

HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY



MEETING OF THE  
BOARD OF  
COMMISSIONERS

Thursday, April 20, 2023

Hillsview Apartments  
830 Township St  
Sedro-Woolley, WA 98284

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, April 20, 2023 - 10:45 am

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**
  - A. Board Meeting Minutes – February 16, 2023 **1**
  
- V. Action Items for Discussion & Approval**
  - A. Approval of Voucher Report December 1, 2022 to January 31, 2023 **2**
  
- VI. Reports**
  - A. Financial Report for February 2023 **3**
  - B. Housing Management Report for February/March 2023 **4**
  
- VII. New Business**
  - A. HUD Monitoring Review - Sedro-Woolley Housing Authority
  
- VIII. Adjournment**

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

Thursday, February 16, 2022

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I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45a.m., on Thursday, February 16, 2023.

II. Roll Call

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson, Commissioner Dona Cowan and Commissioner Lesa Sheahan.

**Guests:** Mayor Julia Johnson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. December 14, 2022 - Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from December 14, 2022.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report December 1, 2022 to January 31, 2023

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 December 1, 2022 to January 31, 2023.

VI. Reports

A. Financial Report for December 2022

Tesh Assefa, Financial Reporting Manager explained the Financial Report for December 2022.

Questions of Commissioners' were answered.

B. Housing Management Report for December 2022/January 2023

Caprice Witherspoon, Senior Property Manager gave an overview of the report.

Questions of Commissioners' were answered.

VII. New Business

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:07 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

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LAURIE FELLERS, Chair  
Board of Commissioners

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ROBIN WALLS  
Executive Director/CEO

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Alfred Dulay, Accounting Manager  
**DATE:** April 13, 2023  
**RE:** Approval of Vouchers February 1, 2023 to March 31, 2023

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I, Alfred Dulay, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

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Alfred Dulay  
Accounting Manager  
April 13, 2023

## **Expenditures to Sedro-Woolley**

### Operations

Directly to Cedar Grove	39,245.06
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	39,245.06
Directly to Hillsview	42,567.70
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>42,567.70</u>
<b>Total Expenditures</b>	<b><u><u>81,812.76</u></u></b>

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2023 TO 3/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
400100	Salaries-Temp Employees	18.89	ALMOND & ASSOCIATES	M PERRY 1/22/23	2/3/2023	344296
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M PERRY 1/29/23	3/3/2023	344740
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 2/26-3/5/23	3/17/2023	344973
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 2/12-19/23	3/31/2023	345189
400100	Salaries-Temp Employees	18.11	ALMOND & ASSOCIATES	M AMOS 3/19/23	3/31/2023	345189
410000	Admin Supplies	15.42	OLYMPIC PRINTERS INC	ENVELOPES	2/10/2023	344387
410000	Admin Supplies	5.21	CRYSTAL & SIERRA SPRINGS	WATER - Hillsvew, JAN	2/24/2023	344635
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	MANT COPIER CONTRACT 2209920	2/24/2023	344692
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	3/17/2023	345033
410000	Admin Supplies	5.21	CRYSTAL & SIERRA SPRINGS	WATER - Sedro, Feb	3/31/2023	345188
411101	Comp Equip-Software	13.24	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/10/2023	344396
411102	Comp Equip-Hardware Maintenance	2.11	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL3/31/23-3/30/24	3/17/2023	345038
411103	Comp Equip-Software Maintenance	65.56	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/10/2023	344855
411103	Comp Equip-Software Maintenance	2.75	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL3/31/23-3/30/24	3/17/2023	345038
411104	Comp Equip-Software as a Service Fees	(0.34)	US WELLNESS INC	MONTHLY DIGITAL MONITORING	2/24/2023	344705
411104	Comp Equip-Software as a Service Fees	1.43	US WELLNESS INC	MONTHLY DIGITAL MONITORING	2/24/2023	344705
411104	Comp Equip-Software as a Service Fees	0.95	DUO SECURITY LLC	DUO MFA EDITION	2/24/2023	344706
411104	Comp Equip-Software as a Service Fees	1.09	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	3/10/2023	344943
411104	Comp Equip-Software as a Service Fees	211.10	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/10/2023	344855
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	CONTRACT #667544-005	3/3/2023	344783
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST # 00904969	3/10/2023	344940
411901	Equip-Other-Leased/Rented	1.28	CANON FINANCIAL	CONTRACT 0667544-005	3/24/2023	345128
420000	Professional Services-Legal	69.59	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/17/2023	344504
420000	Professional Services-Legal	16.90	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/10/2023	344842
420908	Professional Services-Comps	3.30	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	2/10/2023	344447
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS	2/10/2023	344447
420908	Professional Services-Comps	(0.63)	HYLAND SOFTWARE, INC	PREMIUM ED SUBSCRIPTION	2/24/2023	344672
420908	Professional Services-Comps	3.17	HYLAND SOFTWARE, INC	PREMIUM ED SUBSCRIPTION	2/24/2023	344672
420908	Professional Services-Comps	2.89	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/3/2023	344814
420908	Professional Services-Comps	2.07	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/3/2023	344814
420908	Professional Services-Comps	4.33	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/3/2023	344814
420908	Professional Services-Comps	1.88	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/10/2023	344944
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS 3/31-4/29/23	3/10/2023	344899
420908	Professional Services-Comps	0.36	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	3/10/2023	344899
420908	Professional Services-Comps	10.04	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/31/2023	345250
421902	Admin -Answering Service	4.70	ABS Comm, INC	MONTHLY BASE RATE	2/24/2023	344667
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	2/10/2023	344465
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	3/10/2023	344914
440011	Travel-Mileage Reimbursement	76.50	CHRISTOPHER WETZLER	11/1-11/15/22 MILEAGE	2/3/2023	344381
440011	Travel-Mileage Reimbursement	213.81	CHRISTOPHER WETZLER	11/28-12/13/22 MILEAGE	2/3/2023	344381
440011	Travel-Mileage Reimbursement	100.22	CHRISTOPHER WETZLER	2/13-17/23 MILEAGE	3/3/2023	344829



