

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 15, 2024 @ 10:45am

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 15, 2024 – 10:45am

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

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| I. Call to Order | |
| II. Roll Call | |
| III. Public Comment | |
| IV. Approval of Minutes | 1 |
| A. December 21, 2023 | |
| B. January 11, 2024 | |
| C. January 26, 2024 – Executive Session Only | |
| D. January 29, 2024 | |
| V. Action Items for Discussion & Approval | |
| A. Approval of Voucher Report December 1, 2023 to January 31, 2024 | 2 |
| B. Resolution No. 495 – Approval of the Inventory Policy | 3 |
| <i>Correcting the Resolution No. ONLY</i> | |
| <i>This was approved as Resolution 491 in December, but Resolution 491 was already approved in October as Authorizing Restated and Amended By-Laws of the Authority. Need a new approval of this Resolution as No. 495.</i> | |
| C. Resolution No. 496 - Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2024 | 4 |
| <i>Correcting the Resolution No. ONLY</i> | |
| <i>This was approved as Resolution 492 in December, but Resolution 492 was already approved in October as Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP). Need a new approval of this Resolution as No. 496.</i> | |
| D. Resolution No. 497 – Authorizing Changes to the Public Housing Utility Allowance schedule for Tenant-Paid Utilities | 5 |
| E. Resolution No. 498 - Cost Allocation Plan | 6 |

VI. Reports

- A. Financial Report for December 2023 7
- B. Housing Management Report for December 2023 - February 2024 8

VII. New Business

VIII. Executive Session

- A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.
(RCW 42.30.110 (2)(a)(iii))

IX. Adjournment

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

Thursday, December 21, 2023

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:01 a.m., on Thursday, December 21, 2023.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Dona Cowan, Commissioner Katherine Olson

III. Public Comment

No public comment.

IV. Executive Session

A. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1) i))

10:03am – Board meeting was suspended.

10:57am – Board meeting was re-convened.

V. Approval of Minutes

A. October 19, 2023 - 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 October 19, 2023.

VI. Action Items for Discussion & Approval

A. Approval of Voucher Report October 1, 2023 to November 30, 2023

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Katherine Olson; the board unanimously approved the Voucher Report for October 1, 2023 to November 30, 2023.

B. Resolution No. 490 – Approval of the SWHA Procurement Policy

TABLED

Reta Stephenson moved to table Resolution 490 until the next meeting, seconded by Katherine Olson; the board unanimously approved to table Resolution 490.

C. Resolution No. 495 – approval of the Inventory Policy

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer

Commissioner Dona Cowan moved, seconded by Katherine Olson; the board unanimously approved Resolution No. 495.

D. Resolution No. 496 – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2024

Wendy Teh, Manager of Financial Planning and Reporting

Commissioner Reta Stephenson moved, seconded by Commissioner Katherine Olson; the board unanimously approved Resolution No. 496.

VII. Reports

A. Financial Report for October 2023

Sean Lay, Senior Accountant briefly explained the Voucher Report.

B. Housing Management Report for October/November 2023

Candace Winfield, Senior Property Manager handed out an update of the report and gave details.

VIII. New Business

Luca Caci, Assistant Property Manager was introduced.

The Commissioners are having a lunch for the Residents today at noon.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:15 a.m.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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

Thursday, January 11, 2024

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 3:02 a.m., on Thursday, January 11, 2024.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Action Items for Discussion & Approval

A. Resolution No. 490 - Approval of the SWHA Procurement Policy

Commissioner Reta Stephenson moved for approval, seconded by Commissioner Dona Cowan; the Board unanimously approved Resolution 490.

V. Executive Session

A. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1) i))

3:05pm – Board meeting was suspended.

3:45pm – Board meeting was re-convened.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:15 a.m.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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

Friday, January 26, 2024

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 3:00 p.m., on Thursday, January 26, 2024.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Executive Session

A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110 (2) (a)(iii)).

3:00pm – Board meeting was suspended.

3:45pm – Board meeting was re-convened.

V. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 4:00 p.m.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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

Monday, January 29, 2024

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 2:00 p.m., on Thursday, January 29, 2024.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Executive Session

A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110 (2) (a)(iii)).

2:03pm – Board meeting was suspended.

2:45pm – Board meeting was re-convened.

V. Reports

A. Discuss HUD Review

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer and Robin Walls, President/CEO, gave an update of the HUD Review.

VI. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 3:45 p.m.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Alfred Dulay, Accounting Manager
DATE: February 6, 2024
RE: Approval of Vouchers December 1, 2023 to January 31, 2024

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 6, 2024

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	28,403.75
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	28,403.75

Directly to Hillsview	45,929.79
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>45,929.79</u>

Total Expenditures	<u><u>74,333.54</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temp Employees	16.79	ALMOND & ASSOCIATES	M AMOS-11/30/2023	12/8/2023	349056
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 12/10/23	12/15/2023	349147
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 12/17/23	12/29/2023	349444
400100	Salaries-Temp Employees	6.91	BEACON HILL STAFFING GROUP LLC	M AMOS 12/30/23	1/5/2024	349580
400100	Salaries-Temp Employees	11.52	BEACON HILL STAFFING GROUP LLC	M PERRY AMOS 1/6/24	1/12/2024	349710
400100	Salaries-Temp Employees	6.91	BEACON HILL STAFFING GROUP LLC	M AMOS 1/13/24	1/19/2024	349852
400100	Salaries-Temp Employees	9.22	BEACON HILL STAFFING GROUP LLC	M AMOS 1/20/24	1/26/2024	349966
409003	Benefits-Uniforms	48.00	IMAGE SOURCE INC	WORK CLOTHES	1/19/2024	349839
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	12/15/2023	349241
410000	Admin Supplies	6.44	CRYSTAL & SIERRA SPRINGS	water - BALLINGER	1/12/2024	349616
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	1/12/2024	349685
410000	Admin Supplies	10.94	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	1/26/2024	349897
411100	Comp Equip-Hardware	16.96	DELL MARKETING LP	COMPUTER SUPPLIES	12/1/2023	348951
411100	Comp Equip-Hardware	9.71	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/8/2023	349057
411104	Comp Equip-Software as a Service Fees	2.07	DOCU SIGN INC	ESIGNATURE DOCUSIGN	12/15/2023	349248
411104	Comp Equip-Software as a Service Fees	1.32	RIGHT! SYSTEMS INC	HUNTRESS LABS	12/29/2023	349470
411104	Comp Equip-Software as a Service Fees	69.30	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/5/2024	349514
411104	Comp Equip-Software as a Service Fees	11.34	DUO SECURITY LLC	DUO MFA EDITION	1/5/2024	349578
411104	Comp Equip-Software as a Service Fees	0.01	CDW/COMPUTER CENTERS INC	iLAND BCKP JULY 2023	1/26/2024	349898
411901	Equip-Other-Leased/Rented	1.28	CANON FINANCIAL	CONTRACT 0667544-005	12/1/2023	348998
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST NUMBER 00904969	12/15/2023	349260
411901	Equip-Other-Leased/Rented	1.26	CANON FINANCIAL	CONTRACT 0667544-005	12/29/2023	349469
420000	Professional Services-Legal	6.70	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	24.21	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	(0.09)	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	0.03	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	6.42	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	2.24	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	2.40	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	0.02	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	4.48	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/19/2024	349740
420000	Professional Services-Legal	0.03	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/19/2024	349740
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS 11/30-12/30/23	12/1/2023	348992
420908	Professional Services-Comps	0.09	MARTIN S COX	SHAREPOINT AND POWER PLATFORM SUPPORT	12/15/2023	349291
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 12/31/23-1/30/2024	12/15/2023	349206
420908	Professional Services-Comps	(1.90)	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 12/31/23-1/30/2024	12/15/2023	349206
420908	Professional Services-Comps	3.42	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/29/2023	349445
420908	Professional Services-Comps	0.48	MARTIN S COX	SHAREPOINT AND POWER PLATFORM SUPPORT	1/5/2024	349597
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	12/15/2023	349229
421904	Admin - Cloud Recovery Services	13.74	NET2VAULT LLC	MANAGED VAULTING	1/12/2024	349678
440011	Travel-Mileage Reimbursement	40.09	CANDACE WINFIELD	10/19-11/15/23 MILEAGE	12/1/2023	349031

