

Sedro-Woolley Housing Authority

MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 18, 2015

10:45 am

Hillsvew Apartments

-Agenda-

I. Call to Order

II. Roll Call

III. Approval of Minutes

A. April 16, 2015 Board of Commissioners' Meeting Minutes **1**

IV. Consent Items

A. Approval of Voucher Report April 1, 2015 to May 31, 2015 **2**

V. Resolution for Discussion & Approval **3**

A. Resolution No. 449: Authorizing changes to the Public Housing Admissions and Continued Occupancy Policy relating to Non-Smoking

VI. Financial Reports

A. April 2015 Financial Report **4**

X. Housing Management Report

A. Housing Management Report for April & May 2015 **5**

XI. New Business

XII. Adjournment

Next Meeting
August 20, 2015

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

April 16, 2015

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 10:45 a.m. on Thursday, April 16, 2015 in the Community Room of the Hillsview Apartments.

II. Roll Call

Present: Commissioner Laurie Fellers, Commissioner Reta Stephenson Vice-Chair; and Commissioner Kacy Johnson

Excused: Commissioner K. B. Johnson

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

Guest: Lee Elliot

III. Approval of Minutes

Chair Fellers called for approval of the minutes of the February 18, 2015 Board of Commissioners' Meeting Minutes. Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner Reta Stephenson. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report – December 1, 2014 to January 31, 2015

The Voucher Report for February 1, 2015 to March 31, 2015 was presented to the Board of Commissioners as contained in the meeting packets.

Commissioner Reta Stephenson moved for approval of the vouchers, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. February 2015 Financial Report

Craig Violante, Director of Finance, briefed the Board on the February 2015 Financial Report as was contained in the meeting packets.

VII. Presentations

A. Non-Smoking Policy Presentation

Bill Cook, Director of Housing Management, provided an overview of the proposed adoption of a Non-Smoking Policy. Mr. Cook explained the implementation process, challenges and lessons learned from other properties that have implemented the Policy. Mr. Cook mentioned that staff will present Resolution on a Non-Smoking Policy for all Sedro-Woolley Housing Authority properties at the next meeting for Board consideration. Mr. Cook also mentioned that prior to the June Board meeting a Public Comment session will take place to obtain input from tenants.

B. Real Estate Assessment Center (REAC) Physical Inspection Results

Bill Cook also provided a briefing on the results from the physical inspections conducted at Hillview Apartments and Cedar Grove. Mr. Cook explained that the units and outside facilities are inspected and scored annually by HUD.

VIII. Housing Management Report

A. Housing Management Report for February & March 2015

Jody Stewart briefed the Board of Commissioners on the Housing Report for February and March 2015 as was contained in the meeting packets.

IX. New Business

A. None.

XI. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:50 a.m.

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, Accounting Manager
DATE: June 1, 2015

RE: Approval of Vouchers April 1, 2015 to May 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
June 1, 2015

Expenditures to Sedro-Woolley

Operations	
Directly to Cedar Grove	10,619.61
Directly to Hillsvew	27,128.59
Total Expenditures	<u><u>\$37,748.20</u></u>

SEDRO-WOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2015 TO 5/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
180001	Suspense-Tenant Refunds	145.09	KRISTINA R MCNEIL	TENANT REFUND	4/24/2015	248501
264000	LT Debt-Lease	169.39	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/3/2015	247943
264000	LT Debt-Lease	169.94	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/7/2015	248682
400100	Salaries-Temporary Employees	6.23	ROBERT HALF TECHNOLOGY	K HOFFMAN 3/20/15	4/3/2015	248003
400100	Salaries-Temporary Employees	4.99	ROBERT HALF TECHNOLOGY	K HOFFMAN 3/27/15	4/17/2015	248306
400100	Salaries-Temporary Employees	6.23	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/3/15	4/17/2015	248306
400100	Salaries-Temporary Employees	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/17/15	5/1/2015	248615
400100	Salaries-Temporary Employees	2.94	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/24/15	5/7/2015	248731
400100	Salaries-Temporary Employees	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/1/15	5/15/2015	248873
400100	Salaries-Temporary Employees	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/15/15	5/29/2015	249185
421000	Administrative Contracts-Translations	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/10/15	4/24/2015	248465
409003	Benefits-Uniforms	14.56	ADPRO LLC	LOGO SHIRTS - SWHA	5/15/2015	248799
409004	Benefits-Work Boots	21.70	JEFF SEVERSON	SAFETY SHOE REIMBURSEMENT	4/3/2015	248023
410000	Administrative Supplies	1.72	REPOSITE TECHNICAL PRINT	PRINTING	4/3/2015	247957
410000	Administrative Supplies	4.56	REPOSITE TECHNICAL PRINT	UPDATED PACKET	4/10/2015	248114
411100	Computer Equip-Hardware	1.42	CDW/COMPUTER CENTERS INC	MSH FB LIFECAM CINEMAN WEBCAM	4/3/2015	247913
411100	Computer Equip-Hardware	22.73	CDW/COMPUTER CENTERS INC	APC UPS NETWORK MGMNT CARD	4/3/2015	247913
411100	Computer Equip-Hardware	14.60	INTEGRATED ARCHIVE SYSTEMS	NETAPP SHELF ADD ON	4/10/2015	248165
411100	Computer Equip-Hardware	46.83	CERIUM NETWORKS INC	LYNC HARDWARE	4/10/2015	248184
411100	Computer Equip-Hardware	1.01	CERIUM NETWORKS INC	LYNC POLYCOM TELEPHONE SETS	4/10/2015	248184
411100	Computer Equip-Hardware	0.17	NETIG LLC	PATCH CORDS	5/1/2015	248572
411100	Computer Equip-Hardware	0.07	NETIG LLC	COMPUTER SUPPLIES	5/1/2015	248572
411100	Computer Equip-Hardware	0.14	NETIG LLC	COMPUTER SUPPLIES	5/1/2015	248572
411100	Computer Equip-Hardware	0.13	NETIG LLC	COMPUTER SUPPLIES	5/1/2015	248572
411100	Computer Equip-Hardware	0.03	NETIG LLC	COMPUTER SUPPLIES	5/7/2015	248692
411100	Computer Equip-Hardware	3.53	CERIUM NETWORKS INC	4/16-5/16/15 CHGS	5/15/2015	248890
411100	Computer Equip-Hardware	0.15	CDW/COMPUTER CENTERS INC	COMPUTER PARTS	5/22/2015	248943
411101	Computer Equip-Software	7.50	CERIUM NETWORKS INC	LYNC HARDWARE	4/10/2015	248184
411101	Computer Equip-Software	5.80	CERIUM NETWORKS INC	LYNC POLYCOM TELEPHONE SETS	4/10/2015	248184
411101	Computer Equip-Software	2.08	LOOKSOFTWARE INC.	COMPUTER SUPPLIES	5/7/2015	248746
411102	Computer Equip-Hardware Maint	1.00	ADVANTAGE TECHNOLOGIES INC	RIGHTFAX SUPPORT	4/3/2015	248012
411102	Computer Equip-Hardware Maint	9.04	INTEGRATED ARCHIVE SYSTEMS	2/25-3/13/15 CHGS	4/17/2015	248300
411103	Computer Equip-Software Maint	1.59	ADVANTAGE TECHNOLOGIES INC	RIGHTFAX SUPPORT	4/3/2015	248012
411103	Computer Equip-Software Maint	1.02	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS APRIL 2015	4/10/2015	248168
411103	Computer Equip-Software Maint	0.42	LOOKSOFTWARE INC.	COMPUTER SUPPLIES	5/7/2015	248746
411103	Computer Equip-Software Maint	1.02	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS MAY 2015	5/7/2015	248730
411200	Equip-Maint	0.11	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	4/17/2015	248243
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	4/10/2015	248095
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	5/1/2015	248558
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	5/7/2015	248677
420000	Professional Services-Legal	5.62	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVC FEB '15	4/3/2015	247895
420000	Professional Services-Legal	0.79	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVC FEB '15	4/3/2015	247895
420908	Professional Services-Computers	1.02	INTEGRATED ARCHIVE SYSTEMS	NETAPP SHELF ADD ON	4/10/2015	248165
420908	Professional Services-Computers	42.06	CERIUM NETWORKS INC	LYNC POLYCOM TELEPHONE SETS	4/10/2015	248184