SEDRO-WOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2023 TO 3/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	911 SVC DEC 2022	2/3/2023	344355
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	1/23-2/23/23 CHGS	2/10/2023	344414
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	1/23-2/23/23 CHGS	2/10/2023	344414
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	1/25-2/25/23 CHGS	2/10/2023	344414
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MINIMUM	3/3/2023	344796
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	2/23-3/23/23 CHGS	3/10/2023	344871
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	2/23-3/23/23 CHGS	3/10/2023	344871
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	2/25-3/25/23 CHGS	3/17/2023	344988
450002	Comm-Phones Lines-Service-Digital Voice	0.40	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MINIMUM MRC FEB 2023	3/24/2023	345141
450100	Comm-Long Distance Charges	0.25	CENTURYLINK	12/12/22-1/12/23 CHGS	2/3/2023	344369
450100	Comm-Long Distance Charges	0.27	CENTURYLINK	MONTHLY CHGS	3/3/2023	344818
450100	Comm-Long Distance Charges	0.24	CENTURYLINK	MONTHLY CHGS	3/31/2023	345253
491000	Admin Exp-Criminal/Background Checks	0.07	DEPARTMENT OF LICENSING	BACKGROUND CHECK	2/10/2023	344399
491000	Admin Exp-Criminal/Background Checks	6.50	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/10/2023	344410
491000	Admin Exp-Criminal/Background Checks	6.89	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/17/2023	344530
491000	Admin Exp-Criminal/Background Checks	14.05	WASHINGTON STATE PATROL	BACKGROUND CHECK	2/24/2023	344636
491000	Admin Exp-Criminal/Background Checks	8.51	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/24/2023	345084
493000	Other Admin Exp-Postage	12.18	MAIL ADVERTISING BUREAU INC	FEBRUARY 2023 STATEMENTS	2/10/2023	344390
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	2/24/2023	344702
493000	Other Admin Exp-Postage	12.16	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	3/24/2023	345071
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	ACCOUNT # 7900 0440 8081 6949	3/24/2023	345153
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	FEBRUARY 2023 STATEMENTS	2/10/2023	344390
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	3/24/2023	345071
520104	Social Service -Interpretation	4.13	LANGUAGE LINE SERVICES, INC	INTERPRETATION	2/17/2023	344515
520104	Social Service -Interpretation	3.90	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/31/2023	345183
620004	Occ Exp-Maint -Plumbing	675.00	BRANDONS FAMILY AND BACKFLOW SERVICES	PLUMBING REPAIRS	2/24/2023	344721
620004	Occ Exp-Maint -Plumbing	15,486.23	BRANDONS FAMILY AND BACKFLOW SERVICES	REPLACE SEWER PIPE, REPAIR STORM DRAIN LEAKS	3/17/2023	345058
620004	Occ Exp-Maint -Plumbing	3,313.75	HOLADAY-PARKS INC	SVC Call CG1 816 Bingham Place overtime plumbing	3/24/2023	345158
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/24/2023	344684
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/24/2023	344684
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/24/2023	344684
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/17/2023	345026
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/17/2023	345026
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/17/2023	345026
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,497.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SERVICES	3/17/2023	345046
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,497.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVC LESS 372.19 TAX	3/24/2023	345156
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,497.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVCS	3/24/2023	345156
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	911.75	RONK BROS INC	FURNACE REPAIR	3/17/2023	345013
620025	Occ Exp-Maint -Fence	189.16	COMMERCIAL ENTRY SYSTEMS INC	KEYCARDS	2/17/2023	344526
620025	Occ Exp-Maint -Fence	237.11	COMMERCIAL ENTRY SYSTEMS INC	KEYSCAN REPAIR	3/3/2023	344748
660000	Occ Exp-Utilities-Water	115.98	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	135.31	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2023 TO 3/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occ Exp-Utilities-Water	128.87	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	90.82	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	225.50	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	180.40	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	161.08	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	103.11	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	135.31	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	141.75	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660000	Occ Exp-Utilities-Water	79.15	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	116.90	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	168.84	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	149.35	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	175.33	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	168.84	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	129.88	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	110.40	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	129.88	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	110.40	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660000	Occ Exp-Utilities-Water	155.84	PUBLIC UTILITY DISTRICT #1	WATER	3/17/2023	345004
660100	Occ Exp-Utilities-Sewer	761.64	CITY OF SEDRO WOOLLEY	SEWER	2/10/2023	344443
660100	Occ Exp-Utilities-Sewer	453.54	CITY OF SEDRO WOOLLEY	SEWER	2/10/2023	344443
660100	Occ Exp-Utilities-Sewer	302.67	CITY OF SEDRO WOOLLEY	SEWER	2/10/2023	344443
660100	Occ Exp-Utilities-Sewer	759.57	CITY OF SEDRO WOOLLEY	SEWER	3/10/2023	344895
660100	Occ Exp-Utilities-Sewer	454.10	CITY OF SEDRO WOOLLEY	SEWER	3/10/2023	344895
660100	Occ Exp-Utilities-Sewer	302.67	CITY OF SEDRO WOOLLEY	SEWER	3/10/2023	344895
660200	Occ Exp-Utilities-Electricity	76.97	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/3/2023	344320
660200	Occ Exp-Utilities-Electricity	109.60	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/3/2023	344320
660200	Occ Exp-Utilities-Electricity	21.03	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/3/2023	344320
660200	Occ Exp-Utilities-Electricity	108.33	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/10/2023	344885
660200	Occ Exp-Utilities-Electricity	67.93	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/10/2023	344885
660200	Occ Exp-Utilities-Electricity	20.05	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/10/2023	344885
660200	Occ Exp-Utilities-Electricity	20.19	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/31/2023	345218
660200	Occ Exp-Utilities-Electricity	108.48	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/31/2023	345218
660200	Occ Exp-Utilities-Electricity	71.76	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/31/2023	345218
660300	Occ Exp-Utilities-Natural Gas	213.12	CASCADE NATURAL GAS CO	GAS	2/10/2023	344430
660300	Occ Exp-Utilities-Natural Gas	275.98	CASCADE NATURAL GAS CO	GAS	3/17/2023	344996
660500	Occ Exp-Utilities-Surface Water Mgmt	71.35	CITY OF SEDRO WOOLLEY	STORM	2/10/2023	344443
660500	Occ Exp-Utilities-Surface Water Mgmt	42.30	CITY OF SEDRO WOOLLEY	STORM	2/10/2023	344443
660500	Occ Exp-Utilities-Surface Water Mgmt	28.25	CITY OF SEDRO WOOLLEY	STORM	2/10/2023	344443
660500	Occ Exp-Utilities-Surface Water Mgmt	71.04	CITY OF SEDRO WOOLLEY	STORM	3/10/2023	344895
660500	Occ Exp-Utilities-Surface Water Mgmt	42.39	CITY OF SEDRO WOOLLEY	STORM	3/10/2023	344895
660500	Occ Exp-Utilities-Surface Water Mgmt	28.25	CITY OF SEDRO WOOLLEY	STORM	3/10/2023	344895

