

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 17, 2022

Zoom Meeting:

[https://kcha-
org.zoom.us/j/81770974776?pwd=MjdqWVE2NUZEFp3ZS9iaj
JIZU5LZz09](https://kcha-org.zoom.us/j/81770974776?pwd=MjdqWVE2NUZEFp3ZS9iajJIZU5LZz09)

Meeting ID: 817 7097 4776

Passcode: 552460

PHONE: 253-215-8782

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, February 17, 2022
10:45 am

VIRTUAL/ZOOM MEETING

Hillsview Apartments - 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 | 1 |
| | A. December 16, 2021 Board of Commissioners' Meeting Minutes | |
| | B. December 23, 2021 Board of Commissioners' Meeting Minutes | |
| V. | Action Items for Discussion & Approval | |
| | A. Approval of Voucher Report December 1, 2021 to January 31, 2022 | 2 |
| | B. Resolution No. 478 – Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) Relating to Flat Rents | 3 |
| VI. | Reports | |
| | A. Financial Report for December 2021 | 4 |
| | B. Housing Management Report for Dec 2021/Jan 2022 | 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, December 16, 2021

I. Call to Order

The virtual 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 16, 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. October 21, 2021 Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the Minutes, seconded by Commissioner Dona Cowan with name correction on page one; the Board unanimously approved the Minutes from October 21, 2021.

V. Action Items for Discussion & Approval

A. Resolution No. 475 – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2022

Wendy Teh presented a power-point to the Board giving an overview of the budget.

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of Resolution No. 475, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution No. 475.

B. Approval of Voucher Report October 1, 2021 to November 30, 2021

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, 2021 to November 30, 2021.

VI. Reports

A. Financial Report for October 2021

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

There was an error on the front page of the memo, the correction is \$589,682.
We have a new format that we will start using in 2022. We made changes that are minor.

Questions of Commissioners' were answered.

B. Housing Management Report for October/November 2021

Ivy Willis, Assistant Property Manager gave an overview of the report.

VII. New Business

A. Search for new Resident Commissioner

We have not received any responses. All residents were sent notices for interest. Is there a time limit on when we assume that they do not want one and appoint someone in the community? It is in the bylaws to have a Resident Commissioner.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:29 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

DANIEL WATSON
Interim Executive Director

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

Thursday, December 23, 2021

I. Call to Order

The special virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 8:30 a.m., on Thursday, December 23, 2021, via zoom.

II. Roll Call

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

Excused: Commissioner Kacy Johnson

III. Public Comment

No public comment.

IV. Action Items for Discussion & Approval

A. Resolution No. 476 – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) as a Result of the COVID-19 Pandemic.

Judi Jones, Senior Program Compliance Manager explained the need for this Resolution. HUD offered waivers to change policies immediately and then seek the Board approval at a later date.

Commissioner Kacy Johnson moved for approval of Resolution No. 476, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution No. 476.

B. Resolution No. 477 – Interim Executive Director and Acting-Secretary-Treasurer Appointment to Sedro-Woolley Housing Authority – Daniel Watson.

Bill Cook, Director of Property Management explained that Stephen Norman was retiring, so Daniel Watson was the Interim Executive Director and Secretary-Treasurer for SWHA.

Commissioner Dona Cowan moved for approval of Resolution No. 477, seconded by Commissioner Kacy Johnson; the board unanimously approved Resolution No. 477.

V. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 8:38 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

DANIEL WATSON
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Ai Ly, Interim Associate Director of Finance

DATE: February 2, 2022

RE: Approval of Vouchers December 1, 2021 to January 31, 2022

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 2, 2022

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	123,264.58
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	123,264.58

Directly to Hillsview	22,071.08
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>22,071.08</u>

