

HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY



MEETING OF THE  
BOARD OF  
COMMISSIONERS

Thursday, December 15, 2022

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, December 15, 2022 - 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. October 20, 2022 Board of Commissioners' Meeting Minutes 1
  - V. Action Items for Discussion & Approval
    - A. Approval of Voucher Report October 1, 2022 to November 30, 2022 2
    - B. **Resolution No. 483** – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2023 3
    - C. **Resolution No. 484** – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) Relating to Flat Rents and Maximum Subsidy For Mixed Family Households 4
  - VI. Reports
    - A. Financial Report for October 2022 5
    - B. Housing Management Report for October/November 2022 6
  - VII. New Business
  - VIII. Adjournment

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

Thursday, October 20, 2022

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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 10:46 a.m., on Thursday, October 20, 2022 via zoom.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Approval of Minutes

A. June 18, 2022 Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from June 18, 2022.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report June 1, 2022 to July 31, 2022

Questions of Commissioners' were answered.

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Reta Stephenson; the board unanimously approved the Voucher Report for June 1, 2022 to July 31, 2022.

B. Approval of Voucher Report August 1, 2022 to September 30, 2022

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for August 1, 2022 to September 30, 2022.

C. **Resolution 481** – Executive Director/CEO and Secretary-Treasurer Appointment to Sedro Woolley Housing Authority – Robin Walls

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for August 1, 2022 to September 30, 2022.

D. Resolution 482 – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2022 Allocation of Funds from the HUD Capital Fund Program

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for August 1, 2022 to September 30, 2022.

VI. Reports

- A. Financial Report for June 2022
- B. Financial Report for August 2022

Tesh Assefa, Financial Reporting Manager explained the Financial Report for June and August 2022.

Questions of Commissioners' were answered.

- C. Housing Management Report for June/July 2022
- D. Housing Management Report for August/September 2022

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

Questions of Commissioners' were answered.

VII. New Business

- A. Employee/Resident issue
- B. Holiday Party from the SWHA Board
- C. Welcome to new Commissioner Lesa Sheahan

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:23 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

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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:** December 7, 2022  
**RE:** Approval of Vouchers October 1, 2022 to November 30, 2022

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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  
December 7, 2022

## **Expenditures to Sedro-Woolley**

### Operations

Directly to Cedar Grove	20,420.40
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	20,420.40
Directly to Hillsview	37,232.37
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>37,232.37</u>
<b>Total Expenditures</b>	<u><u>57,652.77</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
10/01/2022 TO 11/30/2022

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 AMOS 10/9/22	10/28/2022	342779
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 10/23/22	11/10/2022	342996
400100	Salaries-Temp Employees	16.79	ALMOND & ASSOCIATES	M AMOS 11/13/2022	11/23/2022	343200
410000	Admin Supplies	2.77	CRYSTAL & SIERRA SPRINGS	water - Sedro	10/14/2022	342558
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	10/28/2022	342846
410000	Admin Supplies	15.44	ABC IMAGING	UPDATED PACKET	10/28/2022	342837
410000	Admin Supplies	5.21	CRYSTAL & SIERRA SPRINGS	WATER - Sedro	11/18/2022	343092
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	11/18/2022	343149
411103	Comp Equipment-Software Main	7.46	CDW/COMPUTER CENTERS INC	MCAFFEE MVISION	10/7/2022	342445
411103	Comp Equipment-Software Main	85.98	UNIT 4 BUSINESS SOFTWARE	INC CUSTOMIZATIONS	10/14/2022	342579
411103	Comp Equipment-Software Main	92.48	MRI SOFTWARE LLC	11/1/22-10/31/23 ANNUAL TENMAST SUBSCRIPTION FEE	11/4/2022	342942
411103	Comp Equipment-Software Main	2.89	TEAMVIEWER GMBH	SUBSCRIPTION 11/2/22-11/1/23	11/18/2022	343165
411103	Comp Equipment-Software Main	38.06	HYLAND SOFTWARE, INC	SUBSCRIPTION LICENSE FEES	11/18/2022	343126
411104	Comp Equipment-Software as a Service Fees	1.28	US WELLNESS INC	MONTHLY DIGITAL MONITORING	10/14/2022	342651
411104	Comp Equipment-Software as a Service Fees	1.27	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	11/4/2022	342970
411104	Comp Equipment-Software as a Service Fees	36.81	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/4/2022	342897
411901	Equipment-Other-Leased/Rented	1.31	CANON FINANCIAL	CONTRACT #0667544-005	10/28/2022	342828
420000	Professional Services-Legal	0.08	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/14/2022	342549
420000	Professional Services-Legal	13.31	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/21/2022	342666
420000	Professional Services-Legal	35.10	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/10/2022	342984
420000	Professional Services-Legal	(0.01)	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/10/2022	342984
420101	Professional Services-Auditing	116.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 21-21	10/14/2022	342550
420101	Professional Services-Auditing	2,900.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 21-21 SEDRO WOOLLEY	11/18/2022	343086
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	OCT 2022 SVC PERIOD MANAGED SVCS	10/14/2022	342610
420908	Professional Services-Comps	2.23	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	10/14/2022	342610
420908	Professional Services-Comps	4.85	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	10/28/2022	342857
420908	Professional Services-Comps	2.98	AFFIRMA CONSULTING LLC	RMT FORM AUTOMATION	10/28/2022	342857
420908	Professional Services-Comps	8.19	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	10/28/2022	342857
420908	Professional Services-Comps	0.21	MRI SOFTWARE LLC	S8 SET UP	11/4/2022	342942
420908	Professional Services-Comps	1.47	AFFIRMA CONSULTING LLC	DEVELOPMENT LEAD	11/4/2022	342971
420908	Professional Services-Comps	4.73	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	11/4/2022	342971
420908	Professional Services-Comps	4.84	AFFIRMA CONSULTING LLC	RMT FORM AUTOMATION	11/4/2022	342971
420908	Professional Services-Comps	0.07	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	11/10/2022	343033
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	MANAGED SV CS 11/1/22-11/30/22	11/18/2022	343126
420908	Professional Services-Comps	3.44	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	11/23/2022	343260
420908	Professional Services-Comps	2.86	AFFIRMA CONSULTING LLC	RMT FORM AUTOMATION	11/23/2022	343260
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	10/14/2022	342627
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	11/4/2022	342953
440011	Travel-Mileage Reimbursement	80.00	CHRISTOPHER WETZLER	5/29-8/1/2022 MILEAGE REIMBURSE	11/10/2022	343076
440011	Travel-Mileage Reimbursement	38.25	CANDACE WINFIELD	9/22-10/28/22 MILEAGE	11/10/2022	343074
440011	Travel-Mileage Reimbursement	82.00	CHRISTOPHER WETZLER	11/1-4/22 MILEAGE	11/10/2022	343076



SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
10/01/2022 TO 11/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
441000	Training/Registration-Individual	94.60	NAHRO	REG FEE CANDACE WINFIELD	11/4/2022	342889
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	9/23-10/23/22 CHGS	10/7/2022	342460
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE PERIOD 8/1-31/22	10/7/2022	342514
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	9/23-10/23/22 CHGS	10/7/2022	342460
450002	Comm-Phones Lines-Service-Digital Voice	0.26	CENTURYLINK	9/25-10/25/22 CHGS	10/14/2022	342576
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE SEPT 2022	10/28/2022	342845
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	10/25-11/25/22 CHGS	11/10/2022	343010
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	10/23-11/23/22 CHGS	11/10/2022	343010
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	10/23-11/23/22 CHGS	11/10/2022	343010
450100	Comm-Long Distance Charges	0.37	CENTURYLINK	MONTHLY CHGS	10/28/2022	342861
452000	Comm-Advertising	26.20	SKAGIT VALLEY PUBLISHING	LEGAL PUBLIC NOTICE	11/23/2022	343194
491000	Admin Exp-Criminal/Background Checks	6.66	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	10/7/2022	342455
491000	Admin Exp-Criminal/Background Checks	7.10	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	10/7/2022	342455
491000	Admin Exp-Criminal/Background Checks	7.02	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	10/7/2022	342455
491000	Admin Exp-Criminal/Background Checks	0.79	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/7/2022	342446
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/7/2022	342446
491000	Admin Exp-Criminal/Background Checks	6.37	NATIONAL CREDIT REPORTING	CREDIT CHECK	11/23/2022	343210
493000	Other Admin Exp-Postage	11.51	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/7/2022	342433
493000	Other Admin Exp-Postage	11.63	MAIL ADVERTISING BUREAU INC	RESIDENT REOPENING LETTER	10/28/2022	342771
493000	Other Admin Exp-Postage	6.62	QUADIANT FINANCE USA INC	ACCT # 7900 0440 8081 6949	11/18/2022	343158
493000	Other Admin Exp-Postage	11.43	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/23/2022	343188
493100	Other Admin Exp-Mail Handling	2.29	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/7/2022	342433
493100	Other Admin Exp-Mail Handling	7.47	MAIL ADVERTISING BUREAU INC	RESIDENT REOPENING LETTER	10/28/2022	342771
493100	Other Admin Exp-Mail Handling	10.37	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/23/2022	343188
520104	Social Service -Interpretation	5.80	LANGUAGE LINE SERVICES, INC	INTERPRETATION	10/21/2022	342673
610003	Occ Exp-Materials-Carpentry	276.31	THE HOME DEPOT	MAINT SUPPLIES	10/7/2022	342434
610003	Occ Exp-Materials-Carpentry	720.12	THE HOME DEPOT	MAINT SUPPLIES	10/7/2022	342434
610003	Occ Exp-Materials-Carpentry	1,132.78	THE HOME DEPOT	MAINT SUPPLIES	10/7/2022	342434
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/14/2022	342630
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/14/2022	342630
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/14/2022	342630
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/23/2022	343244
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/23/2022	343244
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/23/2022	343244
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,521.25	SKAGIT LANDSCAPING LLC	YARD CARE	11/10/2022	343068
620016	Occ Exp-Maint -Hazardous Material	2,250.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	10/21/2022	342692
620021	Occ Exp-Maint -HVAC Heating, Vent. & AC	446.02	RIGHT WAY PLUMBING, HEATING, A/C INC.	FURNACE REPAIR	11/23/2022	343267
660000	Occ Exp-Utilities-Water	128.85	PUBLIC UTILITY DISTRICT #1	WATER	11/10/2022	343024
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	11/10/2022	343024
660000	Occ Exp-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	11/10/2022	343024
660000	Occ Exp-Utilities-Water	90.37	PUBLIC UTILITY DISTRICT #1	WATER	11/10/2022	343024
660000	Occ Exp-Utilities-Water	227.06	PUBLIC UTILITY DISTRICT #1	WATER	11/10/2022	343024



SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
10/01/2022 TO 11/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
	<b>TOTAL CEDAR GROVE</b>	<b>20,420.40</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 AMOS 10/9/22	10/28/2022	342779
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 10/23/22	11/10/2022	342996
400100	Salaries-Temp Employees	50.12	ALMOND & ASSOCIATES	M AMOS 11/13/2022	11/23/2022	343200
410000	Admin Supplies	8.31	CRYSTAL & SIERRA SPRINGS	water - Sedro	10/14/2022	342558
410000	Admin Supplies	0.34	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	10/28/2022	342846
410000	Admin Supplies	46.33	ABC IMAGING	UPDATED PACKET	10/28/2022	342837
410000	Admin Supplies	15.62	CRYSTAL & SIERRA SPRINGS	WATER - Sedro	11/18/2022	343092
410000	Admin Supplies	0.33	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	11/18/2022	343149
411103	Comp Equipment-Software Main	22.39	CDW/COMPUTER CENTERS INC	MCAFEE MVISION	10/7/2022	342445
411103	Comp Equipment-Software Main	257.93	UNIT 4 BUSINESS SOFTWARE	INC CUSTOMIZATIONS	10/14/2022	342579
411103	Comp Equipment-Software Main	277.44	MRI SOFTWARE LLC	11/1/22-10/31/23 ANNUAL TENMAST SUBSCRIPTION FEE	11/4/2022	342942
411103	Comp Equipment-Software Main	114.19	HYLAND SOFTWARE, INC	SUBSCRIPTION LICENSE FEES	11/18/2022	343126
411103	Comp Equipment-Software Main	8.68	TEAMVIEWER GMBH	SUBSCRIPTION 11/2/22-11/1/23	11/18/2022	343165
411104	Comp Equipment-Software as a Service Fees	3.85	US WELLNESS INC	MONTHLY DIGITAL MONITORING	10/14/2022	342651
411104	Comp Equipment-Software as a Service Fees	3.80	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	11/4/2022	342970
411104	Comp Equipment-Software as a Service Fees	110.44	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/4/2022	342897
411901	Equipment-Other-Leased/Rented	3.92	CANON FINANCIAL	CONTRACT #0667544-005	10/28/2022	342828
420000	Professional Services-Legal	0.23	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/14/2022	342549
420000	Professional Services-Legal	39.73	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/21/2022	342666
420000	Professional Services-Legal	104.76	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/10/2022	342984
420000	Professional Services-Legal	(0.02)	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/10/2022	342984
420101	Professional Services-Auditing	348.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 21-21	10/14/2022	342550
420101	Professional Services-Auditing	8,700.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 21-21 SEDRO WOOLLEY	11/18/2022	343086
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	OCT 2022 SVC PERIOD MANAGED SVCS	10/14/2022	342610
420908	Professional Services-Comps	6.68	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	10/14/2022	342610
420908	Professional Services-Comps	14.56	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	10/28/2022	342857
420908	Professional Services-Comps	8.95	AFFIRMA CONSULTING LLC	RMT FORM AUTOMATION	10/28/2022	342857
420908	Professional Services-Comps	24.56	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	10/28/2022	342857
420908	Professional Services-Comps	0.64	MRI SOFTWARE LLC	S8 SET UP	11/4/2022	342942
420908	Professional Services-Comps	4.41	AFFIRMA CONSULTING LLC	DEVELOPMENT LEAD	11/4/2022	342971
420908	Professional Services-Comps	14.19	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	11/4/2022	342971
420908	Professional Services-Comps	14.53	AFFIRMA CONSULTING LLC	RMT FORM AUTOMATION	11/4/2022	342971
420908	Professional Services-Comps	0.20	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	11/10/2022	343033
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	MANAGED SV CS 11/1/22-11/30/22	11/18/2022	343126
420908	Professional Services-Comps	10.31	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	11/23/2022	343260
420908	Professional Services-Comps	8.59	AFFIRMA CONSULTING LLC	RMT FORM AUTOMATION	11/23/2022	343260
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	10/14/2022	342627

