

HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY



MEETING OF THE
BOARD OF
COMMISSIONERS

Thursday, February 16, 2023

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, February 16, 2023 - 10:45 am

Hillsview Apartments - 830 Township Street, Sedro-Woolley, WA 98284

- I. Call to Order**

- II. Roll Call**

- III. Public Comment**

- IV. Approval of Minutes**
 - A. Board Meeting Minutes – October 20, 2022 **1**

- V. Action Items for Discussion & Approval**
 - A. Approval of Voucher Report December 1, 2022 to January 31, 2023 **2**

- VI. Reports**
 - A. Financial Report for December 2022 **3**
 - B. Housing Management Report for December 2022/January 2023 **4**

- VII. New Business**

- VIII. Adjournment**

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

Thursday, December 14, 2022

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Vice-Chair Reta Stephenson at 10:47a.m., on Thursday, December 14, 2022.

II. Roll Call

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

Absent: Commissioner Laurie Fellers (Chair)

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Executive Director/CEO

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Alfred Dulay, Accounting Manager
DATE: February 8, 2023
RE: Approval of Vouchers December 1, 2022 to January 31, 2023

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.

Alfred Dulay
Accounting Manager
February 8, 2023

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	21,045.49
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	21,045.49

Directly to Hillsview	30,500.10
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>30,500.10</u>

Total Expenditures	<u><u>51,545.59</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2022 TO 1/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temp Employees	10.50	ALMOND & ASSOCIATES	M AMOS 11/20/22	12/9/2022	343387
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	P AMOS 12/11/22	12/30/2022	343750
400100	Salaries-Temp Employees	14.69	ALMOND & ASSOCIATES	M AMOS 1/8/23	1/20/2023	344042
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 12/18/22	1/20/2023	344042
409003	Benefits-Uniforms	3.00	IMAGE SOURCE INC	WORK CLOTHES	1/27/2023	344253
409004	Benefits-Work Boots	54.00	WORKWORLD, WHISTLE WORKWEAR	JEFFREY SEVERSON	1/6/2023	343898
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	12/16/2022	343598
410000	Admin Supplies	9.26	CRYSTAL & SIERRA SPRINGS	WATER - HillsvieW-NOV SERVICE	12/23/2022	343659
410000	Admin Supplies	6.22	CRYSTAL & SIERRA SPRINGS	WATER-SEDRO, Dec	1/20/2023	344041
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	1/20/2023	344124
411101	Comp Equip-Software	12.92	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/9/2022	343389
411102	Comp Equip-Hardware Maintenance	1.12	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2022	343510
411102	Comp Equip-Hardware Maintenance	2.10	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2022	343510
411104	Comp Equip-Software as a Service Fees	1.24	US WELLNESS INC	MONTHLY DIGITAL MONITORING	12/2/2022	343356
411104	Comp Equip-Software as a Service Fees	10.20	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2022	343510
411104	Comp Equip-Software as a Service Fees	0.61	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/13/2023	343912
411104	Comp Equip-Software as a Service Fees	2.43	US WELLNESS INC	MONTHLY DIGITAL MONITORING	1/13/2023	343995
411104	Comp Equip-Software as a Service Fees	9.45	DUO SECURITY LLC	DUO MFA EDITION	1/13/2023	343996
411104	Comp Equip-Software as a Service Fees	3.50	AFFIRMA CONSULTING LLC	SHAREGATE RENEWAL LICENSE 2022-2023	1/20/2023	344144
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	CONTRACT 0667544-005	12/2/2022	343324
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST # 00904969	12/9/2022	343476
411901	Equip-Other-Leased/Rented	1.31	CANON FINANCIAL	CONTRACT 0667544-005	1/13/2023	343960
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	CONTRACT # 0667544-005	1/27/2023	344229
420000	Professional Services-Legal	24.53	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/16/2022	343502
420000	Professional Services-Legal	5.04	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/16/2022	343502
420000	Professional Services-Legal	21.79	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/20/2023	344025
420908	Professional Services-Comps	5.82	CERIUM NETWORKS INC	PROFESSIONAL SVCS	12/9/2022	343444
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS	12/16/2022	343574
420908	Professional Services-Comps	4.15	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	12/30/2022	343808
420908	Professional Services-Comps	3.69	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	12/30/2022	343808
420908	Professional Services-Comps	0.15	MRI SOFTWARE LLC	PORTS PROJECT	12/30/2022	343786
420908	Professional Services-Comps	1.32	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	1/13/2023	343955
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS	1/27/2023	344221
421902	Admin -Answering Service	4.70	ABS Comm, INC	MONTHLY BASE RATE	1/13/2023	343949
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	1/13/2023	343971
440011	Travel-Mileage Reimbursement	19.85	CANDACE WINFIELD	11/29/22 MILEAGE	12/9/2022	343495
440011	Travel-Mileage Reimbursement	17.70	PAMELA SOMERVILLE	4/22/22 MILEAGE	1/20/2023	344111
440011	Travel-Mileage Reimbursement	36.25	JEFF SEVERSON	11/11-4/2/22 MILEAGE	1/27/2023	344234
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	11/25-12/25/22 CHGS	12/9/2022	343406
450002	Comm-Phones Lines-Service-Digital Voice	0.40	INTRADO LIFE & SAFETY INC	MMRCEU 911 SVC	12/9/2022	343459
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/23-12/23/22 CHGS	12/9/2022	343406

