolley; and

WHEREAS, the Authority certifies that a drug-free workplace is provided to employees as required by the Drug-Free Workplace Act of 1988; and

WHEREAS, the Authority certifies that no Federally appropriated funds will be paid on behalf of the Housing Authority to any persons for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any

Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement; and,

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

Section 1: Operating expenditures of \$553,165 and capital expenditures of \$127,351 are hereby authorized for the Calendar Year beginning January 1, 2022.

Section 2: Full property budgets as found in Exhibit A are incorporated into this resolution and hereby adopted.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 18TH DAY OF DECEMBER 2021.

**THE HOUSING AUTHORITY OF
THE CITY OF SEDRO-WOOLLEY**

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer

SEDRO-WOLLEY HOUSING AUTHORITY
2022 Budget

EXHIBIT A

	Cedar Grove	Hillsview	2022 Proposed Combined
<i>Beginning Balance, Unrestricted Cash</i>	\$61,292	\$166,730	\$228,023
<i>Revenues</i>			
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Other Operating Revenue	464	2,311	2,775
Total Operating Revenues	165,662	390,017	555,678
<i>Expenses</i>			
Salaries & Benefits	(48,000)	(135,145)	(183,145)
Routine Maintenance, Utilities, Taxes & Insurance	(106,668)	(147,454)	(254,122)
Other Social Service Support Expenses & HAP	(50)	(450)	(500)
Administrative Support Expenses	(27,948)	(87,451)	(115,399)
Total Operating Expenses	(182,666)	(370,499)	(553,165)
Operating Net Income	(17,004)	19,518	2,513
Non-operating Revenue	83,996	43,355	127,351
Non-operating Expenses	0	0	0
Net Income	66,992	62,873	129,864
<i>Other Sources/(Uses) of Cash</i>			
Capital Projects and Acquisitions	(83,996)	(43,355)	(127,351)
Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(83,996)	(43,355)	(127,351)
Net Change in Unrestricted Cash	(17,004)	19,518	2,513
<i>Ending Balance, Unrestricted Cash</i>	\$44,288	\$186,248	\$230,536

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Ai Ly, Interim Assistant Director of Finance

DATE: December 6, 2021

RE: Approval of Vouchers October 1, 2021 to November 30, 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
December 6, 2021

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	85,979.25
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	85,979.25
Directly to Hillsview	23,060.56
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>23,060.56</u>
Total Expenditures	<u><u>109,039.81</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2021 TO 11/30/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
170000	Work-In-Process	428.25	SHKS ARCHITECTS INC	CEDAR GROVE T/O #22	10/22/2021	337344
170000	Work-In-Process	70,169.00	MONTES CONSTRUCTION	CEDAR GROVE III	11/19/2021	337752
200200	Contract Retentions	(3,508.45)	MONTES CONSTRUCTION	CEDAR GROVE III	11/19/2021	337752
409003	Benefits-Uniforms	32.25	IMAGE SOURCE INC	WORK CLOTHES	10/1/2021	337060
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	10/15/2021	337265
410000	Admin Supplies	6.84	CRYSTAL & SIERRA SPRINGS	WATER - Hillsvie	10/15/2021	337203
410000	Admin Supplies	5.85	OLYMPIC PRINTERS INC	ENVELOPES	10/29/2021	337406
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	11/19/2021	337746
410000	Admin Supplies	5.10	CRYSTAL & SIERRA SPRINGS	WATER - Hillsvie	11/19/2021	337694
411101	Comp Equip-Software	0.36	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/19/2021	337696
411103	Comp Equip-Software Maint	5.04	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	10/1/2021	336996
411103	Comp Equip-Software Maint	77.95	UNIT 4 BUSINESS SOFTWARE	ENTERPRISE RESOURCE PLANNING	10/8/2021	337118
411103	Comp Equip-Software Maint	88.23	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE	10/15/2021	337251
411103	Comp Equip-Software Maint	2.80	TEAMVIEWER GMBH	TEAMVIEWER	11/12/2021	337671
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	SN 2LP03248	10/22/2021	337370
411901	Equip-Other-Leased/Rented	1.33	CANON FINANCIAL	SN 2LP03248	11/24/2021	337840
420000	Prof Services-Legal	33.08	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/22/2021	337307
420101	Prof Services-Auditing	141.25	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	10/29/2021	337409
420101	Prof Services-Auditing	42.38	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	11/24/2021	337778
420908	Prof Services-Comps	0.49	MRI SOFTWARE LLC	TECH CONSULTING	11/12/2021	337646
420908	Prof Services-Comps	1.87	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	11/12/2021	337642
420908	Prof Services-Comps	0.63	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING	11/19/2021	337736
421904	Admin Contracts- Cloud Recovery Services	11.75	NET2VAULT LLC	MANAGED VAULTING	10/8/2021	337142
421904	Admin Contracts- Cloud Recovery Services	11.88	NET2VAULT LLC	MANAGED VAULTING	11/12/2021	337650
430900	Transportation-Vehicles-After Market Install	176.60	ALLIED BODY WORKS INC	VAN RETROFITS	11/24/2021	337796
440011	Travel-Mileage Reimbursement	399.28	IVY WILLIS	6/2-11/3/2021 MILEAGE	11/12/2021	337661
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	SEPTEMBER 2021 SVCS	10/15/2021	337246
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2021 CHGS	11/19/2021	337728
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	10/15/2021	337264
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	9/23-10/23/21 CHGS	10/15/2021	337217
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	9/23-10/23/21 CHGS	10/15/2021	337217
450002	Comm-Phones Lines-Service-Digital Voice	0.26	CENTURYLINK	9/25-10/25/21 CHGS	10/15/2021	337217
450002	Comm-Phones Lines-Service-Digital Voice	0.26	CENTURYLINK	10/25-11/25/21 CHGS	11/12/2021	337619
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	10/23-11/23/21 CHGS	11/12/2021	337619
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	11/12/2021	337657
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	10/23-11/23/21 CHGS	11/12/2021	337619
450100	Comm-Long Distance Charges	0.28	CENTURYLINK	M8/12-9/11/21 CHGS	10/22/2021	337398