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2023 TO 3/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occ Exp-Utilities-Garbage	688.77	CITY OF SEDRO WOOLLEY	GARBAGE	2/10/2023	344443
660700	Occ Exp-Utilities-Garbage	320.49	CITY OF SEDRO WOOLLEY	GARBAGE	2/10/2023	344443
660700	Occ Exp-Utilities-Garbage	215.23	CITY OF SEDRO WOOLLEY	GARBAGE	2/10/2023	344443
660700	Occ Exp-Utilities-Garbage	630.38	CITY OF SEDRO WOOLLEY	GARBAGE	3/10/2023	344895
660700	Occ Exp-Utilities-Garbage	336.41	CITY OF SEDRO WOOLLEY	GARBAGE	3/10/2023	344895
660700	Occ Exp-Utilities-Garbage	215.23	CITY OF SEDRO WOOLLEY	GARBAGE	3/10/2023	344895
	SUBTOTAL CEDAR GROVE	39,245.06				
	CEDAR GROVE VOIDS	-				
	<b>TOTAL CEDAR GROVE</b>	<b>39,245.06</b>				
<b>HILLSVIEW</b>						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temp Employees	56.38	ALMOND & ASSOCIATES	M PERRY 1/22/23	2/3/2023	344296
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M PERRY 1/29/23	3/3/2023	344740
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 2/26-3/5/23	3/17/2023	344973
400100	Salaries-Temp Employees	54.03	ALMOND & ASSOCIATES	M AMOS 3/19/23	3/31/2023	345189
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 2/12-19/23	3/31/2023	345189
410000	Admin Supplies	46.25	OLYMPIC PRINTERS INC	ENVELOPES	2/10/2023	344387
410000	Admin Supplies	15.62	CRYSTAL & SIERRA SPRINGS	WATER - Hillsview, JAN	2/24/2023	344635
410000	Admin Supplies	0.34	CANON SOLUTIONS AMERICA INC	MANT COPIER CONTRACT 2209920	2/24/2023	344692
410000	Admin Supplies	0.34	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	3/17/2023	345033
410000	Admin Supplies	7.52	COMPLETE OFFICE	COFFEEMATE CREAMER	3/31/2023	345214
410000	Admin Supplies	15.62	CRYSTAL & SIERRA SPRINGS	WATER - Sedro, Feb	3/31/2023	345188
411101	Comp Equip-Software	39.73	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/10/2023	344396
411102	Comp Equip-Hardware Maintenance	6.33	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL3/31/23-3/30/24	3/17/2023	345038
411103	Comp Equip-Software Maintenance	196.69	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/10/2023	344855
411103	Comp Equip-Software Maintenance	8.24	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL3/31/23-3/30/24	3/17/2023	345038
411104	Comp Equip-Software as a Service Fees	(1.02)	US WELLNESS INC	MONTHLY DIGITAL MONITORING	2/24/2023	344705
411104	Comp Equip-Software as a Service Fees	4.28	US WELLNESS INC	MONTHLY DIGITAL MONITORING	2/24/2023	344705
411104	Comp Equip-Software as a Service Fees	2.84	DUO SECURITY LLC	DUO MFA EDITION	2/24/2023	344706
411104	Comp Equip-Software as a Service Fees	3.27	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	3/10/2023	344943
411104	Comp Equip-Software as a Service Fees	633.30	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/10/2023	344855
411901	Equip-Other-Leased/Rented	3.96	CANON FINANCIAL	CONTRACT #667544-005	3/3/2023	344783
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST # 00904969	3/10/2023	344940
411901	Equip-Other-Leased/Rented	3.85	CANON FINANCIAL	CONTRACT 0667544-005	3/24/2023	345128
420000	Professional Services-Legal	207.67	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/17/2023	344504
420000	Professional Services-Legal	50.42	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/10/2023	344842
420000	Professional Services-Legal	127.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS EVICTIONS	3/17/2023	344964
420908	Professional Services-Comps	9.91	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	2/10/2023	344447

