

Sedro-Woolley Housing Authority

MEETING OF THE BOARD OF COMMISSIONERS

Wednesday, February 18, 2015

10:45 am

Hillsvew Apartments

--Agenda--

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - A. December 18, 2014 Board of Commissioners' Meeting Minutes **1**
- IV. Consent Items**
 - A. Approval of Voucher Report December 1, 2014 to January 31, 2015 **2**
- V. Resolution for Discussion & Approval**
 - None
- VI. Financial Reports**
 - A. December 2014 Financial Report **3**
 - B. Fourth Quarterly Summary Write-Offs **4**
- VII. Housing Management Report**
 - A. Housing Management Report for December 2014 & January 2015 **5**
- VIII. Capital Construction Report** **6**
- X. New Business**
- XI. Adjournment**

Next Meeting
April 16, 2015

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

December 18, 2014

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 10:46 am on Thursday, December 18, 2014 in the Community Room of the Hillview Apartments.

II. Roll Call

Present: Commissioner Laurie Fellers, Vice-Chair; Commissioner Kacy Johnson and Commissioner K. B. Johnson

Absent: Commissioner Reta Stephenson

Staff: Bill Doyle, Jody Stewart, Bill Cook, Claude DaCorsi, and Craig Violante

III. Approval of Minutes

Chair Fellers called for approval of the minutes of the June 19, 2014 Board of Commissioners' Meeting Minutes. Commissioner K.B. Johnson moved for approval of the minutes, seconded by Commissioner Kacy Johnson. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report – October 1, 2014 to November 30, 2014

The Voucher Report for October 1, 2014 to November 30, 2014 was presented to the Board of Commissioners as contained in the meeting packets. Questions posed by Commissioners were satisfactorily answered by staff.

Commissioner K.B. Johnson moved for approval of the vouchers, seconded by Commissioner KC Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

A. Resolution No. 447: Acknowledging the receipt of State Auditor's Office Financial Statement and Accountability Reports for the periods January 1, 2013 through December 31, 2013 and January 1, 2012 through December 31, 2012

Craig Violante, Director of Finance, briefed the Board on Resolution No. 447 and mentioned that the Auditors issued two reports included in the Board packet. Mr. Violante also mentioned that the financial audit is conducted on an annual basis

and the accountability audit is conducted biennially. Mr. Violante announced that no negative findings were reported in either audit reports.

On motion by Commissioner K.B. Johnson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution No. 447.

B. Resolution No. 448: Authorizing approval of the Comprehensive Operating Budget for Fiscal Year beginning January 1, 2015

Mr. Violante, Director of Finance, briefed the Board on Resolution No. 448. Mr. Violante explained that due to better prorate levels the actual funding for 2014 is higher than originally anticipated and reflected in the budget.

Mr. Violante also mentioned that the capital improvement for 2015 include a new roof for portions of the Hillsview building and four unit upgrades. Additionally, Mr. Violante announced that the Sedro-Woolley Housing Authority continues to have sufficient revenue to meet ongoing obligations and to maintain a reserve level of six months in operating expenses.

Questions posed by Commissioners were satisfactorily answered by staff.

On motion by Commissioner Kacy Johnson, seconded by Commissioner K.B. Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution No. 448.

VI. **Financial Reports**

October 2014 Financial Report

Craig Violante, Director of Finance, briefed the Board on the October 2014 Financial Report as was contained in the meeting packets.

V. **Housing Management Report**

Jody Stewart briefed the Board of Commissioners on the Housing Report for October and November 2014 as was contained in the meeting packets. Ms. Stewart announced that vacancies occurred at Hillsview and that one unit was vacated at Cedar Grove.

VI. **Capital Construction Report**

Claude DaCorsi, Director of Capital Construction, briefed the Board on the status of Capital Funds and announced that this meeting was his last meeting as he is retiring from the organization.

VII. Discussion on Non-Smoking Policy

Bill Cook, Director of Public Housing, explained that the Sedro-Woolley Housing Authority is one out of five in the State that does not have a Non-Smoking policy currently in place. Mr. Cook mentioned that the Board will be briefed on the Non-Smoking policy along with an implementation plan at the April 2015 meeting. In June, staff will return with the Non-Smoking policy and Resolution for board consideration.

VIII. New Business

Bill Cook briefly introduced Trinh Nguyen, Management Analyst. Ms. Nguyen provided an update on the SWHA's Insurance Policy. Ms. Nguyen mentioned the coverage changes to the current policy. Mr. Cook also mentioned that the changes will be included in the budget and will be covered during the budget presentation in December.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:30 am by a motion from Commissioner Kacy Johnson, seconded by Commissioner KB Johnson, with the motion passing.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Linda Riley