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2015 TO 5/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Computers	1.38	SEMAPHORE CORPORATION	NETWORK ENGINEERING 3/1-31/15	5/1/2015	248592
420908	Professional Services-Computers	1.47	CERIUM NETWORKS INC	4/16-5/16/15 CHGS	5/15/2015	248890
421999	Administrative Contracts-Other	9.43	INTERNATIONAL BUSINESS MACHINES	ASSESSMENTS	5/15/2015	248882
440100	Travel-Non-training Related-Local-Mileage	0.55	TERRIA JEGLUM	1/20-3/20/15 MILEAGE	4/3/2015	248013
440100	Travel-Non-training Related-Local-Mileage	24.30	JESSICA OLIVES	2/19/15 MILEAGE	4/3/2015	248029
440100	Travel-Non-training Related-Local-Mileage	0.40	LILIYA SOLTYS	4/6-2/3/15 MILEAGE	4/24/2015	248480
440100	Travel-Non-training Related-Local-Mileage	0.90	MARSHA PREMEL	3/11-4/29/15 MILEAGE	5/7/2015	248726
450001	Comm-Phones Lines-Service-Voice	11.50	CTS CASH OFFICE	MARCH 2015 CHGS	4/17/2015	248296
450002	Comm-Phones Lines-Service-Digital Voice	0.02	911 ETC INC	GATEWAY MONTHLY CHARGE	4/3/2015	247945
452000	Comm-Advertising	266.63	SKAGIT VALLEY PUBLISHING	PUBLIC ANNOUNCEMENT	5/22/2015	248933
491000	Admin Exp-Criminal/Background Checks	10.21	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/17/2015	248241
491000	Admin Exp-Criminal/Background Checks	9.63	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/1/2015	248533
491000	Admin Exp-Criminal/Background Checks	5.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/1/2015	248533
491000	Admin Exp-Criminal/Background Checks	6.56	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/15/2015	248808
491000	Admin Exp-Criminal/Background Checks	6.18	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/22/2015	249030
491000	Admin Exp-Criminal/Background Checks	5.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/22/2015	249030
493000	Other Admin Exp-Postage	16.83	HASLER TOTAL FUNDS	POSTAGE	4/3/2015	247967
493000	Other Admin Exp-Postage	9.46	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	4/17/2015	248214
493000	Other Admin Exp-Postage	4.39	HASLER TOTAL FUNDS	POSTAGE	5/7/2015	248697
493000	Other Admin Exp-Postage	9.42	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	5/15/2015	248772
493100	Other Admin Exp-Mail Handling	6.56	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	4/17/2015	248214
493100	Other Admin Exp-Mail Handling	1.71	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	5/15/2015	248772
520104	Social Service Contracts-Interpretation	1.75	LANGUAGE LINE SERVICES, INC	INTERPRETATION	4/17/2015	248218
520104	Social Service Contracts-Interpretation	1.34	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/15/2015	248780
520104	Social Service Contracts-Interpretation	0.04	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/15/2015	248780
610000	Occup Exp-Materials-Electrical	159.75	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	4/10/2015	248059
610000	Occup Exp-Materials-Electrical	107.94	HD SUPPLY FACILITIES MAINTENANCE	SMOKE ALARMS	4/24/2015	248351
610006	Occup Exp-Materials-Windows	18.50	SEDRO-WOOLLEY GLASS	re-screen	4/10/2015	248050
610006	Occup Exp-Materials-Windows	18.50	SEDRO-WOOLLEY GLASS	re-screen	4/10/2015	248050
610006	Occup Exp-Materials-Windows	13.00	SEDRO-WOOLLEY GLASS	re-screen	4/10/2015	248050
610006	Occup Exp-Materials-Windows	24.00	SEDRO-WOOLLEY GLASS	re-screen	4/10/2015	248050
610006	Occup Exp-Materials-Windows	31.00	SEDRO-WOOLLEY GLASS	re-screen	4/10/2015	248050
610006	Occup Exp-Materials-Windows	345.00	SEDRO-WOOLLEY GLASS	WINDOW GLASS	5/1/2015	248515
610006	Occup Exp-Materials-Windows	44.50	SEDRO-WOOLLEY GLASS	patio door re-screen	4/10/2015	248050
610017	Occup Exp-Materials-Janitorial	23.82	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	4/10/2015	248059
620006	Occup Exp-Floor Covering	456.86	SIGNATURE INTERIORS & DESIGN	FLOORING	4/3/2015	247951
620013	Occup Exp-Yard/Garden/Landscaping	150.00	SOUND LANDSCAPE SERVICES	SOIL, BARK AND LABOR	4/10/2015	248157
620013	Occup Exp-Yard/Garden/Landscaping	708.75	SOUND LANDSCAPE SERVICES	MARCH YARD CARE	4/24/2015	248450
620013	Occup Exp-Yard/Garden/Landscaping	708.75	SOUND LANDSCAPE SERVICES	APRIL 2015 YARD CARE	5/29/2015	249170
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	65.18	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	92.01	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	134.18	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2015 TO 5/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	118.84	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	62.03	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	61.34	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	176.35	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	103.51	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660000	Occup Exp-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	5/22/2015	249004
660100	Occup Exp-Utilities-Sewer	243.17	CITY OF SEDRO WOOLLEY	SW	4/10/2015	248142
660100	Occup Exp-Utilities-Sewer	364.75	CITY OF SEDRO WOOLLEY	SW	4/10/2015	248142
660100	Occup Exp-Utilities-Sewer	365.51	CITY OF SEDRO WOOLLEY	SW	5/15/2015	248850
660100	Occup Exp-Utilities-Sewer	609.19	CITY OF SEDRO WOOLLEY	SW	5/15/2015	248850
660100	Occup Exp-Utilities-Sewer	243.85	CITY OF SEDRO WOOLLEY	SW	5/15/2015	248850
660100	Occup Exp-Utilities-Sewer	607.91	CITY OF SEDRO WOOLLEY	SW	4/10/2015	248142
660200	Occup Exp-Utilities-Electricity	47.12	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660200	Occup Exp-Utilities-Electricity	79.05	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660200	Occup Exp-Utilities-Electricity	39.72	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660200	Occup Exp-Utilities-Electricity	41.84	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660200	Occup Exp-Utilities-Electricity	76.64	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660200	Occup Exp-Utilities-Electricity	35.96	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660200	Occup Exp-Utilities-Electricity	38.64	PUGET SOUND ENERGY-BOT-01H	E	5/29/2015	249143
660200	Occup Exp-Utilities-Electricity	59.30	PUGET SOUND ENERGY-BOT-01H	E	5/29/2015	249143
660200	Occup Exp-Utilities-Electricity	33.78	PUGET SOUND ENERGY-BOT-01H	E	5/29/2015	249143
660201	Occup Exp-Utilities-Electricity-Closing Bill	8.57	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660201	Occup Exp-Utilities-Electricity-Closing Bill	8.37	PUGET SOUND ENERGY-BOT-01H	E	5/7/2015	248701
660300	Occup Exp-Utilities-Natural Gas	129.93	CASCADE NATURAL GAS CO	GS	4/10/2015	248127
660300	Occup Exp-Utilities-Natural Gas	121.85	CASCADE NATURAL GAS CO	GS	5/7/2015	248698
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	8.43	CASCADE NATURAL GAS CO	GS	5/1/2015	248580
660500	Occup Exp-Utilities-Surface Water Mgmt	18.00	CITY OF SEDRO WOOLLEY	ST	4/10/2015	248142
660500	Occup Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	ST	4/10/2015	248142
660500	Occup Exp-Utilities-Surface Water Mgmt	12.00	CITY OF SEDRO WOOLLEY	ST	4/10/2015	248142
660500	Occup Exp-Utilities-Surface Water Mgmt	30.06	CITY OF SEDRO WOOLLEY	ST	5/15/2015	248850
660500	Occup Exp-Utilities-Surface Water Mgmt	18.03	CITY OF SEDRO WOOLLEY	ST	5/15/2015	248850
660500	Occup Exp-Utilities-Surface Water Mgmt	12.03	CITY OF SEDRO WOOLLEY	ST	5/15/2015	248850
660700	Occup Exp-Utilities-Garbage	136.22	CITY OF SEDRO WOOLLEY	GB	4/10/2015	248142
660700	Occup Exp-Utilities-Garbage	430.67	CITY OF SEDRO WOOLLEY	GB	4/10/2015	248142
660700	Occup Exp-Utilities-Garbage	130.53	CITY OF SEDRO WOOLLEY	GB	4/10/2015	248142
660700	Occup Exp-Utilities-Garbage	12.46	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/1/2015	248528