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2022 TO 1/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	11/23-12/23/22 CHGS	12/9/2022	343406
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MINIMUM	1/13/2023	343980
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	1/25-1/25/23 CHGS	1/13/2023	343925
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/23-1/23/23 CHGS	1/13/2023	343925
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	12/23-1/23/23 CHGS	1/13/2023	343925
450100	Comm-Long Distance Charges	0.33	CENTURYLINK	MONTHLY CHGS	12/2/2022	343359
450100	Comm-Long Distance Charges	0.25	CENTURYLINK	MONTHLY CHGS	12/30/2022	343810
491000	Admin Exps-Criminal/Background Checks	6.05	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/9/2022	343402
491000	Admin Exps-Criminal/Background Checks	3.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/16/2022	343512
491000	Admin Exps-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/16/2022	343512
491000	Admin Exps-Criminal/Background Checks	0.14	DEPARTMENT OF LICENSING	ACCOUNT 463025	1/20/2023	344047
491000	Admin Exps-Criminal/Background Checks	14.44	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	7.96	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	16.36	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	11.30	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	9.05	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
493000	Other Admin Exp-Postage	11.57	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/30/2022	343744
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	12/30/2022	343806
493000	Other Admin Exp-Postage	11.46	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/6/2023	343840
493000	Other Admin Exp-Postage	11.53	MAIL ADVERTISING BUREAU INC	SEPT 2022 STATEMENTS	1/13/2023	343905
493000	Other Admin Exp-Postage	5.38	MAIL ADVERTISING BUREAU INC	BACK TO PHASE 0 RESIDENTS LETTER	1/13/2023	343905
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	1/27/2023	344264
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/30/2022	343744
493100	Other Admin Exp-Mail Handling	2.28	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/6/2023	343840
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	SEPT 2022 STATEMENTS	1/13/2023	343905
493100	Other Admin Exp-Mail Handling	8.21	MAIL ADVERTISING BUREAU INC	BACK TO PHASE 0 RESIDENTS LETTER	1/13/2023	343905
520104	Social Service -Interpretation	5.56	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/2/2022	343277
520104	Social Service -Interpretation	6.44	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/6/2023	343844
530104	Relocation Exps-Moveback Stipend	5.48	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/9/2022	343384
620003	Occ Exps-Maint -Electrical	258.00	VECA ELECTRIC & TECHNOLOGIES LLC	ELECTRICAL	1/6/2023	343876
620004	Occ Exps-Maint -Plumbing	1,107.50	HOLADAY-PARKS INC	PO# 85038	12/2/2022	343362
620011	Occ Exps-Maint -Fire/Safety	315.50	SMITH FIRE SYSTEMS INC	SVC CALL	1/13/2023	343994
620011	Occ Exps-Maint -Fire/Safety	688.94	SMITH FIRE SYSTEMS INC	WO# 50645 - FIRE EXT. MAINT.	1/27/2023	344267
620012	Occ Exps-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/16/2022	343590
620012	Occ Exps-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/16/2022	343590
620012	Occ Exps-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/16/2022	343590
620012	Occ Exps-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/13/2023	343973
620012	Occ Exps-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/13/2023	343973
620012	Occ Exps-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/13/2023	343973
620013	Occ Exps-Maint -Yard/Garden/Landscaping	2,095.00	SKAGIT LANDSCAPING LLC	BARK	12/30/2022	343809
620013	Occ Exps-Maint -Yard/Garden/Landscaping	2,521.25	SKAGIT LANDSCAPING LLC	YARD CARE	12/30/2022	343809
620013	Occ Exps-Maint -Yard/Garden/Landscaping	2,521.25	SKAGIT LANDSCAPING LLC	YARD CARE	1/13/2023	343997