DATE: February 2, 2015

RE: Approval of Vouchers December 1, 2014 to January 31, 2015

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



Linda Riley
Controller
February 2, 2015

Expenditures to Sedro-Woolley	
Capital Project - Hillsview	0.00
Operations	
Directly to Cedar Grove	9,924.05
Directly to Hillsview	27,038.89
Total Expenditures	<u><u>\$36,962.94</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
12/01/2014 TO 1/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
180001	Suspense-Tenant Refunds	200.00	MACKENZIE ROBERTSON	UTILITY REIMBURSEMENT	12/12/2014	245952
180001	Suspense-Tenant Refunds	428.05	SARAH A SOUZA	UTILITY REIMBURSEMENT	12/24/2014	246198
180001	Suspense-Tenant Refunds	250.00	DAWN M GORDON	UTILITY REIMBURSEMENT	1/23/2015	246733
264000	LT Debt-Lease	167.21	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/5/2014	245696
264000	LT Debt-Lease	167.75	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/16/2015	246526
400100	Salaries-Temporary Employees	6.09	ROBERT HALF TECHNOLOGY	K HOFFMAN 11/21/14	12/19/2014	246077
400100	Salaries-Temporary Employees	4.78	ROBERT HALF TECHNOLOGY	K HOFFMAN 12/5/14	12/19/2014	246077
400100	Salaries-Temporary Employees	2.04	ROBERT HALF TECHNOLOGY	K HOFFMAN 11/28/14	12/19/2014	246077
400100	Salaries-Temporary Employees	6.13	ROBERT HALF TECHNOLOGY	K HOFFMAN 11/14/14	1/9/2015	246434
400100	Salaries-Temporary Employees	6.17	ROBERT HALF TECHNOLOGY	K HOFFMAN 12/19/14	1/16/2015	246597
400100	Salaries-Temporary Employees	4.86	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/2/15	1/23/2015	246705
400100	Salaries-Temporary Employees	6.23	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/9/15	1/23/2015	246705
400100	Salaries-Temporary Employees	6.23	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/16/15	1/30/2015	246849
410000	Admin Supplies	0.10	OFFICE DEPOT	OFFICE SUPPLIES	1/9/2015	246345
410000	Admin Supplies	1.28	OFFICE DEPOT	OFFICE SUPPLIES	1/16/2015	246515
410000	Admin Supplies	0.55	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	245847
411100	Computer Equip-Hardware	0.13	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/9/2015	246329
411100	Computer Equip-Hardware	0.68	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/9/2015	246329
411100	Computer Equip-Hardware	0.86	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/9/2015	246329
411101	Computer Equip-Software	0.49	COMPUCOM SYSTEMS INC	COMPUTER SUPPLIES	1/9/2015	246449
411101	Computer Equip-Software	5.21	COMPUCOM SYSTEMS INC	LYNC SERVER ADDED	1/9/2015	246449
411102	Computer Equip-Hardware Maintenance	2.98	INTERNATIONAL BUSINESS MACHINES	MAINT AGREEMENT	1/23/2015	246651
411103	Computer Equip-Software Maintenance	3.61	LANSA, INC	MONTHLY CHARGES	12/5/2014	245687
411103	Computer Equip-Software Maintenance	1.02	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS DEC 2014	12/5/2014	245762
411103	Computer Equip-Software Maintenance	1.02	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVC JAN 2015	1/9/2015	246432
411103	Computer Equip-Software Maintenance	5.54	LANSA, INC	1/1-31/15 CHGS	1/9/2015	246348
411103	Computer Equip-Software Maintenance	10.70	HYLAND SOFTWARE, INC	MAINT	1/16/2015	246583
411200	Equip-Maintenance	0.08	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	1/16/2015	246524
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	12/5/2014	245691
411901	Equip-Other-Leased/Rented	0.04	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	12/12/2014	245857
411901	Equip-Other-Leased/Rented	0.13	CANON FINANCIAL	SN HRN09558	12/30/2014	246251
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	1/16/2015	246520
411901	Equip-Other-Leased/Rented	0.04	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	1/16/2015	246524
411901	Equip-Other-Leased/Rented	0.13	CANON FINANCIAL	SN HRN09558	1/23/2015	246710
420101	Professional Services-Auditing	83.50	STATE AUDITORS OFFICE	STATE AUDIT SEDRO WOOLLEY	12/5/2014	245649
421000	Admin Contracts-Translations	0.04	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/12/2014	245815
421000	Admin Contracts-Translations	0.22	DYNAMIC LANGUAGE	INTERPRETATION	12/19/2014	246065
421000	Admin Contracts-Translations	0.31	DYNAMIC LANGUAGE	INTERPRETATION	1/16/2015	246586
440000	Travel-Training Related-Local-Mileage	1.05	JOLENE GAIL STEWART	9/9-12/17/14 MILEAGE	12/30/2014	246243
440010	Travel-Training Related-Distant	3.68	RUBEN RIVERA-JACKMAN	TRAVEL REIMBURSEMENT 1/6-8/15	1/16/2015	246571
440100	Travel-Non-training Related-Local-Mileage	52.49	JOLENE GAIL STEWART	9/9-12/17/14 MILEAGE	12/30/2014	246243
440100	Travel-Non-training Related-Local-Mileage	1.90	RUBEN RIVERA-JACKMAN	11/26-12/18/14 MILEAGE	1/2/2015	246291
440100	Travel-Non-training Related-Local-Mileage	0.08	SHALONDA NESBITT	12/23/14 MILEAGE	1/9/2015	246460
440100	Travel-Non-training Related-Local-Mileage	0.32	MARSHA PREMEL	12/9-16/14 MILEAGE	1/9/2015	246427