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2015 TO 5/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Exp-Utilities-Garbage	380.94	CITY OF SEDRO WOOLLEY	GB	5/15/2015	248850
660700	Occup Exp-Utilities-Garbage	135.43	CITY OF SEDRO WOOLLEY	GB	5/15/2015	248850
660700	Occup Exp-Utilities-Garbage	129.82	CITY OF SEDRO WOOLLEY	GB	5/15/2015	248850
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/15/2015	248779
800900	Interest Expense-Other	20.37	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/3/2015	247943
800900	Interest Expense-Other	19.82	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/7/2015	248682
	TOTAL CEDAR GROVE	10,619.61				
HILLSVIEW						
180001	Suspense-Tenant Refunds	128.23	VIOLET M DRAKE	TENANT REFUND	4/3/2015	248036
264000	LT Debt-Lease	323.39	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/3/2015	247943
264000	LT Debt-Lease	324.44	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/7/2015	248682
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 3/20/15	4/3/2015	248003
400100	Salaries-Temporary Employees	14.95	ROBERT HALF TECHNOLOGY	K HOFFMAN 3/27/15	4/17/2015	248306
400100	Salaries-Temporary Employees	18.69	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/3/15	4/17/2015	248306
400100	Salaries-Temporary Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/17/15	5/1/2015	248615
400100	Salaries-Temporary Employees	8.83	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/24/15	5/7/2015	248731
400100	Salaries-Temporary Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/1/15	5/15/2015	248873
400100	Salaries-Temporary Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/15/15	5/29/2015	249185
400100	Salaries-Temporary Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 4/10/15	4/24/2015	248465
409003	Benefits-Uniforms	43.69	ADPRO LLC	LOGO SHIRTS - SWHA	5/15/2015	248799
409004	Benefits-Work Boots	65.08	JEFF SEVERSON	SAFETY SHOE REIMBURSEMENT	4/3/2015	248023
410000	Administrative Supplies	5.17	REPOSITE TECHNICAL PRINT	PRINTING	4/3/2015	247957
410000	Administrative Supplies	13.67	REPOSITE TECHNICAL PRINT	UPDATED PACKET	4/10/2015	248114
411100	Computer Equip-Hardware	4.27	CDW/COMPUTER CENTERS INC	MSH FB LIFECAM CINEMAN WEBCAM	4/3/2015	247913
411100	Computer Equip-Hardware	68.18	CDW/COMPUTER CENTERS INC	APC UPS NETWORK MGMNT CARD	4/3/2015	247913
411100	Computer Equip-Hardware	43.77	INTEGRATED ARCHIVE SYSTEMS	NETAPP SHELF ADD ON	4/10/2015	248165
411100	Computer Equip-Hardware	140.42	CERIUM NETWORKS INC	LYNC HARDWARE	4/10/2015	248184
411100	Computer Equip-Hardware	3.04	CERIUM NETWORKS INC	LYNC POLYCOM TELEPHONE SETS	4/10/2015	248184
411100	Computer Equip-Hardware	0.50	NETIG LLC	PATCH CORDS	5/1/2015	248572
411100	Computer Equip-Hardware	0.26	NETIG LLC	COMPUTER SUPPLIES	5/1/2015	248572
411100	Computer Equip-Hardware	0.42	NETIG LLC	COMPUTER SUPPLIES	5/1/2015	248572
411100	Computer Equip-Hardware	0.48	NETIG LLC	COMPUTER SUPPLIES	5/1/2015	248572
411100	Computer Equip-Hardware	0.10	NETIG LLC	COMPUTER SUPPLIES	5/7/2015	248692
411100	Computer Equip-Hardware	10.89	CERIUM NETWORKS INC	4/16-5/16/15 CHGS	5/15/2015	248890
411100	Computer Equip-Hardware	0.47	CDW/COMPUTER CENTERS INC	COMPUTER PARTS	5/22/2015	248943
411101	Computer Equip-Software	22.48	CERIUM NETWORKS INC	LYNC HARDWARE	4/10/2015	248184
411101	Computer Equip-Software	17.39	CERIUM NETWORKS INC	LYNC POLYCOM TELEPHONE SETS	4/10/2015	248184
411101	Computer Equip-Software	6.23	LOOKSOFTWARE INC.	COMPUTER SUPPLIES	5/7/2015	248746
411102	Computer Equip-Hardware Maint	2.99	ADVANTAGE TECHNOLOGIES INC	RIGHTFAX SUPPORT	4/3/2015	248012
411102	Computer Equip-Hardware Maint	27.12	INTEGRATED ARCHIVE SYSTEMS	2/25-3/13/15 CHGS	4/17/2015	248300
411103	Computer Equip-Software Maint	4.76	ADVANTAGE TECHNOLOGIES INC	RIGHTFAX SUPPORT	4/3/2015	248012
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS APRIL 2015	4/10/2015	248168
411103	Computer Equip-Software Maint	1.25	LOOKSOFTWARE INC.	COMPUTER SUPPLIES	5/7/2015	248746
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS MAY 2015	5/7/2015	248730
411200	Equip-Maint	0.34	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	4/17/2015	248243