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2022 TO 1/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620023	Occ Exps-Maint -Doors/Cabinets	429.00	FRANK LUMBER THE DOOR STORE	DOORS	12/16/2022	343508
660000	Occ Exps-Utilities-Water	141.75	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	180.40	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	168.84	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	128.87	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	110.40	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	136.37	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	123.39	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	136.37	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	162.35	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	136.37	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	181.82	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	201.29	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	214.28	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	79.15	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	115.98	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	103.11	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	103.11	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	99.01	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	283.47	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	180.40	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660000	Occ Exps-Utilities-Water	141.75	PUBLIC UTILITY DISTRICT #1	WATER	1/27/2023	344214
660100	Occ Exps-Utilities-Sewer	733.93	CITY OF SEDRO WOOLLEY	SEWER	12/16/2022	343566
660100	Occ Exps-Utilities-Sewer	435.60	CITY OF SEDRO WOOLLEY	SEWER	12/16/2022	343566
660100	Occ Exps-Utilities-Sewer	290.62	CITY OF SEDRO WOOLLEY	SEWER	12/16/2022	343566
660100	Occ Exps-Utilities-Sewer	290.62	CITY OF SEDRO WOOLLEY	SEWER	1/13/2023	343948
660100	Occ Exps-Utilities-Sewer	735.58	CITY OF SEDRO WOOLLEY	SEWER	1/13/2023	343948
660100	Occ Exps-Utilities-Sewer	438.24	CITY OF SEDRO WOOLLEY	SEWER	1/13/2023	343948
660200	Occ Exps-Utilities-Electricity	60.48	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/2/2022	343307
660200	Occ Exps-Utilities-Electricity	99.99	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/2/2022	343307
660200	Occ Exps-Utilities-Electricity	43.07	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/6/2023	343863
660200	Occ Exps-Utilities-Electricity	68.97	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/6/2023	343863
660200	Occ Exps-Utilities-Electricity	107.72	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/6/2023	343863
660200	Occ Exps-Utilities-Electricity	552.00	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/13/2023	343936
660300	Occ Exps-Utilities-Natural Gas	300.05	CASCADE NATURAL GAS CO	GAS	12/16/2022	343552
660300	Occ Exps-Utilities-Natural Gas	317.44	CASCADE NATURAL GAS CO	GAS	1/13/2023	343933
660500	Occ Exps-Utilities-Surface Water Mgmt	68.77	CITY OF SEDRO WOOLLEY	STORM	12/16/2022	343566
660500	Occ Exps-Utilities-Surface Water Mgmt	40.57	CITY OF SEDRO WOOLLEY	STORM	12/16/2022	343566
660500	Occ Exps-Utilities-Surface Water Mgmt	27.08	CITY OF SEDRO WOOLLEY	STORM	12/16/2022	343566
660500	Occ Exps-Utilities-Surface Water Mgmt	27.08	CITY OF SEDRO WOOLLEY	STORM	1/13/2023	343948
660500	Occ Exps-Utilities-Surface Water Mgmt	69.02	CITY OF SEDRO WOOLLEY	STORM	1/13/2023	343948
660500	Occ Exps-Utilities-Surface Water Mgmt	40.95	CITY OF SEDRO WOOLLEY	STORM	1/13/2023	343948