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2014 TO 1/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Local-Mileage	0.07	TERRIA JEGLUM	11/4-12/29/14 MILEAGE	1/9/2015	246446
440100	Travel-Non-training Related-Local-Mileage	4.44	JOLENE GAIL STEWART	12/22-30/14 MILEAGE	1/16/2015	246574
440100	Travel-Non-training Related-Local-Mileage	2.56	RUBEN RIVERA-JACKMAN	1/5-28/15 MILEAGE	1/30/2015	246839
450001	Comm-Phones Lines-Service-Voice	11.50	CTS CASH OFFICE	Oct-14	12/5/2014	245756
450001	Comm-Phones Lines-Service-Voice	11.50	CTS CASH OFFICE	Nov-14	12/12/2014	245919
450001	Comm-Phones Lines-Service-Voice	11.50	CTS CASH OFFICE	Dec-14	1/16/2015	246588
450002	Comm-Phones Lines-Service-Digital Voice	0.01	911 ETC INC	MONTHLY CHARGE	12/5/2014	245697
450004	Comm-Phones Lines-Data	7.99	COMCAST CABLE COMM	11/13-12/12/14 CHGS	12/5/2014	245692
450004	Comm-Phones Lines-Data	7.99	COMCAST CABLE COMM	12/13/14-01/12/15 CHGS	12/19/2014	246017
450004	Comm-Phones Lines-Data	7.99	COMCAST CABLE COMM	1/13-2/12/15 CHGS	1/30/2015	246813
452000	Comm-Advertising	0.05	SEATTLE DAILY JOURNAL	GRANT WRITERS	12/12/2014	245806
452000	Comm-Advertising	0.06	NORTHWEST ASIAN WEEKLY	RFP GRANT WRITERS	12/12/2014	245828
491000	Admin Exp-Criminal/Background Checks	17.07	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/5/2014	245670
491000	Admin Exp-Criminal/Background Checks	10.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/5/2014	245670
491000	Admin Exp-Criminal/Background Checks	5.11	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/12/2014	245854
491000	Admin Exp-Criminal/Background Checks	0.77	AIRFACTZ	BACKGROUND CHECK	12/24/2014	246186
491000	Admin Exp-Criminal/Background Checks	10.35	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/30/2014	246217
491000	Admin Exp-Criminal/Background Checks	2.50	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/30/2014	246217
491000	Admin Exp-Criminal/Background Checks	11.26	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/23/2015	246655
491000	Admin Exp-Criminal/Background Checks	5.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/16/2015	246504
491000	Admin Exp-Criminal/Background Checks	11.30	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/16/2015	246504
493000	Other Admin Exp-Postage	2.22	THE UPS STORE #3898	MAILBOX RENEWAL	12/12/2014	245858
493000	Other Admin Exp-Postage	6.03	HASLER TOTAL FUNDS	POSTAGE	12/12/2014	245883
493000	Other Admin Exp-Postage	9.38	MAIL ADVERTISING BUREAU INC	NOV 2014 STATEMENTS	12/12/2014	245810
493000	Other Admin Exp-Postage	9.40	MAIL ADVERTISING BUREAU INC	DEC 2014 STATEMENTS	1/9/2015	246315
493000	Other Admin Exp-Postage	11.53	HASLER TOTAL FUNDS	POSTAGE	1/12/2015	246472
493100	Other Admin Exp-Mail Handling	7.00	MAIL ADVERTISING BUREAU INC	DEC 2014 STATEMENTS	1/9/2015	246315
494000	Other Admin Exp-Membership Dues	30.00	MUNICIPAL RESEARCH & SER CTR	Municipal Research & Services Center (MRSC) ROSTERS	1/30/2015	246758
520104	Social Service Contracts-Interpretation	0.84	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/19/2014	245984
520104	Social Service Contracts-Interpretation	0.50	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/16/2015	246493
620013	Occup Exp-Maint -Landscaping	708.75	SOUND LANDSCAPE SERVICES	NOV 2014 YARD CARE	1/16/2015	246578
620013	Occup Exp-Maint -Landscaping	708.75	SOUND LANDSCAPE SERVICES	DEC 2014 YARD CARE	1/16/2015	246578
660000	Occup Exp-Utilities-Water	80.64	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	62.34	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	95.28	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	69.66	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	87.96	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	73.32	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	87.96	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	91.62	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	109.92	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	128.22	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660000	Occup Exp-Utilities-Water	80.64	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	113.58	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
12/01/2014 TO 1/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	153.84	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	69.66	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	109.92	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	69.66	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	58.68	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	56.35	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	117.24	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	84.30	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660000	Occup Exp-Utilities-Water	297.24	PUBLIC UTILITY DISTRICT #1	W	1/30/2015	246763
660100	Occup Exp-Utilities-Sewer	596.09	CITY OF SEDRO WOOLLEY	SW	12/12/2014	245898
660100	Occup Exp-Utilities-Sewer	238.44	CITY OF SEDRO WOOLLEY	SW	12/12/2014	245898
660100	Occup Exp-Utilities-Sewer	357.65	CITY OF SEDRO WOOLLEY	SW	12/12/2014	245898
660100	Occup Exp-Utilities-Sewer	596.09	CITY OF SEDRO WOOLLEY	SW	1/16/2015	246558
660100	Occup Exp-Utilities-Sewer	238.44	CITY OF SEDRO WOOLLEY	SW	1/16/2015	246558
660100	Occup Exp-Utilities-Sewer	357.65	CITY OF SEDRO WOOLLEY	SW	1/16/2015	246558
660200	Occup Exp-Utilities-Electricity	46.15	PUGET SOUND ENERGY	E	12/5/2014	245725
660200	Occup Exp-Utilities-Electricity	84.28	PUGET SOUND ENERGY	E	12/5/2014	245725
660200	Occup Exp-Utilities-Electricity	54.48	PUGET SOUND ENERGY	E	12/5/2014	245725
660200	Occup Exp-Utilities-Electricity	76.60	PUGET SOUND ENERGY	E	12/30/2014	246238
660200	Occup Exp-Utilities-Electricity	48.61	PUGET SOUND ENERGY	E	12/30/2014	246238
660200	Occup Exp-Utilities-Electricity	41.21	PUGET SOUND ENERGY	E	12/30/2014	246238
660200	Occup Exp-Utilities-Electricity	42.46	PUGET SOUND ENERGY	E	1/30/2015	246829
660200	Occup Exp-Utilities-Electricity	50.23	PUGET SOUND ENERGY	E	1/30/2015	246829
660200	Occup Exp-Utilities-Electricity	79.68	PUGET SOUND ENERGY	E	1/30/2015	246829
660201	Occup Exp-Utilities-Electricity-Closing Bill	22.40	PUGET SOUND ENERGY	E	12/5/2014	245725
660201	Occup Exp-Utilities-Electricity-Closing Bill	9.85	PUGET SOUND ENERGY	E	12/30/2014	246238
660201	Occup Exp-Utilities-Electricity-Closing Bill	16.35	PUGET SOUND ENERGY	E	1/30/2015	246829
660300	Occup Exp-Utilities-Natural Gas	158.70	CASCADE NATURAL GAS CO	GS	12/12/2014	245885
660300	Occup Exp-Utilities-Natural Gas	68.11	CASCADE NATURAL GAS CO	GS	1/9/2015	246387
660300	Occup Exp-Utilities-Natural Gas	105.66	CASCADE NATURAL GAS CO	GS	1/9/2015	246387
660500	Occup Exp-Utilities-Surface Water Mgmt	29.40	CITY OF SEDRO WOOLLEY	ST	12/12/2014	245898
660500	Occup Exp-Utilities-Surface Water Mgmt	11.76	CITY OF SEDRO WOOLLEY	ST	12/12/2014	245898
660500	Occup Exp-Utilities-Surface Water Mgmt	17.64	CITY OF SEDRO WOOLLEY	ST	12/12/2014	245898
660500	Occup Exp-Utilities-Surface Water Mgmt	29.40	CITY OF SEDRO WOOLLEY	ST	1/16/2015	246558
660500	Occup Exp-Utilities-Surface Water Mgmt	11.76	CITY OF SEDRO WOOLLEY	ST	1/16/2015	246558
660500	Occup Exp-Utilities-Surface Water Mgmt	17.64	CITY OF SEDRO WOOLLEY	ST	1/16/2015	246558
660700	Occup Exp-Utilities-Garbage	391.77	CITY OF SEDRO WOOLLEY	GB	12/12/2014	245898
660700	Occup Exp-Utilities-Garbage	128.39	CITY OF SEDRO WOOLLEY	GB	12/12/2014	245898
660700	Occup Exp-Utilities-Garbage	133.98	CITY OF SEDRO WOOLLEY	GB	12/12/2014	245898
660700	Occup Exp-Utilities-Garbage	374.90	CITY OF SEDRO WOOLLEY	GB	1/16/2015	246558
660700	Occup Exp-Utilities-Garbage	144.14	CITY OF SEDRO WOOLLEY	GB	1/16/2015	246558
660700	Occup Exp-Utilities-Garbage	133.60	CITY OF SEDRO WOOLLEY	GB	1/16/2015	246558
800900	Interest Expense-Other	22.56	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/5/2014	245696
800900	Interest Expense-Other	22.01	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/16/2015	246526
	TOTAL CEDAR GROVE	9,924.05				