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
10/01/2022 TO 11/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	11/4/2022	342953
440011	Travel-Mileage Reimbursement	114.75	CANDACE WINFIELD	9/22-10/28/22 MILEAGE	11/10/2022	343074
440011	Travel-Mileage Reimbursement	246.00	CHRISTOPHER WETZLER	11/1-4/22 MILEAGE	11/10/2022	343076
440011	Travel-Mileage Reimbursement	335.00	CHRISTOPHER WETZLER	5/29-8/1/2022 MILEAGE REIMBURSE	11/10/2022	343076
441000	Training/Registration-Individual	283.66	NAHRO	REG FEE CANDACE WINFIELD	11/4/2022	342889
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	9/23-10/23/22 CHGS	10/7/2022	342460
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE PERIOD 8/1-31/22	10/7/2022	342514
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	9/23-10/23/22 CHGS	10/7/2022	342460
450002	Comm-Phones Lines-Service-Digital Voice	0.77	CENTURYLINK	9/25-10/25/22 CHGS	10/14/2022	342576
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE SEPT 2022	10/28/2022	342845
450002	Comm-Phones Lines-Service-Digital Voice	0.74	CENTURYLINK	10/25-11/25/22 CHGS	11/10/2022	343010
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	10/23-11/23/22 CHGS	11/10/2022	343010
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	10/23-11/23/22 CHGS	11/10/2022	343010
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	SEPTEMBER 2022 CHGS	11/4/2022	342935
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	OCTOBER 2022 CHGS	11/18/2022	343132
450100	Comm-Long Distance Charges	18.20	LINGO	9/21-10/20/22 CHGS	10/14/2022	342598
450100	Comm-Long Distance Charges	1.11	CENTURYLINK	MONTHLY CHGS	10/28/2022	342861
450100	Comm-Long Distance Charges	12.88	LINGO	10/21-11/20/22 CHGS	11/10/2022	343029
452000	Comm-Advertising	78.58	SKAGIT VALLEY PUBLISHING	LEGAL PUBLIC NOTICE	11/23/2022	343194
491000	Admin Exp-Criminal/Background Checks	19.97	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	10/7/2022	342455
491000	Admin Exp-Criminal/Background Checks	21.31	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	10/7/2022	342455
491000	Admin Exp-Criminal/Background Checks	21.07	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	10/7/2022	342455
491000	Admin Exp-Criminal/Background Checks	2.36	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/7/2022	342446
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/7/2022	342446
491000	Admin Exp-Criminal/Background Checks	19.10	NATIONAL CREDIT REPORTING	CREDIT CHECK	11/23/2022	343210
493000	Other Admin Exp-Postage	34.53	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/7/2022	342433
493000	Other Admin Exp-Postage	34.88	MAIL ADVERTISING BUREAU INC	RESIDENT REOPENING LETTER	10/28/2022	342771
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT # 7900 0440 8081 6949	11/18/2022	343158
493000	Other Admin Exp-Postage	34.29	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/23/2022	343188
493100	Other Admin Exp-Mail Handling	6.88	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/7/2022	342433
493100	Other Admin Exp-Mail Handling	22.40	MAIL ADVERTISING BUREAU INC	RESIDENT REOPENING LETTER	10/28/2022	342771
493100	Other Admin Exp-Mail Handling	31.10	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/23/2022	343188
520104	Social Service -Interpretation	17.39	LANGUAGE LINE SERVICES, INC	INTERPRETATION	10/21/2022	342673
620007	Occ Exp-Maint -Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	3RD QTR BILLING	11/10/2022	343047
620007	Occ Exp-Maint -Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	4TH QTR BILLING	11/10/2022	343047
620008	Occ Exp-Maint -Alarm Testing	4,776.50	SMITH FIRE SYSTEMS INC	SVC CALL	10/14/2022	342649
620011	Occ Exp-Maint -Fire/Safety	512.50	SMITH FIRE SYSTEMS INC	SVC CALL	10/14/2022	342649
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/14/2022	342630
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/23/2022	343244
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,163.75	SKAGIT LANDSCAPING LLC	YARD CARE	11/10/2022	343068
620016	Occ Exp-Maint -Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	11/18/2022	343104
620025	Occ Exp-Maint -Fence	946.92	COMMERCIAL ENTRY SYSTEMS INC	KEYPAD REPAIR	10/28/2022	342785

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
10/01/2022 TO 11/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occ Exp-Utilities-Water	2,136.51	PUBLIC UTILITY DISTRICT #1	WATER	11/10/2022	343024
660100	Occ Exp-Utilities-Sewer	4,290.00	CITY OF SEDRO WOOLLEY	SEWER	10/21/2022	342715
660100	Occ Exp-Utilities-Sewer	4,289.72	CITY OF SEDRO WOOLLEY	SEWER	11/10/2022	343028
660200	Occ Exp-Utilities-Electricity	960.79	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/7/2022	342474
660200	Occ Exp-Utilities-Electricity	749.97	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/28/2022	342811
660500	Occ Exp-Utilities-Surface Water Mgmt	395.93	CITY OF SEDRO WOOLLEY	STORM	10/21/2022	342715
660500	Occ Exp-Utilities-Surface Water Mgmt	395.89	CITY OF SEDRO WOOLLEY	STORM	11/10/2022	343028
660700	Occ Exp-Utilities-Garbage	1,244.05	CITY OF SEDRO WOOLLEY	GARBAGE	10/21/2022	342715
660700	Occ Exp-Utilities-Garbage	1,243.60	CITY OF SEDRO WOOLLEY	GARBAGE	11/10/2022	343028
	SUBTOTAL HILLSVIEW	37,232.37				
	VOIDS	-				
	<b>TOTAL HILLSVIEW</b>	<b>37,232.37</b>				
<b>TOTAL SEDRO WOOLLEY</b>		<b>57,652.77</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners

**FROM:** Wendy Teh, Financial Planning Manager

**DATE:** December 15, 2022

**RE:** Resolution No. **483:** 2023 Comprehensive Operating and Capital Budget

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

**Executive Summary**

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

Below is a snapshot of the 2023 operating budget, compared to 2022:

<i><b>Operating Revenue</b></i>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change</b>
Tenant Revenues	220,720	249,049	28,329
Operating Fund Subsidy	332,183	390,157	57,973
Other Operating Revenue	2,775	8,327	5,552
Total Operating Income	555,678	647,533	91,854
<i><b>Operating Expense</b></i>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change</b>
Salaries & Benefits	(183,145)	(197,582)	(14,437)
Property & Other Admin Expenses	(370,020)	(450,217)	(80,197)
Total Operating Expenses	\$ (553,165)	\$ (647,799)	\$ (94,634)
Net Operating Income/(Loss)	\$ 2,513	\$ (267)	\$ (2,780)

Capital projects at Hillsvie and Cedar Grove are funded primarily through Capital Fund Program (CFP) grants from HUD, but can also be funded with draws from reserves. The 2023 capital budget includes CFP draws of \$155,970 for three unit upgrades, two at Cedar Grove and one at Hillsvie. Below is a summary of the 2023 Capital Budget with a comparison to the 2022 budget.

<b>Capital Budget</b>			
<i>Sources</i>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change</b>
CFP Used for Capital Purposes	127,351	155,970	28,619
Draw from Reserves	-	-	-
Total Sources	\$ 127,351	\$ 155,970	\$ 28,619
<i>Uses</i>			
Unit Upgrades	112,351	155,970	43,619
Maintenance and Other Special Projects	15,000	-	(15,000)
Total Capital Budget	\$ 127,351	\$ 155,970	\$ 28,619
Excess/(Deficit)	\$ -	\$ -	\$ -

Details of the Operating Budget are found below.

### **Operating Budget Overview**

#### **Operating Income**

##### **TENANT REVENUES**

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

	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change</b>
Tenant Rental Income - Hillsvie	\$ 173,670	\$ 184,000	\$ 10,330
Tenant Rental Income - Cedar Grove	43,500	61,500	18,000
Ancillary Tenant Income	3,550	3,550	(0)
Total Tenant Income	\$ 220,720	\$ 249,049	\$ 28,329

Tenant Rental Income at Hillsvie is forecast to rise 13%, partially, reflecting the projected rise in social security benefits. Rental income at Cedar Grove is increasing to more closely match the income stream from current residents.



**OPERATING FUND SUBSIDY**

Eligibility for the 2023 Public Housing Operating Fund Subsidy is generally based on 2022’s HUD-approved levels.

	<b>2022 Budget</b>	<b>2022 Actuals</b>	<b>2023 Budget</b>
Operating Fund Subsidy - Hillsvieiw	\$ 210,636	\$ 262,860	\$ 263,008
Operating Fund Subsidy - Cedar Grove	121,548	135,477	127,149
Total Operating Fund Subsidy	\$ 332,183	\$ 398,337	\$ 390,157

Key assumptions used in the creation of the 2023 subsidy budget include:

- The 2022 prorate was budgeted at 92% while the actual prorate for 2022 was 104.93%, resulting in greater-than-budgeted subsidy payments from HUD during 2022. The 2023 budget assumes a 92% prorate and a 3.75% increase in tenant rents.