Total Expenditures	<u><u>145,335.66</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2021 TO 01/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
170000	Work-In-Process	90,200.00	MONTES CONSTRUCTION	CEDAR GROVE III	1/7/2022	338419
200200	Contract Retentions	(4,510.00)	MONTES CONSTRUCTION	CEDAR GROVE III	1/7/2022	338419
409003	Benefits-Uniforms	34.50	IMAGE SOURCE INC	WORK CLOTHES	1/28/2022	338757
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/17/2021	338155
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/14/2022	338501
410000	Admin Supplies	4.24	CRYSTAL & SIERRA SPRINGS	WATER - SEDRO	1/21/2022	338565
411100	Comp Equip-Hardware	2.74	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/17/2021	338080
411100	Comp Equip-Hardware	3.01	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/7/2022	338341
411101	Comp Equip-Software	3.83	MRI SOFTWARE LLC	ANNUAL SAAS RENEWAL	12/30/2021	338306
411101	Comp Equip-Software	6.63	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/21/2022	338568
411102	Comp Equip-Hardware Maint	2.11	PAPERLESS PRODUCTIVITY INC	RENEWAL	1/21/2022	338646
411103	Comp Equip-Software Maint	36.60	HYLAND SOFTWARE, INC	SUBSCRIPTION LICENSE FEES	1/14/2022	338541
411103	Comp Equip-Software Maint	2.34	PAPERLESS PRODUCTIVITY INC	RENEWAL	1/21/2022	338646
411104	Comp Equip-Software as a Service Fees	1.40	DOCU SIGN INC	SMS DELIVERY	1/21/2022	338640
411104	Comp Equip-Software as a Service Fees	0.49	US WELLNESS INC	DIGITAL MONITORING	1/21/2022	338655
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	SN 30215010	12/10/2021	338046
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	SN 2LP03248	12/23/2021	338251
411901	Equip-Other-Leased/Rented	1.36	CANON FINANCIAL	SN 2LP03248	1/7/2022	338399
411901	Equip-Other-Leased/Rented	0.96	CANON FINANCIAL	SN 2LP03248	1/7/2022	338399
411901	Equip-Other-Leased/Rented	1.33	CANON FINANCIAL	SN 2PL03248	1/28/2022	338738
420000	Professional Services-Legal	25.36	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/10/2021	337957
420000	Professional Services-Legal	93.65	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/17/2021	338070
420000	Professional Services-Legal	26.14	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/21/2022	338552
420101	Professional Services-Auditing	452.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	12/23/2021	338185
420908	Professional Services-Comps	0.43	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/3/2021	337920
420908	Professional Services-Comps	0.42	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING TIER 1-2	12/10/2021	338019
420908	Professional Services-Comps	0.39	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	12/10/2021	338050
420908	Professional Services-Comps	0.78	AFFIRMA CONSULTING LLC	SHARE POINT DEVELOPER	12/17/2021	338169
420908	Professional Services-Comps	1.14	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	1/14/2022	338481
420908	Professional Services-Comps	0.52	AFFIRMA CONSULTING LLC	SHAREPOINT	1/21/2022	338656
420908	Professional Services-Comps	1.55	AFFIRMA CONSULTING LLC	SHAREPOINT	1/21/2022	338656
420908	Professional Services-Comps	1.04	AFFIRMA CONSULTING LLC	SHAREPOINT	1/21/2022	338656
421904	Admin - Cloud Recovery Services	11.99	NET2VAULT LLC	MANAGED VAULTING	12/10/2021	338027
421904	Admin - Cloud Recovery Services	12.11	NET2VAULT LLC	MANAGED VAULTING	1/14/2022	338496
440011	Travel-Mileage Reimbursement	61.18	JEFF SEVERSON	2/10-12/27/21	1/21/2022	338627
450001	Comms-Phones Lines-Service-Voice	(0.73)	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2021 CHGS	12/17/2021	338131

