

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, August 15, 2019

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

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, August 15, 2019

10:45 am

Hillsview Apartments
(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
 - A. June 20, 2019 Board of Commissioners' Meeting Minutes 1
- V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report June 1, 2019 to July 31, 2019 2
- VI. Reports
 - A. Financial Report for June 2019 3
 - B. Housing Management Report for June/July 2019 4
- VII. New Business
- VIII. Adjournment

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

Thursday, June 20, 2019

I. Call to Order

The regular 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, June 20, 2019, at Hillsview Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

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

III. Public Comment

Resident Richard Hall gave public comment.

IV. Approval of Minutes

A. April 18, 2019 Board of Commissioners' Meeting Minutes

Minutes need date correction in the Call to Order, should be April 18, 2019.

Commissioner Dona Cowan moved for approval of the Minutes with revisions, seconded by Commissioner Kacy Johnson; the Board unanimously approved the Minutes from April 18, 2019.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report April 1, 2019 to May 31, 2019

Questions of Commissioners' were answered by Kimberly Sayavong, Senior Property Manager.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for April 1, 2019 to May 31, 2019.

VI. Reports

A. Financial Report for April 2019

Windy Epps, Assistant Director of Finance, presented the details of the April 2019 Financial Report. She has added graphs to the report, but will make them larger and more legible in the future. Windy reported that the year to date operating revenues are 1.5% over budget and operating expenses are 12.1% under budget.

B. Housing Management Report for April/May 2019

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

Kimberly introduced Judith Andino, Assistant Property Manager to the Board of Commissioners. She has been with KCHA for the last year as a Property Specialist and previously was at Skagit Housing Authority. They are planning on having a resident coffee hour and residents will have the opportunity to meet Judith.

Questions of Commissioners' were answered by Kimberly Sayavong.

VII. New Business

A. None.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:45 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

RETA STEPHENSON, Vice-Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Linda Riley, Controller
DATE: August 5, 2019
RE: Approval of Vouchers June 1, 2019 to July 31, 2019

I, Linda Riley, 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.