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2021 TO 11/30/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comm-Long Distance Charges	0.30	CENTURYLINK	MONTHLY CHGS	10/29/2021	337494
452000	Comm-Advertising	28.21	SKAGIT VALLEY PUBLISHING	LEGAL PUBLIC NOTICE	10/8/2021	337089
491000	Admin Exp-Criminal/Background Checks	8.32	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/1/2021	336998
491000	Admin Exp-Criminal/Background Checks	10.05	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/22/2021	337326
491000	Admin Exp-Criminal/Background Checks	6.27	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	11/19/2021	337709
493000	Other Admin Exp-Postage	10.75	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/22/2021	337310
493000	Other Admin Exp-Postage	6.62	QUADIENT FINANCE USA INC	POSTAGE	10/29/2021	337488
493000	Other Admin Exp-Postage	10.42	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	11/5/2021	337507
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	11/24/2021	337868
493100	Other Admin Exp-Mail Handling	2.63	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/22/2021	337310
493100	Other Admin Exp-Mail Handling	10.73	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	11/5/2021	337507
520104	Social Service Contracts-Interpretation	4.53	LANGUAGE LINE SERVICES, INC	ACCT#9020543076	10/15/2021	337181
520104	Social Service Contracts-Interpretation	4.96	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/19/2021	337692
620006	Occup Exp--Floor Covering	5,567.28	SIGNATURE INTERIORS & DESIGN	CARPET	10/8/2021	337114
620012	Occup Exp--Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/1/2021	337052
620012	Occup Exp--Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/29/2021	337472
620012	Occup Exp--Pest Control	35.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/5/2021	337571
620012	Occup Exp--Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/24/2021	337849
620012	Occup Exp--Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/24/2021	337849
620012	Occup Exp--Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/24/2021	337849
620013	Occup Exp--Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	YARD CARE	10/1/2021	337071
620013	Occup Exp--Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	YARD CARE	11/19/2021	337758
660000	Occup Exp-Utilities-Water	122.69	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660000	Occup Exp-Utilities-Water	122.69	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660000	Occup Exp-Utilities-Water	89.76	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660000	Occup Exp-Utilities-Water	99.32	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660000	Occup Exp-Utilities-Water	268.81	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660000	Occup Exp-Utilities-Water	204.52	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660000	Occup Exp-Utilities-Water	146.07	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660100	Occup Exp-Utilities-Sewer	295.48	CITY OF SEDRO WOOLLEY	SEWER	10/22/2021	337358
660100	Occup Exp-Utilities-Sewer	752.66	CITY OF SEDRO WOOLLEY	SEWER	10/22/2021	337358
660100	Occup Exp-Utilities-Sewer	445.79	CITY OF SEDRO WOOLLEY	SEWER	10/22/2021	337358
660100	Occup Exp-Utilities-Sewer	744.83	CITY OF SEDRO WOOLLEY	SEWER	11/24/2021	337832
660100	Occup Exp-Utilities-Sewer	442.70	CITY OF SEDRO WOOLLEY	SEWER	11/24/2021	337832
660100	Occup Exp-Utilities-Sewer	295.49	CITY OF SEDRO WOOLLEY	SEWER	11/24/2021	337832
660200	Occup Exp-Utilities-Electricity	79.10	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660200	Occup Exp-Utilities-Electricity	42.35	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660200	Occup Exp-Utilities-Electricity	29.60	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2021 TO 11/30/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	32.04	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/5/2021	337549
660200	Occup Exp-Utilities-Electricity	91.92	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/5/2021	337549
660200	Occup Exp-Utilities-Electricity	35.04	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/5/2021	337549
660201	Occup Exp-Utilities-Electricity-Closing Bill	23.10	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660201	Occup Exp-Utilities-Electricity-Closing Bill	40.82	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660201	Occup Exp-Utilities-Electricity-Closing Bill	49.59	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660201	Occup Exp-Utilities-Electricity-Closing Bill	13.95	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660201	Occup Exp-Utilities-Electricity-Closing Bill	26.94	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/5/2021	337549
660300	Occup Exp-Utilities-Natural Gas	25.69	CASCADE NATURAL GAS CO	GAS	10/22/2021	337350
660300	Occup Exp-Utilities-Natural Gas	11.16	CASCADE NATURAL GAS CO	GAS	10/22/2021	337350
660300	Occup Exp-Utilities-Natural Gas	51.55	CASCADE NATURAL GAS CO	GAS	10/22/2021	337350
660300	Occup Exp-Utilities-Natural Gas	39.28	CASCADE NATURAL GAS CO	GAS	10/22/2021	337350
660300	Occup Exp-Utilities-Natural Gas	14.52	CASCADE NATURAL GAS CO	GAS	10/22/2021	337350
660300	Occup Exp-Utilities-Natural Gas	8.23	CASCADE NATURAL GAS CO	GAS	10/22/2021	337350
660300	Occup Exp-Utilities-Natural Gas	76.69	CASCADE NATURAL GAS CO	GAS	11/24/2021	337822
660300	Occup Exp-Utilities-Natural Gas	65.47	CASCADE NATURAL GAS CO	GAS	11/24/2021	337822
660300	Occup Exp-Utilities-Natural Gas	41.18	CASCADE NATURAL GAS CO	GAS	11/24/2021	337822
660300	Occup Exp-Utilities-Natural Gas	50.90	CASCADE NATURAL GAS CO	GAS	11/24/2021	337822
660500	Occup Exp-Utilities-Surface Water Mgmt	26.50	CITY OF SEDRO WOOLLEY	STORM	10/22/2021	337358
660500	Occup Exp-Utilities-Surface Water Mgmt	67.49	CITY OF SEDRO WOOLLEY	STORM	10/22/2021	337358
660500	Occup Exp-Utilities-Surface Water Mgmt	39.98	CITY OF SEDRO WOOLLEY	STORM	10/22/2021	337358
660500	Occup Exp-Utilities-Surface Water Mgmt	66.80	CITY OF SEDRO WOOLLEY	STORM	11/24/2021	337832
660500	Occup Exp-Utilities-Surface Water Mgmt	39.70	CITY OF SEDRO WOOLLEY	STORM	11/24/2021	337832
660500	Occup Exp-Utilities-Surface Water Mgmt	26.49	CITY OF SEDRO WOOLLEY	STORM	11/24/2021	337832
660700	Occup Exp-Utilities-Garbage	185.52	CITY OF SEDRO WOOLLEY	GARBAGE	10/22/2021	337358
660700	Occup Exp-Utilities-Garbage	704.91	CITY OF SEDRO WOOLLEY	GARBAGE	10/22/2021	337358
660700	Occup Exp-Utilities-Garbage	328.28	CITY OF SEDRO WOOLLEY	GARBAGE	10/22/2021	337358
660700	Occup Exp-Utilities-Garbage	573.45	CITY OF SEDRO WOOLLEY	GARBAGE	11/24/2021	337832
660700	Occup Exp-Utilities-Garbage	276.40	CITY OF SEDRO WOOLLEY	GARBAGE	11/24/2021	337832
660700	Occup Exp-Utilities-Garbage	185.52	CITY OF SEDRO WOOLLEY	GARBAGE	11/24/2021	337832
	SUBTOTAL CEDAR GROVE	85,979.25				
	CEDAR GROVE VOIDS	0				
	TOTAL CEDAR GROVE	85,979.25				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
409003	Benefits-Uniforms	96.75	IMAGE SOURCE INC	WORK CLOTHES	10/1/2021	337060