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440011	Travel-Mileage Reimbursement	40.09	CANDACE WINFIELD	12/7-21/23 MILEAGE	1/19/2024	349863
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	EN911 SVC MRC FEE COVERAGE OCT 2023	12/15/2023	349240
450002	Comm-Phones Lines-Service-Digital Voice	0.27	CENTURYLINK	11/23-12/23/23 CHGS	12/15/2023	349164
450002	Comm-Phones Lines-Service-Digital Voice	0.27	CENTURYLINK	11/23-12/23/23 CHGS	12/15/2023	349164
450002	Comm-Phones Lines-Service-Digital Voice	0.40	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE	12/29/2023	349477
450002	Comm-Phones Lines-Service-Digital Voice	0.06	CENTURYLINK	12/23/23-1/23/24 CHGS	1/12/2024	349633
450003	Comm-Phones Lines-Security	0.06	CENTURYLINK	12/23/23-1/23/24 CHGS	1/12/2024	349633
450100	Comm-Long Distance Charges	0.24	CENTURYLINK	10/12-11/11/23 MONTHLY CHGS	12/15/2023	349267
450100	Comm-Long Distance Charges	0.18	CENTURYLINK	MONTHLY CHGS	12/29/2023	349486
452000	Comm-Advertising	35.63	SKAGIT VALLEY PUBLISHING	LEGAL/PUBLIC NOTICE	12/22/2023	349324
491000	Admin Exp-Criminal/Background Checks	3.79	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	12/15/2023	349159
491000	Admin Exp-Criminal/Background Checks	9.59	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/22/2023	349332
491000	Admin Exp-Criminal/Background Checks	6.06	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/22/2023	349332
491000	Admin Exp-Criminal/Background Checks	7.51	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/22/2023	349332
491000	Admin Exp-Criminal/Background Checks	4.88	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/5/2024	349523
491000	Admin Exp-Criminal/Background Checks	14.01	WASHINGTON STATE PATROL	BACKGROUND CHECK DEC 2023	1/12/2024	349618
493000	Other Admin Exp-Postage	12.78	MAIL ADVERTISING BUREAU INC	DECEMBER 2023 STATEMENTS	12/15/2023	349138
493000	Other Admin Exp-Postage	6.62	QUADIANT FINANCE USA INC	ACCT 7900 0440 8081 6949	12/22/2023	349406
493000	Other Admin Exp-Postage	12.75	MAIL ADVERTISING BUREAU INC	JANUARY 2024 STATEMENTS	1/5/2024	349506
493000	Other Admin Exp-Postage	6.62	QUADIANT FINANCE USA INC	ACCT 7900 0440 8081 6949	1/26/2024	349962
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	DECEMBER 2023 STATEMENTS	12/15/2023	349138
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	JANUARY 2024 STATEMENTS	1/5/2024	349506
520104	Social Service -Interpretation	23.82	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/22/2023	349325
520104	Social Service -Interpretation	2.86	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/12/2024	349613
610003	Occ Exp-Materials-Carpentry	597.91	THE HOME DEPOT	PRO VOL HIMACS F&D	12/22/2023	349320
610003	Occ Exp-Materials-Carpentry	294.61	THE HOME DEPOT	MAINT SUPPLIES	1/5/2024	349508
610017	Occ Exp-Materials-Janitorial	3.75	KING KLEANING INC	CARPET CLEANING	1/19/2024	349761
620006	Occ Exp-Maint -Floor Covering	8,756.25	345 CONSTRUCTION AND FLOORING CO.	CARPET/LVT INSTALL - UNIT 628	1/19/2024	349862
620006	Occ Exp-Maint -Floor Covering	77.24	345 CONSTRUCTION AND FLOORING CO.	CARPET INSTALL - UNIT 154-0012	1/26/2024	349971
620009	Occ Exp-Maint -Painting	65.00	345 CONSTRUCTION AND FLOORING CO.	CARPET/LVT INSTALL - UNIT 628	1/19/2024	349862
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	MAINTENANCE	12/8/2023	349096
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/5/2024	349558

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/5/2024	349558
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/5/2024	349558
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/12/2024	349679
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,497.00	SKAGIT LANDSCAPING LLC	LANDSCAPING - OCT-23	1/12/2024	349709
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	WEEKLY YARD CARE	1/19/2024	349851
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	YARD CARE	1/19/2024	349851
660000	Occ Exp-Utilities-Water	148.88	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	142.11	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	196.24	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	108.28	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	142.11	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	82.45	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	148.88	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	99.67	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	236.84	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	82.45	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660000	Occ Exp-Utilities-Water	211.42	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	91.78	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	225.05	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	177.32	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	83.10	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	170.50	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	184.14	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	170.50	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	115.95	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	150.04	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660000	Occ Exp-Utilities-Water	115.95	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2024	349928
660100	Occ Exp-Utilities-Sewer	759.41	CITY OF SEDRO WOOLLEY	SEWER	12/15/2023	349196
660100	Occ Exp-Utilities-Sewer	302.88	CITY OF SEDRO WOOLLEY	SEWER	12/15/2023	349196
660100	Occ Exp-Utilities-Sewer	454.31	CITY OF SEDRO WOOLLEY	SEWER	12/15/2023	349196
660100	Occ Exp-Utilities-Sewer	763.33	CITY OF SEDRO WOOLLEY	SEWER	1/12/2024	349657
660100	Occ Exp-Utilities-Sewer	453.74	CITY OF SEDRO WOOLLEY	SEWER	1/12/2024	349657
660100	Occ Exp-Utilities-Sewer	302.88	CITY OF SEDRO WOOLLEY	SEWER	1/12/2024	349657
660200	Occ Exp-Utilities-Electricity	19.89	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/1/2023	348980
660200	Occ Exp-Utilities-Electricity	103.22	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/1/2023	348980
660200	Occ Exp-Utilities-Electricity	66.67	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/1/2023	348980
660200	Occ Exp-Utilities-Electricity	54.02	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/1/2023	348980
660200	Occ Exp-Utilities-Electricity	82.71	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/5/2024	349541
660200	Occ Exp-Utilities-Electricity	21.83	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/5/2024	349541
660200	Occ Exp-Utilities-Electricity	19.78	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/5/2024	349541
660200	Occ Exp-Utilities-Electricity	119.59	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/5/2024	349541
660300	Occ Exp-Utilities-Natural Gas	239.78	CASCADE NATURAL GAS CO	GAS	12/8/2023	349071