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
12/01/2014 TO 1/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
HILLSVIEW						
180001	Suspense-Tenant Refunds	114.47	JOAN M MASON	TENANT REFUND	12/5/2014	245791
264000	LT Debt-Lease	319.22	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/5/2014	245696
264000	LT Debt-Lease	320.26	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/16/2015	246526
400100	Salaries-Temporary Employees	18.28	ROBERT HALF TECHNOLOGY	K HOFFMAN 11/21/14	12/19/2014	246077
400100	Salaries-Temporary Employees	14.34	ROBERT HALF TECHNOLOGY	K HOFFMAN 12/5/14	12/19/2014	246077
400100	Salaries-Temporary Employees	6.13	ROBERT HALF TECHNOLOGY	K HOFFMAN 11/28/14	12/19/2014	246077
400100	Salaries-Temporary Employees	18.39	ROBERT HALF TECHNOLOGY	K HOFFMAN 11/14/14	1/9/2015	246434
400100	Salaries-Temporary Employees	18.51	ROBERT HALF TECHNOLOGY	K HOFFMAN 12/19/14	1/16/2015	246597
400100	Salaries-Temporary Employees	14.57	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/2/15	1/23/2015	246705
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/9/15	1/23/2015	246705
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 1/16/15	1/30/2015	246849
410000	Admin Supplies	0.31	OFFICE DEPOT	OFFICE SUPPLIES	1/9/2015	246345
410000	Admin Supplies	3.83	OFFICE DEPOT	OFFICE SUPPLIES	1/16/2015	246515
410000	Admin Supplies	1.65	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	245847
411100	Computer Equip-Hardware	0.38	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/9/2015	246329
411100	Computer Equip-Hardware	2.04	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/9/2015	246329
411100	Computer Equip-Hardware	2.59	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/9/2015	246329
411101	Computer Equip-Software	1.48	COMPUCOM SYSTEMS INC	COMPUTER SUPPLIES	1/9/2015	246449
411101	Computer Equip-Software	15.62	COMPUCOM SYSTEMS INC	LYNC SERVER ADDED	1/9/2015	246449
411102	Computer Equip-Hardware Maintenance	8.94	INTERNATIONAL BUSINESS MACHINES	MAINT AGREEMENT	1/23/2015	246651
411103	Computer Equip-Software Maintenance	10.82	LANSA, INC	MONTHLY CHARGES	12/5/2014	245687
411103	Computer Equip-Software Maintenance	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS DEC 2014	12/5/2014	245762
411103	Computer Equip-Software Maintenance	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVC JAN 2015	1/9/2015	246432
411103	Computer Equip-Software Maintenance	16.62	LANSA, INC	1/1-31/15 CHGS	1/9/2015	246348
411103	Computer Equip-Software Maintenance	32.07	HYLAND SOFTWARE, INC	MAINT	1/16/2015	246583
411200	Equip-Maintenance	0.25	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	1/16/2015	246524
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	12/5/2014	245691
411901	Equip-Other-Leased/Rented	0.12	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	12/12/2014	245857
411901	Equip-Other-Leased/Rented	0.40	CANON FINANCIAL	SN HRN09558	12/30/2014	246251
411901	Equip-Other-Leased/Rented	0.12	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	1/16/2015	246524
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	1/16/2015	246520
411901	Equip-Other-Leased/Rented	0.38	CANON FINANCIAL	SN HRN09558	1/23/2015	246710
420101	Professional Services-Auditing	250.50	STATE AUDITORS OFFICE	STATE AUDIT SEDRO WOOLLEY	12/5/2014	245649
421000	Admin Contracts-Translations	0.13	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/12/2014	245815
421000	Admin Contracts-Translations	0.66	DYNAMIC LANGUAGE	INTERPRETATION	12/19/2014	246065
421000	Admin Contracts-Translations	0.93	DYNAMIC LANGUAGE	INTERPRETATION	1/16/2015	246586
440000	Travel-Training Related-Local-Mileage	3.16	JOLENE GAIL STEWART	9/9-12/17/14 MILEAGE	12/30/2014	246243
440010	Travel-Training Related-Distant	11.03	RUBEN RIVERA-JACKMAN	TRAVEL REIMBURSEMENT 1/6-8/15	1/16/2015	246571
440100	Travel-Non-training Related-Local-Mileage	61.60	JEFF SEVERSON	8/3-11/9/14 MILEAGE	12/5/2014	245787
440100	Travel-Non-training Related-Local-Mileage	157.47	JOLENE GAIL STEWART	9/9-12/17/14 MILEAGE	12/30/2014	246243
440100	Travel-Non-training Related-Local-Mileage	5.69	RUBEN RIVERA-JACKMAN	11/26-12/18/14 MILEAGE	1/2/2015	246291
440100	Travel-Non-training Related-Local-Mileage	0.24	SHALONDA NESBITT	12/23/14 MILEAGE	1/9/2015	246460
440100	Travel-Non-training Related-Local-Mileage	0.95	MARSHA PREMEL	12/9-16/14 MILEAGE	1/9/2015	246427
440100	Travel-Non-training Related-Local-Mileage	0.22	TERRIA JEGLUM	11/4-12/29/14 MILEAGE	1/9/2015	246446