Linda Riley
Controller
August 5, 2019

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	8,419.44
Directly to Hillsvlew	<u>20,687.38</u>
Total Expenditures	<u><u>\$29,106.82</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2019 TO 7/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400002	Salaries-Asst. Migr	0.01	CARLISA BACOTE	6/26-28/19 MILEAGE REIMBURSE	7/19/2019	323897
409004	Benefits-Work Boots	45.00	WHISTLE WORKWEAR	JEFFREY SEVERSON	6/7/2019	323150
410000	Admin Supplies	89.75	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	6/28/2019	323413
410000	Admin Supplies	0.08	CANON SOLUTIONS AMERICA INC	SN RZJ27626	7/12/2019	323787
410000	Admin Supplies	54.06	COMPLETE OFFICE	OFFICE SUPPLIES	7/26/2019	324009
411100	Comp Equip-Hardware	0.25	DELL MARKETING LP	COMPUTER SUPPLIES	6/7/2019	323068
411100	Comp Equip-Hardware	1.60	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/19/2019	323833
411100	Comp Equip-Hardware	14.10	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/26/2019	323968
411102	Comp Equip-Hardware Maint	3.50	DELL MARKETING LP	COMPUTER SUPPLIES	6/21/2019	323310
411102	Comp Equip-Hardware Maint	2.06	CERIUM NETWORKS INC	AUDIOCODES SUPPORT RENEWAL	7/12/2019	323766
411103	Comp Equip-Software Maint	3.82	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/3/2019	323562
411103	Comp Equip-Software Maint	2.77	VIPRE SECURITY	EMAIL SECURITY SUBSCRIPTION	7/19/2019	323848
411901	Equip-Other-Leased/Rented	0.82	MAILFINANCE INC	POSTAGE	6/7/2019	323139
421904	Admin Contracts- Cloud Recovery Svcs	6.19	NET2VAULT LLC	MANAGED VAULTING	6/28/2019	323521
421904	Admin Contracts- Cloud Recovery Svcs	(0.14)	NET2VAULT LLC	MANAGED VAULTING	6/28/2019	323521
421904	Admin Contracts- Cloud Recovery Svcs	6.05	NET2VAULT LLC	MANAGED VAULTING	7/12/2019	323774
440100	Travel-Non-training Related-Mileage	1.79	MARSHA PREMEL	4/3-6/16/19 MILEAGE	7/3/2019	323619
440100	Travel-Non-training Related-Mileage	24.54	KAMI ROBINSON	6/20/19 MILEAGE	7/19/2019	323929
440100	Travel-Non-training Related-Mileage	27.90	KIMBERLY SAYAVONG	5/1-5/31/19 MILEAGE	7/19/2019	323892
440100	Travel-Non-training Related-Mileage	7.93	JUDITH ANDINO	4/25-6/28/19 MILEAGE	7/19/2019	323926
440100	Travel-Non-training Related-Mileage	8.61	KIMBERLY SAYAVONG	6/4-26/19 MILEAGE	7/26/2019	324039
450001	Comm-Phones Lines-Svc-Voice	16.88	CONSOLIDATED TECH SERVICES	MAY 2019 CHGS	6/21/2019	323365
450001	Comm-Phones Lines-Svc-Voice	16.88	CONSOLIDATED TECH SERVICES	JUNE 2019 MONTHLY CHGS	7/19/2019	323888
450002	Comm-Phones Lines-Svc-Digital Voice	0.10	WEST SAFETY SERVICES INC	MONTHLY MAINT	6/21/2019	323390
491000	Admin Exp-Criminal/Backgrd Checks	8.39	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/14/2019	323211
491000	Admin Exp-Criminal/Backgrd Checks	0.01	DEPARTMENT OF LICENSING	BACKGROUND CHECK	6/14/2019	323193
491000	Admin Exp-Criminal/Backgrd Checks	7.39	WASHINGTON STATE PATROL	BACKGROUND CHECK	6/28/2019	323441
491000	Admin Exp-Criminal/Backgrd Checks	5.77	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/12/2019	323702
491000	Admin Exp-Criminal/Backgrd Checks	0.01	DEPARTMENT OF LICENSING	BACKGROUND CHECK	7/12/2019	323683
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	6/14/2019	323263
493000	Other Admin Exp-Postage	11.52	MAIL ADVERTISING BUREAU INC	JULY 2019 STATEMENTS	7/3/2019	323552
493000	Other Admin Exp-Postage	9.70	NEOFUNDS BY NEOPOST	POSTAGE	7/12/2019	323773
493100	Other Admin Exp-Mail Handling	3.46	MAIL ADVERTISING BUREAU INC	JULY 2019 STATEMENTS	7/3/2019	323552
520104	Social Svc Contracts-Interpretation	1.49	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/19/2019	323826

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2019 TO 7/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	CONTRACT LANDSCAPING	6/7/2019	323148
660000	Occup Exp-Util-Water	185.93	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	111.73	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	101.13	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	117.04	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	132.94	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	101.13	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	127.63	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	101.13	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660000	Occup Exp-Util-Water	65.54	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	85.87	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	96.56	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	192.70	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	85.87	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	96.56	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	128.60	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	155.31	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	160.65	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660000	Occup Exp-Util-Water	176.67	PUBLIC UTILITY DISTRICT #1	WATER	7/26/2019	324019
660100	Occup Exp-Util-Sewer	696.01	CITY OF SEDRO WOOLLEY	SEWER	6/14/2019	323245
660100	Occup Exp-Util-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	6/14/2019	323245
660100	Occup Exp-Util-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	6/14/2019	323245
660100	Occup Exp-Util-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	7/12/2019	323737
660100	Occup Exp-Util-Sewer	695.99	CITY OF SEDRO WOOLLEY	SEWER	7/12/2019	323737
660100	Occup Exp-Util-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	7/12/2019	323737
660200	Occup Exp-Util-Electricity	30.64	PUGET SOUND ENERGY	ELEC	6/28/2019	323487
660200	Occup Exp-Util-Electricity	34.45	PUGET SOUND ENERGY	ELEC	6/28/2019	323487
660200	Occup Exp-Util-Electricity	56.75	PUGET SOUND ENERGY	ELEC	6/28/2019	323487
660200	Occup Exp-Util-Electricity	50.90	PUGET SOUND ENERGY	ELEC	7/26/2019	324013
660200	Occup Exp-Util-Electricity	29.00	PUGET SOUND ENERGY	ELEC	7/26/2019	324013
660200	Occup Exp-Util-Electricity	32.99	PUGET SOUND ENERGY	ELEC	7/26/2019	324013
660300	Occup Exp-Util-Natural Gas	59.78	CASCADE NATURAL GAS CO	GAS	6/14/2019	323232