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660300	Occ Exp-Utilities-Natural Gas	238.46	CASCADE NATURAL GAS CO	GAS	1/12/2024	349642
660301	Occ Exp-Utilities-Natural Gas-Closing Bill	34.69	CASCADE NATURAL GAS CO	GAS	12/15/2023	349184
660301	Occ Exp-Utilities-Natural Gas-Closing Bill	71.06	CASCADE NATURAL GAS CO	GAS	1/19/2024	349790
660500	Occ Exp-Utilities-Surface Water Mgmt	71.02	CITY OF SEDRO WOOLLEY	STORM	12/15/2023	349196
660500	Occ Exp-Utilities-Surface Water Mgmt	42.42	CITY OF SEDRO WOOLLEY	STORM	12/15/2023	349196
660500	Occ Exp-Utilities-Surface Water Mgmt	28.28	CITY OF SEDRO WOOLLEY	STORM	12/15/2023	349196
660500	Occ Exp-Utilities-Surface Water Mgmt	42.33	CITY OF SEDRO WOOLLEY	STORM	1/12/2024	349657
660500	Occ Exp-Utilities-Surface Water Mgmt	28.28	CITY OF SEDRO WOOLLEY	STORM	1/12/2024	349657
660500	Occ Exp-Utilities-Surface Water Mgmt	71.60	CITY OF SEDRO WOOLLEY	STORM	1/12/2024	349657
660700	Occ Exp-Utilities-Garbage	615.13	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2023	349196
660700	Occ Exp-Utilities-Garbage	336.75	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2023	349196
660700	Occ Exp-Utilities-Garbage	215.57	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2023	349196
660700	Occ Exp-Utilities-Garbage	320.83	CITY OF SEDRO WOOLLEY	GARBAGE	1/12/2024	349657
660700	Occ Exp-Utilities-Garbage	215.57	CITY OF SEDRO WOOLLEY	GARBAGE	1/12/2024	349657
660700	Occ Exp-Utilities-Garbage	725.57	CITY OF SEDRO WOOLLEY	GARBAGE	1/12/2024	349657
	SUBTOTAL CEDAR GROVE	28,403.75				
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	28,403.75				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temp Employees	50.12	ALMOND & ASSOCIATES	M AMOS-11/30/2023	12/8/2023	349056
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 12/10/23	12/15/2023	349147
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 12/17/23	12/29/2023	349444
400100	Salaries-Temp Employees	20.63	BEACON HILL STAFFING GROUP LLC	M AMOS 12/30/23	1/5/2024	349580
400100	Salaries-Temp Employees	34.38	BEACON HILL STAFFING GROUP LLC	M PERRY AMOS 1/6/24	1/12/2024	349710
400100	Salaries-Temp Employees	20.63	BEACON HILL STAFFING GROUP LLC	M AMOS 1/13/24	1/19/2024	349852
400100	Salaries-Temp Employees	27.50	BEACON HILL STAFFING GROUP LLC	M AMOS 1/20/24	1/26/2024	349966
409003	Benefits-Uniforms	144.00	IMAGE SOURCE INC	WORK CLOTHES	1/19/2024	349839
410000	Admin Supplies	36.16	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	12/8/2023	349055
410000	Admin Supplies	0.29	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	12/15/2023	349241
410000	Admin Supplies	19.31	CRYSTAL & SIERRA SPRINGS	water - BALLINGER	1/12/2024	349616
410000	Admin Supplies	0.29	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	1/12/2024	349685
410000	Admin Supplies	32.80	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	1/26/2024	349897
411100	Comp Equip-Hardware	50.88	DELL MARKETING LP	COMPUTER SUPPLIES	12/1/2023	348951
411100	Comp Equip-Hardware	29.12	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/8/2023	349057
411104	Comp Equip-Software as a Service Fees	6.21	DOCU SIGN INC	ESIGNATURE DOCUSIGN	12/15/2023	349248
411104	Comp Equip-Software as a Service Fees	3.76	RIGHT! SYSTEMS INC	HUNTRESS LABS	12/29/2023	349470
411104	Comp Equip-Software as a Service Fees	198.00	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/5/2024	349514
411104	Comp Equip-Software as a Service Fees	32.40	DUO SECURITY LLC	DUO MFA EDITION	1/5/2024	349578

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411104	Comp Equip-Software as a Service Fees	0.02	CDW/COMPUTER CENTERS INC	iLAND BCKP JULY 2023	1/26/2024	349898
411901	Equip-Other-Leased/Rented	3.83	CANON FINANCIAL	CONTRACT 0667544-005	12/1/2023	348998
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST NUMBER 00904969	12/15/2023	349260
411901	Equip-Other-Leased/Rented	3.77	CANON FINANCIAL	CONTRACT 0667544-005	12/29/2023	349469
420000	Professional Services-Legal	19.17	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	116.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	19.99	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	72.25	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	170.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	1,420.35	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	(0.27)	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	449.15	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	0.08	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/1/2023	348944
420000	Professional Services-Legal	972.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	6.69	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	7.15	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	0.05	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/22/2023	349311
420000	Professional Services-Legal	13.37	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/19/2024	349740
420000	Professional Services-Legal	208.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/19/2024	349740
420000	Professional Services-Legal	0.10	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/19/2024	349740
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS 11/30-12/30/23	12/1/2023	348992
420908	Professional Services-Comps	(5.71)	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 12/31/23-1/30/2024	12/15/2023	349206
420908	Professional Services-Comps	0.28	MARTIN S COX	SHAREPOINT AND POWER PLATFORM SUPPORT	12/15/2023	349291
420908	Professional Services-Comps	26.25	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 12/31/23-1/30/2024	12/15/2023	349206
420908	Professional Services-Comps	9.77	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/29/2023	349445
420908	Professional Services-Comps	1.37	MARTIN S COX	SHAREPOINT AND POWER PLATFORM SUPPORT	1/5/2024	349597
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	12/15/2023	349229
421904	Admin - Cloud Recovery Services	39.25	NET2VAULT LLC	MANAGED VAULTING	1/12/2024	349678
440011	Travel-Mileage Reimbursement	120.25	CANDACE WINFIELD	10/19-11/15/23 MILEAGE	12/1/2023	349031
440011	Travel-Mileage Reimbursement	120.25	CANDACE WINFIELD	12/7-21/23 MILEAGE	1/19/2024	349863
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	EN911 SVC MRC FEE COVERAGE OCT 2023	12/15/2023	349240
450002	Comm-Phones Lines-Service-Digital Voice	0.81	CENTURYLINK	11/23-12/23/23 CHGS	12/15/2023	349164
450002	Comm-Phones Lines-Service-Digital Voice	0.81	CENTURYLINK	11/23-12/23/23 CHGS	12/15/2023	349164
450002	Comm-Phones Lines-Service-Digital Voice	1.15	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE	12/29/2023	349477
450002	Comm-Phones Lines-Service-Digital Voice	0.16	CENTURYLINK	12/23/23-1/23/24 CHGS	1/12/2024	349633
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	NOVEMBER 2023 CHGS	12/15/2023	349210
450003	Comm-Phones Lines-Security	0.16	CENTURYLINK	12/23/23-1/23/24 CHGS	1/12/2024	349633
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	DEC 2023 CHGS	1/19/2024	349808
450100	Comm-Long Distance Charges	0.72	CENTURYLINK	10/12-11/11/23 MONTHLY CHGS	12/15/2023	349267
450100	Comm-Long Distance Charges	0.50	CENTURYLINK	MONTHLY CHGS	12/29/2023	349486
452000	Comm-Advertising	106.87	SKAGIT VALLEY PUBLISHING	LEGAL/PUBLIC NOTICE	12/22/2023	349324
491000	Admin Exp-Criminal/Background Checks	11.36	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	12/15/2023	349159