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2022 TO 1/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occ Exps-Utilities-Garbage	718.12	CITY OF SEDRO WOOLLEY	GARBAGE	12/16/2022	343566
660700	Occ Exps-Utilities-Garbage	299.96	CITY OF SEDRO WOOLLEY	GARBAGE	12/16/2022	343566
660700	Occ Exps-Utilities-Garbage	201.40	CITY OF SEDRO WOOLLEY	GARBAGE	12/16/2022	343566
660700	Occ Exps-Utilities-Garbage	374.29	CITY OF SEDRO WOOLLEY	GARBAGE	1/13/2023	343948
660700	Occ Exps-Utilities-Garbage	4.83	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	1/13/2023	343909
660700	Occ Exps-Utilities-Garbage	201.40	CITY OF SEDRO WOOLLEY	GARBAGE	1/13/2023	343948
660700	Occ Exps-Utilities-Garbage	764.86	CITY OF SEDRO WOOLLEY	GARBAGE	1/13/2023	343948
	SUBTOTAL CEDAR GROVE	21,045.49				
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	21,045.49				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temp Employees	31.32	ALMOND & ASSOCIATES	M AMOS 11/20/22	12/9/2022	343387
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	P AMOS 12/11/22	12/30/2022	343750
400100	Salaries-Temp Employees	43.85	ALMOND & ASSOCIATES	M AMOS 1/8/23	1/20/2023	344042
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 12/18/22	1/20/2023	344042
409003	Benefits-Uniforms	158.00	IMAGE SOURCE INC	WORK CLOTHES	1/27/2023	344253
409003	Benefits-Uniforms	9.00	IMAGE SOURCE INC	WORK CLOTHES	1/27/2023	344253
409004	Benefits-Work Boots	161.98	WORKWORLD, WHISTLE WORKWEAR	JEFFREY SEVERSON	1/6/2023	343898
410000	Admin Supplies	0.34	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	12/16/2022	343598
410000	Admin Supplies	27.77	CRYSTAL & SIERRA SPRINGS	WATER - HillsvieW-NOV SERVICE	12/23/2022	343659
410000	Admin Supplies	18.66	CRYSTAL & SIERRA SPRINGS	WATER-SEDRO, Dec	1/20/2023	344041
410000	Admin Supplies	0.33	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	1/20/2023	344124
411101	Comp Equip-Software	38.56	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/9/2022	343389
411102	Comp Equip-Hardware Maintenance	3.36	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2022	343510
411102	Comp Equip-Hardware Maintenance	6.30	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2022	343510
411104	Comp Equip-Software as a Service Fees	3.73	US WELLNESS INC	MONTHLY DIGITAL MONITORING	12/2/2022	343356
411104	Comp Equip-Software as a Service Fees	30.60	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2022	343510
411104	Comp Equip-Software as a Service Fees	1.84	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/13/2023	343912
411104	Comp Equip-Software as a Service Fees	7.30	US WELLNESS INC	MONTHLY DIGITAL MONITORING	1/13/2023	343995
411104	Comp Equip-Software as a Service Fees	28.35	DUO SECURITY LLC	DUO MFA EDITION	1/13/2023	343996
411104	Comp Equip-Software as a Service Fees	10.49	AFFIRMA CONSULTING LLC	SHAREGATE RENEWAL LICENSE 2022-2023	1/20/2023	344144
411901	Equip-Other-Leased/Rented	3.96	CANON FINANCIAL	CONTRACT 0667544-005	12/2/2022	343324
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST # 00904969	12/9/2022	343476
411901	Equip-Other-Leased/Rented	3.92	CANON FINANCIAL	CONTRACT 0667544-005	1/13/2023	343960
411901	Equip-Other-Leased/Rented	3.96	CANON FINANCIAL	CONTRACT # 0667544-005	1/27/2023	344229
420000	Professional Services-Legal	73.20	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/16/2022	343502
420000	Professional Services-Legal	15.03	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/16/2022	343502
420000	Professional Services-Legal	65.03	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/20/2023	344025