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2019 TO 7/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660500	Occup Exp-Util-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	6/14/2019	323245
660500	Occup Exp-Util-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	6/14/2019	323245
660500	Occup Exp-Util-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	6/14/2019	323245
660500	Occup Exp-Util-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	7/12/2019	323737
660500	Occup Exp-Util-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	7/12/2019	323737
660500	Occup Exp-Util-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	7/12/2019	323737
660700	Occup Exp-Util-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2019	323245
660700	Occup Exp-Util-Garbage	480.86	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2019	323245
660700	Occup Exp-Util-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2019	323245
660700	Occup Exp-Util-Garbage	18.43	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	6/28/2019	323431
660700	Occup Exp-Util-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	7/12/2019	323737
660700	Occup Exp-Util-Garbage	500.00	CITY OF SEDRO WOOLLEY	GARBAGE	7/12/2019	323737
660700	Occup Exp-Util-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	7/12/2019	323737
	TOTAL CEDAR GROVE	8,419.44				
HILLSVIEW						
400002	Salaries-Asst. Mgr	0.02	CARLISA BACOTE	6/26-28/19 MILEAGE REIMBURSE	7/19/2019	323897
409004	Benefits-Work Boots	134.99	WHISTLE WORKWEAR	JEFFREY SEVERSON	6/7/2019	323150
410000	Admin Supplies	269.25	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	6/28/2019	323413
410000	Admin Supplies	0.23	CANON SOLUTIONS AMERICA INC	SN RZ127626	7/12/2019	323787
410000	Admin Supplies	162.17	COMPLETE OFFICE	OFFICE SUPPLIES	7/26/2019	324009
411100	Comp Equip-Hardware	0.75	DELL MARKETING LP	COMPUTER SUPPLIES	6/7/2019	323068
411100	Comp Equip-Hardware	4.83	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/19/2019	323833
411100	Comp Equip-Hardware	42.60	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/26/2019	323968
411102	Comp Equip-Hardware Maint	10.50	DELL MARKETING LP	COMPUTER SUPPLIES	6/21/2019	323310
411102	Comp Equip-Hardware Maint	6.17	CERIUM NETWORKS INC	AUDIODIODES SUPPORT RENEWAL	7/12/2019	323766
411103	Comp Equip-Software Maint	11.47	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/3/2019	323562
411103	Comp Equip-Software Maint	8.30	VIPRE SECURITY	EMAIL SECURITY SUBSCRIPTION	7/19/2019	323848
411901	Equip-Other-Leased/Rented	2.48	MAILFINANCE INC	POSTAGE	6/7/2019	323139
420000	Professional Svcs-Legal	938.35	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/12/2019	323667
421904	Admin Contracts- Cloud Recovery Svcs	18.56	NET2VAULT LLC	MANAGED VAULTING	6/28/2019	323521
421904	Admin Contracts- Cloud Recovery Svcs	(0.43)	NET2VAULT LLC	MANAGED VAULTING	6/28/2019	323521
421904	Admin Contracts- Cloud Recovery Svcs	18.14	NET2VAULT LLC	MANAGED VAULTING	7/12/2019	323774
440100	Travel-Non-training Related-Mileage	5.42	MARSHA PREMEL	4/3-6/16/19 MILEAGE	7/3/2019	323619
440100	Travel-Non-training Related-Mileage	73.61	KAMI ROBINSON	6/20/19 MILEAGE	7/19/2019	323929
440100	Travel-Non-training Related-Mileage	83.64	KIMBERLY SAYAVONG	5/1-5/31/19 MILEAGE	7/19/2019	323892