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
12/01/2014 TO 1/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Local-Mileage	13.31	JOLENE GAIL STEWART	12/22-30/14 MILEAGE	1/16/2015	246574
440100	Travel-Non-training Related-Local-Mileage	7.68	RUBEN RIVERA-JACKMAN	1/5-28/15 MILEAGE	1/30/2015	246839
450001	Comm-Phones Lines-Service-Voice	34.50	CTS CASH OFFICE	Oct-14	12/5/2014	245756
450001	Comm-Phones Lines-Service-Voice	34.50	CTS CASH OFFICE	Nov-14	12/12/2014	245919
450001	Comm-Phones Lines-Service-Voice	34.50	CTS CASH OFFICE	Dec-14	1/16/2015	246588
450002	Comm-Phones Lines-Service-Digital Voice	0.03	911 ETC INC	MONTHLY CHARGE	12/5/2014	245697
450003	Comm-Phones Lines-Security	69.00	CTS CASH OFFICE	Oct-14	12/5/2014	245756
450003	Comm-Phones Lines-Security	69.00	CTS CASH OFFICE	Nov-14	12/12/2014	245919
450003	Comm-Phones Lines-Security	69.00	CTS CASH OFFICE	Dec-14	1/16/2015	246588
450004	Comm-Phones Lines-Data	23.96	COMCAST CABLE COMM	11/13-12/12/14 CHGS	12/5/2014	245692
450004	Comm-Phones Lines-Data	23.96	COMCAST CABLE COMM	12/13/14-01/12/15 CHGS	12/19/2014	246017
450004	Comm-Phones Lines-Data	23.96	COMCAST CABLE COMM	1/13-2/12/15 CHGS	1/30/2015	246813
450100	Comm-Long Distance Charges	7.32	IMPACT TELECOM INC	10/21-11/16/14 CHGS	12/5/2014	245735
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	1/9/2015	246400
452000	Comm-Advertising	0.15	SEATTLE DAILY JOURNAL	GRANT WRITERS	12/12/2014	245806
452000	Comm-Advertising	0.18	NORTHWEST ASIAN WEEKLY	RFP GRANT WRITERS	12/12/2014	245828
491000	Admin Exp-Criminal/Background Checks	51.20	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/5/2014	245670
491000	Admin Exp-Criminal/Background Checks	30.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/5/2014	245670
491000	Admin Exp-Criminal/Background Checks	15.32	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/12/2014	245854
491000	Admin Exp-Criminal/Background Checks	2.32	AIRFACTZ	BACKGROUND CHECK	12/24/2014	246186
491000	Admin Exp-Criminal/Background Checks	7.50	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/30/2014	246217
491000	Admin Exp-Criminal/Background Checks	31.03	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/30/2014	246217
491000	Admin Exp-Criminal/Background Checks	33.78	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/23/2015	246655
491000	Admin Exp-Criminal/Background Checks	33.91	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/16/2015	246504
491000	Admin Exp-Criminal/Background Checks	15.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/16/2015	246504
493000	Other Admin Exp-Postage	28.15	MAIL ADVERTISING BUREAU INC	NOV 2014 STATEMENTS	12/12/2014	245810
493000	Other Admin Exp-Postage	6.65	THE UPS STORE #3898	MAILBOX RENEWAL	12/12/2014	245858
493000	Other Admin Exp-Postage	18.09	HASLER TOTAL FUNDS	POSTAGE	12/12/2014	245883
493000	Other Admin Exp-Postage	28.20	MAIL ADVERTISING BUREAU INC	DEC 2014 STATEMENTS	1/9/2015	246315
493000	Other Admin Exp-Postage	34.59	HASLER TOTAL FUNDS	POSTAGE	1/12/2015	246472
493100	Other Admin Exp-Mail Handling	21.01	MAIL ADVERTISING BUREAU INC	DEC 2014 STATEMENTS	1/9/2015	246315
494000	Other Admin Exp-Membership Dues	90.00	MUNICIPAL RESEARCH & SER CTR	Municipal Research & Services Center (MRSC) ROSTERS	1/30/2015	246758
520104	Social Service Contracts-Interpretation	2.53	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/19/2014	245984
520104	Social Service Contracts-Interpretation	1.51	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/16/2015	246493
530000	Relocation Exp-Moving	1,309.60	RELIABLE MOVING	REASONABLE ACCOM MOVE	12/30/2014	246225
610000	Occup Exp-Materials-Electrical	10.00	KCDA PURCHASING COOPERATIVE	MAINT SUPPLIES	1/9/2015	246302
610000	Occup Exp-Materials-Electrical	50.48	HD SUPPLY FACILITIES MAINTENANCE	RANGE HOOD FAN	1/16/2015	246489
610000	Occup Exp-Materials-Electrical	132.00	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	1/16/2015	246489
610006	Occup Exp-Materials-Windows	202.36	AMERICAN FLOORS & BLINDS	BLINDS	12/30/2014	246213
610006	Occup Exp-Materials-Windows	111.04	AMERICAN FLOORS & BLINDS	BLINDS	1/16/2015	246490
610102	Occup Exp-Equip-Appliances	160.72	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	1/16/2015	246489
620006	Occup Exp-Maint Contracts-Floor Covering	376.00	SIGNATURE INTERIORS & DESIGN	HILLSVIEW #107	12/24/2014	246155
620006	Occup Exp-Maint Contracts-Floor Covering	1,785.82	SIGNATURE INTERIORS & DESIGN	FLOORING #113	1/9/2015	246366
620006	Occup Exp-Maint Contracts-Floor Covering	94.00	SIGNATURE INTERIORS & DESIGN	FLOOR PREP	1/9/2015	246366
620006	Occup Exp-Maint Contracts-Floor Covering	1,686.62	SIGNATURE INTERIORS & DESIGN	FLOORING	1/9/2015	246366