**Operating Expenses**

**EMPLOYEES**

The 2023 budget includes a total of 2.16 Full Time Equivalent (FTE) employees charged to SWHA, up 0.15 FTE from 2022 due to an increase in Property Management staff and the allocation from the Central Applications Center.

<b>Staffing Comparisons - Full Time Equivalent (FTE)</b>		
	<b>2022 Budget</b>	<b>2023 Budget</b>
Property Management & Administration	0.83	0.92
Maintenance Staff	1.00	1.00
Central Applications Center	0.18	0.24
Total Staff	2.01	2.16

**EMPLOYEE BENEFITS**

A 6.4% Cost of Living Adjustment (COLA) wage increase was awarded to all employees in September 2022, and an estimated COLA of 5.0% is included to begin November 2023.

Fixed employee benefits include medical, dental and life insurance and are charged to each property based upon their number of employees. Variable benefits include FICA, Medicare, worker’s compensation, contributions to the state Public Employees Retirement System (PERS), and a tax to fund Washington State’s new Paid Family and Medical Leave (PFML). The PERS employer contribution rate increased slightly from 10.25% in July of 2022 to the current rate of 10.39%.

<b>Employee Benefits</b>		
	<b>2022 Budget</b>	<b>2023 Budget</b>
Fixed Benefits - Medical Insurance	\$ 14,269	\$ 15,117
Variable Benefits - FICA/Medicare	7.65%	7.65%
Variable Benefits - WA PFML	0.15%	0.15%
Variable Benefits - Retirement	10.25%	10.39%

**OTHER OPERATING COSTS**

Other operating costs are forecast to increase in 2023, with projected increases in maintenance contracts, audit expenses and utilities.

**Capital Improvements Budget**

The 2023 capital improvement budget totals \$155,970 for three unit upgrades. To fund these projects, draws will be made from Capital Fund Program (CFP) grants. There is currently \$533,000 available in outstanding CFP grants, and additional grants of approximately \$325,000 are expected in 2023.

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

**Cash Reserves**

Cash reserves are forecast to be approximately \$297,000 at the end of 2023. Minimum HUD-required cash reserves are equal to four months of operating expenses. Using the HUD-prescribed formula, this equates to a balance of \$216,000.

**Summary**

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

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**2023 Budget**

**EXHIBIT A**

	Cedar Grove	Hillsview	2023 Proposed Combined
<b><i>Beginning Balance, Unrestricted Cash</i></b>	<b>\$92,965</b>	<b>\$204,599</b>	<b>\$297,564</b>
<b><i>Revenues</i></b>			
Tenant Revenue	61,650	187,400	249,049
Operating Fund Subsidy from HUD	127,149	263,008	390,157
Other Operating Revenue	3,123	5,204	8,327
<b>Total Operating Revenues</b>	<b>191,921</b>	<b>455,611</b>	<b>647,533</b>
<b><i>Expenses</i></b>			
Salaries & Benefits	(49,326)	(148,256)	(197,582)
Routine Maintenance, Utilities, Taxes & Insurance	(127,639)	(175,147)	(302,787)
Other Social Service Support Expenses & HAP	(385)	(525)	(910)
Administrative Support Expenses	(36,462)	(110,059)	(146,521)
<b>Total Operating Expenses</b>	<b>(213,813)</b>	<b>(433,987)</b>	<b>(647,800)</b>
<b>Operating Net Income</b>	<b>(21,891)</b>	<b>21,624</b>	<b>(267)</b>
Non-operating Revenue	116,609	39,361	155,970
Non-operating Expenses	0	0	0
<b>Net Income</b>	<b>94,718</b>	<b>60,985</b>	<b>155,703</b>
<b><i>Other Sources/(Uses) of Cash</i></b>			
Capital Projects and Acquisitions	(116,609)	(39,361)	(155,970)
Changes in Receivables	0	0	0
<b>Total Other Sources/(Uses) of Cash</b>	<b>(116,609)</b>	<b>(39,361)</b>	<b>(155,970)</b>
<b>Net Change in Unrestricted Cash</b>	<b>(21,891)</b>	<b>21,624</b>	<b>(267)</b>
<b><i>Ending Balance, Unrestricted Cash</i></b>	<b>\$71,074</b>	<b>\$226,223</b>	<b>\$297,297</b>

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

**RESOLUTION NO. 483**

**AUTHORIZING APPROVAL OF THE COMPREHENSIVE OPERATING  
BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2023**

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**WHEREAS**, the Executive Director has submitted a Comprehensive Operating Budget for the Calendar Year beginning January 1, 2023 (Calendar Year 2023); and

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

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

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

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

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

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

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

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

**Section 1:** Operating expenditures of \$647,533 and capital expenditures of \$155,970 are hereby authorized for the Calendar Year beginning January 1, 2023.

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

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 15<sup>TH</sup> DAY OF DECEMBER, 2022.**

**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**  
Secretary-Treasurer

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**2023 Budget**

**EXHIBIT A**

	Cedar Grove	Hillsview	2023 Proposed Combined
<b><i>Beginning Balance, Unrestricted Cash</i></b>	<b>\$92,965</b>	<b>\$204,599</b>	<b>\$297,564</b>
<b><i>Revenues</i></b>			
Tenant Revenue	61,650	187,400	249,049
Operating Fund Subsidy from HUD	127,149	263,008	390,157
Other Operating Revenue	3,123	5,204	8,327
<b>Total Operating Revenues</b>	<b>191,921</b>	<b>455,611</b>	<b>647,533</b>
<b><i>Expenses</i></b>			
Salaries & Benefits	(49,326)	(148,256)	(197,582)
Routine Maintenance, Utilities, Taxes & Insurance	(127,639)	(175,147)	(302,787)
Other Social Service Support Expenses & HAP	(385)	(525)	(910)
Administrative Support Expenses	(36,462)	(110,059)	(146,521)
<b>Total Operating Expenses</b>	<b>(213,813)</b>	<b>(433,987)</b>	<b>(647,800)</b>
<b>Operating Net Income</b>	<b>(21,891)</b>	<b>21,624</b>	<b>(267)</b>
Non-operating Revenue	116,609	39,361	155,970
Non-operating Expenses	0	0	0
<b>Net Income</b>	<b>94,718</b>	<b>60,985</b>	<b>155,703</b>
<b><i>Other Sources/(Uses) of Cash</i></b>			
Capital Projects and Acquisitions	(116,609)	(39,361)	(155,970)
Changes in Receivables	0	0	0
<b>Total Other Sources/(Uses) of Cash</b>	<b>(116,609)</b>	<b>(39,361)</b>	<b>(155,970)</b>
<b>Net Change in Unrestricted Cash</b>	<b>(21,891)</b>	<b>21,624</b>	<b>(267)</b>
<b><i>Ending Balance, Unrestricted Cash</i></b>	<b>\$71,074</b>	<b>\$226,223</b>	<b>\$297,297</b>

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners

**FROM:** Bill Cook

**DATE:** December 15, 2022

**RE:** **Resolution No. 484** - Changes to the Sedro-Woolley Housing Authority's (SWHA's) Admissions and Continued Occupancy Policy (ACOP) Section 9, Exhibit D - Flat Rents and Exhibit K – Calculation of Assistance Following Immigration Verification

---

Attached, for your review and approval, are changes to SWHA's ACOP needed to help ensure compliance with HUD regulations in the following two (2) areas:

- (1) **Exhibit D: SWHA Flat Rent Schedule:** 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. Per HUD regulations (24 CFR 960.253(b)), PHAs must establish a flat rent for each public housing unit at a level no less than 80 percent of the HUD published Fair Market Rent (FMR) for the PHA jurisdiction. Staff recommends establishing Flat Rents for each bedroom size using this HUD safe harbor threshold as shown below::

<b>Bedroom Size</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>
2023 FMR	\$1,111	\$1,407	\$2,000	\$2,322
80% of FMR	\$889	\$1,126	\$1,600	\$1,858
Flat Rent	\$889	\$1,126	\$1,600	\$1,858

Using this formula, a Family choosing the Flat Rent option will pay rent equal to the amount above (for their corresponding sized unit) **less the applicable utility allowance for the respective dwelling.**

Using the 80 percent of FMR as shown above allows SWHA to simplify its system while ensuring both program compliance and the lowest adverse impact among households. Because FMRs are adjusted annually by HUD, this resolution will also allow future changes without further Board approval when the schedule must be adjusted based upon HUD revised FMRs. In other words, future Board approval would only be required should staff recommend a methodology that moves away from HUD's 80 percent safe harbor threshold.