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2023 TO 3/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	MANAGED SVCS	2/10/2023	344447
420908	Professional Services-Comps	(1.90)	HYLAND SOFTWARE, INC	PREMIUM ED SUBSCRIPTION	2/24/2023	344672
420908	Professional Services-Comps	9.50	HYLAND SOFTWARE, INC	PREMIUM ED SUBSCRIPTION	2/24/2023	344672
420908	Professional Services-Comps	8.67	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/3/2023	344814
420908	Professional Services-Comps	6.22	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/3/2023	344814
420908	Professional Services-Comps	12.98	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/3/2023	344814
420908	Professional Services-Comps	5.63	AFFIRMA CONSULTING LLC	21003 RMT FORM AUTOMATION	3/10/2023	344944
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	MANAGED SVCS 3/31-4/29/23	3/10/2023	344899
420908	Professional Services-Comps	1.07	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	3/10/2023	344899
420908	Professional Services-Comps	30.11	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/31/2023	345250
421902	Admin - Answering Service	14.11	ABS Comm, INC	MONTHLY BASE RATE	2/24/2023	344667
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	2/10/2023	344465
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	3/10/2023	344914
440011	Travel-Mileage Reimbursement	229.50	CHRISTOPHER WETZLER	11/1-11/15/22 MILEAGE	2/3/2023	344381
440011	Travel-Mileage Reimbursement	641.44	CHRISTOPHER WETZLER	11/28-12/13/22 MILEAGE	2/3/2023	344381
440011	Travel-Mileage Reimbursement	300.64	CHRISTOPHER WETZLER	2/13-17/23 MILEAGE	3/3/2023	344829
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	911 SVC DEC 2022	2/3/2023	344355
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	1/23-2/23/23 CHGS	2/10/2023	344414
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	1/23-2/23/23 CHGS	2/10/2023	344414
450002	Comm-Phones Lines-Service-Digital Voice	0.76	CENTURYLINK	1/25-2/25/23 CHGS	2/10/2023	344414
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MINIMUM	3/3/2023	344796
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	2/23-3/23/23 CHGS	3/10/2023	344871
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	2/23-3/23/23 CHGS	3/10/2023	344871
450002	Comm-Phones Lines-Service-Digital Voice	0.76	CENTURYLINK	2/25-3/25/23 CHGS	3/17/2023	344988
450002	Comm-Phones Lines-Service-Digital Voice	1.21	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MINIMUM MRC FEB 2023	3/24/2023	345141
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	JANUARY 2023 CHGS	2/17/2023	344566
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	FEBRUARY 2023 CHGS	3/17/2023	345012
450100	Comm-Long Distance Charges	0.75	CENTURYLINK	12/12/22-1/12/23 CHGS	2/3/2023	344369
450100	Comm-Long Distance Charges	0.81	CENTURYLINK	MONTHLY CHGS	3/3/2023	344818
450100	Comm-Long Distance Charges	0.72	CENTURYLINK	MONTHLY CHGS	3/31/2023	345253
491000	Admin Exp-Criminal/Background Checks	0.20	DEPARTMENT OF LICENSING	BACKGROUND CHECK	2/10/2023	344399
491000	Admin Exp-Criminal/Background Checks	19.49	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/10/2023	344410
491000	Admin Exp-Criminal/Background Checks	20.68	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/17/2023	344530
491000	Admin Exp-Criminal/Background Checks	42.14	WASHINGTON STATE PATROL	BACKGROUND CHECK	2/24/2023	344636
491000	Admin Exp-Criminal/Background Checks	25.52	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/24/2023	345084
493000	Other Admin Exp-Postage	36.53	MAIL ADVERTISING BUREAU INC	FEBRUARY 2023 STATEMENTS	2/10/2023	344390
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE	2/24/2023	344702
493000	Other Admin Exp-Postage	36.47	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	3/24/2023	345071
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	ACCOUNT # 7900 0440 8081 6949	3/24/2023	345153
493100	Other Admin Exp-Mail Handling	6.91	MAIL ADVERTISING BUREAU INC	FEBRUARY 2023 STATEMENTS	2/10/2023	344390
493100	Other Admin Exp-Mail Handling	6.90	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	3/24/2023	345071
520104	Social Service -Interpretation	12.40	LANGUAGE LINE SERVICES, INC	INTERPRETATION	2/17/2023	344515