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2022 TO 1/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Comps	17.47	CERIUM NETWORKS INC	PROFESSIONAL SVCS	12/9/2022	343444
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	MANAGED SVCS	12/16/2022	343574
420908	Professional Services-Comps	12.44	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	12/30/2022	343808
420908	Professional Services-Comps	11.08	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	12/30/2022	343808
420908	Professional Services-Comps	0.46	MRI SOFTWARE LLC	PORTS PROJECT	12/30/2022	343786
420908	Professional Services-Comps	3.96	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	1/13/2023	343955
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	MANAGED SVCS	1/27/2023	344221
421902	Admin -Answering Service	14.11	ABS Comm, INC	MONTHLY BASE RATE	1/13/2023	343949
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	1/13/2023	343971
440011	Travel-Mileage Reimbursement	59.53	CANDACE WINFIELD	11/29/22 MILEAGE	12/9/2022	343495
440011	Travel-Mileage Reimbursement	53.08	PAMELA SOMERVILLE	4/22/22 MILEAGE	1/20/2023	344111
440011	Travel-Mileage Reimbursement	108.75	JEFF SEVERSON	11/11-4/2/22 MILEAGE	1/27/2023	344234
450002	Comm-Phones Lines-Service-Digital Voice	0.75	CENTURYLINK	11/25-12/25/22 CHGS	12/9/2022	343406
450002	Comm-Phones Lines-Service-Digital Voice	1.21	INTRADO LIFE & SAFETY INC	MMRCEU 911 SVC	12/9/2022	343459
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	11/23-12/23/22 CHGS	12/9/2022	343406
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	11/23-12/23/22 CHGS	12/9/2022	343406
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MINIMUM	1/13/2023	343980
450002	Comm-Phones Lines-Service-Digital Voice	0.75	CENTURYLINK	1/25-1/25/23 CHGS	1/13/2023	343925
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	12/23-1/23/23 CHGS	1/13/2023	343925
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	12/23-1/23/23 CHGS	1/13/2023	343925
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	DEC 2022 CHGS	1/20/2023	344105
450100	Comm-Long Distance Charges	0.98	CENTURYLINK	MONTHLY CHGS	12/2/2022	343359
450100	Comm-Long Distance Charges	0.76	CENTURYLINK	MONTHLY CHGS	12/30/2022	343810
491000	Admin Exps-Criminal/Background Checks	18.15	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/9/2022	343402
491000	Admin Exps-Criminal/Background Checks	9.94	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/16/2022	343512
491000	Admin Exps-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/16/2022	343512
491000	Admin Exps-Criminal/Background Checks	0.42	DEPARTMENT OF LICENSING	ACCOUNT 463025	1/20/2023	344047
491000	Admin Exps-Criminal/Background Checks	43.32	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	49.07	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	23.88	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	33.90	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
491000	Admin Exps-Criminal/Background Checks	27.15	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/27/2023	344182
493000	Other Admin Exp-Postage	34.70	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/30/2022	343744
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	12/30/2022	343806
493000	Other Admin Exp-Postage	34.37	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/6/2023	343840
493000	Other Admin Exp-Postage	34.59	MAIL ADVERTISING BUREAU INC	SEPT 2022 STATEMENTS	1/13/2023	343905
493000	Other Admin Exp-Postage	16.15	MAIL ADVERTISING BUREAU INC	BACK TO PHASE 0 RESIDENTS LETTER	1/13/2023	343905
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE	1/27/2023	344264
493100	Other Admin Exp-Mail Handling	6.91	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	12/30/2022	343744
493100	Other Admin Exp-Mail Handling	6.84	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	1/6/2023	343840
493100	Other Admin Exp-Mail Handling	6.89	MAIL ADVERTISING BUREAU INC	SEPT 2022 STATEMENTS	1/13/2023	343905
493100	Other Admin Exp-Mail Handling	24.62	MAIL ADVERTISING BUREAU INC	BACK TO PHASE 0 RESIDENTS LETTER	1/13/2023	343905

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2022 TO 1/31/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service -Interpretation	16.67	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/2/2022	343277
520104	Social Service -Interpretation	19.33	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/6/2023	343844
530104	Relocation Exps-Moveback Stipend	16.43	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/9/2022	343384
610003	Occ Exps-Materials-Carpentry	881.40	DDN INTERIOR SUPPLY INC	COUNTER TOPS	12/9/2022	343462
610003	Occ Exps-Materials-Carpentry	2,494.05	THE HOME DEPOT	MAINT SUPPLIES	12/16/2022	343504
620006	Occ Exps-Maint -Floor Covering	3,472.00	345 CONSTRUCTION AND FLOORING CO.	VINYL INSTALLATION - HILLSVIEW OFFICE	1/13/2023	344009
620009	Occ Exps-Maint -Painting	50.00	345 CONSTRUCTION AND FLOORING CO.	VINYL INSTALLATION - HILLSVIEW OFFICE	1/13/2023	344009
620011	Occ Exps-Maint -Fire/Safety	2,885.68	SMITH FIRE SYSTEMS INC	SVC CALL	12/9/2022	343477
620012	Occ Exps-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL - MONTHLY MAINTENANCE	12/9/2022	343452
620012	Occ Exps-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/16/2022	343590
620012	Occ Exps-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/13/2023	343973
620013	Occ Exps-Maint -Yard/Garden/Landscaping	1,163.75	SKAGIT LANDSCAPING LLC	YARD CARE	12/30/2022	343809
620013	Occ Exps-Maint -Yard/Garden/Landscaping	1,163.75	SKAGIT LANDSCAPING LLC	YARD CARE	1/13/2023	343997
660000	Occ Exps-Utilities-Water	2,222.88	PUBLIC UTILITY DISTRICT #1	WATER	1/20/2023	344093
660100	Occ Exps-Utilities-Sewer	4,289.15	CITY OF SEDRO WOOLLEY	SEWER	12/16/2022	343566
660100	Occ Exps-Utilities-Sewer	4,289.15	CITY OF SEDRO WOOLLEY	SEWER	1/13/2023	343948
660200	Occ Exps-Utilities-Electricity	913.02	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/2/2022	343307
660200	Occ Exps-Utilities-Electricity	1,394.09	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/6/2023	343863
660500	Occ Exps-Utilities-Surface Water Mgmt	395.81	CITY OF SEDRO WOOLLEY	STORM	12/16/2022	343566
660500	Occ Exps-Utilities-Surface Water Mgmt	395.81	CITY OF SEDRO WOOLLEY	STORM	1/13/2023	343948
660700	Occ Exps-Utilities-Garbage	1,227.67	CITY OF SEDRO WOOLLEY	GARBAGE	12/16/2022	343566
660700	Occ Exps-Utilities-Garbage	1,227.67	CITY OF SEDRO WOOLLEY	GARBAGE	1/13/2023	343948
660700	Occ Exps-Utilities-Garbage	14.47	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	1/13/2023	343909
	SUBTOTAL HILLSVIEW	30,500.10				
	VOIDS	-				
	TOTAL HILLSVIEW	30,500.10				
	TOTAL SEDRO WOOLLEY	51,545.59				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Tesh Assefa, Financial Reporting Manager
DATE: January 31, 2023
RE: December 2022 Financial Report