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2021 TO 01/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/23-12/23/21 CHGS	12/10/2021	337988
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/23-12/23/21 CHGS	12/10/2021	337988
450002	Comms-Phones Lines-Service-Digital Voice	0.26	CENTURYLINK	11/25-12/25/21 CHGS	12/17/2021	338098
450002	Comms-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	12/23/2021	338266
450002	Comms-Phones Lines-Service-Digital Voice	0.26	CENTURYLINK	12/25-1/25/22 CHGS	1/14/2022	338538
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/23-1/23/22 CHGS	1/14/2022	338538
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/23-1/23/22 CHGS	1/14/2022	338538
450002	Comms-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	1/21/2022	338636
450100	Comms-Long Distance Charges	0.37	CENTURYLINK	MONTHLY CHGS	12/3/2021	337945
450100	Comms-Long Distance Charges	0.31	CENTURYLINK	MONTHLY CHGS	1/7/2022	338427
491000	Admin Exp-Criminal/Background Checks	8.56	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/23/2021	338213
491000	Admin Exp-Criminal/Background Checks	15.10	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/30/2021	338294
491000	Admin Exp-Criminal/Background Checks	14.62	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/30/2021	338294
491000	Admin Exp-Criminal/Background Checks	14.70	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/30/2021	338294
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/21/2022	338570
491000	Admin Exp-Criminal/Background Checks	8.36	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/28/2022	338692
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	12/23/2021	338273
493000	Other Admin Exp-Postage	10.77	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/23/2021	338190
493100	Other Admin Exp-Mail Handling	2.51	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/23/2021	338190
520104	Social Service -Interpretation	3.72	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/17/2021	338075
520104	Social Service -Interpretation	2.28	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/21/2022	338562
610008	Occ Exp-Materials-Fire/Safety	252.16	HD SUPPLY FACILITIES MAINTENANCE	STOVE TOP FIRESTOPS	12/17/2021	338074
620003	Occ Exp-Maint -Electrical	12,723.00	VECA ELECTRIC & TECHNOLOGIES LLC	METER REPAIR	1/28/2022	338753
620005	Occ Exp-Maint -Building-General	924.19	THE HOME DEPOT	MAINT SUPPLIES	12/3/2021	337880
620006	Occ Exp-Maint -Floor Covering	4,802.28	GREAT FLOORS LLC	FLOORING	1/28/2022	338742
620011	Occ Exp-Maint -Fire/Safety	287.50	SMITH FIRE SYSTEMS INC	SVC CALL	12/10/2021	338047
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/23/2021	338261
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/23/2021	338261
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/23/2021	338261
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/21/2022	338631
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/21/2022	338631
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/21/2022	338631
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	YARD CARE	12/17/2021	338171
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	YARD CARE	1/7/2022	338425
620016	Occ Exp-Maint -Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	12/17/2021	338100
620016	Occ Exp-Maint -Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	1/21/2022	338586
660000	Occ Exp-Utilities-Water	77.67	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2021 TO 01/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occ Exp-Utilities-Water	111.87	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	100.09	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	182.56	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	212.01	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	111.00	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	146.07	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	134.38	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	147.21	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	111.87	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	153.10	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	111.87	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	117.76	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	158.99	PUBLIC UTILITY DISTRICT #1	WATER	12/3/2021	337914
660000	Occ Exp-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	153.40	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	153.40	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	128.85	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	288.43	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	141.12	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	245.47	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	184.10	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660000	Occ Exp-Utilities-Water	136.04	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	166.97	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	129.86	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	129.86	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	148.42	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	160.79	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	75.37	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	123.67	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	185.53	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	185.53	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660000	Occ Exp-Utilities-Water	216.46	PUBLIC UTILITY DISTRICT #1	WATER	1/28/2022	338724
660100	Occ Exp-Utilities-Sewer	442.30	CITY OF SEDRO WOOLLEY	SEWER	12/23/2021	338237
660100	Occ Exp-Utilities-Sewer	737.34	CITY OF SEDRO WOOLLEY	SEWER	12/23/2021	338237
660100	Occ Exp-Utilities-Sewer	295.15	CITY OF SEDRO WOOLLEY	SEWER	12/23/2021	338237