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2021 TO 11/30/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	20.52	CRYSTAL & SIERRA SPRINGS	WATER - Hillsvie	10/15/2021	337203
410000	Admin Supplies	0.30	CANON SOLUTIONS AMERICA INC	SN RZJ27626	10/15/2021	337265
410000	Admin Supplies	17.54	OLYMPIC PRINTERS INC	ENVELOPES	10/29/2021	337406
410000	Admin Supplies	15.29	CRYSTAL & SIERRA SPRINGS	WATER - Hillsvie	11/19/2021	337694
410000	Admin Supplies	0.29	CANON SOLUTIONS AMERICA INC	SN RZJ27626	11/19/2021	337746
411101	Comp Equip-Software	1.12	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/19/2021	337696
411103	Comp Equip-Software Maint	15.84	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	10/1/2021	336996
411103	Comp Equip-Software Maint	244.97	UNIT 4 BUSINESS SOFTWARE	ENTERPRISE RESOURCE PLANNING	10/8/2021	337118
411103	Comp Equip-Software Maint	277.29	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE	10/15/2021	337251
411103	Comp Equip-Software Maint	8.80	TEAMVIEWER GMBH	TEAMVIEWER	11/12/2021	337671
411901	Equip-Other-Leased/Rented	3.95	CANON FINANCIAL	SN 2LP03248	10/22/2021	337370
411901	Equip-Other-Leased/Rented	3.98	CANON FINANCIAL	SN 2LP03248	11/24/2021	337840
420000	Prof Services-Legal	98.72	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/22/2021	337307
420101	Prof Services-Auditing	423.75	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	10/29/2021	337409
420101	Prof Services-Auditing	127.12	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	11/24/2021	337778
420908	Prof Services-Comps	1.54	MRI SOFTWARE LLC	TECH CONSULTING	11/12/2021	337646
420908	Prof Services-Comps	5.89	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	11/12/2021	337642
420908	Prof Services-Comps	1.98	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING	11/19/2021	337736
421904	Admin Contracts- Cloud Recovery Services	36.94	NET2VAULT LLC	MANAGED VAULTING	10/8/2021	337142
421904	Admin Contracts- Cloud Recovery Services	37.33	NET2VAULT LLC	MANAGED VAULTING	11/12/2021	337650
430900	Transportation-Vehicles-After Market Install	527.05	ALLIED BODY WORKS INC	VAN RETROFITS	11/24/2021	337796
440011	Travel-Mileage Reimbursement	1,197.84	IVY WILLIS	6/2-11/3/2021 MILEAGE	11/12/2021	337661
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECHNOLOGY SERVICES	SEPTEMBER 2021 SVCS	10/15/2021	337246
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2021 CHGS	11/19/2021	337728
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	10/15/2021	337264
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	9/23-10/23/21 CHGS	10/15/2021	337217
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	9/23-10/23/21 CHGS	10/15/2021	337217
450002	Comm-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	9/25-10/25/21 CHGS	10/15/2021	337217
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	10/23-11/23/21 CHGS	11/12/2021	337619
450002	Comm-Phones Lines-Service-Digital Voice	0.81	CENTURYLINK	10/25-11/25/21 CHGS	11/12/2021	337619
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	10/23-11/23/21 CHGS	11/12/2021	337619
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	11/12/2021	337657
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	SEPTEMBER 2021 SVCS	10/15/2021	337246
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2021 CHGS	11/19/2021	337728
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	10/22/2021	337359
450100	Comm-Long Distance Charges	0.89	CENTURYLINK	M8/12-9/11/21 CHGS	10/22/2021	337398
450100	Comm-Long Distance Charges	0.94	CENTURYLINK	MONTHLY CHGS	10/29/2021	337494
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	11/12/2021	337638