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2019 TO 7/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Mileage	23.76	JUDITH ANDINO	4/25-6/28/19 MILEAGE	7/19/2019	323926
440100	Travel-Non-training Related-Mileage	25.82	KIMBERLY SAYAVONG	6/4-26/19 MILEAGE	7/26/2019	324039
450001	Comm-Phones Lines-Svc-Voice	50.63	CONSOLIDATED TECH SERVICES	MAY 2019 CHGS	6/21/2019	323365
450001	Comm-Phones Lines-Svc-Voice	50.62	CONSOLIDATED TECH SERVICES	JUNE 2019 MONTHLY CHGS	7/19/2019	323888
450002	Comm-Phones Lines-Svc-Digital Voice	0.29	WEST SAFETY SERVICES INC	MONTHLY MAINT	6/21/2019	323390
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SERVICES	MAY 2019 CHGS	6/21/2019	323365
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SERVICES	JUNE 2019 MONTHLY CHGS	7/19/2019	323888
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	6/7/2019	323108
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	7/12/2019	323738
491000	Admin Exp-Criminal/Backgrd Checks	0.04	DEPARTMENT OF LICENSING	BACKGROUND CHECK	6/14/2019	323193
491000	Admin Exp-Criminal/Backgrd Checks	25.34	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/14/2019	323211
491000	Admin Exp-Criminal/Backgrd Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	6/28/2019	323441
491000	Admin Exp-Criminal/Backgrd Checks	22.33	WASHINGTON STATE PATROL	BACKGROUND CHECK	6/28/2019	323441
491000	Admin Exp-Criminal/Backgrd Checks	0.04	DEPARTMENT OF LICENSING	BACKGROUND CHECK	7/12/2019	323683
491000	Admin Exp-Criminal/Backgrd Checks	17.43	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/12/2019	323702
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	6/14/2019	323263
493000	Other Admin Exp-Postage	34.75	MAIL ADVERTISING BUREAU INC	JULY 2019 STATEMENTS	7/3/2019	323552
493000	Other Admin Exp-Postage	29.29	NEOFUNDS BY NEOPOST	POSTAGE	7/12/2019	323773
493100	Other Admin Exp-Mail Handling	10.43	MAIL ADVERTISING BUREAU INC	JULY 2019 STATEMENTS	7/3/2019	323552
520104	Social Svc Contracts-Interpretation	4.49	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/19/2019	323826
610000	Occup Exp-Materials-Electrical	46.23	HD SUPPLY FACILITIES MAINT	MAINT SUPPLIES	6/7/2019	323058
610001	Occup Exp-Materials-Plumbing	67.34	HD SUPPLY FACILITIES MAINT	MAINT SUPPLIES	6/7/2019	323058
620006	Occup Exp-Floor Covering	1,065.00	GREAT FLOORS LLC	FLOORING	6/14/2019	323257
620006	Occup Exp-Floor Covering	1,458.44	GREAT FLOORS LLC	FLOORING	6/28/2019	323513
620007	Occup Exp-Elevator	576.00	ELTEC SYSTEMS LLC	Q2 INSTALLMENT	6/14/2019	323270
620011	Occup Exp-Fire/Safety	509.00	JOHNSON CONTROLS	SVC CALL	6/14/2019	323179
620012	Occup Exp-Pest Control	55.00	SPRAGUE PEST SOLUTIONS	PEST CONTROL	7/3/2019	323598
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	CONTRACT LANDSCAPING	6/14/2019	323269
660000	Occup Exp-Util-Water	1,766.93	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2019	323867
660100	Occup Exp-Util-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	6/14/2019	323245
660100	Occup Exp-Util-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	7/12/2019	323737
660200	Occup Exp-Util-Electricity	891.66	PUGET SOUND ENERGY	ELEC	6/28/2019	323487
660200	Occup Exp-Util-Electricity	891.89	PUGET SOUND ENERGY	ELEC	7/26/2019	324013
660201	Occup Exp-Util-Electricity-Closing Bill	12.24	PUGET SOUND ENERGY	ELEC	6/7/2019	323101
660201	Occup Exp-Util-Electricity-Closing Bill	21.70	PUGET SOUND ENERGY	ELEC	6/28/2019	323487

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2019 TO 7/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660500	Occup Exp-Util-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	6/14/2019	323245
660500	Occup Exp-Util-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	7/12/2019	323737
660700	Occup Exp-Util-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2019	323245
660700	Occup Exp-Util-Garbage	13.35	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	6/28/2019	323431
660700	Occup Exp-Util-Garbage	807.02	CITY OF SEDRO WOOLLEY	GARBAGE	7/12/2019	323737
	TOTAL HILLSVIEW	20,687.38				
	TOTAL SEDRO WOOLLEY	29,106.82				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Assistant Director of Finance
DATE: August 2, 2019
RE: June 2019 Financial Report

Attached for your review is the unaudited year-to-date financial report as of June 30, 2019. This report shows year-to-date actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the year-to-date changes in cash and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

Year-to-date operating revenues are 5.5% over budget and operating expenses 6.7% under budget.