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2015 TO 5/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	4/10/2015	248095
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	5/1/2015	248558
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	5/7/2015	248677
420000	Professional Services-Legal	16.87	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVC FEB '15	4/3/2015	247895
420000	Professional Services-Legal	2.38	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVC FEB '15	4/3/2015	247895
420908	Professional Services-Computers	3.06	INTEGRATED ARCHIVE SYSTEMS	NETAPP SHELF ADD ON	4/10/2015	248165
420908	Professional Services-Computers	126.11	CERIUM NETWORKS INC	LYNC POLYCOM TELEPHONE SETS	4/10/2015	248184
420908	Professional Services-Computers	4.14	SEMAPHORE CORPORATION	NETWORK ENGINEERING 3/1-31/15	5/1/2015	248592
420908	Professional Services-Computers	4.41	CERIUM NETWORKS INC	4/16-5/16/15 CHGS	5/15/2015	248890
421999	Administrative Contracts-Other	28.28	INTERNATIONAL BUSINESS MACHINES	ASSESSMENTS	5/15/2015	248882
440100	Travel-Non-training Related-Local-Mileage	1.64	TERRIA JEGLUM	1/20-3/20/15 MILEAGE	4/3/2015	248013
440100	Travel-Non-training Related-Local-Mileage	72.89	JESSICA OLIVES	2/19/15 MILEAGE	4/3/2015	248029
440100	Travel-Non-training Related-Local-Mileage	34.20	JOLENE GAIL STEWART	1/12-3/25/15 MILEAGE	4/17/2015	248287
440100	Travel-Non-training Related-Local-Mileage	73.14	YICHUAN ZHAO	1/9-3/23/15 MILEAGE	4/24/2015	248468
440100	Travel-Non-training Related-Local-Mileage	1.19	LILIYA SOLTYS	4/6-2/3/15 MILEAGE	4/24/2015	248480
440100	Travel-Non-training Related-Local-Mileage	75.90	JEFF SEVERSON	1/17-4/2/15 MILEAGE	5/7/2015	248740
440100	Travel-Non-training Related-Local-Mileage	2.69	MARSHA PREMEL	3/11-4/29/15 MILEAGE	5/7/2015	248726
450001	Comm-Phones Lines-Service-Voice	34.50	CTS CASH OFFICE	MARCH 2015 CHGS	4/17/2015	248296
450002	Comm-Phones Lines-Service-Digital Voice	0.06	911 ETC INC	GATEWAY MONTHLY CHARGE	4/3/2015	247945
450003	Comm-Phones Lines-Security	69.00	CTS CASH OFFICE	MARCH 2015 CHGS	4/17/2015	248296
450100	Comm-Long Distance Charges	5.97	IMPACT TELECOM INC	2/22-3/18/15 CHGS	4/10/2015	248143
450100	Comm-Long Distance Charges	6.04	IMPACT TELECOM INC	MONTHLY CHGS	5/1/2015	248589
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	4/27-5/14/15 CHGS	5/29/2015	249155
452000	Comm-Advertising	799.88	SKAGIT VALLEY PUBLISHING	PUBLIC ANNOUNCEMENT	5/22/2015	248933
491000	Admin Exp-Criminal/Background Checks	30.63	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/17/2015	248241
491000	Admin Exp-Criminal/Background Checks	28.89	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/1/2015	248533
491000	Admin Exp-Criminal/Background Checks	14.99	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/1/2015	248533
491000	Admin Exp-Criminal/Background Checks	19.69	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/15/2015	248808
491000	Admin Exp-Criminal/Background Checks	18.53	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/22/2015	249030
491000	Admin Exp-Criminal/Background Checks	15.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/22/2015	249030
493000	Other Admin Exp-Postage	50.50	HASLER TOTAL FUNDS	POSTAGE	4/3/2015	247967
493000	Other Admin Exp-Postage	28.37	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	4/17/2015	248214
493000	Other Admin Exp-Postage	13.17	HASLER TOTAL FUNDS	POSTAGE	5/7/2015	248697
493000	Other Admin Exp-Postage	28.25	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	5/15/2015	248772
493100	Other Admin Exp-Mail Handling	19.67	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	4/17/2015	248214
493100	Other Admin Exp-Mail Handling	5.14	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	5/15/2015	248772
520104	Social Service Contracts-Interpretation	5.26	LANGUAGE LINE SERVICES, INC	INTERPRETATION	4/17/2015	248218
520104	Social Service Contracts-Interpretation	4.02	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/15/2015	248780
520104	Social Service Contracts-Interpretation	0.12	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/15/2015	248780
610000	Occup Exp-Materials-Electrical	48.99	E & E LUMBER, INC	3/16-7/8 bit set	5/1/2015	248526
610000	Occup Exp-Materials-Electrical	53.76	HD SUPPLY FACILITIES MAINTENANCE	SUPPLIES	5/29/2015	249084
610003	Occup Exp-Materials-Carpentry	80.00	CASCADE GUTTER SERVICE, INC	GUTTER WORK	5/15/2015	248886
610006	Occup Exp-Materials-Windows	209.50	SEDRO-WOOLLEY GLASS	LABOR INSTALL UNITS	4/3/2015	247892
610006	Occup Exp-Materials-Windows	80.38	SEDRO-WOOLLEY GLASS	LABOR INSTALL UNITS	4/3/2015	247892
610006	Occup Exp-Materials-Windows	28.50	SEDRO-WOOLLEY GLASS	re-screen	4/10/2015	248050