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2014 TO 1/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620006	Occup Exp-Maint Contracts-Floor Covering	94.00	SIGNATURE INTERIORS & DESIGN	PREP WORK	1/9/2015	246366
620007	Occup Exp-Maint Contracts-Elevator	115.00	OTIS ELEVATOR	ELEVATOR SVCS	12/5/2014	245714
620007	Occup Exp-Maint Contracts-Elevator	115.00	OTIS ELEVATOR	ELEVATOR SVCS	1/9/2015	246381
620008	Occup Exp-Maint Alarm Testing/Monitoring	339.21	SIMPLEXGRINNELL LP	SMOKE DETECTORS	1/9/2015	246307
620008	Occup Exp-Maint Alarm Testing/Monitoring	64.50	SIMPLEXGRINNELL LP	ALARM MONITORING	1/23/2015	246619
620013	Occup Exp-Maint -Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	NOV 2014 YARD CARE	1/16/2015	246578
620013	Occup Exp-Maint -Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	DEC 2014 YARD CARE	1/16/2015	246578
660000	Occup Exp-Utilities-Water	1,184.66	PUBLIC UTILITY DISTRICT #1	W	1/16/2015	246552
660100	Occup Exp-Utilities-Sewer	3,576.53	CITY OF SEDRO WOOLLEY	SW	12/12/2014	245898
660100	Occup Exp-Utilities-Sewer	3,576.53	CITY OF SEDRO WOOLLEY	SW	1/16/2015	246558
660200	Occup Exp-Utilities-Electricity	740.57	PUGET SOUND ENERGY	E	12/5/2014	245725
660200	Occup Exp-Utilities-Electricity	1,377.59	PUGET SOUND ENERGY	E	12/30/2014	246238
660200	Occup Exp-Utilities-Electricity	1,456.11	PUGET SOUND ENERGY	E	1/30/2015	246829
660201	Occup Exp-Utilities-Electricity-Closing Bill	18.19	PUGET SOUND ENERGY	E	12/5/2014	245725
660201	Occup Exp-Utilities-Electricity-Closing Bill	16.94	PUGET SOUND ENERGY	E	12/19/2014	246046
660201	Occup Exp-Utilities-Electricity-Closing Bill	12.03	PUGET SOUND ENERGY	E	12/30/2014	246238
660201	Occup Exp-Utilities-Electricity-Closing Bill	34.16	PUGET SOUND ENERGY	E	12/30/2014	246238
660201	Occup Exp-Utilities-Electricity-Closing Bill	15.89	PUGET SOUND ENERGY	E	12/30/2014	246238
660201	Occup Exp-Utilities-Electricity-Closing Bill	10.00	PUGET SOUND ENERGY	E	1/9/2015	246392
660201	Occup Exp-Utilities-Electricity-Closing Bill	16.55	PUGET SOUND ENERGY	E	1/9/2015	246392
660201	Occup Exp-Utilities-Electricity-Closing Bill	9.36	PUGET SOUND ENERGY	E	1/9/2015	246392
660201	Occup Exp-Utilities-Electricity-Closing Bill	9.80	PUGET SOUND ENERGY	E	1/23/2015	246679
660500	Occup Exp-Utilities-Surface Water Mgmt	176.41	CITY OF SEDRO WOOLLEY	ST	12/12/2014	245898
660500	Occup Exp-Utilities-Surface Water Mgmt	176.41	CITY OF SEDRO WOOLLEY	ST	1/16/2015	246558
660700	Occup Exp-Utilities-Garbage	624.66	CITY OF SEDRO WOOLLEY	GB	12/12/2014	245898
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	12/24/2014	246131
660700	Occup Exp-Utilities-Garbage	623.91	CITY OF SEDRO WOOLLEY	GB	1/16/2015	246558
660700	Occup Exp-Utilities-Garbage	40.94	SKAGIT COUNTY PUBLIC WORKS DEPT	DUMP FEES	1/16/2015	246492
800900	Interest Expense-Other	43.06	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/5/2014	245696
800900	Interest Expense-Other	42.03	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/16/2015	246526
	TOTAL HILLSVIEW	27,038.89				
	TOTAL SEDRO WOOLLEY	36,962.94				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: February 2, 2015
From: Jeff Friend, Financial Reporting Manager
Subject: December 2014 Financial Report