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
2/01/2023 TO 3/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service -Interpretation	11.69	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/31/2023	345183
620004	Occ Exp-Maint -Plumbing	9,475.00	BRANDONS FAMILY AND BACKFLOW SERVICES	REMOVE BACKFLOW DEVICE INSTALL ZURN RPBA	3/17/2023	345058
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/24/2023	344684
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/17/2023	345026
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,188.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SERVICES	3/17/2023	345046
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,188.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVC LESS 372.19 TAX	3/24/2023	345156
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,188.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVCS	3/24/2023	345156
620016	Occ Exp-Maint -Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	2/17/2023	344536
620025	Occ Exp-Maint -Fence	149.24	COMMERCIAL ENTRY SYSTEMS INC	SVC CALL	2/3/2023	344303
620025	Occ Exp-Maint -Fence	567.20	COMMERCIAL ENTRY SYSTEMS INC	KEYCARDS	2/17/2023	344526
620025	Occ Exp-Maint -Fence	711.00	COMMERCIAL ENTRY SYSTEMS INC	KEYSCAN REPAIR	3/3/2023	344748
620025	Occ Exp-Maint -Fence	4,287.19	COMMERCIAL ENTRY SYSTEMS INC	CAMERA REPAIR	3/24/2023	345079
660000	Occ Exp-Utilities-Water	2,163.05	PUBLIC UTILITY DISTRICT #1	WATER	3/10/2023	344890
660100	Occ Exp-Utilities-Sewer	4,466.35	CITY OF SEDRO WOOLLEY	SEWER	2/10/2023	344443
660100	Occ Exp-Utilities-Sewer	4,466.35	CITY OF SEDRO WOOLLEY	SEWER	3/10/2023	344895
660200	Occ Exp-Utilities-Electricity	1,488.12	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/3/2023	344320
660200	Occ Exp-Utilities-Electricity	1,455.70	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/10/2023	344885
660200	Occ Exp-Utilities-Electricity	1,636.64	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/31/2023	345218
660500	Occ Exp-Utilities-Surface Water Mgmt	412.87	CITY OF SEDRO WOOLLEY	STORM	2/10/2023	344443
660500	Occ Exp-Utilities-Surface Water Mgmt	412.87	CITY OF SEDRO WOOLLEY	STORM	3/10/2023	344895
660700	Occ Exp-Utilities-Garbage	1,429.41	CITY OF SEDRO WOOLLEY	GARBAGE	2/10/2023	344443
660700	Occ Exp-Utilities-Garbage	1,429.41	CITY OF SEDRO WOOLLEY	GARBAGE	3/10/2023	344895
	SUBTOTAL HILLSVIEW	42,567.70				
	VOIDS	-				
	<b>TOTAL HILLSVIEW</b>	<b>42,567.70</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>81,812.76</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners  
**FROM:** Tesh Assefa, Financial Reporting Manager  
**DATE:** April 20, 2023  
**RE:** February 2023 Financial Report

Attached for your review is the unaudited financial report for February 2023. 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