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	28.76	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/22/2023	349332
491000	Admin Exp-Criminal/Background Checks	18.19	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/22/2023	349332
491000	Admin Exp-Criminal/Background Checks	22.54	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/22/2023	349332
491000	Admin Exp-Criminal/Background Checks	14.65	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/5/2024	349523
491000	Admin Exp-Criminal/Background Checks	42.02	WASHINGTON STATE PATROL	BACKGROUND CHECK DEC 2023	1/12/2024	349618
493000	Other Admin Exp-Postage	38.35	MAIL ADVERTISING BUREAU INC	DECEMBER 2023 STATEMENTS	12/15/2023	349138
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	12/22/2023	349406
493000	Other Admin Exp-Postage	38.24	MAIL ADVERTISING BUREAU INC	JANUARY 2024 STATEMENTS	1/5/2024	349506
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	1/26/2024	349962
493100	Other Admin Exp-Mail Handling	6.90	MAIL ADVERTISING BUREAU INC	DECEMBER 2023 STATEMENTS	12/15/2023	349138
493100	Other Admin Exp-Mail Handling	6.89	MAIL ADVERTISING BUREAU INC	JANUARY 2024 STATEMENTS	1/5/2024	349506
520104	Social Service -Interpretation	71.46	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/22/2023	349325
520104	Social Service -Interpretation	8.59	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/12/2024	349613
610017	Occ Exp-Materials-Janitorial	8.75	KING KLEANING INC	CARPET CLEANING	1/19/2024	349761
620002	Occ Exp-Maint -A & E	583.00	345 CONSTRUCTION AND FLOORING CO.	CARPET/VINYL INSTALL - UNIT 353	12/8/2023	349118
620006	Occ Exp-Maint -Floor Covering	3,681.95	345 CONSTRUCTION AND FLOORING CO.	CARPET/VINYL INSTALL - UNIT 353	12/8/2023	349118
620006	Occ Exp-Maint -Floor Covering	180.22	345 CONSTRUCTION AND FLOORING CO.	CARPET INSTALL - UNIT 154-0012	1/26/2024	349971
620007	Occ Exp-Maint -Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	QTRLY BILLING	1/19/2024	349823
620009	Occ Exp-Maint -Painting	65.00	345 CONSTRUCTION AND FLOORING CO.	CARPET/VINYL INSTALL - UNIT 353	12/8/2023	349118
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	MAINTENANCE	12/8/2023	349096
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	12/15/2023	349232
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	1/5/2024	349558
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,188.00	SKAGIT LANDSCAPING LLC	LANDSCAPING - OCT-23	1/12/2024	349709
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	WEEKLY YARD CARE	1/19/2024	349851
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	YARD CARE	1/19/2024	349851
620016	Occ Exp-Maint -Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	1/19/2024	349775
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	12,515.00	TRS MECHANICAL INC	HVAC INSTALLATION - SEDRO WOOLEY	12/15/2023	349226
660000	Occ Exp-Utilities-Water	2,497.82	PUBLIC UTILITY DISTRICT #1	WATER	1/12/2024	349651
660100	Occ Exp-Utilities-Sewer	4,471.23	CITY OF SEDRO WOOLLEY	SEWER	12/15/2023	349196
660100	Occ Exp-Utilities-Sewer	4,467.32	CITY OF SEDRO WOOLLEY	SEWER	1/12/2024	349657
660200	Occ Exp-Utilities-Electricity	1,141.32	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/1/2023	348980
660200	Occ Exp-Utilities-Electricity	1,754.91	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	1/5/2024	349541
660201	Occ Exp-Utilities-Electricity-Closing Bill	20.54	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	12/22/2023	349358
660500	Occ Exp-Utilities-Surface Water Mgmt	413.58	CITY OF SEDRO WOOLLEY	STORM	12/15/2023	349196
660500	Occ Exp-Utilities-Surface Water Mgmt	413.01	CITY OF SEDRO WOOLLEY	STORM	1/12/2024	349657
660700	Occ Exp-Utilities-Garbage	1,556.13	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2023	349196
660700	Occ Exp-Utilities-Garbage	1,446.02	CITY OF SEDRO WOOLLEY	GARBAGE	1/12/2024	349657
	SUBTOTAL HILLSVIEW	45,929.79				
	VOIDS	-				

SEDRO-WOOLLEY HOUSING AUTHORITY
 Accounts Payable Report
 12/01/2023 TO 1/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
	TOTAL HILLSVIEW	45,929.79				
	TOTAL SEDRO WOOLLEY	74,333.54				

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 495

APPROVAL OF THE INVENTORY POLICY

WHEREAS, the Department of Housing and Urban Development (HUD) requires that the Housing Authority of the City of Sedro-Woolley shall establish and maintain complete and accurate records of all real and personal property acquired and held for projects; and

WHEREAS, HUD further requires that federally funded equipment records shall be maintained and a physical inventory of this equipment shall be taken at least every two years and reconciled to existing equipment records; and

WHEREAS, federal requirements further provide that an appropriate control system shall be used to safeguard equipment, and equipment shall be adequately maintained; and

WHEREAS, the Housing Authority of the City of Sedro-Woolley has completed the required physical inventory for all federally funded capital assets, and now must establish an Inventory Policy to comply with the Department of Housing and Urban Development guidelines; and

WHEREAS, the Inventory Policy has been written in strict adherence to HUD guidelines and staff recommends that the Board of Commissioners adopt the Inventory Policy and all of the attachments included therein,

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

The Inventory Policy, which is attached hereto as Exhibit A and which is required by the U.S. Department of Housing and Urban Development is hereby approved and adopted and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 21st DAY OF DECEMBER, 2023.