Attached for your review is an unaudited year-end financial report as of December 31, 2014. This report shows year-end actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

Summary: Year-end operating revenues and operating expenses are 1.5% and 7.3% above budget, respectively.

<u>Key Operating Variances</u>	<u>Variance (\$)</u>	<u>Variance (%)</u>		<u>Footnote</u>
Operating Fund Subsidy	19,961	7.4		1
Occupancy Expenses	19,688	8.3		2
Admin Support Expenses	7,080	7.1		3

-  Green are positive variances
-  Red are negative variances greater than 5%

- 1) The budget estimated the Authority would receive 82% of its 2014 Operating Fund Subsidy. In September, HUD announced that the actual prorata was 88.79%. As a result, the Authority finished the year with more operating subsidy than was anticipated in the budget.
- 2) Sewer and garbage expenses were under-budgeted in 2014.
- 3) The costs of the annual audit were under-budgeted in error. Audit costs were about \$13,000 in 2013 and \$14,000 in 2014 while the 2014 budget was for only \$7,200.

Non-Operating Revenue and Expense: Non-operating revenues and expenses are both below target as two unit upgrades budgeted for Cedar Grove occurred at Hillsvie instead. Unit upgrades typically cost less at Hillsvie than Cedar Grove; therefore, the related expenses and grant draws were under target at year-end.

Working Capital: The year-end working capital balance is \$335,419; the equivalent of approximately 9 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 12/31/2014

ASSETS

Working Capital Assets

Cash-Unrestricted	\$	348,569
Accounts Receivables		14,202
Prepaid Assets & Inventory		6,292
Total Working Capital Assets		369,063

Liabilities Offsetting Working Capital Assets

Accounts Payable		(26,713)
Payroll Liabilities		(1,197)
Current Portion of Long-term debt		(5,734)
Total Offsetting Liabilities		(33,644)

Working Capital		335,419
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Other Assets

Cash-Restricted		8,826
Capital Assets		1,870,026
Suspense		428
Total Other Assets		1,879,280

TOTAL ASSETS (net of WC offsets)	\$	2,214,699
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LIABILITIES & EQUITY

Other Liabilities

Deferrals-Related to Restr Cash	\$	8,826
Debt		13,482
		22,308

Equity

Equity		2,192,391
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TOTAL LIAB & EQ (net of curr liab)	\$	2,214,699
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**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 12/31/2014**