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2021 TO 01/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411101	Comp Equip-Software	20.85	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/21/2022	338568
411102	Comp Equip-Hardware Maint	6.63	PAPERLESS PRODUCTIVITY INC	RENEWAL	1/21/2022	338646
411103	Comp Equip-Software Maint	115.03	HYLAND SOFTWARE, INC	SUBSCRIPTION LICENSE FEES	1/14/2022	338541
411103	Comp Equip-Software Maint	7.36	PAPERLESS PRODUCTIVITY INC	RENEWAL	1/21/2022	338646
411104	Comp Equip-Software as a Service Fees	4.40	DOCU SIGN INC	SMS DELIVERY	1/21/2022	338640
411104	Comp Equip-Software as a Service Fees	1.53	US WELLNESS INC	DIGITAL MONITORING	1/21/2022	338655
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	SN 30215010	12/10/2021	338046
411901	Equip-Other-Leased/Rented	3.95	CANON FINANCIAL	SN 2LP03248	12/23/2021	338251
411901	Equip-Other-Leased/Rented	4.07	CANON FINANCIAL	SN 2LP03248	1/7/2022	338399
411901	Equip-Other-Leased/Rented	2.87	CANON FINANCIAL	SN 2LP03248	1/7/2022	338399
411901	Equip-Other-Leased/Rented	3.98	CANON FINANCIAL	SN 2PL03248	1/28/2022	338738
420000	Professional Services-Legal	75.69	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/10/2021	337957
420000	Professional Services-Legal	279.49	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/17/2021	338070
420000	Professional Services-Legal	78.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/21/2022	338552
420101	Professional Services-Auditing	1,356.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	12/23/2021	338185
420908	Professional Services-Comps	1.36	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	12/3/2021	337920
420908	Professional Services-Comps	1.32	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING TIER 1-2	12/10/2021	338019
420908	Professional Services-Comps	1.23	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	12/10/2021	338050
420908	Professional Services-Comps	2.45	AFFIRMA CONSULTING LLC	SHARE POINT DEVELOPER	12/17/2021	338169
420908	Professional Services-Comps	3.59	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	1/14/2022	338481
420908	Professional Services-Comps	1.63	AFFIRMA CONSULTING LLC	SHAREPOINT	1/21/2022	338656
420908	Professional Services-Comps	4.88	AFFIRMA CONSULTING LLC	SHAREPOINT	1/21/2022	338656
420908	Professional Services-Comps	3.26	AFFIRMA CONSULTING LLC	SHAREPOINT	1/21/2022	338656
421904	Admin - Cloud Recovery Services	37.67	NET2VAULT LLC	MANAGED VAULTING	12/10/2021	338027
421904	Admin - Cloud Recovery Services	38.05	NET2VAULT LLC	MANAGED VAULTING	1/14/2022	338496
440011	Travel-Mileage Reimbursement	183.54	JEFF SEVERSON	2/10-12/27/21	1/21/2022	338627
450001	Comms-Phones Lines-Service-Voice	(2.17)	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2021 CHGS	12/17/2021	338131
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	11/23-12/23/21 CHGS	12/10/2021	337988
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	11/23-12/23/21 CHGS	12/10/2021	337988
450002	Comms-Phones Lines-Service-Digital Voice	0.81	CENTURYLINK	11/25-12/25/21 CHGS	12/17/2021	338098
450002	Comms-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	12/23/2021	338266
450002	Comms-Phones Lines-Service-Digital Voice	0.81	CENTURYLINK	12/25-1/25/22 CHGS	1/14/2022	338538
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	12/23-1/23/22 CHGS	1/14/2022	338538
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	12/23-1/23/22 CHGS	1/14/2022	338538
450002	Comms-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	1/21/2022	338636
450003	Comms-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2021 CHGS	12/17/2021	338131
450003	Comms-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	DECEMBER 2021 CHGS	1/14/2022	338483

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2021 TO 01/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comms-Long Distance Charges	1.17	CENTURYLINK	MONTHLY CHGS	12/3/2021	337945
450100	Comms-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	12/17/2021	338124
450100	Comms-Long Distance Charges	0.98	CENTURYLINK	MONTHLY CHGS	1/7/2022	338427
450100	Comms-Long Distance Charges	9.83	LINGO	12/21/21-1/20/22	1/14/2022	338540
491000	Admin Exp-Criminal/Background Checks	25.68	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/23/2021	338213
491000	Admin Exp-Criminal/Background Checks	45.29	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/30/2021	338294
491000	Admin Exp-Criminal/Background Checks	43.87	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/30/2021	338294
491000	Admin Exp-Criminal/Background Checks	44.09	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/30/2021	338294
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/21/2022	338570
491000	Admin Exp-Criminal/Background Checks	25.09	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/28/2022	338692
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE	12/23/2021	338273
493000	Other Admin Exp-Postage	32.31	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/23/2021	338190
493100	Other Admin Exp-Mail Handling	7.52	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/23/2021	338190
520104	Social Service -Interpretation	11.15	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/17/2021	338075
520104	Social Service -Interpretation	6.84	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/21/2022	338562
610008	Occ Exp-Materials-Fire/Safety	756.48	HD SUPPLY FACILITIES MAINTENANCE	STOVE TOP FIRESTOPS	12/17/2021	338074
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/23/2021	338261
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/21/2022	338631
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	YARD CARE	12/17/2021	338171
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	YARD CARE	1/7/2022	338425
620031	Occ Exp-Maint -Signage	157.20	FAST SIGNS INC	PARKING SIGNS	1/14/2022	338454
660000	Occ Exp-Utilities-Water	2,081.37	PUBLIC UTILITY DISTRICT #1	WATER	1/21/2022	338605
660100	Occ Exp-Utilities-Sewer	4,416.53	CITY OF SEDRO WOOLLEY	SEWER	12/23/2021	338237
660100	Occ Exp-Utilities-Sewer	4,193.79	CITY OF SEDRO WOOLLEY	SEWER	1/21/2022	338608
660200	Occ Exp-Utilities-Electricity	1,079.05	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/3/2021	337908
660200	Occ Exp-Utilities-Electricity	1,184.70	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/7/2022	338373
660500	Occ Exp-Utilities-Surface Water Mgmt	396.02	CITY OF SEDRO WOOLLEY	STORM	12/23/2021	338237
660500	Occ Exp-Utilities-Surface Water Mgmt	387.48	CITY OF SEDRO WOOLLEY	STORM	1/21/2022	338608
660700	Occ Exp-Utilities-Garbage	967.97	CITY OF SEDRO WOOLLEY	GARBAGE	12/23/2021	338237
660700	Occ Exp-Utilities-Garbage	1,226.87	CITY OF SEDRO WOOLLEY	GARBAGE	1/21/2022	338608
	SUBTOTAL HILLSVIEW	22,071.08				
	VOIDS	0				
	TOTAL HILLSVIEW	22,071.08				
	TOTAL SEDRO WOOLLEY	145,335.66				