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2015 TO 5/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
610006	Occup Exp-Materials-Windows	190.65	AMERICAN FLOORS & BLINDS	BLINDS	5/15/2015	248778
610006	Occup Exp-Materials-Windows	70.00	SEDRO-WOOLLEY GLASS	HILLSVIEW APTS	5/29/2015	249075
610006	Occup Exp-Materials-Windows	50.00	SEDRO-WOOLLEY GLASS	HILLSVIEW APTS	5/29/2015	249075
610017	Occup Exp-Materials-Janitorial	12.74	HD SUPPLY FACILITIES MAINTENANCE	SUPPLIES	5/29/2015	249084
620006	Occup Exp-Floor Covering	282.00	SIGNATURE INTERIORS & DESIGN	RESTRETCH CARPET	4/3/2015	247951
620006	Occup Exp-Floor Covering	530.80	SIGNATURE INTERIORS & DESIGN	FLOORING	4/10/2015	248109
620006	Occup Exp-Floor Covering	94.00	SIGNATURE INTERIORS & DESIGN	ADD'L PREP	5/22/2015	248988
620006	Occup Exp-Floor Covering	1,138.12	SIGNATURE INTERIORS & DESIGN	CARPET	5/22/2015	248988
620008	Occup Exp-Alarm Testing/Monitoring	64.50	SIMPLEXGRINNELL LP	ALARM MONITORING	5/1/2015	248516
620013	Occup Exp-Yard/Garden/Landscaping	450.00	SOUND LANDSCAPE SERVICES	SOIL, BARK AND LABOR	4/10/2015	248157
620013	Occup Exp-Yard/Garden/Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	MARCH YARD CARE	4/24/2015	248450
620013	Occup Exp-Yard/Garden/Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	APRIL 2015 YARD CARE	5/29/2015	249170
620016	Occup Exp-Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	4/24/2015	248403
620016	Occup Exp-Hazardous Material	70.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	4/24/2015	248403
620016	Occup Exp-Hazardous Material	820.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	4/24/2015	248403
620016	Occup Exp-Hazardous Material	890.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	5/15/2015	248816
620021	Occup Exp-HVAC Heating, Ventilation & AC	108.50	RONK BROS INC	LESS 9.55 SALES TAX	4/24/2015	248460
				RENEWAL FOR ANNUAL OPERATING		
630100	Occup Exp-Fees-Permits	141.60	DEPARTMENT OF LABOR & INDUSTRIES	CERTIFICATE	5/1/2015	248518
660000	Occup Exp-Utilities-Water	1,245.18	PUBLIC UTILITY DISTRICT #1	W	5/15/2015	248844
660100	Occup Exp-Utilities-Sewer	3,647.48	CITY OF SEDRO WOOLLEY	SW	4/10/2015	248142
660100	Occup Exp-Utilities-Sewer	3,649.24	CITY OF SEDRO WOOLLEY	SW	5/15/2015	248850
660200	Occup Exp-Utilities-Electricity	1,363.21	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660200	Occup Exp-Utilities-Electricity	1,028.00	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660200	Occup Exp-Utilities-Electricity	872.31	PUGET SOUND ENERGY-BOT-01H	E	5/29/2015	249143
660201	Occup Exp-Utilities-Electricity-Closing Bill	39.04	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660201	Occup Exp-Utilities-Electricity-Closing Bill	16.48	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660201	Occup Exp-Utilities-Electricity-Closing Bill	9.45	PUGET SOUND ENERGY-BOT-01H	E	4/3/2015	247971
660201	Occup Exp-Utilities-Electricity-Closing Bill	9.28	PUGET SOUND ENERGY-BOT-01H	E	4/10/2015	248133
660201	Occup Exp-Utilities-Electricity-Closing Bill	41.77	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660201	Occup Exp-Utilities-Electricity-Closing Bill	26.58	PUGET SOUND ENERGY-BOT-01H	E	5/1/2015	248583
660201	Occup Exp-Utilities-Electricity-Closing Bill	8.95	PUGET SOUND ENERGY-BOT-01H	E	5/7/2015	248701
660500	Occup Exp-Utilities-Surface Water Mgmt	179.96	CITY OF SEDRO WOOLLEY	ST	4/10/2015	248142
660500	Occup Exp-Utilities-Surface Water Mgmt	180.04	CITY OF SEDRO WOOLLEY	ST	5/15/2015	248850
660700	Occup Exp-Utilities-Garbage	636.16	CITY OF SEDRO WOOLLEY	GB	4/10/2015	248142
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/1/2015	248528
660700	Occup Exp-Utilities-Garbage	634.32	CITY OF SEDRO WOOLLEY	GB	5/15/2015	248850
800900	Interest Expense-Other	38.89	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/3/2015	247943
800900	Interest Expense-Other	37.84	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/7/2015	248682
	TOTAL HILLSVIEW	27,128.59				
	TOTAL SEDRO WOOLLEY	37,748.20				