<i>Operating Revenue</i>	Favorable (Unfavorable)			<i>Operating Expenses</i>	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$7,724	7.7%	●	Salaries and Benefits	\$5,107	6.5%	●
Federal Operating Support	\$6,735	4.5%	●	Administrative Expenses	(\$3,713)	-8.0%	●
Other Revenue	(470)	-10.4%	●	Maintenance Expenses, Utilities, Taxes	\$12,772	14.6%	●
				Other Programmatic Expenses	341	8.5%	●
Total Operating Revenue	13,989	5.5%	●	Total Operating Expenses	14,507	6.7%	●

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

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

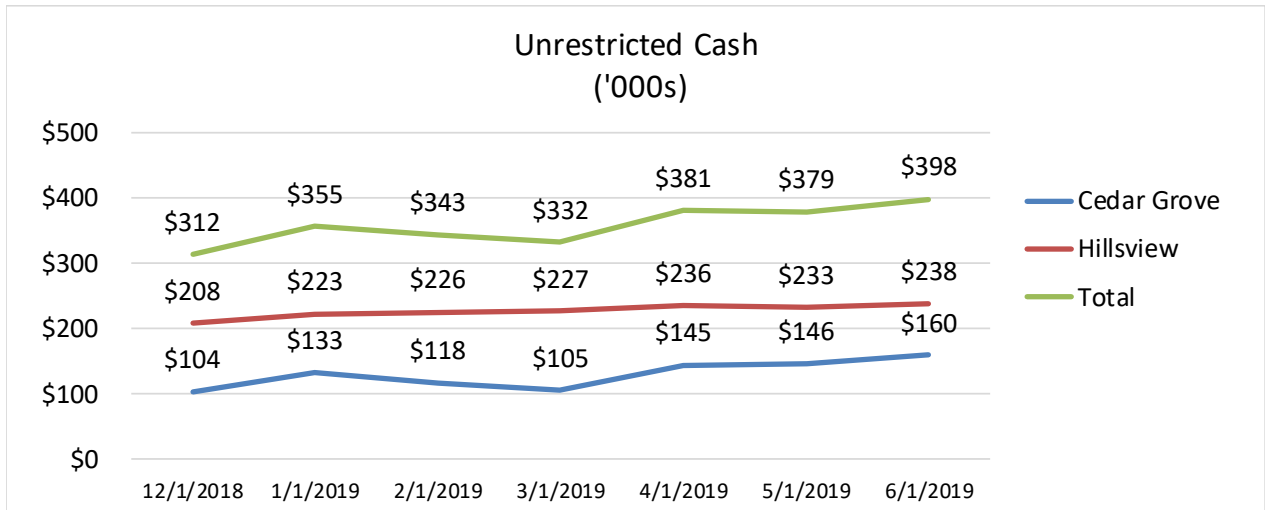