Attached for your review is the unaudited financial report for December 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

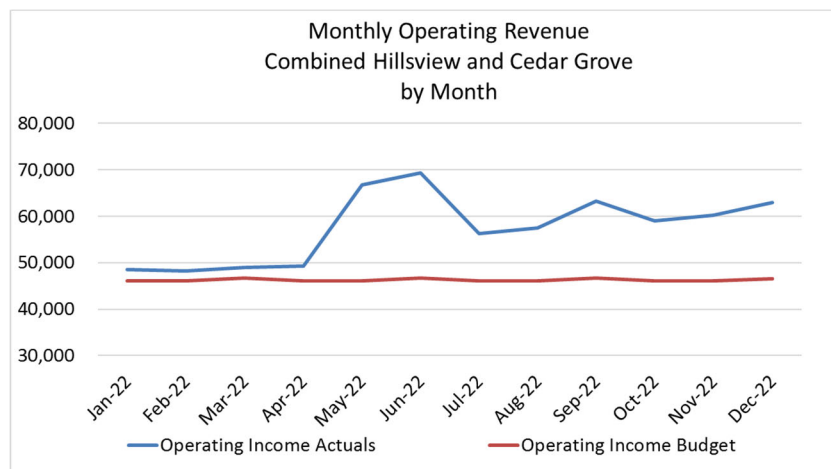
Year-to-date operating income is 23.6% over budget and operating expenses are 24.7% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$39,799	18.0%	●	Salaries and Benefits	(\$20,651)	-11.3%	●
Federal Operating Support	90,084	27.1%	●	Administrative Expenses	(\$3,858)	-3.3%	●
Other Revenue	1,119	56.0%	●	Maintenance Expenses, Utilities, Taxes	(\$112,094)	-44.1%	●
				Other Programmatic Expenses	\$234	46.7%	●
Total Operating Income	\$131,002	23.6%	●	Total Operating Expenses	(136,370)	-24.7%	●

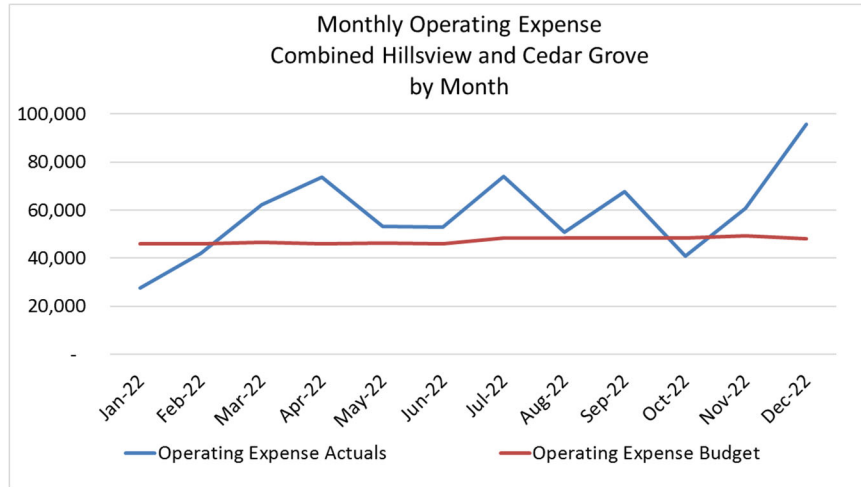
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$685,906 exceeded budget expectations by \$131,002 or 23.6%. 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 104.93%. An increase in tenant revenue also contributed to this variance.