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Bill Cook

DATE: June 18, 2015

RE: Adoption of a Non-Smoking Policy for all Sedro-Woolley Housing Authority Properties

During the April 2015 Board of Commissioners meeting, commissioners received a briefing covering the proposed adoption of a non-smoking policy for all Sedro-Woolley properties managed by KCHA Property Management staff.

Included with this memo is a compilation of all the comments received at two community meetings held at Hillsview on May 27th, 2015. A public hearing is also scheduled for 10:00 AM on June 18th, 2015 at Hillsview before the Board of Commissioners meeting.

A summary of the public comments received show that residents are concerned about the policy and how it impacts them. Property Management believes that residents support implementing the policy but have concerns about designated smoking areas.

In addition, HUD has also published (on numerous occasions) its recommendation that all Public Housing Authorities convert their units to non-smoking as soon as reasonably possible.

Some key points to consider:

- Property Management staff have historically shown that staff will do everything possible to avoid terminating assistance of any of its residents who cannot comply with any of our policies.
- Property Management staff will continue to offer cessation support and materials to residents who would like to quit smoking.
- Constant communication between residents and staff is crucial to the understanding and enforcement of this policy.
- Residents are free to submit reasonable accommodation requests to assist in complying with the policy.
- Property Management staff has several options at its disposal to assist residents who reach the final stages of enforcement of this policy.

Therefore, Property Management recommends that the board of commissioners approve the conversion of all Sedro-Woolley Housing Authority communities to non-smoking. Included in the briefing packet is the enforcement flowchart and addendum residents must sign acknowledging the non-smoking policy.

Sedro-Woolley Housing Authority New Non-Smoking Policy Resident Meeting
Wednesday, May 27, 2015
Meeting started at 2:00 PM

- Bill Cook presentation
- Cathy - will we have smoking urns outside? Answer: Yes.
Can't smoke on deck? Answer: Yes.
- Patty wants designated smoking area in back where no animals poop and pee.

Answer: Gazebos/Smoking structures are expensive and would need to be handicapped accessible. It is a Board decision, we do have other sites down south that have had designated smoking areas; we could come up with that if need to.

- Reba: I've spent 23 years here, sees nothing wrong with smoking on decks; she is not going to quit smoking.

Answer: Bill said smoke goes up in others' windows and that management is not asking residents to quit smoking.

- Wendy Lanier – sees no problem with balcony smoking.

Answer: This is SWHA's choice now but it appears that HUD will make this a mandatory policy in 6-12 months.

- Kristen: What happens if we do not sign addendum?