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Bill Cook

DATE: February 17, 2022

RE: Resolution No. 478 - Changes to the Sedro-Woolley Housing Authority's (SWHA's) Admissions and Continued Occupancy Policy (ACOP) Exhibit D - Flat Rents

As a result of HUD Notice PIH 2014-12, the Sedro-Woolley Housing Authority is required to adopt changes to the ACOP Exhibit D. These changes are required as a result of legislation adopted by Congress under the Consolidated Appropriations Act of 2014.

All Public Housing residents may choose to have their rent calculated based on their income **or** pay a flat rent amount based on their bedroom size. HUD's mandated changes to the flat rent program have resulted in decreases for the 1, 2, and 3 bedroom units and a slight increase to the 4 bedroom unit flat rents that residents have the option of paying. These rents are listed below:

Unit Size	Proposed Flat Rent	Energy Cost Adjustment	Net Rent Charge per month
1 Bedroom	\$582	\$52	\$530
2 Bedroom	\$766	\$102	\$664
3 Bedroom	\$1,070	\$129	\$941
4 Bedroom	\$1,226	\$146	\$1,080

Once approved, the ACOP changes and new Flat Rents will become effective for all new residents. For all current residents, revised amounts will become effective at the next annual recertification. Following HUD guidelines, for these households SWHA will ensure that any increase in rent is capped at 35 percent as they transition to the new schedule.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 478

AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO FLAT RENTS

WHEREAS, the Public Housing Program is administered within previously adopted program guidelines known as the Public Housing Admissions and Continued Occupancy Policy (herein called the “ACOP”); and,

WHEREAS, in accordance with and as a result of legislation adopted by Congress under the Consolidated Appropriations Act of 2014 requires the SWHA to set Flat Rents amounts for the Public Housing program at **no less than** 80 percent of the Fair Market Rent (FMR) established by the Department of Housing and Urban Development (HUD) each year; and

WHEREAS, the Housing Authority Board of Commissioners scheduled and properly advertised a Public Hearing in order to receive public comment; and

WHEREAS, the Housing Authority has reviewed and considered all such resident and public comment received, and

WHEREAS, Board approval of revised operational policies and procedures is required before KCHA can implement such changes.

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

- (1.) The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached; and
- (2.) Authorizes the Housing Authority to take the necessary steps to implement these revisions effective February 17, 2022.

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 17th DAY OF FEBRUARY, 2022.

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

LAURIE FELLERS, Chair
Board of Commissioners

DANIEL WATSON
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Director of Finance
DATE: February 8, 2022
RE: December 2021 Financial Report

Attached for your review is the unaudited financial report for 2021. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, 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