Year-to-date operating expenses in the amount of \$689,535 were over budget by 24.7%. 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. The chart below illustrates the various spikes attributable to these expenses.

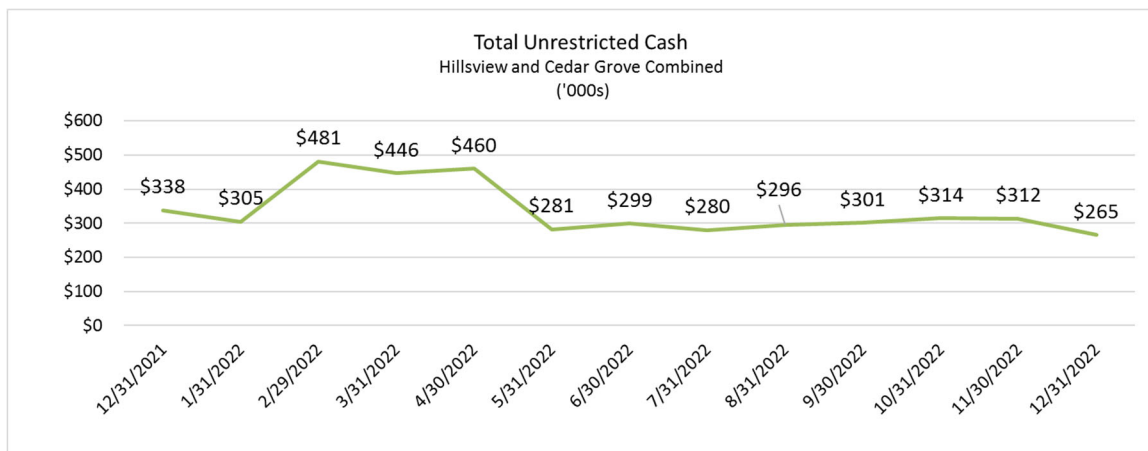


CAPITAL ACTIVITY

Capital project expenditures were under budget by 56.3% due to lower than projected expenses related to unit upgrades. Three unit upgrades were budgeted during 2022. However, no unit upgrades were completed 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 that was budgeted to be completed during 2021 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 \$73,038 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 December 31, 2022

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$90,742	\$174,053	\$264,795
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,900	5,400	9,300
Total Cash	<u>94,642</u>	<u>179,453</u>	<u>274,095</u>
Current Assets	4,102	10,721	14,823
Long-term Assets	722,666	1,122,171	1,844,837
Total Other Assets	<u>726,768</u>	<u>1,132,893</u>	<u>1,859,660</u>
Total Assets	<u><u>821,410</u></u>	<u><u>1,312,345</u></u>	<u><u>2,133,755</u></u>
Current Liabilities	19,671	24,747	44,418
Long-Term Liabilities	-	-	-
Total Liabilities	<u>19,671</u>	<u>24,747</u>	<u>44,418</u>
Equity	801,739	1,287,598	2,089,337
Total Liabilities and Equity	<u><u>\$821,410</u></u>	<u><u>\$1,312,345</u></u>	<u><u>\$2,133,755</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended December 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				
Total Beginning Resources	\$346,883				
Tenant Revenue	\$260,519	\$220,720	\$39,799	18.0%	(1)
Operating Subsidy from HUD-PH	422,268	332,183	90,084	27.1%	(2)
Other Operating Income	3,119	2,000	1,119	56.0%	
Total Operating Income	685,906	554,903	131,002	23.6%	
Salaries	(148,377)	(126,524)	(21,852)	(17.3%)	(3)
Benefits	(55,419)	(56,621)	1,202	2.1%	
Occupancy Expenses	(366,216)	(254,122)	(112,094)	(44.1%)	(4)
Other Social Service Expenses	(266)	(500)	234	46.7%	
Administrative Expenses	(119,257)	(115,399)	(3,858)	(3.3%)	
Total Operating Expenses	(689,535)	(553,165)	(136,370)	(24.7%)	
Operating Cash Flow	(3,629)	1,738	(5,368)	(308.8%)	
Non-Operating Income	46,241	128,126	(81,885)	(63.9%)	(5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(55,706)	(127,351)	71,645	56.3%	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(250)	-	(250)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(59,693)	-	(59,693)	n/a	(6)
Non Operating Net Sources (Uses) of Cash	(69,409)	775	(70,184)	(9,055.1%)	
Net Change in Unrestricted Cash	(73,038)	\$2,513	(\$75,552)	(3,006.0%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$264,795				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,300				
Total Ending Resources	\$274,095				