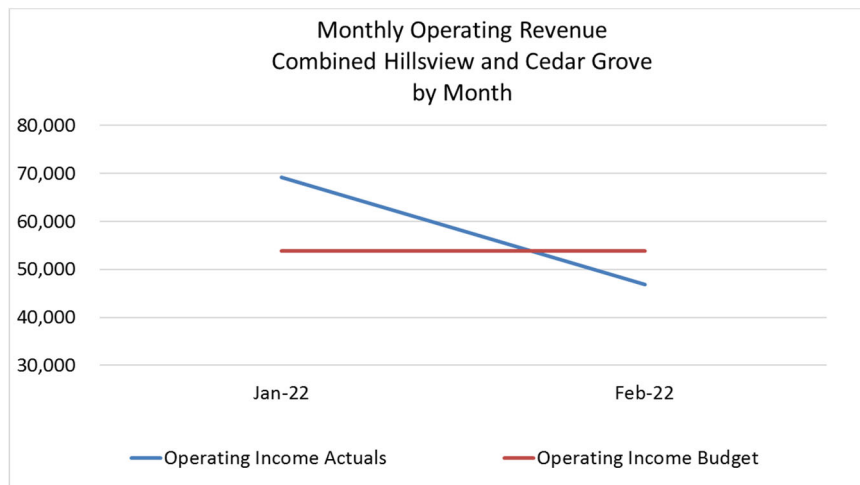
Year-to-date operating income is 7.4% over budget and operating expenses are 11.4% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$9,333	22.5%	●	Salaries and Benefits	(\$4,198)	-13.3%	●
Federal Operating Support	(1,778)	-2.7%	●	Administrative Expenses	\$2,357	11.5%	●
Other Revenue	379	n/a	●	Maintenance Expenses, Utilites, Taxes	\$13,439	26.6%	●
				Other Programmatic Expenses	\$135	89.1%	●
<b>Total Operating Income</b>	<b>\$7,934</b>	<b>7.4%</b>	●	<b>Total Operating Expenses</b>	<b>11,733</b>	<b>11.4%</b>	●

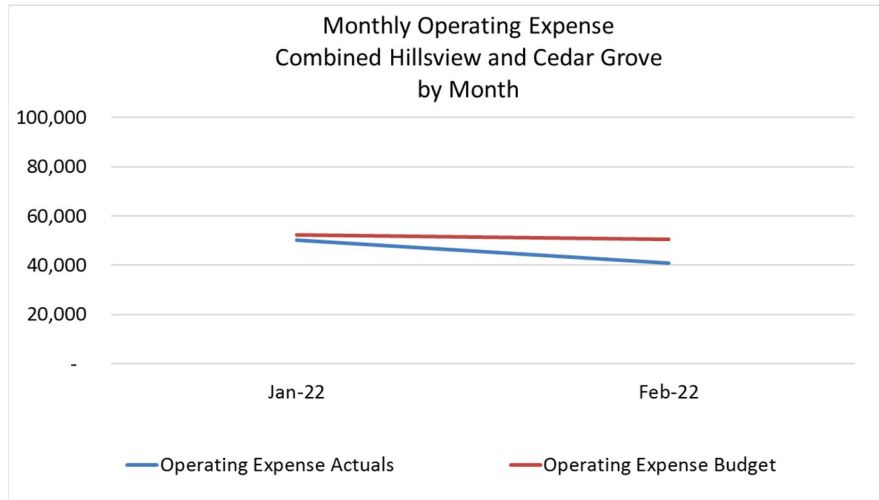
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$114,502 exceeded budget expectations, coming in over budget by \$7,934, or 7.4%. The primary driver of this variance was an increase in tenant revenue.



Year-to-date operating expenses in the amount of \$90,984 are under budget by 11.4%. The primary reason for the variance is due utilities; which are under budget due to timing of invoices. Invoices are typically expensed one month in arrears, however invoices received in January are expensed in the period in which they were incurred. This results in lower utility costs in the beginning of the year. Additionally, seasonal contracts are also lower than estimated, which is typical early in the year. This is partially offset by unbudgeted maintenance cost totaling \$17.3k in preparation for REAC inspection.