SWHA's Flat Rent Schedule is incorporated in the ACOP as Exhibit D. In addition to the attached revision of Exhibit D, other minor changes to the ACOP are included to clarify that these amounts are offset by the Utility Allowance when calculating the monthly rent due from the household.

- (2) **Exhibit K: Calculation of Assistance Following Immigration Verification:** Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C. 1436a), prohibits HUD from making financial assistance available to persons determined ineligible with respect to citizenship or noncitizen immigration status. Rather than disallowing assistance to an entire household, HUD's implementing regulations (24 CFR 5.500, subpart E) require PHAs to prorate subsidy to a "Mixed Family" – a family that includes both eligible and ineligible household members. For Public Housing programs, PHAs are required to use their established Flat Rent as the Maximum Rent (aka: Maximum Subsidy) available to a Mixed Family household. This amount is prorated so that the amount of subsidy allowed is proportionate to the number of persons in the household who are U.S. citizens, nationals or who hold eligible immigration status.

As shown on the attached, staff is recommending changes to Exhibit K to clarify how the SWHA Flat Rent schedule is used to calculate the prorated rent for a Mixed Family household.

Staff recommends approval of Resolution No. 484, effective immediately. Consistent with HUD regulations, for current residents revised amounts will be applied at their next annual recertification.

**THE HOUSING AUTHORITY OF THE CITY OF SEDRO WOOLLEY**  
**RESOLUTION NO. 484**

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSION AND  
CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO FLAT RENTS and  
MAXIMUM SUBSIDY FOR MIXED FAMILY HOUSEHOLDS**

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**WHEREAS**, For Public Housing programs, HUD’s regulations require PHAs to offer residents the choice of paying rent based upon (1) household income, or (2) the PHA established Flat Rent; and,

**WHEREAS**, HUD regulations also require that PHAs set their Flat Rents at amounts no lower than 80 percent of the published Fair Market Rent (FMR) for their region; and

**WHEREAS**, Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C 1436a) prohibits the HUD from making financial assistance available to persons determined ineligible with respect to citizenship or noncitizen immigration status; and

**WHEREAS**, HUD’s implementing regulations (24 CFR 5.500, subpart E) require PHAs to prorate subsidy to a “Mixed Family” – a family that includes both eligible and ineligible household members; and,

**WHEREAS**, HUD’s regulations also require PHAs to use their established Flat Rent as the Maximum Rent (aka: Maximum Subsidy) available to a Mixed Family household when determining prorated subsidy available to the household and resulting monthly rent due; and

**WHEREAS**, policies related to the established Flat Rent and instructions for calculating rent, including instructions regarding prorating rent for Mixed Family households, are incorporated into the PHA’s ACOP; and

WHEREAS, Board approval for changing HUD-mandated operational policies 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;** as follows:

- (1.) The Board of Commissioners hereby approves a policy to establish Public Housing Flat Rents equal to 80 percent of the FMR as shown on the attached memo and policy excerpts; and,
- (2.) Authorizes the Housing Authority to take necessary steps to implement the attached revisions to Exhibit D and Exhibit K (and any related areas of the ACOP) to ensure program compliance and efficient Public Housing program operation, effective immediately. Such authorization includes action to adjust flat rent and maximum subsidy amounts when required as a result of revisions to HUD's published FMR without further Board approval.

**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 15<sup>th</sup> DAY OF DECEMBER, 2022.**

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

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**LAURIE FELLERS**, Chair  
Board of Commissioners

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**ROBIN WALLS**  
Secretary-Treasurer

**EXHIBIT D**

**SCHEDULE OF FLAT RENTS**

**SEDRO WOOLLEY HOUSING AUTHORITY**

Effective January 1, 2023

<b>Bedroom Size</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>
2023 FMR	\$1,111	\$1,407	\$2,000	\$2,322
80% FMR	\$889	\$1,126	\$1,600	\$1,858
Flat Rent	\$889	\$1,126	\$1,600	\$1,858

A Family choosing the Flat Rent option will pay rent equal to the amount above (for their corresponding sized unit) **less the applicable utility allowance for the respective dwelling.**

Flat Rent amounts will be updated annually based on revisions to the HUD published FMR.

## EXHIBIT K. CALCULATION OF ASSISTANCE FOLLOWING IMMIGRATION VERIFICATION

- I. Families with all eligible family members (i.e., U.S. citizens, eligible noncitizens) will have their assistance calculated based on 30% of the family's total income.
- II. Families with **no** eligible family members have the following options:
  - A. Applicants
    1. **Must** be denied assistance in accordance with Section 5.
  - B. Participants housed on or before June 19, 1995
    1. **Must** be terminated, but may be eligible for a temporary deferral.
  - C. Participants housed after June 19, 1995
    1. **Must** have their assistance terminated in accordance with Section 5.
- III. Families whose members include those with citizenship or eligible immigration status and those without (mixed families) have the following options:
  - A. Applicants
    1. The family may choose to remove themselves from the waiting list or prorate their assistance at the time of housing.
  - B. Participants housed on or before June 19, 1995
    1. The family may choose to:
      - a. Remove themselves from the program immediately; or
      - b. Prorate their assistance; or
      - c. Continue their assistance (if eligible); or
      - d. Defer their termination temporarily.
  - C. Participants housed after June 19, 1995
    1. The family may choose to:
      - a. Remove themselves from the program immediately; or
      - b. Prorate their assistance.
- IV. The options described above are defined as follows:
  - A. **Prorated Assistance** is determined as follows:
    1. Step 1: Determine the Total Tenant Payment (TTP) in accordance with ~~24 CFR 913.107(a)~~ Section 8 and Section 9 and related requirements of this ACOP using annual income from all family members including those that have not established eligible immigration status.
    2. Step 2: Subtract the family's TTP from the ~~Maximum Unadjusted Flat Rent~~ applicable to the family's unit size ~~as shown from the~~ Flat Rent Table in Exhibit D. The result is the "Family Maximum Subsidy" amount.

Note: ~~(a)~~ Public Housing ~~Maximum Rents~~ Flat Rents are set annually and are based upon ~~the 95<sup>th</sup> percentile rent~~ 80 percent (80%) of the HUD established Fair Market Rent for ~~the Housing Authority~~ Skagit County, WA ~~the Housing Authority's service area~~.

3. Step 3: Divide the Family Maximum subsidy (found in Step 2) by the total number of family members (including those determined ineligible). The result is the “Member Maximum Subsidy”.
4. Step 4: Multiply the Member Maximum Subsidy (found in Step 3) by the number of members in the family that have been determined to be eligible for housing assistance. The result is the total amount of subsidy for which the family is eligible.
5. Step 5: Subtract the amount of eligible subsidy (as determined in Step 4) from the Public Housing Maximum Rent applicable to the family’s unit size. **The result is the family’s new Total Tenant Payment.** Subtract from this TTP any associated Utility Allowance (UA) to get the Monthly Tenant Rent due.

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**Exception:** Method of prorating assistance when the mixed family’s total tenant payment (TTP) is greater than the public housing flat rent. When the mixed family’s TTP is greater than the flat rent, use the calculated TTP as the new Total Tenant Payment. Subtract from this TTP any established Utility Allowance (UA) to get the Monthly Tenant Rent due.

**B. For Continued Assistance families must:**

1. Have been receiving housing assistance on or before June 19, 1995; **and**
2. Have a head of household or spouse who has eligible immigration status; **and**
3. Not have any person (who does not have eligible immigration status) other than the head of household, any spouse of the head of household, any parents of the head of household, any parents of the spouse, or any children of the head of household or spouse.
4. Have been receiving continued assistance prior to November 29, 1996.