- 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 2022 prorate was 104.93% 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 at Cedar Grove. Floor covering expense of \$16K, unexpected water mitigation expenses totaling \$23k, and higher than planned elevator maintenance costs totaling \$16K at Hillsview.
- 5) Three unit upgrades were budgeted for 2022, but no projects were completed as unit upgrades depend on availability. This variance was 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 December 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				
Total Beginning Resources	\$188,499				
Tenant Revenue	\$72,132	\$43,650	\$28,482	65.3%	(1)
Operating Subsidy from HUD-PH	143,804	121,548	22,256	18.3%	(2)
Other Operating Income	805	250	555	222.0%	
Total Operating Income	216,741	165,448	51,293	31.0%	
Salaries	(37,986)	(31,630)	(6,356)	(20.1%)	(3)
Benefits	(14,139)	(16,370)	2,231	13.6%	
Occupancy Expenses	(149,673)	(106,668)	(43,005)	(40.3%)	(4)
Other Social Service Expenses	(67)	(50)	(17)	(33.2%)	
Administrative Expenses	(29,105)	(27,948)	(1,157)	(4.1%)	
Total Operating Expenses	(230,969)	(182,666)	(48,303)	(26.4%)	
Operating Cash Flow	(14,228)	(17,218)	2,990	17.4%	
Non-Operating Income	41,559	84,210	(42,651)	(50.6%)	(5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(40,228)	(83,996)	43,768	52.1%	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(300)	-	(300)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(80,960)	-	(80,960)	n/a	(6)
Non Operating Net Sources (Uses) of Cash	(79,929)	214	(80,143)	(37,442.9%)	
Net Change in Unrestricted Cash	(\$94,157)	(\$17,004)	(\$77,153)	(453.7%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$90,742				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,900				
Total Ending Resources	\$94,642				

- 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 2022 prorate was 104.93% 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 for 2022 but none were completed 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 December 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				
Total Beginning Resources	\$158,384				
Tenant Revenue	\$188,387	\$177,070	\$11,317	6.4%	
Operating Subsidy from HUD-PH	278,464	210,636	67,828	32.2%	(1)
Other Operating Income	2,314	1,750	564	32.2%	
Total Operating Income	469,165	389,456	79,709	20.5%	
Salaries	(110,391)	(94,894)	(15,496)	(16.3%)	(2)
Benefits	(41,281)	(40,251)	(1,030)	(2.6%)	
Occupancy Expenses	(216,543)	(147,454)	(69,089)	(46.9%)	(3)
Other Social Service Expenses	(200)	(450)	250	55.6%	
Administrative Expenses	(90,152)	(87,450)	(2,701)	(3.1%)	
Total Operating Expenses	(458,566)	(370,499)	(88,067)	(23.8%)	
Operating Cash Flow	10,599	18,957	(8,358)	(44.1%)	
Non-Operating Income	4,682	43,916	(39,234)	(89.3%)	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(15,479)	(43,355)	27,876	64.3%	(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)	21,267	-	21,267	n/a	(5)
Non Operating Net Sources (Uses) of Cash	10,520	561	9,959	1,775.0%	
Net Change in Unrestricted Cash	\$21,119	\$19,518	\$1,601	8.2%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$174,053				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,400				
Total Ending Resources	\$179,453				

- 1) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The 2022 prorated was 104.93 % 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 \$23K, floor covering expense of \$16K and higher than planned elevator maintenance costs totaling \$16K.
- 4) One unit upgrade was budgeted for 2022, but none were completed as unit upgrades depend 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

December 2022 - January 2023

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 0 days.

- Hillsview
 - Unit 113 On Notice
- Cedar Grove
 - Nothing to Report

Current Applications of Wait List as of January 30, 2023

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	114	96	52	166

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	167	24	191
3 Bedrooms	46	9	55
4 Bedrooms	5	0	5
Total	218	33	251

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	60	50	2	0	1	113
Cedar Grove I	7	12	1	0	0	20
Cedar Grove II	4	7	0	0	0	11
Cedar Grove III	5	7	0	0	0	12
Cedar Grove (all sites)	16	26	1	0	0	43
Total	76	76	3	0	1	156

Resident Functions

Nothing planned

Staffing

Previous Meeting Concerns

- None

Resident Issues

- None

Building Issues

- Backflow at Hillsview must be replaced per PUD. We have a bid to get this work completed for around \$10k
- REAC was recently performed at both Hillsview (Score: 94) and Cedar Grove (Score: 72).