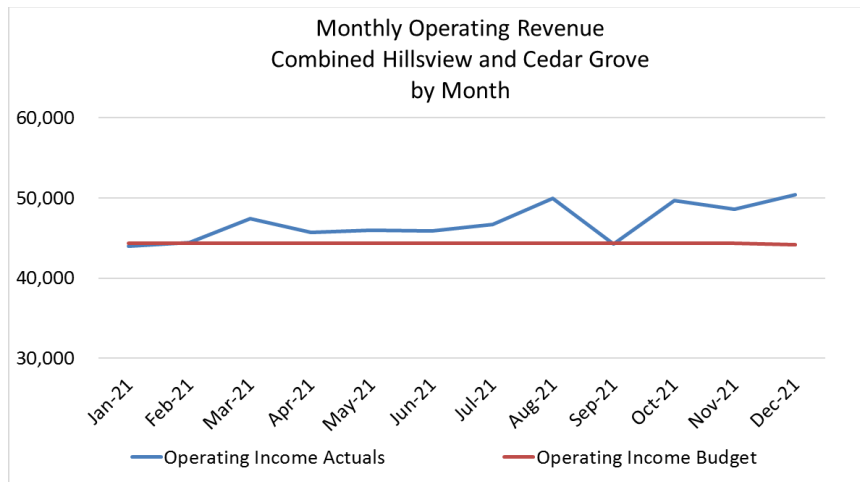
Year-to-date operating income is 6.2% over budget and operating expenses are 31.7% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$8,090	3.8%	●	Salaries and Benefits	(\$33,925)	-19.7%	●
Federal Operating Support	24,211	7.6%	●	Administrative Expenses	\$3,964	3.1%	●
Other Revenue	622	41.5%	●	Maintenance Expenses, Utilities, Taxes	(\$133,888)	-60.5%	●
Total Operating Income	\$32,923	6.2%	●	Total Operating Expenses	(165,182)	-31.7%	●

- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

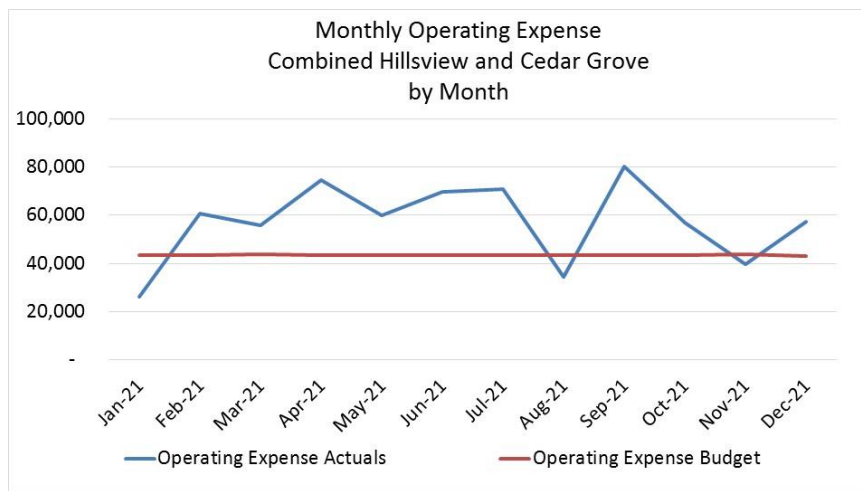
Year-end operating income totaling \$562,766 exceeded budget expectations by \$32,923 or 6.2%. The primary driver of this variance is the Operating Fund Subsidy (Subsidy). The budget assumed a 90% prorated, whereas the actual prorated through October was 96.74%. Furthermore, HUD assumed a pandemic-related 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.



Operating expenses for 2021 in the amount of \$685,686 were over budget by \$165,182 or 31.7%. Higher maintenance expenses and salaries and benefits were the primary drivers for this variance.

Maintenance expenses were over budget by \$134K due to several reasons. The camera installation project at Hillsview costing \$14,000 was budgeted in 2020. Unbudgeted painting projects at Hillsview and Cedar Grove totaled \$33,000. Fire and flood repairs were required in two units at Hillsview, which amounted to \$31,000. The change in landscaping companies resulted in costs that were \$25,000 due to the management decision to change vendors. Lastly, carpet expenses at Cedar Grove were \$26,000 higher than anticipated.

Salaries and benefits were also greater than budget by \$33,925. 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 original budget projections.