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

Laurie Fellers, Chair
Board of Commissioners

Robin Walls
Secretary-Treasurer

SWHA Resolution Cross Walk

	<u>Resolution</u>	<u>Signed on</u>			
491	Authorizing Restated and Amended By-Laws of the Authority	Oct 19 2023	Resolution No 491 was used in October, accidently used again in December for the Approval of the Inventory Policy.	495 Approval of the Inventory Policy	Dec 21 2023
492	Authorizing Changes to the Public Houcing Admission and Continued Occupancy Policy (ACOP)	Oct 19 2023	Resolution 492 was used in October, accidently used again in December as the Comprehensive Operating Budget	496 Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2024	Dec 21 2023

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 496

**AUTHORIZING APPROVAL OF THE COMPREHENSIVE OPERATING
BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2024**

WHEREAS, the Executive Director has submitted a Comprehensive Operating Budget for the Calendar Year beginning January 1, 2024 (Calendar Year 2024); 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, 2024.

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

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 21st DAY OF DECEMBER, 2023.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

SEDRO-WOOLLEY HOUSING AUTHORITY		EXHIBIT A		
2024 Budget				2024 Proposed Combined
	Cedar Grove	Hillsview		
Beginning Balance, Unrestricted Cash	\$88,052	\$128,543	\$216,595	
Revenues				
1 Tenant Revenue	107,790	205,300	313,090	
2 Operating Fund Subsidy from HUD	133,385	267,896	401,281	
4 Other Operating Revenue	520	3,580	4,100	
Total Operating Revenues	241,695	476,776	718,471	
Expenses				
5 Salaries & Benefits	(48,594)	(148,313)	(196,906)	
6 Routine Maintenance, Utilities, Taxes & Insurance	(135,039)	(206,213)	(341,251)	
8 Other Social Service Support Expenses & HAP	(385)	(525)	(910)	
9 Administrative Support Expenses	(37,425)	(113,697)	(151,121)	
Total Operating Expenses	(221,442)	(468,747)	(690,189)	
Operating Net Income	20,252	8,029	28,282	
10 Non-operating Revenue	123,258	39,908	163,166	
11 Non-operating Expenses	0	0	0	
Net Income	143,510	47,937	191,448	
Other Sources/(Uses) of Cash				
Capital Projects and Acquisitions	(123,258)	(39,908)	(163,166)	
32 Changes in Receivables	0	0	0	
Total Other Sources/(Uses) of Cash	(123,258)	(39,908)	(163,166)	
Net Change in Unrestricted Cash	20,252	8,029	28,282	
Ending Balance, Unrestricted Cash	\$108,304	\$136,572	\$244,876	
Beginning Balance, Restricted Cash	3,750	5,600	9,350	
Change in Restricted Cash	-	-	-	
Ending Balance, Restricted Cash	\$3,750	\$5,600	\$9,350	

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Anneliese Gryta

DATE: January 31, 2024

RE: **Resolution No. 497** - Approval of proposed changes to the Sedro-Woolley Housing Authority's (SWHA's) Utility Allowance Schedule for Tenant-Paid Utilities

Attached, for your review and approval, are changes to the SWHA the Utility Allowance schedule established by the agency in compliance with 24 CFR part 965, Subpart E. The schedule is used by staff to adjust residents rent as required by 24 CFR 960.253 to account for tenant-paid utilities. Historically, amounts have been set following an engineering-based approach that considers a variety of factors including, but not limited to, unit size, construction, efficiency components, equipment and location of the unit, as well as local utility provider rates. Per regulations, SWHA is required to review allowances annually - accounting for any structural or rate changes that would result in a higher (or lower) Utility Allowance. Housing Authorities are required to adjust their schedule whenever their review shows a cumulative change in the utility provider rates of 10% or more.

As you are aware, HUD recently completed a Management Review of the SWHA. The process revealed the need for review of the Agency's Utility Allowance Schedule. As a result, staff updated its engineering-based analysis of the Hillsvie and Cedar Grove sites. The results of the review indicate the need to update allowances as follows:

Hillsvie: 1 Bedroom: \$64 - \$78*
*occupancy adjustment is \$16/\$17/person, depending on the unit

Cedar Grove: 2 Bedroom: \$124*
Cedar Grove: 3 Bedroom: \$157*
Cedar Grove: 4 Bedroom: \$180*
*occupancy adjustment is \$4.50/\$4.67/person, depending upon the unit

The changes above are intended to ensure SWHA complies with applicable regulations regarding tenant-paid utilities and address questions raised as part of the completed HUD review. As a result, Staff recommends approval of Resolution No. 497, effective April 1, 2024.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
RESOLUTION NO. 497
AUTHORIZING CHANGES TO THE PUBLIC HOUSING UTILITY
ALLOWANCE SCHEDULE FOR TENANT-PAID UTILITIES

WHEREAS, SWHA is a Public Housing Authority (PHA) providing public housing assistance through an Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD); and

WHEREAS, as a provider of Public Housing, SWHA is required to follow HUD regulations with respect to calculation of tenant rent; and

WHEREAS, in accordance with 24 CFR 960.253 and 24 CFR 965 Subpart E, SWHA provides residents with a Utility Allowance, using an engineered approach to establish anticipated costs for tenant-paid utilities that considers factors such as unit location, construction, size and usage rates charged by the utility provider; and

WHEREAS, pursuant to 24 CFR Part 965.507, SWHA has completed the required review of Utility Allowances - taking into account changes in the unit and cumulative increases in utility provider rates of more than 10% and determined that an adjustment in the amounts provided is required; and

WHEREAS, Board approval is required before SWHA 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 revisions to the Public Housing Utility Allowance Schedule, effective April 1, 2024, as described in the attached Board memo; and
- (2.) Authorizes the Housing Authority to take the steps to implement revisions as necessary to ensure the efficient operation of SWHA's public housing program.

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 15th DAY OF FEBRUARY, 2024.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 498

APPROVAL OF THE COST ALLOCATION PLAN

WHEREAS, SWHA is a Public Housing Authority (PHA) providing two public housing developments – Hillsvieview and Cedar Grove; and

WHEREAS, as a provider of Public Housing, SWHA is required to follow the U.S. Office of Management and Budget (OMB) established principles and standards for determining allowable direct and indirect cost for Federal awards. Specifically, 2 CFR 200 Subpart E “Cost Principles” establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government; and

WHEREAS, in accordance with 2 CFR 200: Uniform Guidance: Cost principles, Audit and Administrative Requirements for Federal Awards – Subpart E – Cost Principles and Appendix V to Part 200 – State/Local Government wide Central Service Cost Allocation Plans.

WHEREAS, Board approval is required before SWHA 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 the Cost Allocation Plan for Sedro-Woolley Housing Authority, effective April 1, 2024; and
- (2.) Authorizes the Housing Authority to take the steps to implement the plan to ensure the efficient operation of SWHA’s public housing program.

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 15th DAY OF FEBRUARY, 2024.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

Cost Allocation Plan

Sedro-Woolley Housing Authority

1.0 Introduction

Sedro-Woolley Housing Authority (SWHA) currently operates two public housing developments—Hillsview and Cedar Grove. These two developments total 80 units and serve a diversified population including senior, disabled and family households.