**C. Temporary deferral of termination** permits the family additional time for the orderly transition of those family members with ineligible status, or any other family members involved, to find *other affordable housing*.

1. *Other affordable housing* refers to housing that is not substandard, that is of appropriate size for the family and can be rented for an amount not exceeding the amount that the family pays for rent, including utilities, plus 25 percent.
2. Families choosing this option shall be granted an initial period of deferral not to exceed six months. The initial period may be renewed for additional periods of six months, but the total deferral period shall not exceed a period of 18 months. For families qualifying as a refugee under Section 207 of the Immigration and Nationality Act, individuals seeking asylum under Section 208 of that Act, or families granted a termination deferral prior to November 29, 1996, the deferral period may not exceed 36 months.
3. The Housing Authority **must** offer the family information concerning, and referrals to assist in finding, other affordable housing.
4. Before the end of each deferral period, the Housing Authority **must**:
  - a. Make a determination on the availability of affordable housing of appropriate size for the family; **and**

b. Notify the family in writing at least 60 days in advance of the expiration of the deferral period, that termination will be deferred again due to lack of affordable housing; **or**

c. Notify the family in writing at least 60 days in advance of the expiration of the deferral period, that termination will **not** be deferred because either granting another deferral will exceed the limits described in Section C.2 of this Exhibit, or a determination was made that affordable housing was available.

5. A family who is eligible for and who receives temporary deferral of termination of assistance, may request, and the Housing Authority **must** provide proration of assistance at the end of the deferral period **if** the family has made a good faith effort to locate other affordable housing during the deferral period.

V. Prohibition of assistance to noncitizen students

A. The provisions of continued assistance, prorated assistance or temporary deferral of termination of assistance for certain families, do not apply to any person who is determined to be a noncitizen student or the family of a noncitizen student, described below.

1. *Noncitizen Student:* A noncitizen who:

a. Has a residence in a foreign country, that the person has no intention of abandoning; **and**

b. Is a bona fide student qualified to pursue a full course of study; **and**

c. Is admitted to the United States temporarily and solely for purposes of pursuing such a course of study at an established institution of learning or other recognized place of study in the United States, particularly designated by such person and approved by the Attorney General after consultation with the Department of Education of the United States, which institution or place of study shall have agreed to report the Attorney General the termination of attendance of each nonimmigrant student.

2. *Family of a Noncitizen Student:* The prohibition of assistance also extends to the noncitizen spouse of the noncitizen student and minor children of any noncitizen student if the spouse or children are accompanying the student or following to join such student. The prohibition does not extend to the citizen spouse of the noncitizen student and the children of the citizen spouse and noncitizen student.

## **SECTION 9. DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT**

### ***FAMILY CHOICE***

At admission and each year in preparation for their annual reexamination, each family will be given the choice of having their rent determined under the income based formula rent method or having their rent set at the flat rent amount.

### ***THE FLAT RENT***

The Housing Authority has set a flat rent for each public housing unit. The flat rent is based on ~~the market rate for comparable units in the unsubsidized private market at which the Housing Authority could rent the unit~~ 80% Fair Market Rents (FMR) for Skagit County, the Housing Authority's service area as determined annually by HUD. ~~In determining this, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood.~~ The amount of the flat rent will be ~~reevaluated adjusted~~ annually and adjustments applied based on changes to the HUD's published Fair Market Rent. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 10).

The Housing Authority's ~~will post the~~ flat rents are posted at each of the developments and at the central office and are incorporated in this policy in Exhibit D ~~upon approval by the Board of Commissioners.~~

~~There is no utility allowance for families choosing the FLAT RENT option, the rent will be the Flat Rent (for their bedroom size) less the Utility Allowance or families paying a flat rent.~~

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based formula rent method at any time for any of the following reasons:
  1. The family's income has decreased.
  2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.



- iv. The Authority may consider an absent child to be part of the family if there is evidence that the child would reside with the family if the family were admitted to the Authority's housing.
2. An Elderly Person or Family (see definition)
3. A Near Elderly Family
4. A Person with Disabilities or Disabled Family (see definition)
5. A Displaced Person or Family (see definition)
6. A Remaining Member of a tenant family (see definition)
7. Any "other" Single Person (see definition)

**Family Income:** For purposes of qualifying for a Federal Preference, Family Income is "Monthly Income" as defined in this Section.

**Family Members:** All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

**Family Development:** Any development assisted under the US Housing Act of 1937 (other than Section 8 or Section 17 of the Act) which is not a Project for the Elderly or Disabled.

**Family Self-Sufficiency Program (FSS Program):** The program established by a Housing Authority to promote self-sufficiency among participating families, including the coordination of supportive services.

**Flat Rent:** An amount the family may choose to pay as the Tenant Rent in lieu of having their rent determined under the formula method. The flat rent is established by the Housing Authority, based upon ~~the market rate for comparable units in the unassisted private market at which the Housing Authority could lease the unit~~ 80% Fair Market Rent (FMR) for the Housing Authority's service area as determined annually by HUD. Families selecting the flat rent option have their income evaluated once every three (3) years, rather than annually.

**Foster Child Care Payment:** Payments to eligible households by state, local or private agencies.

**Full Time Student:** A person who is carrying a subject load which is considered fulltime for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

**Handicapped Assistance Expenses:** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care an auxiliary apparatus for a Handicapped or Disabled Family member, and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

**Head of Household:** The adult member of the Family who is the head of the household for the purposes of determining income eligibility and rent.

**Tenant Rent:** The amount payable monthly by the Tenant as rent to the Housing Authority. According to this policy, Tenant Rent is set at either (1) the Flat Rent established by the Housing Authority for the unit in which the Tenant resides; or (2) the Income-based Formula Rent based upon total household income and allowances and determined in accordance with guidelines and procedures outlined in this policy.

**Total Tenant Payment (TTP):** For tenants paying the Income-based Formula Rent, the amount of the maximum monthly obligation by the Tenant for payment of rent and utilities as calculated according to this Policy (see Section 9). TTP is the greater of: (1) 10% of monthly household income; (2) 30% if adjusted household income; (3) the Welfare Rent; or, (4) the Minimum Rent established by the Housing Authority. The TTP does not include charges for excess utility consumption or other miscellaneous charges. The TTP, less the established Utility Allowance, is the monthly Tenant Rent payable by a household choosing the Income-based Formula Method of rent calculation. ~~For Tenant's selecting the Flat Rent option, no utility allowance is provided, therefore the TTP is equal to the Tenant Rent.~~

**Utilities:** Utilities means electricity, gas, other heating, refrigeration and cooking fuels. Telephone service is not included as a utility.

**Utility Allowance:** For Tenants paying the Income-based Formula Rent ONLY. If the costs of Utilities and other housing services for an assisted unit are not included in the Tenant Rent but are the responsibility of the Family occupying the unit, an amount equal to the estimate made by the Housing Authority of the monthly cost of a reasonable consumption of such utilities and other services of the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

~~Tenants choosing to pay the Flat Rent do not receive a Utility Allowance.~~

**Utility Reimbursement:** Applies ONLY to Tenants paying the Income-based Formula Rent. The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit.

**Very Low-Income Family:** A Low-Income Family whose Annual income does not exceed the Very Low Income Limit, which is 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

**Welfare Assistance:** Welfare or other payments to families or individuals, based on need, that are made under programs funded separately or jointly, by federal, state or local governments.