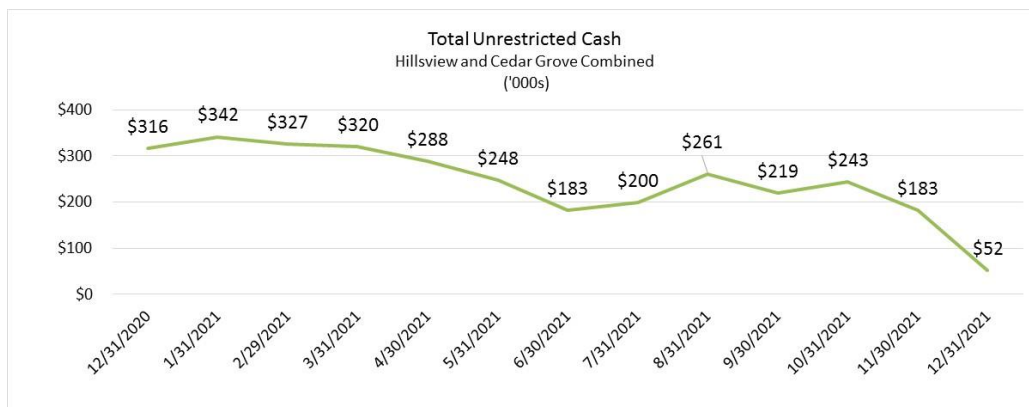


CAPITAL ACTIVITY

Capital project expenditures were under budget by 30.7%. 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. The delay is attributable to supply chain issues.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$52,459 has decreased by \$263,723 since the beginning of the year. \$165,434 is due to capital expenditures that weren't reimbursed until after year-end. The remaining decrease in unrestricted cash is due the aforementioned salaries, benefits, and maintenance expenses that were greater than planned.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of December 31, 2021

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	(\$97,933)	\$150,392	\$52,459
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,600	5,450	9,050
Total Cash	<u>(94,333)</u>	<u>155,842</u>	<u>61,509</u>
Current Assets	175,117	24,003	199,120
Long-term Assets	713,643	1,197,026	1,910,668
Total Other Assets	<u>888,760</u>	<u>1,221,029</u>	<u>2,109,788</u>
Total Assets	<u><u>794,427</u></u>	<u><u>1,376,871</u></u>	<u><u>2,171,298</u></u>
Current Liabilities	17,821	23,638	41,460
Long-Term Liabilities	-	-	-
Total Liabilities	<u>17,821</u>	<u>23,638</u>	<u>41,460</u>
Equity	776,606	1,353,232	2,129,838
Total Liabilities and Equity	<u><u>\$794,427</u></u>	<u><u>\$1,376,871</u></u>	<u><u>\$2,171,298</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended December 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	\$219,865	\$211,775	\$8,090	3.8%	
Operating Subsidy from HUD-PH	340,779	316,568	24,211	7.6%	
Other Operating Income	2,122	1,500	622	41.5%	
Total Operating Income	562,766	529,843	32,923	6.2%	
Salaries	(148,835)	(117,661)	(31,174)	(26.5%)	(1)
Benefits	(57,428)	(54,677)	(2,751)	(5.0%)	
Occupancy Expenses	(355,190)	(221,302)	(133,888)	(60.5%)	(2)
Other Social Service Expenses	(1,784)	(450)	(1,334)	(296.5%)	
Administrative Expenses	(122,450)	(126,414)	3,964	3.1%	
Total Operating Expenses	(685,686)	(520,504)	(165,182)	(31.7%)	
Operating Cash Flow	(122,921)	9,339	(132,259)	(1,416.2%)	
Non-Operating Income	315,200	498,449	(183,250)	(36.8%)	(3)
Non-Operating Expenses	(952)	-	(952)	n/a	
Capital Expenditures	(344,436)	(496,787)	152,351	30.7%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	100	-	100	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(110,715)	-	(110,715)	n/a	(4)
Non Operating Net Sources (Uses) of Cash	(140,803)	1,662	(142,465)	(8,571.9%)	
Net Change in Unrestricted Cash	(\$263,723)	\$11,001	(\$274,724)	(2,497.3%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$52,459	\$263,723			
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,050				
Total Ending Resources	\$61,509				