Objective of Cost Allocation Plan

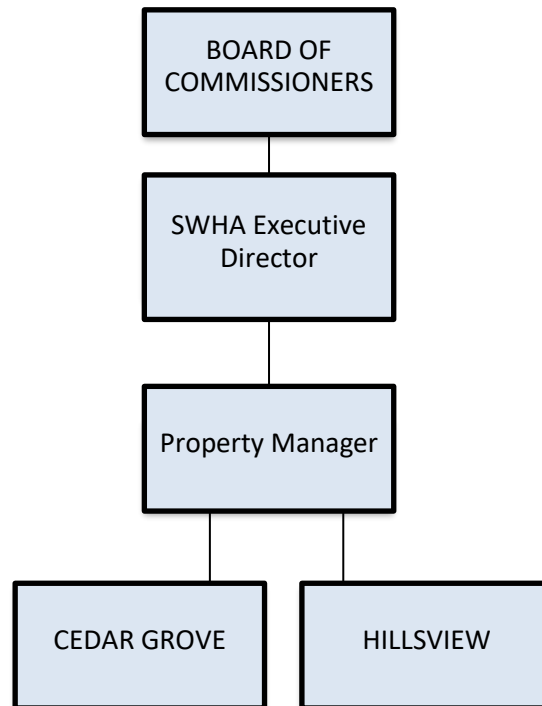
The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization, SWHA, will use to define and allocate costs to various programs, grants, contracts, agreements and other costs objectives.

The U.S. Office of Management and Budget (OMB) has established principles and standards for determining allowable direct and indirect cost for Federal awards. Specifically, 2 CFR 200 Subpart E “Cost Principles” establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. These principles also apply, by reference, to certain contracts.

SWHA’s Cost Allocation Plan is based on the allocation methods and standards described in 2 CFR 200: Uniform Guidance: Cost principles, Audit and Administrative Requirements for Federal Awards - Subpart E – Cost Principles and Appendix V to Part 200 – State/Local Government wide Central Service Cost Allocation Plans. Only costs that are allowable, in accordance with the cost principles, will be allocated to final cost objectives.

- Direct costs are those that can be identified specifically with a particular final cost objective.
- Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular contract, program, or final cost objective.

Organizational Structure



The property office of Hillsvew and Cedar Grove is located at 830 Township Street, Sedro-Woolley.

2.0 Cost Objectives

Cost Objectives are programs, functions, activities, awards, contracts, organizational divisions, or work units for which cost data is needed by SWHA to support federal, state and local requirements or for monitoring and reporting needs.

Final Cost Objectives are cost objectives that contain both direct and allocated indirect costs, which will not be subsequently allocated or added into another cost objective. SWHA has identified the following Final Cost Objectives:

Leased Housing

1. Low Rent Public Housing – Operations – Cedar Grove
2. Low Rent Public Housing – Operations - Hillsvew
3. Capital Fund Program by Grant Year - Cedar Grove
4. Capital Fund Program by Grant Year – Hillsvew

3.0 Charging of Costs to Cost Objectives

As is the common practice, SWHA's cost allocation plan is organized by cost type (e.g., personnel compensation, supplies, equipment, insurance, telephone, etc.) and then by allocation method. This section provides information on each cost type, identifies the cost as either direct or indirect, and the method used to allocate costs to the agency's program and/or projects (final cost objective).

1. Indirect Costs

SWHA has established a Central Office Cost Center to account for overhead type expenses. Each property pays monthly management and bookkeeping fees to cover all associated indirect costs including but not limited to general administration and program overhead. These fees are based on HUD published Schedule of 80th Percentile of Property Management Fees in FHA Housing by Field Office, for Unlimited Dividend, Limited Dividend and Non-Profit Ownership Types. Bookkeeping fees shall be set as authorized under HUD's original Asset Management guidelines, which may be inflated annually using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year.

Management and bookkeeping fee will be used to pay for Executive Director salaries and benefits, outside bookkeeping services, Board meetings, and other expenses considered overhead and not directly allocated to the properties.

2. Direct Costs

Sedro-Woolley Housing Authority has the following direct costs:

- (a) Personnel
- (b) Other Costs

Personnel

Salaries and benefits of Property Manager, Maintenance Mechanic, and other onsite operating staff will be directly charged according to time spent at each property and as recorded on their timesheets.

Other Costs

Other direct costs will be allocated based on number of units at each property or charge to the specific property where the cost is incurred:

- Insurance
- Professional services (legal expense, background checks)
- Uniforms
- Office supplies
- Vehicle maintenance and repair
- Contracted maintenance expenses
- Other occupancy expenses
- Cell phones and internet
- Training

4.0 Certificate of Cost Allocation Plan

This is to certify that I have reviewed the cost allocation plan herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal as of **1/31/2024** to establish cost allocations or billings **for the period 01/01/2023 - 12/31/2023** are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: Sedro-Woolley Housing Authority

Signature:

Name of Official:

Title:

Date of Execution:

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Tesh Assefa, Financial Reporting Manager
DATE: February 15, 2024
RE: December 2023 Financial Report

Attached for your review is the unaudited financial report for December 2023. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

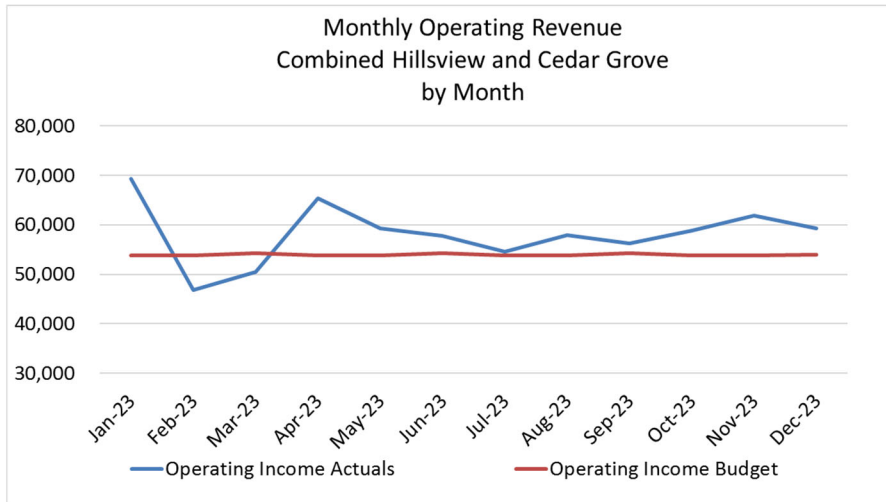
Year-to-date operating income is 7.6% over budget and operating expenses are 17.2% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$66,348	26.6%	●	Salaries and Benefits	(\$14,762)	-7.5%	●
Federal Operating Support	(17,845)	-4.6%	●	Administrative Expenses	\$5,236	3.6%	●
Other Revenue	405	27.2%	●	Maintenance Expenses, Utilites, Taxes	(\$97,510)	-32.2%	●
Total Operating Income	\$48,908	7.6%	●	Other Programmatic Expenses	(\$4,655)	-511.6%	●
				Total Operating Expenses	(111,691)	-17.2%	●