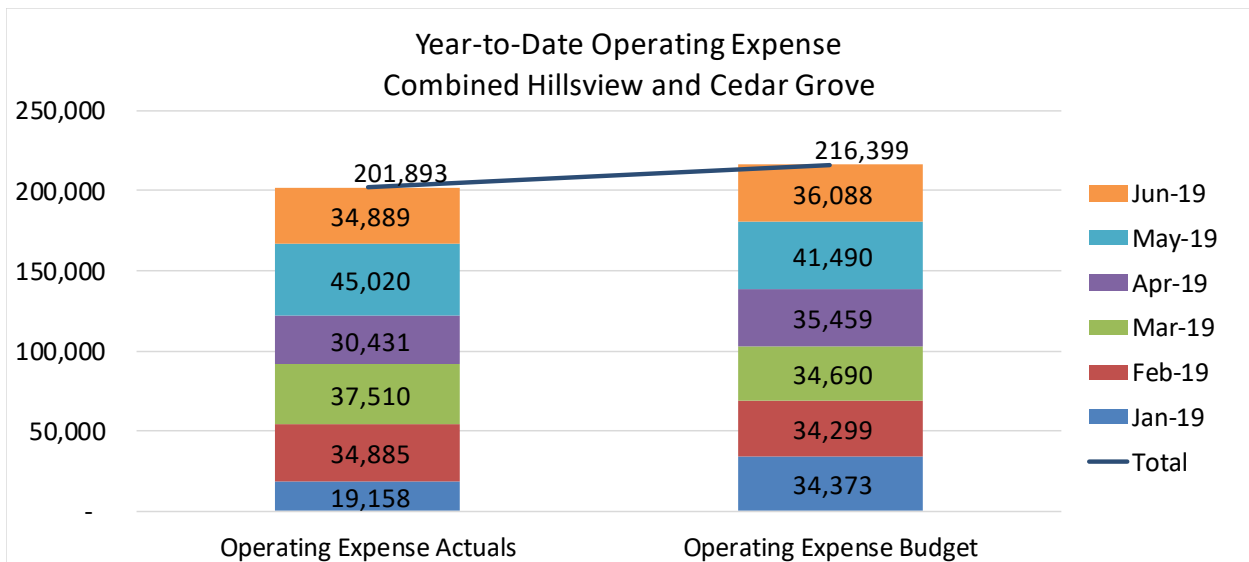
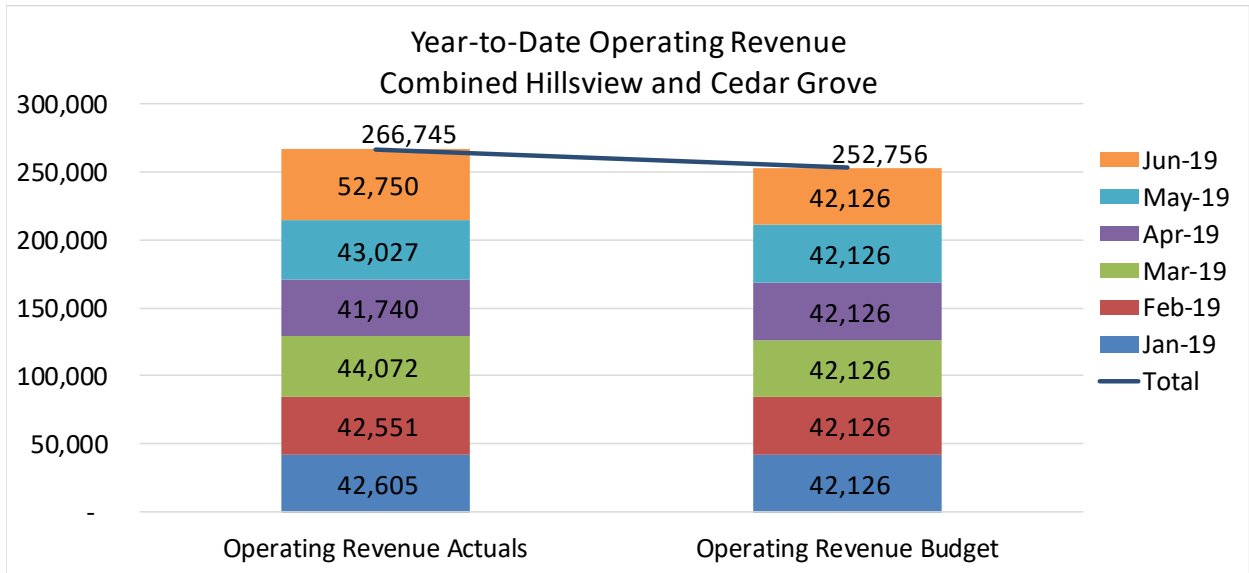
OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues are very close to target at \$266,745. The \$13,989 increase is predominantly attributable to better than expected operating fund subsidy (Subsidy). The budget assumed 90% proration, while the interim prorate through June was 97.2%. Additionally, Cedar Grove has continued to receive greater than anticipated tenant revenues. This positive revenue variance is slightly offset by different assumptions in the Subsidy budget than the actual request.