**Welfare Benefit Reduction:** A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program, or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

“Welfare reduction” does not include a reduction or termination of welfare benefits by the welfare agency:

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners  
**FROM:** Tesh Assefa, Financial Reporting Manager  
**DATE:** December 5, 2022  
**RE:** October 2022 Financial Report

Attached for your review is the unaudited financial report for October 2022. 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

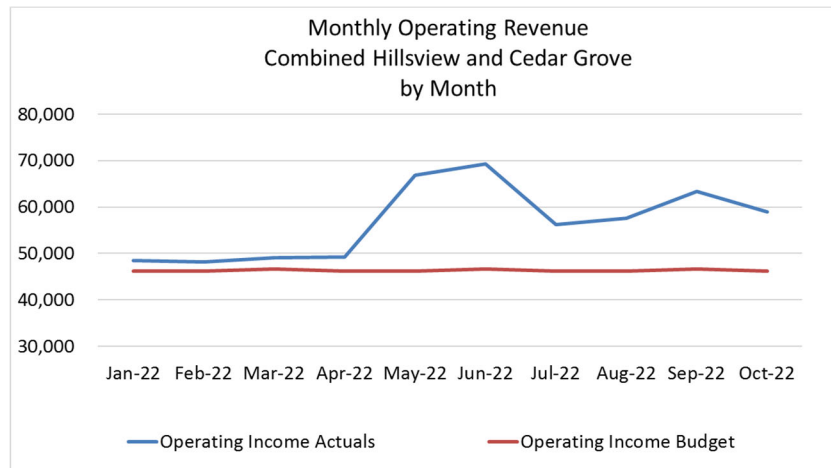
Year-to-date operating income is 22.1% over budget and operating expenses are 18.8% over budget.

Operating Revenue	Favorable (Unfavorable) \$ Variance % Variance		Operating Expenses	Favorable (Unfavorable) \$ Variance % Variance	
Tenant Revenue	\$26,842	14.6%	Salaries and Benefits	(\$17,171)	-11.2%
Federal Operating Support	73,661	26.6%	Administrative Expenses	\$3,053	3.3%
Other Revenue	1,619	107.9%	Maintenance Expenses, Utilities, Taxes	(\$72,340)	-34.1%
			Other Programmatic Expenses	\$221	52.9%
<b>Total Operating Income</b>	<b>\$102,123</b>	<b>22.1%</b>	<b>Total Operating Expenses</b>	<b>(86,237)</b>	<b>-18.8%</b>

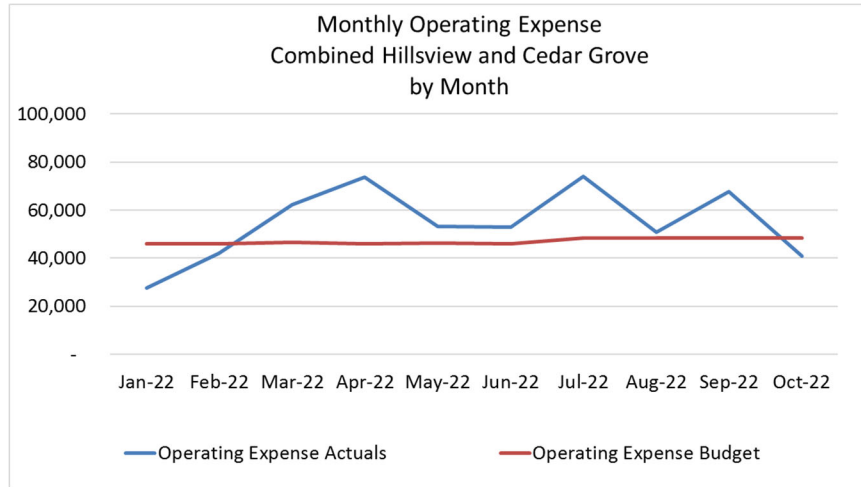
● Green are favorable variances  
● Yellow are unfavorable variances less than 5%  
● Red are unfavorable variances greater than 5%

### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$564,523 exceeded budget expectations by \$102,123 or 22.1%. The primary reason for this variance is due to better than expected prorate for the operating fund subsidy. The budget assumed a 92% prorate, whereas the actual interim prorate through October was 104.29%.



Year-to-date operating expenses in the amount of \$544,607 were over budget by 18.8%. The primary reasons for the variance were unexpected water mitigation expenses, greater than anticipated floor covering expenses, and higher than budgeted elevator maintenance costs at Hillsview. Cedar Grove also saw a rise in expenses due to flooring and cabinet repair costs to fix mold damage. You can see from the chart below various spikes in expenses.

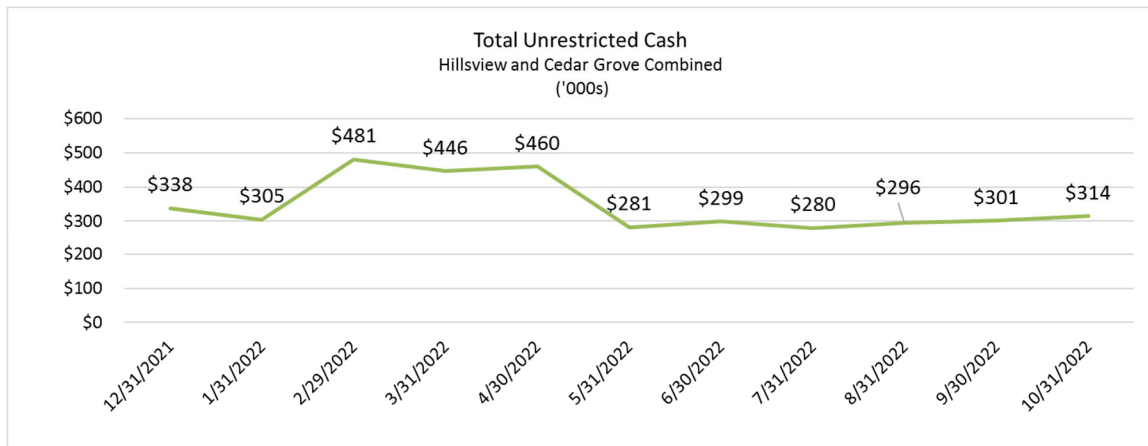


**CAPITAL ACTIVITY**

Capital project expenditures were under budget by 60.3% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year. However, no unit upgrades have been completed through October as actual timing is dependent on unit availability. This variance was partially offset by capital construction costs related to the Cedar Grove envelope and roof project, which was budgeted to be completed during the prior year but was delayed due to the weather conditions and the availability of materials.

**CHANGE IN UNRESTRICTED CASH**

Since the beginning of the year, unrestricted cash decreased by \$23,446 primarily due to the repayment of the contract retention and reduction of accounts payable. These amounts were partially offset by the receipt of capital grant receivables that were outstanding at year-end.



**Sedro-Woolley Housing Authority**  
**Statement of Financial Position**  
**As of October 31, 2022**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$103,065	\$211,322	\$314,387
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,800	5,400	9,200
Total Cash	<u>106,865</u>	<u>216,722</u>	<u>323,587</u>
Current Assets	(1,726)	1,093	(632)
Long-term Assets	727,543	1,134,267	1,861,810
Total Other Assets	<u>725,818</u>	<u>1,135,360</u>	<u>1,861,178</u>
<b>Total Assets</b>	<u><u>832,682</u></u>	<u><u>1,352,082</u></u>	<u><u>2,184,765</u></u>
Current Liabilities	19,571	24,747	44,318
Long-Term Liabilities	-	-	-
Total Liabilities	<u>19,571</u>	<u>24,747</u>	<u>44,318</u>
Equity	813,111	1,327,335	2,140,446
<b>Total Liabilities and Equity</b>	<u><u>\$832,682</u></u>	<u><u>\$1,352,082</u></u>	<u><u>\$2,184,765</u></u>

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Combined Operations**  
**For the Period Ended October 31, 2022**