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2021 TO 11/30/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
452000	Comm-Advertising	84.63	SKAGIT VALLEY PUBLISHING	LEGAL PUBLIC NOTICE	10/8/2021	337089
491000	Admin Exp-Criminal/Background Checks	24.97	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/1/2021	336998
491000	Admin Exp-Criminal/Background Checks	30.15	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/22/2021	337326
491000	Admin Exp-Criminal/Background Checks	18.82	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	11/19/2021	337709
493000	Other Admin Exp-Postage	32.24	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/22/2021	337310
493000	Other Admin Exp-Postage	19.86	QUADIANT FINANCE USA INC	POSTAGE	10/29/2021	337488
493000	Other Admin Exp-Postage	31.25	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	11/5/2021	337507
493000	Other Admin Exp-Postage	20.00	QUADIANT FINANCE USA INC	POSTAGE	11/24/2021	337868
493100	Other Admin Exp-Mail Handling	7.88	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/22/2021	337310
493100	Other Admin Exp-Mail Handling	32.18	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	11/5/2021	337507
520104	Social Service Contracts-Interpretation	13.59	LANGUAGE LINE SERVICES, INC	ACCT#9020543076	10/15/2021	337181
520104	Social Service Contracts-Interpretation	14.87	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/19/2021	337692
620007	Occup Exp--Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	11/5/2021	337572
620011	Occup Exp--Fire/Safety	486.50	SMITH FIRE SYSTEMS INC	SVC CALL	11/5/2021	337586
620012	Occup Exp--Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/1/2021	337052
620012	Occup Exp--Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/1/2021	337052
620012	Occup Exp--Pest Control	60.43	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/1/2021	337052
620012	Occup Exp--Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/24/2021	337849
620013	Occup Exp--Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	YARD CARE	10/1/2021	337071
620013	Occup Exp--Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	YARD CARE	11/19/2021	337758
620015	Occup Exp--Reasonable Accom	300.00	GREAT NW HOME WORK LLC	UNIT REPAIRS	11/19/2021	337768
660000	Occup Exp-Utilities-Water	2,055.14	PUBLIC UTILITY DISTRICT #1	WATER	11/24/2021	337827
660100	Occup Exp-Utilities-Sewer	4,319.59	CITY OF SEDRO WOOLLEY	SEWER	10/22/2021	337358
660100	Occup Exp-Utilities-Sewer	4,319.89	CITY OF SEDRO WOOLLEY	SEWER	11/24/2021	337832
660200	Occup Exp-Utilities-Electricity	898.34	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/15/2021	337233
660200	Occup Exp-Utilities-Electricity	1,033.64	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/5/2021	337549
660500	Occup Exp-Utilities-Surface Water Mgmt	387.34	CITY OF SEDRO WOOLLEY	STORM	10/22/2021	337358
660500	Occup Exp-Utilities-Surface Water Mgmt	387.37	CITY OF SEDRO WOOLLEY	STORM	11/24/2021	337832
660700	Occup Exp-Utilities-Garbage	1,073.59	CITY OF SEDRO WOOLLEY	GARBAGE	10/22/2021	337358
660700	Occup Exp-Utilities-Garbage	1,078.78	CITY OF SEDRO WOOLLEY	GARBAGE	11/24/2021	337832
	SUBTOTAL HILLSVIEW	23,060.56				
	VOIDS	0				
	TOTAL HILLSVIEW	23,060.56				
TOTAL SEDRO WOOLLEY		109,039.81				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Director of Finance
DATE: December 6, 2021
RE: October 2021 Financial Report