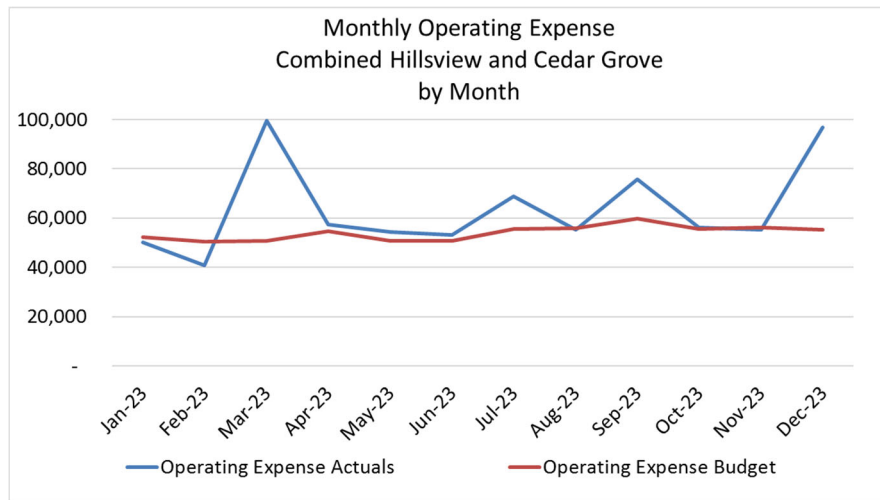
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$689,605 exceeded budget expectations, coming in over budget by \$48,908, or 7.6%. The primary driver of this variance was an increase in tenant revenue.



Year-to-date operating expenses in the amount of \$759K are over budget by 17.2%. The primary reasons for the variance were: unplanned plumbing expenses totaling \$22K at Cedar Grove to fix a main sewer line and \$9.5K at Hillsview to repair sprinkler backflow device, increase in salaries as portfolio staff assisted in preparations for the HUD Monitoring, \$14K in abatement charges occurred due to a Hillsview unit being severely exposed to meth use, an unexpected HVAC installation at Hillsview in the amount of \$13K in order to cool the elevator mechanisms. Also, unbudgeted maintenance cost totaling \$19.1k in preparation for REAC inspection.

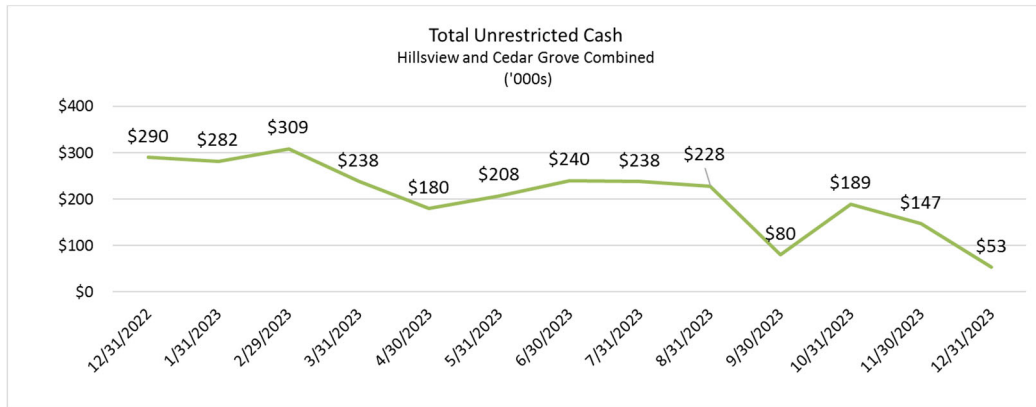


CAPITAL ACTIVITY

Capital project expenditures were under budget by 27% due to the timing of unit upgrades. Three unit upgrades were budgeted for the year, however two unit upgrades were completed during 2023 as actual timing is dependent on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$52,973 will be improved in January 2024 after receiving \$86,821 due from HUD for 2023 operating subsidy and Capital Fund.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of December 31, 2023

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$10,756	\$42,216	\$52,973
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,500	5,575	9,075
Total Cash	<u>14,256</u>	<u>47,791</u>	<u>62,048</u>
Current Assets	34,861	70,820	105,681
Long-term Assets	692,140	1,051,814	1,743,954
Total Other Assets	<u>727,001</u>	<u>1,122,634</u>	<u>1,849,635</u>
Total Assets	<u><u>741,257</u></u>	<u><u>1,170,425</u></u>	<u><u>1,911,683</u></u>
Current Liabilities	11,064	27,699	38,764
Long-Term Liabilities	-	-	-
Total Liabilities	<u>11,064</u>	<u>27,699</u>	<u>38,764</u>
Equity	730,193	1,142,726	1,872,919
Total Liabilities and Equity	<u><u>\$741,257</u></u>	<u><u>\$1,170,425</u></u>	<u><u>\$1,911,683</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended December 31, 2023

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$290,115				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,300				
Total Beginning Resources	\$299,415				
Tenant Revenue	\$315,397	\$249,049	\$66,348	26.6%	(1)
Operating Subsidy from HUD-PH	372,312	390,157	(17,845)	(4.6%)	
Other Operating Income	1,896	1,491	405	27.2%	
Total Operating Income	689,605	640,697	48,908	7.6%	
Salaries	(154,237)	(135,565)	(18,672)	(13.8%)	(2)
Benefits	(58,107)	(62,018)	3,910	6.3%	
Occupancy Expenses	(400,297)	(302,787)	(97,510)	(32.2%)	(3)
Other Social Service Expenses	(5,565)	(910)	(4,655)	(511.6%)	
Administrative Expenses	(141,285)	(146,521)	5,236	3.6%	
Total Operating Expenses	(759,491)	(647,800)	(111,691)	(17.2%)	
Operating Cash Flow	(69,886)	(7,103)	(62,783)	(883.9%)	
Non-Operating Income	79,820	162,806	(82,986)	(51.0%)	(4)
Non-Operating Expenses	(4,572)	-	(4,572)	n/a	
Capital Expenditures	(113,798)	(155,970)	42,172	27.0%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	225	-	225	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(128,930)	-	(128,930)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(167,256)	6,836	(174,092)	(2,546.7%)	
Net Change in Unrestricted Cash	(237,142)	(\$267)	(\$236,875)	(88,664.1%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$52,973				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,075				
Total Ending Resources	\$62,048				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Salaries expense was higher than budget. Staff at the portfolio office were assigned to assist in preparations for the HUD Monitoring Review
- 3) Due to unplanned plumbing expenses totalling \$20K at Cedar Grove and \$9.5K at Hillsvie. A main sewer line at Cedar Grove had a couple of line breaks and blockages that was causing backups into a unit. The sprinkler backflow device at Hillsvie needed to be replaced as directed by the utility provider. Also, Regional Maintenance Staff expense was higher than budget in preparations for REAC Inspection. In addition, \$14K in abatement charges occurred due to a Hillsvie unit being severely exposed to meth use. Flooring expense at Cedar Grove was also higher than budget due to the sewer issue and a unit turn. An unexpected HVAC installation at Hillsvie in the amount of \$13K also occurred in order to cool the elevator mechanisms. Slightly offset by camera installations project budgeted in 2023 but not expected to be completed until 2024.
- 4) Three unit upgrades were budgeted for 2023, but only two project was completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 5) Mainly due to decreases in accounts payable and contract retentions (\$38K), deferred rent revenue (\$12K) and increase in grant receivables (\$86K) offset by decrease in prepaid insurance (\$21K).