	Actuals Through 12/31/2014	Budget Through 12/31/2014	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2014 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget	
Revenues								
Tenant Revenue	\$182,215	\$195,118	(\$12,903)	(6.6%)	\$195,118	\$12,903	93.4%	
Operating Fund Subsidy from HUD	289,267	269,306	19,961	7.4%	269,306	(19,961)	107.4%	(1)
Other Operating Revenue	269	288	(19)	(6.7%)	288	19	93.3%	
Non-operating Revenue	86,597	118,974	(32,377)	(27.2%)	118,974	32,377	72.8%	(2)
Total Revenues	558,347	583,686	(25,339)	(4.3%)	583,686	25,339	95.7%	
Expenses								
Salaries & Benefits	92,901	88,126	4,775	5.4%	88,126	(4,775)	105.4%	
Routine Maintenance, Utilities, Taxes & Insurance	257,498	237,810	19,688	8.3%	237,810	(19,688)	108.3%	(3)
Direct Social Service Salaries & Benefits	4,602	5,521	(919)	(16.6%)	5,521	919	83.4%	
Other Social Service Support Expenses & HAP	1,888	1,018	870	85.5%	1,018	(870)	185.5%	
Administrative Support Expenses	106,147	99,067	7,080	7.1%	99,067	(7,080)	107.1%	
Non-operating Expenses	899	900	(1)	(0.1%)	900	1	99.9%	
Total Expenses	463,935	432,442	31,493	7.3%	432,442	(31,493)	107.3%	
Net Income	94,412	151,244	(56,832)	(37.6%)	151,244	56,832	62.4%	
Other Sources/(Uses) of Working Capital								
(Increase) in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m	
Acquisition of Capital Assets	(0)	0	(0)	n/m	0	0	n/m	
Maintenance Projects	(80,221)	(115,133)	34,912	(30.3%)	(115,133)	(34,912)	69.7%	
Acquisition of Capital Assets	(80,221)	(115,133)	34,912	(30.3%)	(115,133)	(34,912)	69.7%	(2)
Change in Other Deferrals	(50)	0	(50)	n/m	0	50	n/m	
(Decrease) in LT Debt	(6,222)	(5,964)	(258)	4.3%	(5,964)	258	104.3%	
Change in Other Liabilities	(1,354)	0	(1,354)	n/m	0	1,354	n/m	
Total Other Sources/(Uses) of Working Capital	(88,226)	(121,097)	32,871	(27.1%)	(121,097)	(32,871)	72.9%	
Net Change in Working Capital	\$6,186	\$30,147	(\$23,961)	(79.5%)	\$30,147	\$23,961	20.5%	
Working Capital, 12/31/2013	329,233							
Working Capital, 12/31/2014	\$335,419							

- 1) Operating subsidy budget assumed a lower prorata than the final amount that HUD has issued resulting in a higher level of funding than anticipated.
- 2) CFP grant-funded unit upgrades at Cedar Grove apartment delayed due to lack of vacancies. Unit upgrades done at Hillsvieview instead.
- 3) Sewer and garbage expenses were higher than anticipated in the budget.

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Washington Housing Services
Housing Authority of the City of Sedro-Woolley

TO: Board of Commissioners

FROM: Linda Riley

DATE: February 9, 2015

RE: 4nd Quarter 2014 Summary Write-Offs

For the 4th Quarter of 2014, one account at Cedar Grove in the amount of \$5,008.04 was written off. Approximately one-half of the amount was for past-due rent and the other one-half was charged for cleaning and damages. A breakdown for this account is listed below.

	<u>TOTAL WRITE-OFFS</u>
Rent Balance Forward to Vacate Month	2,366.00
Retro Rent	-
 <u>VACATE CHARGES:</u>	
Rent Delinquent in Vacate Month	-
Cleaning & Damages	2,639.68
Paper Service & Court Costs	-
Miscellaneous Charges	173.13
	<u>5,178.81</u>
 <u>CREDITS:</u>	
Security Deposits	(150.00)
Miscellaneous Payments & Credits	(20.77)
	<u>(170.77)</u>
 TOTAL	 <u>\$ 5,008.04</u>

**Write-off and Collection Summary
2012 - 2014**

NET WRITE-OFFS			
	2014	2013	2012
January to March			-
April to June			158.63
July to September			
October to December	5,008.04		912.16
TOTAL	5,008.04	-	1,070.79
NET COLLECTIONS			
	2014	2013	2012
January to March	-	-	-
April to June	-	-	-
July to September	-	-	-
October to December	-	-	-
TOTAL	-	-	-

****Detail by tenant is available by request.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

December 2014 and January 2015

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	6	6	2
Cedar Grove	1	0	0

Average Unit Turnover Rates for Hillsview

December was a busy month for Hillsview with a total of six units being housed; three of those were transfers, two of those moving into newly upgraded units. Total turn time was 201 days, 123 of those days were off-line with the upgrades happening. Total time we gave to the transfers was 21 days. Having units come in all at the same time negatively effected turn days.

At Cedar Grove the only vacate we had was a resident who abandoned the unit. It is a 3 bedroom, has been vacant 41 days, it is being upgraded and we expect to house it the end of February.

Current Applications of Wait List as of February 5, 2015

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	13	8	10	23

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	24	10	34
3 Bedrooms	13	2	15
4 Bedrooms	1	0	1
Total	38	12	50

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	78	41	11	6	0	136
Cedar Grove I	1	2	0	0	0	3
Cedar Grove II	5	8	1	0	0	14
Cedar Grove III	3	10	0	0	0	13
Total	87	61	12	6	0	166

In addition we completed 23 work orders that were exterior site related. We have REAC scheduled for March 17th and are in full swing preparing.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

We had a Holiday luncheon in December that the residents truly enjoyed, thank you to the Sedro-Woolley Board members!

Staffing

We are 100% staffed in Sedro-Woolley. We have staff driving up from Shoreline to help the Maintenance Mechanic prepare for REAC.

Previous Meeting Concerns

None

Resident Issues

Management is planning the process of planning for a summer garden for the residents.

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Nikki Parrot, Director of Capital Construction & Weatherization
DATE: February 10, 2015
RE: Capital Construction Report February 2015

2015 Capital Work Plan

Hillsvew Apartments

In accordance with the prior approval of the Board of Commissioners, capital work in 2015 will address roofing and roof access issues for the three lower, flat sections of the roof located at the hubs of each wing of the building.

- Remove the existing roofing materials, gutters, and parapet walls and reroof with new Energy Star Thermoplastic Polyolefin (rubberized roof membrane) with sloped mop board.
- Install new gutters and complete all minor restoration activity (i.e. fascia boards, painting to match, etc.)
- Install three new steel access ladders with safety gates.

The total budget for the roofing work is \$50,000. KCHA will act as the general contractor and bid the work in early summer with the intent to be under construction in August and complete by September.