Attached for your review is the unaudited year-to-date financial report as of October 31, 2021 in the format used over the past several years. Appended to the end of the report is a different version of the same financial information, presented in a more succinct, easier-to-read format. Staff intends to use the new format exclusively beginning in 2022.

EXECUTIVE SUMMARY

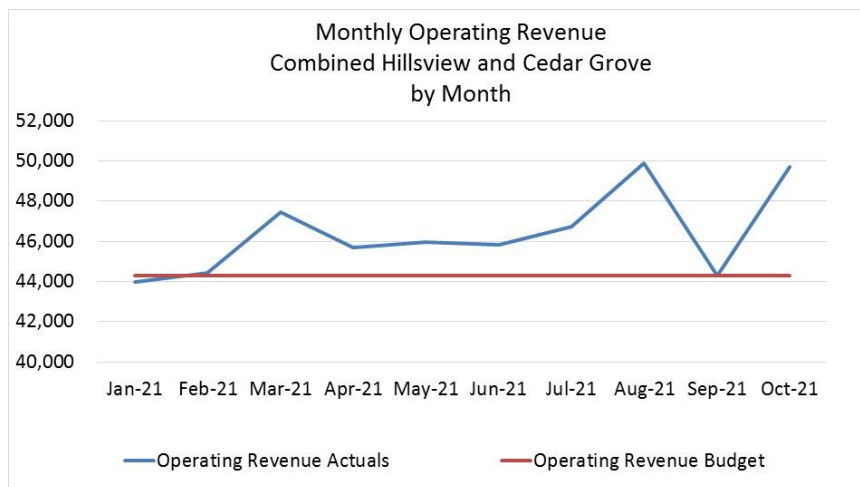
Year-to-date operating revenues are 4.7% over budget and operating expenses are 36.0% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$4,107	2.3%	●	Salaries and Benefits	(\$34,923)	-24.3%	●
Federal Operating Support	17,665	6.7%	●	Administrative Expenses	6,570	6.3%	●
Other Revenue	(799)	-30.3%	●	Maintenance Expenses, Utilities, Taxes	(119,433)	-64.7%	●
				Other Programmatic Expenses	(7,375)	-1966.7%	●
				Other Expenses	(952)	n/a	●
Total Operating Revenue	\$20,973	4.7%	●	Total Operating Expenses	(156,113)	-36.0%	●