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended December 31, 2023

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$101,111				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,900				
Total Beginning Resources	\$105,011				
Tenant Revenue	\$105,859	\$61,650	\$44,209	71.7%	(1)
Operating Subsidy from HUD-PH	150,933	127,149	23,784	18.7%	(2)
Other Operating Income	645	531	114	21.5%	
Total Operating Income	257,436	189,329	68,107	36.0%	
Salaries	(40,738)	(33,499)	(7,239)	(21.6%)	(3)
Benefits	(15,364)	(15,827)	463	2.9%	
Occupancy Expenses	(160,835)	(127,639)	(33,195)	(26.0%)	(4)
Other Social Service Expenses	(5,394)	(385)	(5,009)	(1,300.4%)	(5)
Administrative Expenses	(34,442)	(36,462)	2,019	5.5%	
Total Operating Expenses	(256,774)	(213,813)	(42,961)	(20.1%)	
Operating Cash Flow	662	(24,483)	25,146	102.7%	
Non-Operating Income	4,483	119,201	(114,718)	(96.2%)	(6)
Non-Operating Expenses	(1,143)	-	(1,143)	n/a	
Capital Expenditures	(43,396)	(116,609)	73,213	62.8%	(6)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	400	-	400	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(51,361)	-	(51,361)	n/a	(7)
Non Operating Net Sources (Uses) of Cash	(91,017)	2,592	(93,609)	(3,611.5%)	
Net Change in Unrestricted Cash	(\$90,354)	(\$21,891)	(\$68,463)	(312.7%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$10,756				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,500				
Total Ending Resources	\$14,256				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) The operating subsidy exceeded target due to higher utility expense level than anticipated in the budget.
- 3) Salaries expense was higher than budget. Staff at the portfolio office were assigned to assist in preparations for the HUD Monitoring Review.
- 4) Due to unplanned plumbing expenses totaling \$20K. A main sewer line at one of the sites had a couple of line breaks and blockages that was causing backups into a unit. Regional Staffing was also higher than budget due to unit turns and regional resources for painters and maintenance help. Flooring expense was also higher than budget due to the sewer issue and a unit turn. Slightly offset by camera installations project budgeted in 2023 but not expected to be completed until 2024.
- 5) Unbudgeted relocation expense for a family that was displaced when the sewer line broke and sewage was backing up.
- 6) Two unit upgrades that were budgeted evenly for 2023, but one was completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 7) Mainly due to decreases in accounts payable and deferred rent revenue and increase in tenant receivables. Slightly offset by a decrease in prepaid insurance.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended December 31, 2023

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$189,004				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,400				
Total Beginning Resources	\$194,404				
Tenant Revenue	\$209,539	\$187,400	\$22,139	11.8%	(1)
Operating Subsidy from HUD-PH	221,379	263,008	(41,629)	(15.8%)	(2)
Other Operating Income	1,251	960	291	30.3%	
Total Operating Income	432,168	451,367	(19,199)	-4.3%	
Salaries	(113,499)	(102,066)	(11,433)	(11.2%)	(3)
Benefits	(42,743)	(46,190)	3,447	7.5%	
Occupancy Expenses	(239,462)	(175,147)	(64,315)	(36.7%)	(4)
Other Social Service Expenses	(171)	(525)	354	67.5%	
Administrative Expenses	(101,071)	(110,059)	8,988	8.2%	
Total Operating Expenses	(496,946)	(433,987)	(62,959)	(14.5%)	
Operating Cash Flow	(64,778)	17,380	(82,158)	(472.7%)	
Non-Operating Income	75,337	43,605	31,732	72.8%	(5)
Non-Operating Expenses	(3,429)	-	(3,429)	n/a	
Capital Expenditures	(70,403)	(39,361)	(31,042)	(78.9%)	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(175)	-	(175)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(83,340)	-	(83,340)	n/a	(6)
Non Operating Net Sources (Uses) of Cash	(82,010)	4,244	(86,254)	(2,032.4%)	
Net Change in Unrestricted Cash	(\$146,788)	\$21,624	(\$168,412)	(778.8%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$42,216				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,575				
Total Ending Resources	\$47,791				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) The operating subsidy funding was below target due to utility expense level lower than anticipated in the budget. Operating subsidy funding depends on actual utility expense incurred.
- 3) Salaries expense was higher than budget. Staff at the portfolio office were assigned to assist in preparations for the HUD Monitoring Review.
- 4) Plumbing expense was higher than budget due to the sprinkler backflow device for the building needing to be replaced as directed by the utility provider. Also, Regional Maintenance Staff expense was higher than budget in preparations for REAC Inspection. In addition, \$14K in abatement charges occurred due to a unit being severely exposed to meth use. An unexpected HVAC installation in the amount of \$13K also occurred in order to cool the elevator mechanisms.
- 5) One unit upgrade was budgeted evenly throughout the year but two units upgrades were completed resulting in higher capital expenditures. The additional unit upgrade occurred due to drug use and contamination.
- 6) Mainly due to a decrease in accounts payable (\$18K), deferred rent revenue(\$6.3K) and increase in grant receivables (\$62K) offset by decrease in prepaid insurance (\$14K).

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

December 2023- February 2024

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	1	1	0
Cedar Grove	3	2	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 12 days.

- Hillsview
 - Unit 353 Housed 11/15/2023
 - Unit Vacated 2/1/2024
 - Unit 113 on Notice and moving forward with eviction 01/24
- Cedar Grove
 - Cedar Grove I 810 Bingham vacated 2/1/2024, UT
 - Cedar Grove III 628 Jennings: Housed 1/22/2024
 - Cedar Grove II Unit 1419- tenant vacated 12/19/2024- New admission 1/22/2024

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	41	15	1	3	0	60
Cedar Grove I	4	1	0	1	0	6
Cedar Grove II	5	3	1	1	0	10
Cedar Grove III	6	2	0	0	0	8
Cedar Grove (all sites)	15	6	0	1	0	37
Total	112	21	2	6	0	121

Current Applications of Wait List as of February 1, 2024

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	110	78	64	174

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	201	29	230
3 Bedrooms	14	14	28
4 Bedrooms	1	0	1
Total	216	43	259

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.

Resident Functions

Nothing to Report

Staffing

Nothing new to report

Previous Meeting Concerns

- None

Resident Issues

Nothing to report

Building Issues

The Fire panel replacement project is awaiting updated bid from Smith Fire. Hillsvievw plumbing project has been completed by capital Construction.