- 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 \$33K. Thirdly, due to unbudgeted fire and flood repair done on two Hillsview units totaling \$31K. Fourthly, the monthly landscaping service contract exceeded target by \$25K 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 \$26K.
- 3) 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. The project has been delayed into 2022 due to supply chain issues.
- 4) The change in short-term assets is due to an increase in grant receivables. 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 December 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	\$39,166	\$38,725	\$441	1.1%	
Operating Subsidy from HUD-PH	125,348	130,653	(5,305)	(4.1%)	
Other Operating Income	473	300	173	57.8%	
Total Operating Income	164,987	169,678	(4,691)	-2.8%	
Salaries	(38,349)	(29,692)	(8,657)	(29.2%)	(1)
Benefits	(14,796)	(13,959)	(838)	(6.0%)	(1)
Occupancy Expenses	(146,532)	(79,131)	(67,401)	(85.2%)	(2)
Other Social Service Expenses	(44)	(50)	6	12.6%	
Administrative Expenses	(30,866)	(30,617)	(248)	(0.8%)	
Total Operating Expenses	(230,587)	(153,449)	(77,138)	(50.3%)	
Operating Cash Flow	(65,600)	16,229	(81,828)	(504.2%)	
Non-Operating Income	288,223	440,567	(152,344)	(34.6%)	(3)
Non-Operating Expenses	(238)	-	(238)	n/a	
Capital Expenditures	(317,639)	(440,114)	122,475	27.8%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	100	-	100	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(125,535)	-	(125,535)	n/a	(4)
Non Operating Net Sources (Uses) of Cash	(155,088)	453	(155,541)	(34,335.8%)	
Net Change in Unrestricted Cash	(\$220,688)	\$16,682	(\$237,370)	(1,422.9%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$97,933)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,600				
Total Ending Resources	(\$94,333)				

- 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 usual unit turnovers, which resulted in higher carpet, painting, and regional staff expenses. 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. The project has been delayed into 2022 due to supply chain issues. This was partially offset as two units upgrades were completed , while one unit was budgeted for the year.
- 4) The change in short-term assets is due to an increase in grant receivable. The change in short-term liabilities is due to a decrease in accounts payable and deferred rent revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended December 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	<u>\$198,877</u>				
Tenant Revenue	\$180,699	\$173,050	\$7,649	4.4%	
Operating Subsidy from HUD-PH	215,431	185,915	29,516	15.9%	(1)
Other Operating Income	1,649	1,200	449	37.4%	
Total Operating Income	<u>397,779</u>	<u>360,165</u>	<u>37,614</u>	<u>10.4%</u>	
Salaries	(110,486)	(87,969)	(22,517)	(25.6%)	(2)
Benefits	(42,632)	(40,719)	(1,913)	(4.7%)	(2)
Occupancy Expenses	(208,657)	(142,171)	(66,487)	(46.8%)	(3)
Other Social Service Expenses	(1,741)	(400)	(1,341)	(335.2%)	
Administrative Expenses	(91,584)	(95,797)	4,213	4.4%	
Total Operating Expenses	<u>(455,100)</u>	<u>(367,055)</u>	<u>(88,045)</u>	<u>(24.0%)</u>	
Operating Cash Flow	<u>(57,321)</u>	<u>(6,890)</u>	<u>(50,431)</u>	<u>(732.0%)</u>	
Non-Operating Income	26,976	57,882	(30,906)	(53.4%)	(4)
Non-Operating Expenses	(714)	-	(714)	n/a	
Capital Expenditures	(26,797)	(56,673)	29,876	52.7%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	14,820	-	14,820	n/a	(5)
Non Operating Net Sources (Uses) of Cash	<u>14,286</u>	<u>1,209</u>	<u>13,077</u>	<u>1,081.6%</u>	
Net Change in Unrestricted Cash	<u>(\$43,035)</u>	<u>(\$5,681)</u>	<u>(\$37,354)</u>	<u>(657.6%)</u>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$150,392				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,450				
Total Ending Resources	<u>\$155,842</u>				

- Operating subsidy exceeded target due to higher than anticipated interim prorate. The budget assumed 90 percent while the actual interim prorate was 96.74 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 budget was adopted.
- Two unit upgrades were budgeted for the year, while one has been completed under budget. Unit upgrades depend on availability.
- The change in short-term assets is due to a decrease in grant and tenant receivables. 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

December 2021 - January 2022

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is N/A days.

- Hillsview
 - Nothing to Report
- Cedar Grove
 - Nothing to Report

Current Applications of Wait List as of December 1, 2021

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	101	82	42	143

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	127	21	148
3 Bedrooms	18	5	23
4 Bedrooms	2	0	2
Total	147	26	173

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	72	59	1			
Cedar Grove I	7	10				
Cedar Grove II	5		1			
Cedar Grove III	7		2			
Total	91	69	4	0	0	164

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

There are no resident functions.

Staffing

Caprice Witherspoon is now the permanent Senior Property Manager and Temporary Assistant Regional Manager, the Assistant Property Manager position is currently vacant. 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 Hillsvie 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 conduit cover replacement (this was delayed due to supply chain issues).
- The Hillsvie elevator went down on 1/26 and required a new motor which was repaired on 2/7 and oil change which is in the process of being scheduled.