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

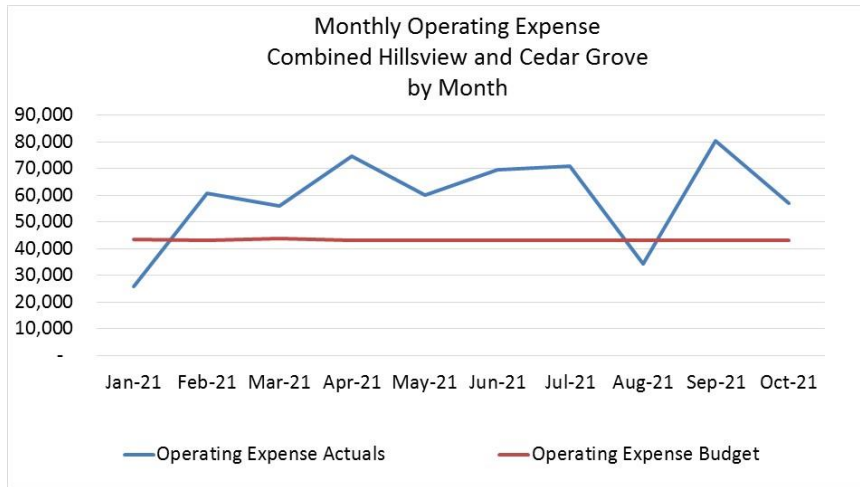
OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$464,041 exceeded budget expectations by \$20,973 or 4.7%. The primary driver of this variance is the Operating Fund Subsidy (Subsidy). The budget assumed a 90% prorate, whereas the actual prorate through October was 95.86%. Furthermore, HUD assumed a pandemic-related drop in tenant rents when calculating the “formula income” portion of the Subsidy, resulting in a substantial increase in the 2021 Subsidy over the budget. The spikes in July and October were caused by an increase in tenant revenues.



Year-to-date operating expenses in the amount of \$452,382 came in over budget by \$156,112 or 36.0%. Salaries and benefits and maintenance expenses were the primary drivers for this variance. Salaries and benefits were \$34,923 greater than budget. COVID-19 cleaning and disinfecting as well as emergency fire watch activities during the heat wave this summer caused an increase in payroll costs over budget projections.

Maintenance expenses were also greater than planned by \$119,433 due to a number of reasons. The camera installation project at Hillsvie costing \$14,000 was budgeted in 2020. Unbudgeted painting projects at Hillsvie and Cedar Grove totaled \$35,000. Fire and flood repairs were required in two units at Hillsvie, which amounted to \$31,000. The landscaping contract was greater than planned by about \$18,000 due to the management decision to change vendors. Lastly, carpet expenses at Cedar Grove was \$14,000 higher than anticipated.

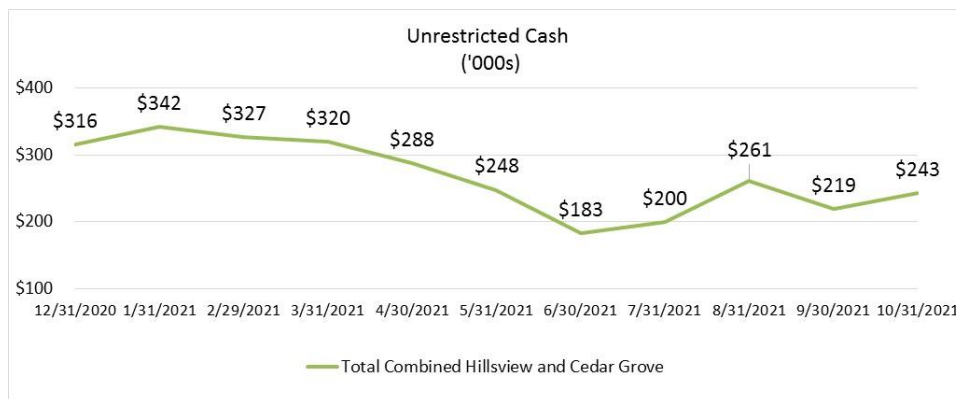


CAPITAL ACTIVITY

Capital project expenditures were under budget by 65.2%. The main driver for this variance is the timing of the envelope and roof project at Cedar Grove, which was budgeted over the whole year, but didn't start until October. This is partially offset as three unit upgrades that were budgeted evenly throughout the year, but all three have been completed as of the end of October. Actual timing of unit upgrades is dependent on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$243,431 has decreased by \$75,751 since the beginning of the year. The primary reason for the decrease is due the aforementioned increase in salaries and benefits and additional maintenance costs.



Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended October 31, 2021

	2021 YTD Actual	2021 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$316,183				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,150				
Total Beginning Resources	\$325,333				
Tenant Revenue	\$180,727	\$176,620	\$4,106	2.3%	
Operating Subsidy from HUD-PH	281,472	263,807	17,666	6.7%	
Other Operating Income	1,616	1,251	365	29.2%	
Total Operating Income	463,814	441,678	22,137	5.0%	
Salaries	(129,088)	(98,116)	(30,972)	(31.6%)	(1)
Benefits	(49,555)	(45,604)	(3,951)	(8.7%)	
Occupancy Expenses	(303,991)	(184,558)	(119,433)	(64.7%)	(2)
Other Social Service Expenses	(7,750)	(375)	(7,374)	(1,964.4%)	(3)
Administrative Expenses	(98,346)	(104,916)	6,570	6.3%	
Total Operating Costs	(588,730)	(433,570)	(155,160)	(35.8%)	
Operating Cash Flow	(124,915)	8,108	(133,023)	(1,640.6%)	
Non-Operating income	149,752	473,745	(323,992)	(68.4%)	(4)
Non-Operating Expenses	(952)	-	(952)	n/a	
Capital Expenditures	(164,597)	(472,355)	307,757	65.2%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	272	-	272	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	67,688	-	67,688	n/a	(5)
Non Operating Net Sources (Uses) of Cash	52,163	1,390	50,773	3,652.8%	
Net Change in Unrestricted Cash	(\$72,752)	\$9,498	(\$82,250)	(866.0%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$243,431				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	8,878				
Total Ending Resources	\$252,308				

- 1) Salaries and benefits are high partially due to increases from COVID-related cleaning and disinfecting activities. Also, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- 2) Camera expense in the amount of \$14K for Hillsview was not included in the 2021 budget. The project was approved in 2020, but due to the high number of camera installs at the agency, it was delayed until this year when funding and contract renewal was approved. Secondly, unbudgeted painting projects at Cedar Grove and Hillsview totaling \$35K. Thirdly, due to unbudgeted fire and flood repair done on two Hillsview units totaling \$31K. Fourthly, the monthly landscaping service contract exceeded target by \$18K as a management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted. Finally, Cedar Grove had carpet expense that was higher than budgeted by \$14K.
- 3) Mainly due to Resident Services fees, which will be reversed in December. Also, due to tenants relocation expenses for tenants during fire and flood repair. See note 2
- 4) The envelope and roof project at the site was budgeted over the whole year, but it was not started until October, resulting in lower than budgeted draw from the capital fund grant. It is expected to be 95% completed by the end of the year.
- 5) The change in short-term assets is due to decreases in grant receivables and prepaid insurance. The change in short-term liabilities is due to decreases in accounts payable and deferred rent revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended October 31, 2021

	2021 YTD Actual	2021 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$122,755				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,700				
Total Beginning Resources	\$126,455				
Tenant Revenue	\$30,786	\$32,297	(\$1,511)	(4.7%)	
Operating Subsidy from HUD-PH	103,534	108,877	(5,343)	(4.9%)	
Other Operating Income	381	250	131	52.2%	
Total Operating Income	134,701	141,424	(6,724)	-4.8%	
Salaries	(33,276)	(24,762)	(8,514)	(34.4%)	(1)
Benefits	(12,782)	(11,646)	(1,136)	(9.8%)	(1)
Occupancy Expenses	(125,201)	(65,992)	(59,209)	(89.7%)	(2)
Other Social Service Expenses	(1,535)	(42)	(1,493)	(3,572.3%)	
Administrative Expenses	(24,486)	(25,407)	920	3.6%	
Total Operating Costs	(197,281)	(127,849)	(69,432)	(54.3%)	
Operating Cash Flow	(62,580)	13,576	(76,155)	(561.0%)	
Non-Operating income	123,695	425,507	(301,812)	(70.9%)	(3)
Non-Operating Expenses	(238)	-	(238)	n/a	
Capital Expenditures	(137,801)	(425,127)	287,327	67.6%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	272	-	272	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	31,661	-	31,661	n/a	(4)
Non Operating Net Sources (Uses) of Cash	17,590	380	17,210	4,528.9%	
Net Change in Unrestricted Cash	(\$44,990)	\$13,956	(\$58,945)	(422.4%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$77,766				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,428				
Total Ending Resources	\$81,193				