Year-to-date operating expenses in the amount of \$201,892 are under budget by 6.7%. The primary reason for the positive variance is due to timing of unit upgrades which are dependent on availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$397,775 has increased by \$85,376 since the beginning of the year primarily due to greater operating revenues than expenses and a decrease in grant receivables carried over from the prior year.



Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through June 30, 2019

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$312,401			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$107,786	\$100,062	\$7,724	7.7%
Federal Operating Support	154,905	148,170	6,735	4.5%
<i>Total Rental Revenue and Federal Support</i>	<u>262,691</u>	<u>248,232</u>	<u>14,459</u>	<u>5.8%</u>
<i>Other Operating Revenue</i>				
Other Revenue	4,054	4,524	(470)	-10.4%
<i>Total Other Operating Revenue</i>	<u>4,054</u>	<u>4,524</u>	<u>(470)</u>	<u>-10.4%</u>
<i>Total Operating Revenue</i>	<u>266,745</u>	<u>252,756</u>	<u>13,989</u>	<u>5.5%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(73,551)	(78,658)	5,107	6.5%
Administrative Expenses	(50,207)	(46,494)	(3,713)	-8.0%
Maintenance Expenses, Utilities, Taxes	(74,455)	(87,227)	12,772	14.6%
Other Programmatic Expenses	(3,679)	(4,020)	341	8.5%
<i>Total Operating Expenses</i>	<u>(201,892)</u>	<u>(216,399)</u>	<u>14,507</u>	<u>6.7%</u>
<i>Net Operating Income</i>	<u>64,853</u>	<u>36,357</u>	<u>28,496</u>	<u>78.4%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	38,135	46,638	(8,503)	-18.2%
<i>Total Non Operating Income/(Expense)</i>	<u>38,135</u>	<u>46,638</u>	<u>(8,503)</u>	<u>-18.2%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(38,135)	(46,638)	8,503	18.2%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(38,135)</u>	<u>(46,638)</u>	<u>8,503</u>	<u>18.2%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	49,621	0	49,621	n/a
Change in Short-term Liabilities	(29,048)	0	(29,048)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>20,523</u>	<u>-</u>	<u>20,523</u>	<u>n/a</u>
<i>Change in Unrestricted/Program Cash</i>	<u>85,376</u>	<u>\$36,357</u>	<u>\$49,019</u>	<u>134.8%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$397,775</u>			
BEGINNING DESIGNATED/RESTRICTED CASH				
\$9,000				
Change in Replacement Reserves	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a
Change in Other Reserves	50	0	50	n/a
<i>Change in Designated/Restricted Cash</i>	<u>50</u>	<u>\$0</u>	<u>\$50</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$9,050</u>			

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through June 30, 2019

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$208,246			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$82,143	\$81,894	\$249	0.3%
Federal Operating Support	91,284	90,852	432	0.5%
<i>Total Rental Revenue and Federal Support</i>	<u>173,427</u>	<u>172,746</u>	<u>681</u>	<u>0.4%</u>
<i>Other Operating Revenue</i>				
Other Revenue	2,704	2,886	(182)	-6.3%
<i>Total Other Operating Revenue</i>	<u>2,704</u>	<u>2,886</u>	<u>(182)</u>	<u>-6.3%</u>
Total Operating Revenue	176,131	175,632	499	0.3%
<i>Operating Expenses</i>				
Salaries and Benefits	(54,891)	(58,702)	3,811	6.5%
Administrative Expenses	(38,885)	(35,006)	(3,879)	-11.1%
Maintenance Expenses, Utilities, Taxes	(49,270)	(57,334)	8,064	14.1% (1)
Other Programmatic Expenses	(2,767)	(2,946)	179	6.1%
<i>Total Operating Expenses</i>	<u>(145,814)</u>	<u>(153,988)</u>	<u>8,174</u>	<u>5.3%</u>
Net Operating Income	30,317	21,644	8,673	40.1%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	1,826	27,258	(25,432)	-93.3% (2)
<i>Total Non Operating Income/(Expense)</i>	<u>1,826</u>	<u>27,258</u>	<u>(25,432)</u>	<u>-93.3%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(1,826)	(27,258)	25,432	93.3% (2)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(1,826)</u>	<u>(27,258)</u>	<u>25,432</u>	<u>93.3%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	20,558	0	20,558	n/a (3)
Change in Short-term Liabilities	(20,895)	0	(20,895)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	<u>(337)</u>	<u>-</u>	<u>(337)</u>	<u>n/a</u>
Change in Unrestricted/Program Cash	29,980	\$21,644	\$8,336	38.5%
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$238,226</u>			
BEGINNING DESIGNATED/RESTRICTED CASH				
\$5,250				
Change in Replacement Reserves	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a
Change in Other Reserves	0	0	0	n/a
Change in Designated/Restricted Cash	-	\$0	\$0	n/a
ENDING DESIGNATED/RESTRICTED CASH	<u>\$5,250</u>			