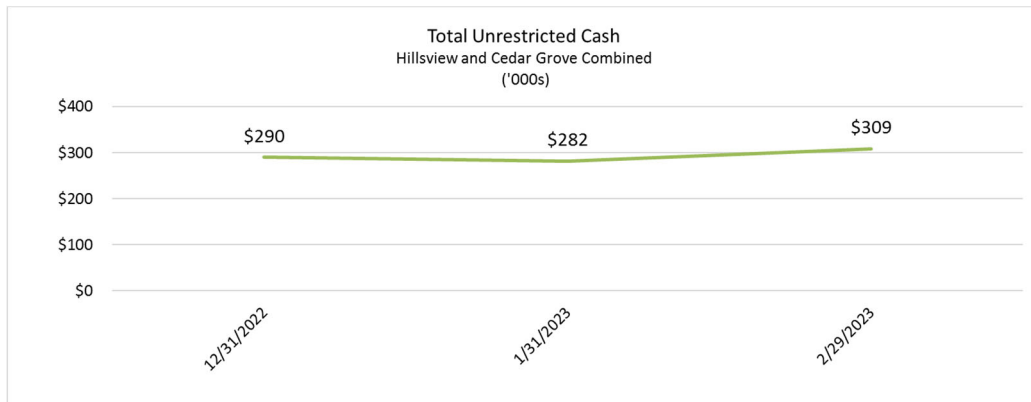


**CAPITAL ACTIVITY**

Capital project expenditures were under budget by 98.7% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, however no unit upgrades have been completed through February as actual timing is dependent on unit availability.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$308,869 has increased by \$18,755 since the beginning of the year. The increase is mainly due to favorable operating cash flow from higher tenant revenue and less operating costs. This was partially offset by the payment of short-term liabilities.





**Sedro-Woolley Housing Authority**  
**Statement of Financial Position**  
**As of February 28, 2023**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$115,083	\$193,786	\$308,869
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,900	5,400	9,300
Total Cash	<u>118,983</u>	<u>199,186</u>	<u>318,169</u>
Current Assets	7,762	8,414	16,177
Long-term Assets	714,984	1,106,474	1,821,459
Total Other Assets	<u>722,746</u>	<u>1,114,889</u>	<u>1,837,635</u>
<b>Total Assets</b>	<u><u>841,729</u></u>	<u><u>1,314,075</u></u>	<u><u>2,155,804</u></u>
Current Liabilities	20,599	27,524	48,124
Long-Term Liabilities	-	-	-
Total Liabilities	<u>20,599</u>	<u>27,524</u>	<u>48,124</u>
Equity	821,130	1,286,550	2,107,681
<b>Total Liabilities and Equity</b>	<u><u>\$841,729</u></u>	<u><u>\$1,314,075</u></u>	<u><u>\$2,155,804</u></u>

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Combined Operations**  
**For the Period Ended February 28, 2023**

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$290,115				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,300				
Total Beginning Resources	\$299,415				
Tenant Revenue	\$50,875	\$41,542	\$9,333	22.5%	(1)
Operating Subsidy from HUD-PH	63,248	65,026	(1,778)	(2.7%)	
Other Operating Income	379	-	379	n/a	
Total Operating Income	114,502	106,568	7,934	7.4%	
Salaries	(25,650)	(21,672)	(3,978)	(18.4%)	
Benefits	(10,142)	(9,922)	(220)	(2.2%)	
Occupancy Expenses	(37,083)	(50,522)	13,439	26.6%	(2)
Other Social Service Expenses	(17)	(152)	135	89.1%	
Administrative Expenses	(18,093)	(20,450)	2,357	11.5%	
Total Operating Expenses	(90,984)	(102,717)	11,733	11.4%	
Operating Cash Flow	23,518	3,850	19,667	510.8%	
Non-Operating Income	1,924	27,134	(25,210)	(92.9%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(340)	(25,995)	25,655	98.7%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(6,348)	-	(6,348)	n/a	(4)
Non Operating Net Sources (Uses) of Cash	(4,763)	1,139	(5,903)	(518.1%)	
Net Change in Unrestricted Cash	18,755	\$4,990	\$13,765	275.9%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$308,869				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,300				
Total Ending Resources	\$318,169				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Timing of invoicing; only one month of sewer and garbage service has been billed and no water and electricity bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year. This is partially offset by unbudgeted maintenance cost totaling \$17.3k to prepare for REAC inspection.
- 3) Three unit upgrades were budgeted for 2023, but no projects were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 4) Mainly due to a decrease in accounts payable and other short term liabilities offset by an increase in unearned revenue.

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Cedar Grove**  
**For the Period Ended February 28, 2023**

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$101,111				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,900				
<b>Total Beginning Resources</b>	<b>\$105,011</b>				
Tenant Revenue	\$19,086	\$10,283	\$8,803	85.6%	(1)
Operating Subsidy from HUD-PH	21,392	21,192	200	0.9%	
Other Operating Income	144	-	144	n/a	
<b>Total Operating Income</b>	<b>40,622</b>	<b>31,475</b>	<b>9,147</b>	<b>29.1%</b>	
Salaries	(6,565)	(5,346)	(1,219)	(22.8%)	
Benefits	(2,600)	(2,528)	(72)	(2.8%)	
Occupancy Expenses	(6,898)	(21,294)	14,396	67.6%	(2)
Other Social Service Expenses	(4)	(64)	60	93.6%	
Administrative Expenses	(4,470)	(5,085)	615	12.1%	
<b>Total Operating Expenses</b>	<b>(20,537)</b>	<b>(34,317)</b>	<b>13,780</b>	<b>40.2%</b>	
Operating Cash Flow	20,085	(2,842)	22,927	806.6%	
Non-Operating Income	934	19,867	(18,933)	(95.3%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(340)	(19,435)	19,095	98.3%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(6,706)	-	(6,706)	n/a	(4)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>(6,112)</b>	<b>432</b>	<b>(6,544)</b>	<b>(1,514.8%)</b>	
<b>Net Change in Unrestricted Cash</b>	<b>\$13,972</b>	<b>(\$2,410)</b>	<b>\$16,383</b>	<b>679.7%</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$115,083				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,900				
<b>Total Ending Resources</b>	<b>\$118,983</b>				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Timing of invoicing; only one month of sewer and garbage service has been billed and no water and electricity bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 3) Two unit upgrades that were budgeted evenly for 2023, but none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 4) Mainly due to a decrease in accounts payable and other short term liabilities offset by increase in unearned revenue.