- 1) Salaries and benefits are high partially due to increases from COVID-related cleaning and disinfecting activities. Also , overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- 2) Mainly due to higher than budgeted carpet expense. Unbudgeted painting project at three Cedar Grove vacated units. Also, due to additional playground work done for safety purposes. Finally, the monthly landscaping service contract exceeded target as management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted.
- 3) Envelope and roof project at the site was budgeted over the whole year, but it was not started until October, resulting in lower than budgeted draw from the capital fund grant. It is expected to be 95% completed by the end of the year. This was partially offset as two units upgrades were completed through October, while one unit was budgeted for the year.
- 4) The change in short-term assets is due to decreases in grant receivable and prepaid insurance. The change in short-term liabilities is due to decreases in accounts payable and deferred rent revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended October 31, 2021

	2021 YTD Actual	2021 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$193,427				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,450				
Total Beginning Resources	\$198,877				
Tenant Revenue	\$149,941	\$144,324	\$5,617	3.9%	
Operating Subsidy from HUD-PH	177,938	154,929	23,009	14.9%	(1)
Other Operating Income	1,235	1,001	234	23.4%	
Total Operating Income	329,114	300,254	28,860	9.6%	
Salaries	(95,812)	(73,354)	(22,458)	(30.6%)	(2)
Benefits	(36,773)	(33,958)	(2,815)	(8.3%)	(2)
Occupancy Expenses	(178,790)	(118,566)	(60,224)	(50.8%)	(3)
Other Social Service Expenses	(6,215)	(334)	(5,881)	(1,762.9%)	(4)
Administrative Expenses	(73,860)	(79,510)	5,650	7.1%	
Total Operating Costs	(391,449)	(305,721)	(85,728)	(28.0%)	
Operating Cash Flow	(62,336)	(5,467)	(56,868)	(1,040.1%)	
Non-Operating income	26,057	48,238	(22,180)	(46.0%)	(5)
Non-Operating Expenses	(714)	-	(714)	n/a	
Capital Expenditures	(26,797)	(47,228)	20,431	43.3%	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	36,027	-	36,027	n/a	(6)
Non Operating Net Sources (Uses) of Cash	34,574	1,010	33,564	3,323.1%	
Net Change in Unrestricted Cash	(\$27,762)	(\$4,457)	(\$23,305)	(522.8%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$165,665				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,450				
Total Ending Resources	\$171,115				

- Operating subsidy exceeded target due to higher than anticipated interim prorate. The budgeted assumed 90 percent while the actual interim prorate was 95.86 percent.
- Salaries and benefits are high partially due to increases from COVID-related cleaning and disinfecting activities. Also, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- Unbudgeted security camera installation expense. The project was approved in 2020, but due to the high number of camera installs at the agency, this was delayed until this year when funding and contract renewal was approved. Also, due to unbudgeted fire and flood repair done on two Hillsview units. Finally, the monthly landscaping service contract exceeded target as management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted.
- Mainly due to Resident Services fees, which will be reversed in December.. Also, due to tenants relocation expenses for tenants during fire and flood repair. See note 3.
- Two unit upgrades were budgeted for the year. One has been completed under budget as of the end of October. Unit upgrades depend on availability.
- The change in short-term assets is due to a decrease in grant receivables and prepaid insurance. The change in short-term liabilities is due to a decrease in accounts payable and deferred rent revenue.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

October - November 2021

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 22.40 days.

- Hillsview
 - Nothing to Report
- Cedar Grove
 - 002 – Vacated 8/12, moved to private housing, unit housed 10/6 (unit required excessive work to turn)

Current Applications of Wait List as of December 1, 2021

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	90	106	40	130

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	119	21	140
3 Bedrooms	16	4	20
4 Bedrooms	0	0	0
Total	135	25	160

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	17	1	4			22
Cedar Grove I	12					12

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Cedar Grove II	1					1
Cedar Grove III	4		1			5
Total	34	1	5	0	0	40

Resident Functions

There are no resident functions.

Staffing

Caprice Witherspoon is now the permanent Senior Property Manager and Temporary Assistant Regional Manager, Ivy Willis is the Assistant Property Manager. Al Khalaf is the Regional Manager temporarily until Mayra Jacobs's replacement is hired.

Previous Meeting Concerns

- None.

Resident Issues

- Tenants are reporting items being stolen from the laundry room and they would like a camera installed in there.

Building Issues

- There was a small exterior fire at Hillview on 10/7/21. Initial inspection shows what seems to be mostly cosmetic damage. No tenants were hurt or displaced. SWFD states that an ashtray from one of the tables outside the community room was emptied into the large garbage can under the patio covering, which later ignited causing the fire. We are in the process of getting repair bids.
- – Update – Most repairs have been completed, the only remaining item is the repair to the HVAC unit that sits on the patio. A bid has been accepted from Handy's Heating, and the work will be scheduled once they confirm receipt dates for materials.