Answer: This is a required lease document that needs to be signed by all residents. Residents are being given the required 30 day notice of a change in the lease terms. This policy change must be passed by the Board of Commissioners before it goes into effect.

- Cathy: Where is the common area? Can I sit in the car and smoke?

Answer: Smoking needs to occur 25 feet away from the buildings. Yes, if it's 25 feet away.

- Butch: When is HUD asking for this?

Answer: Within 6-12 months this will most likely be a HUD mandate.

- Patty: Are we taking cooking away? Does it include marijuana? E-cigarettes?

Answers: No. Yes. Vaping not addressed yet, is not combustible, and is not included in the policy right now. Candles are allowed, but incense is not allowed.

- Ora Cotton: Incense is a part of my prayer – you're messing with my religion.

Answer: Smoking related substances will not be allowed.

- What about the foul weather?

Answer: Discussed umbrellas & SWHA possibly providing them. We will put a smoking urn on the deck of the Community Room.

- Tenant: It is legal to smoke, we are tired of no consideration for smokers –about time we get consideration.
- Emma spoke about her physical issues & need to smoke.

Answer: The policy is not designed to punish anyone.

- Patty – more success getting people off heroin than smoking - She’s smoked since 15 – now only smokes when she needs it or is upset.

Answer: We do have smoking cessation service cards (800-QUITNOW).

Other Comments:

Received call from Kaye Chapman – former tenant – 5/27 2:30pm

Lived in Hillsvew until 2006 or 2007. Thankful for new policy because smoking by neighbors caused her to have to move due to smoking. She sympathized with neighbors on oxygen. Also, questioned how will deal with marijuana.

(I clarified that the smoking policy applies to all forms of smoking.)

**Andrew S. Urban | Management Analyst | King County Housing Authority
600 Andover Park West, Tukwila, WA 98188 | Phone: 206-574-1116 |
Fax: 206-315-6915 | www.kcha.org**

Sedro-Woolley's Housing Authority New Non-Smoking Policy Resident Meeting
Wednesday, May 27, 2015
Meeting started at 5:30pm

- Bill's presentation
- Becky Moore: From old apartment to new apartment I smoked on the deck now – can I keep doing that?

Answer: HUD has made it clear that smoking must take place 25 feet away from building.

- Bonnie: Is a gazebo possible?
- Answer: Yes, it's an option – the challenges are cost and that it needs to be accessible. Capital funds would need to be allocated.
- What about vapor cigs?

Answer: These are not outlawed yet. As of right now, it is allowed.

- Bottom line if we are not fully compliant with all demands will we be evicted?

Answer: Yes this is a possibility. This would qualify as a lease violation. We hope it won't get to this point. Bill quoted another resident from the earlier meeting: "I won't lose housing because I need to smoke. I will comply."

- Becky: Her Grandma won't be able to go outside – smokes on her deck now. Need to find a way to do this.

Answer: Residents will need to find a way to go outside to smoke once the policy is in effect.

- Does this policy include pot smokers?

Answer: Yes, all smoking materials are covered under this policy.

- Bonnie: A lot of this would be resolved if you guys build a gazebo. You'll get more cooperation.

Answer: This is helpful feedback. There will be an official public comment period right before the board meeting in June. We encourage residents to come to that meeting and express their thoughts.

- Sara Hodgins: Supportive of the policy. She used to smoke – has allergies – this is better for everyone.

Answer: Our society is going in this direction, including not allowing smoking in apartments.

- Becky agrees that there should not be smoking indoors, but the deck should be no problem.

Answer: If HUD agrees that residents can smoke on decks, we could change the policy down the road.

- Becky spoke about her old unit that was disgusting from smoke damage.

- What day is the meeting for HUD?

Answer: The board meeting is at 10:45 on June 18th. There will be a public comment period before the board meeting.

- Lots of people feel like this is being crammed down their throat.

Answer: Some Housing Authorities take longer to institute this policy. SWHA is one of only 4 HA's in the State of Washington to not implement non-smoking policies.

Sedro-Woolley Housing Authority

Non-Smoking Policy Lease Addendum

All of these terms and provisions appearing in the Non-smoking Policy are specifically made a part of the Dwelling Lease in force at the property known as Cedar Grove Apartments and are agreed to by both parties.

SCOPE: This policy applies to any and all persons entering a designated Sedro-Woolley Housing Authority (SWHA) non-smoking property including SWHA residents, and their guests and visitors, SWHA contractors, and SWHA employees.

POLICY:

1. Smoking will not be permitted in **individual apartment homes** or the **common spaces** of a designated Sedro-Woolley Housing Authority community or facility of any type, unless otherwise specified. "Smoke" or "smoking" means the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment.
2. **"Individual apartment homes" at Cedar Grove Apartments** are defined as the interior and exterior spaces tied to a particular unit. This includes, but is not limited to, bedrooms, hallways, kitchens, bathrooms, patios, balconies, and unit entryway areas. Smoking is only permitted in areas outside the building that are a minimum of 25 feet away from the building, and shall not be permitted within 25 feet of any community park, playground or garden area.
3. **"Common spaces"** are defined as areas within the building interior that are open to the public, including but not limited to, entryways, community patios or balconies, roof terraces, lobbies, hallways, elevators, management offices, public restrooms, community rooms, community kitchens, stairwells, parking garages and carports, and any other area of the building that is accessible to employees, residents and guests.
4. The Authority shall inform current residents, applicants on waiting lists, SWHA employees and SWHA contractors and sub-contractors of this policy, all of whom are also responsible for following this policy.
5. SWHA shall post "No Smoking" signs at entrances and exits, common areas, hallways, etc., and enforce compliance with this policy.
6. All smoking residents and guests are required to dispose of their smoking materials in appropriate collection receptacles. Receptacles will be provided by SWHA.
7. SWHA management and maintenance employees will be responsible for enforcement of this policy.
8. **Landlord not a guarantor of Resident's well-being related to smoke-free environment.** Resident understands and accepts that Landlord's adoption of a Non-smoking Policy, and efforts to enforce such policy, do not constitute representation or guarantee by the Landlord or any of its managing agents of any direct or consequential benefits to the Resident's health or well-being. Landlord will take reasonable steps to enforce the Non-smoking Policy. Landlord will address violations of the policy upon Landlord's actual knowledge of the violation and the identity of the responsible Resident.
9. **Landlord disclaimer.** Resident understands and accepts that Landlord's adoption of a non-smoking living environment, and efforts to designate portions of the Property as non-smoking, do not in any way modify or add to the standard of care that the Landlord has under applicable law to maintain the Property safe relative to air quality. Landlord makes no implied or express warranties that the air quality will be higher than other comparable rental properties as a result of the Non-smoking Policy. Landlord cannot and does not warranty or