- Materials, equipment, and seasonal and periodic contracts are low target but expected to increase as the year progresses.
- Two unit upgrades were budgeted evenly throughout the year. As of the end of June, no unit upgrades have been performed, resulting in lower than budgeted capital project expenditures and draw from the CFP grant. Unit upgrades depend on availability.
- The change in short-term assets is mainly due to a decrease in grant receivables carried over from the previous year.
- The change in short-term liabilities is due to a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through June 30, 2019

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$104,155			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$25,643	\$18,168	\$7,475	41.1% (1)
Federal Operating Support	63,621	57,318	6,303	11.0% (2)
<i>Total Rental Revenue and Federal Support</i>	<u>89,264</u>	<u>75,486</u>	<u>13,778</u>	<u>18.3%</u>
<i>Other Operating Revenue</i>				
Other Revenue	1,350	1,638	(288)	-17.6%
<i>Total Other Operating Revenue</i>	<u>1,350</u>	<u>1,638</u>	<u>(288)</u>	<u>-17.6%</u>
<i>Total Operating Revenue</i>	<u>90,614</u>	<u>77,124</u>	<u>13,490</u>	<u>17.5%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(18,661)	(19,956)	1,295	6.5%
Administrative Expenses	(11,322)	(11,488)	166	1.4%
Maintenance Expenses, Utilities, Taxes	(25,185)	(29,893)	4,708	15.8%
Other Programmatic Expenses	(912)	(1,074)	162	15.1%
<i>Total Operating Expenses</i>	<u>(56,079)</u>	<u>(62,411)</u>	<u>6,332</u>	<u>10.1%</u>
<i>Net Operating Income</i>	<u>34,535</u>	<u>14,713</u>	<u>19,822</u>	<u>134.7%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	36,308	19,380	16,928	87.3% (3)
<i>Total Non Operating Income/(Expense)</i>	<u>36,308</u>	<u>19,380</u>	<u>16,928</u>	<u>87.3%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(36,308)	(19,380)	(16,928)	-87.3% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(36,308)</u>	<u>(19,380)</u>	<u>(16,928)</u>	<u>-87.3%</u>
Change in Designated/Restricted Cash	(50)	0	(50)	n/a
Change in Short-term Assets	29,064	0	29,064	n/a (4)
Change in Short-term Liabilities	(8,154)	0	(8,154)	n/a (5)
<i>Change in Other Assets/Liabilities</i>	<u>20,860</u>	<u>-</u>	<u>20,860</u>	<u>n/a</u>
<i>Change in Unrestricted/Program Cash</i>	<u>55,395</u>	<u>\$14,713</u>	<u>\$40,682</u>	<u>276.5%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$159,550</u>			
BEGINNING DESIGNATED/RESTRICTED CASH				
Change in Other Reserves	50	0	50	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$50</u>	<u>\$0</u>	<u>\$50</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$3,800</u>			

- 1) Dwelling rents are higher than expected. Families are aging and not receiving dependent deductions toward rent.
- 2) Operating subsidy exceeded target due to higher than anticipated interim prorate. The budgeted assumed 90 percent while the actual interim prorate was 97.2 percent.
- 3) One unit upgrade was budgeted at the property evenly throughout the year. This unit upgrade was completed in March, resulting in higher than budgeted capital project expenditures and, as a result, higher than budgeted draw from the CFP grant.
- 4) The change in short-term assets is mainly due to a decrease in grant receivables carried over from the previous year.
- 5) The change in short-term liabilities is due to a decrease in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

June and July 2019

Vacancy Report

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

Average Unit Turnover Rates

The 2019 Unit Turnover Rate (UTO) is 9 days.

- An applicant was housed at Hillsview in June.

Current Applications of Wait List as of August 8, 2019

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	102	87	15	117

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	40	3	43
3 Bedrooms	29	3	32
4 Bedrooms	3	0	3
Total	72	6	78

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	71	17	0	1	2	91
Cedar Grove I	19	4	2	0	0	25
Cedar Grove II	14	2	0	0	0	16
Cedar Grove III	20	1	1	0	0	22
Total	124	24	3	1	2	154

Resident Functions

A meeting was held in July at Hillsview to address resident concerns.

Staffing

There are no staff vacancies.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Previous Meeting Concerns

- 2 carts were purchased for Hillsvew.

Resident Issues

- Hillsvew
 - A stipulation agreement was signed for one resident for nonpayment of rent.
 - A resident was served with a 30 Day Notice to Terminate Tenancy. An informal hearing is scheduled in August.