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Hillsview**  
**For the Period Ended February 28, 2023**

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$189,004			
Beginning Cash Balance-Designated	0			
Beginning Cash Balance-Restricted	5,400			
<b>Total Beginning Resources</b>	<b>\$194,404</b>			
Tenant Revenue	\$31,789	\$31,258	\$531	1.7%
Operating Subsidy from HUD-PH	41,856	43,835	(1,979)	(4.5%)
Other Operating Income	235	-	235	n/a
<b>Total Operating Income</b>	<b>73,880</b>	<b>75,093</b>	<b>(1,213)</b>	<b>-1.6%</b>
Salaries	(19,085)	(16,326)	(2,759)	(16.9%)
Benefits	(7,542)	(7,394)	(149)	(2.0%)
Occupancy Expenses	(30,185)	(29,228)	(957)	(3.3%) (1)
Other Social Service Expenses	(12)	(88)	75	85.8%
Administrative Expenses	(13,623)	(15,365)	1,742	11.3%
<b>Total Operating Expenses</b>	<b>(70,447)</b>	<b>(68,400)</b>	<b>(2,047)</b>	<b>(3.0%)</b>
Operating Cash Flow	3,433	6,693	(3,260)	(48.7%)
Non-Operating Income	991	7,268	(6,277)	(86.4%) (2)
Non-Operating Expenses	-	-	-	n/a
Capital Expenditures	-	(6,560)	6,560	100.0% (2)
Change in Designated Cash	-	-	-	n/a
Change in Restricted Cash	-	-	-	n/a
Transfers In/Out	-	-	-	n/a
Others Sources/(Uses of Cash)	358	-	358	n/a
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>1,349</b>	<b>707</b>	<b>642</b>	<b>90.7%</b>
<b>Net Change in Unrestricted Cash</b>	<b>\$4,782</b>	<b>\$7,400</b>	<b>(\$2,618)</b>	<b>(35.4%)</b>
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$193,786			
Ending Cash Balance-Designated	0			
Ending Cash Balance-Restricted	5,400			
<b>Total Ending Resources</b>	<b>\$199,186</b>			

- 1) Unbudgeted maintenance cost totaling \$17.3k to prepare for REAC inspection. This is partially offset by timing of utility invoicing; only one month of sewer and garbage service has been billed and no water and electricity bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) One unit upgrade was budgeted for 2023, but none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.

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SEDRO-WOOLLEY HOUSING AUTHORITY  
Housing Management Report

**February 2023 - March 2023**

**Vacancy Report**

	Vacates	Housings	Completed Upgrades
Hillsview	2	1	0
Cedar Grove	0	0	0

**Average Unit Turnover Rates**

Current Unit Turnover Rate (UTO) is 12 days.

- Hillsview
  - Unit 113 On Notice
  - Unit 112 On Notice
  - Unit 103 Moved out 3/10/23, Unit Upgrade in progress
  - Unit 230 Moved out 4/10/23 (transferred to 220)
  - Unit 220 Moved out 3/30/23, Housed on 4/11/2023
  
- Cedar Grove
  - Nothing to Report

**Current Applications of Wait List as of March 31, 2023**

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	110	94	54	164

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	176	24	200
3 Bedrooms	50	11	61
4 Bedrooms	8	0	8
Total	234	35	269

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.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	54	7	2	1	0	64
Cedar Grove I	28	1	2	0	0	31
Cedar Grove II	8	2	0	0	0	10
Cedar Grove III	12	2	0	0	0	14
Cedar Grove (all sites)	48	5	2	0	0	55
Total	102	12	4	1	0	119

### Resident Functions

Nothing currently planned, but one of the Resident Services staff from KCHA has volunteered to provide limited services to SWHA tenants.

### Staffing

Caprice Witherspoon is now the North Regional Manager. The Senior Property Manager position has been posted.

### Previous Meeting Concerns

- None

### Resident Issues

- A tenant passed away after being taken to the hospital and police are investigating as a homicide.

### Building Issues

- Backflow at Hillsview has been replaced. Final cost was \$9,475.
- Sewer issue at Cedar Grove 1 was repaired, but started backing up again after about 1 month. We are currently having this looked at to determine if it is a warranty issue or separate from the previous repair.