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$337,833				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,050				
<b>Total Beginning Resources</b>	<b>\$346,883</b>				
Tenant Revenue	\$210,923	\$184,081	\$26,842	14.6%	(1)
Operating Subsidy from HUD-PH	350,481	276,820	73,661	26.6%	(2)
Other Operating Income	3,119	1,500	1,619	107.9%	
<b>Total Operating Income</b>	<b>564,523</b>	<b>462,400</b>	<b>102,123</b>	<b>22.1%</b>	
Salaries	(124,284)	(105,517)	(18,767)	(17.8%)	(3)
Benefits	(45,674)	(47,270)	1,597	3.4%	
Occupancy Expenses	(284,272)	(211,932)	(72,340)	(34.1%)	(4)
Other Social Service Expenses	(196)	(417)	221	52.9%	
Administrative Expenses	(90,181)	(93,234)	3,053	3.3%	
<b>Total Operating Expenses</b>	<b>(544,607)</b>	<b>(458,370)</b>	<b>(86,237)</b>	<b>(18.8%)</b>	
Operating Cash Flow	19,916	4,030	15,886	394.2%	
Non-Operating Income	43,305	106,782	(63,476)	(59.4%)	(5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(42,180)	(106,136)	63,956	60.3%	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(150)	-	(150)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(44,338)	-	(44,338)	n/a	(6)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>(43,362)</b>	<b>646</b>	<b>(44,008)</b>	<b>(6,814.5%)</b>	
<b>Net Change in Unrestricted Cash</b>	<b>(23,446)</b>	<b>\$4,676</b>	<b>(\$28,122)</b>	<b>(601.4%)</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$314,387				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,200				
<b>Total Ending Resources</b>	<b>\$323,587</b>				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Actual HUD Contribution Revenue was higher due to greater than anticipated prorate. The interim prorate is 104.29% whereas the budget assumed 92%.
- 3) Salaries expense was higher than expected due to timing of cost of living adjustment and additional staff allocated to SedroWoolley properties.
- 4) Occupancy expenses were higher than budget due to flooring and cabinet repair to fix mold damage at Cedar Grove. Floor covering expense of \$12.5K, unexpected water mitigation expenses totaling \$10.4k, and higher than planned elevator maintenance costs totaling \$14.8k at Hillsvieview.
- 5) Three unit upgrades were budgeted evenly over the year, but no projects have yet to begin as unit upgrades depend on availability. Also, the budgeted Hillsvieview office remodeling and common area furniture update have started and expected to be completed by yearend. These variances were partially offset by the Cedar Grove envelope and roof project that was budgeted in 2021, but was not completed until February 2022 due to the weather conditions and the availability of materials. In aggregate, these variances have resulted in a less than budgeted draw from the CFP grant.
- 6) Decreases in accounts payable and contract retention offset by decrease in grants receivable, accounts receivable, and prepaid insurance.

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Cedar Grove**  
**For the Period Ended October 31, 2022**

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$184,899				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,600				
<b>Total Beginning Resources</b>	<b>\$188,499</b>				
Tenant Revenue	\$53,750	\$36,404	\$17,346	47.6%	(1)
Operating Subsidy from HUD-PH	119,392	101,290	18,102	17.9%	(2)
Other Operating Income	805	188	617	329.3%	
<b>Total Operating Income</b>	<b>173,947</b>	<b>137,881</b>	<b>36,065</b>	<b>26.2%</b>	
Salaries	(31,727)	(26,380)	(5,347)	(20.3%)	(3)
Benefits	(11,591)	(13,652)	2,061	15.1%	
Occupancy Expenses	(115,279)	(88,958)	(26,321)	(29.6%)	(4)
Other Social Service Expenses	(49)	(42)	(7)	(17.5%)	
Administrative Expenses	(22,426)	(22,559)	133	0.6%	
<b>Total Operating Expenses</b>	<b>(181,072)</b>	<b>(151,591)</b>	<b>(29,481)</b>	<b>(19.4%)</b>	
Operating Cash Flow	(7,125)	(13,710)	6,585	48.0%	
Non-Operating Income	40,627	70,175	(29,548)	(42.1%)	(5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,904)	(69,997)	30,092	43.0%	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(75,233)	-	(75,233)	n/a	(6)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>(74,709)</b>	<b>178</b>	<b>(74,888)</b>	<b>(42,001.0%)</b>	
<b>Net Change in Unrestricted Cash</b>	<b>(\$81,835)</b>	<b>(\$13,532)</b>	<b>(\$68,303)</b>	<b>(504.8%)</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$103,065				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,800				
<b>Total Ending Resources</b>	<b>\$106,865</b>				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Actual HUD Contribution Revenue was higher due to greater than anticipated prorate. The interim prorate is 104.29% whereas the budget assumed 92%.
- 3) Salaries expense was higher than expected due to timing of cost of living adjustment and additional staff allocated to Sedro Woolley properties.
- 4) Occupancy expenses were higher than budget due to flooring and cabinet repair to fix mold damage.
- 5) Two unit upgrades that were budgeted evenly throughout the year but have yet to begin as unit upgrades depend on availability. This is partially offset by Cedar Grove envelope and roof project budgeted in 2021 but completed February of this year due to delay related to weather and availability of materials. Combined, these variances have resulted in a less draw from the CFP grant.
- 6) Decrease in accounts payable and contract retention offset by decrease in grants receivable.



**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Hillsview**  
**For the Period Ended October 31, 2022**

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$152,934				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,450				
<b>Total Beginning Resources</b>	<b>\$158,384</b>				
Tenant Revenue	\$157,173	\$147,676	\$9,496	6.4%	
Operating Subsidy from HUD-PH	231,089	175,530	55,559	31.7%	(1)
Other Operating Income	2,314	1,313	1,002	76.3%	
<b>Total Operating Income</b>	<b>390,576</b>	<b>324,519</b>	<b>66,057</b>	<b>20.4%</b>	
Salaries	(92,557)	(79,137)	(13,420)	(17.0%)	(2)
Benefits	(34,082)	(33,618)	(464)	(1.4%)	
Occupancy Expenses	(168,994)	(122,974)	(46,020)	(37.4%)	(3)
Other Social Service Expenses	(147)	(375)	228	60.7%	
Administrative Expenses	(67,754)	(70,674)	2,920	4.1%	
<b>Total Operating Expenses</b>	<b>(363,535)</b>	<b>(306,779)</b>	<b>(56,756)</b>	<b>(18.5%)</b>	
Operating Cash Flow	27,041	17,740	9,301	52.4%	
Non-Operating Income	2,678	36,607	(33,929)	(92.7%)	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(2,276)	(36,139)	33,864	93.7%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	50	-	50	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	30,895	-	30,895	n/a	(5)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>31,347</b>	<b>468</b>	<b>30,880</b>	<b>6,605.3%</b>	
<b>Net Change in Unrestricted Cash</b>	<b>\$58,388</b>	<b>\$18,207</b>	<b>\$40,181</b>	<b>220.7%</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$211,322				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,400				
<b>Total Ending Resources</b>	<b>\$216,722</b>				

- 1) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The interim prorated is 104.29 % whereas the budget assumed 92%.
- 2) Salaries expense was higher than expected due to timing of cost of living adjustment and additional staff allocated to Sedro Woolley properties.
- 3) Mainly due to unexpected water mitigation expenses totaling \$10.4k, floor covering expense of \$12.5K and higher than planned elevator maintenance costs totaling \$14.8k.
- 4) One unit upgrade plus an office remodeling/common area furniture update project were budgeted evenly throughout the year. The office remodeling project has begun and will be completed by yearend. Unit upgrades have yet to occur and depends on availability.
- 5) Decrease in grants receivable, accounts receivable, and prepaid insurance offset by decrease in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY  
Housing Management Report

**October 2022 - November 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 13.4 days.

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

**Current Applications of Wait List as of July 31, 2022**

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	115	96	50	165

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	158	24	182
3 Bedrooms	40	8	48
4 Bedrooms	4	0	4
Total	202	32	234

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	82	1	0	0	0	83
Cedar Grove I	15	0	1	0	0	16
Cedar Grove II	10	0	0	0	0	10
Cedar Grove III	16	0	0	0	0	16
Cedar Grove (all sites)	41	0	1	0	0	42
Total	123	1	1	0	0	125

### Resident Functions

#### Staffing

Francisco Flores is no longer with KCHA. Caprice Witherspoon will step in as Interim Regional Manager until the position is filled and will remain the Property Manager for the Sedro Portfolio.

#### Previous Meeting Concerns

- None

#### Resident Issues

- None

#### Building Issues

- Cedar Grove REAC Inspection will be on 12/13/2022. We have not gotten called for Hillsview yet but expect it will happen in the near future.