promise that the Property will be free from second-hand smoke. Landlord's ability to police, monitor or enforce this Addendum is dependent in significant part on voluntary compliance by Residents and Residents' guests.

10. Notice to Residents with respiratory ailments, allergies or other condition relating to smoke – This Addendum constitutes notice that Landlord does not assume any duty of care to enforce this Addendum higher than that under the rental agreement.
11. All residents will be given two (2) copies of the smoking policy. After review, the resident will sign both copies and return one to the SWHA portfolio office. The copy will be placed in the resident file.

A. Resident Responsibility.

1. It shall be the resident's responsibility to inform his/her household members, and guests of this Non-Smoking Policy.
2. The resident shall prohibit smoking by his/her household members or guests while on the premises that would violate this Policy.
3. Failure to comply, or upon repeated violations to this addendum, may be cause for lease enforcement action up to and including termination of resident lease agreement.

Note: This policy is an agreement between the Head of Household (spouse and all other parties to the Lease) and the Sedro-Woolley Housing Authority and needs to be signed as an addendum to the Lease.

As head of household, I have read the Non-smoking Policy as written above and understand its provisions. I agree to abide by these provisions fully, and understand that failure to comply with any part of the above after sufficient notice of the violation shall be cause for termination of my Lease. I have received a copy of this policy.

RESIDENT(S)

KING COUNTY HOUSING AUTHORITY

Head of Household (please print)

Manager (please print)

Head of Household (Signature) **Date**

Manager (Signature) **Date**

Spouse or Other Adult Member (1) **Date**

Property Management Office Location

Unit No.

Street Address **Zip Code**

Phone

Sedro-Woolley Housing Authority

Non-Smoking Policy Lease Addendum

All of these terms and provisions appearing in the Non-smoking Policy are specifically made a part of the Dwelling Lease in force at the property known as Hillsview Apartments and are agreed to by both parties.

SCOPE: This policy applies to any and all persons entering a designated Sedro-Woolley Housing Authority (SWHA) non-smoking property including SWHA residents, and their guests and visitors, SWHA contractors, and SWHA employees.

POLICY:

1. Smoking will not be permitted in **individual apartment homes** or the **common spaces** of a designated Sedro-Woolley Housing Authority community or facility of any type, unless otherwise specified. "Smoke" or "smoking" means the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment.
2. **"Individual apartment homes" at Hillsview Apartments** are defined as the interior and exterior spaces tied to a particular unit. This includes, but is not limited to, bedrooms, hallways, kitchens, bathrooms, patios, balconies, and unit entryway areas. Smoking is only permitted in areas outside the building that are a minimum of 25 feet away from the building, and shall not be permitted within 25 feet of any community park, playground or garden area.
3. **"Common spaces"** are defined as areas within the building interior that are open to the public, including but not limited to, entryways, community patios or balconies, roof terraces, lobbies, hallways, elevators, management offices, public restrooms, community rooms, community kitchens, stairwells, parking garages and carports, and any other area of the building that is accessible to employees, residents and guests.
4. The Authority shall inform current residents, applicants on waiting lists, SWHA employees and SWHA contractors and sub-contractors of this policy, all of whom are also responsible for following this policy.
5. SWHA shall post "No Smoking" signs at entrances and exits, common areas, hallways, etc., and enforce compliance with this policy.
6. All smoking residents and guests are required to dispose of their smoking materials in appropriate collection receptacles. Receptacles will be provided by SWHA.
7. SWHA management and maintenance employees will be responsible for enforcement of this policy.
8. **Landlord not a guarantor of Resident's well-being related to smoke-free environment.** Resident understands and accepts that Landlord's adoption of a Non-smoking Policy, and efforts to enforce such policy, do not constitute representation or guarantee by the Landlord or any of its managing agents of any direct or consequential benefits to the Resident's health or well-being. Landlord will take reasonable steps to enforce the Non-smoking Policy. Landlord will address violations of the policy upon Landlord's actual knowledge of the violation and the identity of the responsible Resident.
9. **Landlord disclaimer.** Resident understands and accepts that Landlord's adoption of a non-smoking living environment, and efforts to designate portions of the Property as non-smoking, do not in any way modify or add to the standard of care that the Landlord has under applicable law to maintain the Property safe relative to air quality. Landlord makes no implied or express warranties that the air quality will be higher than other comparable rental properties as a result of the Non-smoking Policy. Landlord cannot and does not warranty or

promise that the Property will be free from second-hand smoke. Landlord's ability to police, monitor or enforce this Addendum is dependent in significant part on voluntary compliance by Residents and Residents' guests.

10. Notice to Residents with respiratory ailments, allergies or other condition relating to smoke – This Addendum constitutes notice that Landlord does not assume any duty of care to enforce this Addendum higher than that under the rental agreement.
11. All residents will be given two (2) copies of the smoking policy. After review, the resident will sign both copies and return one to the SWHA portfolio office. The copy will be placed in the resident file.

A. Resident Responsibility.

1. It shall be the resident's responsibility to inform his/her household members, and guests of this Non-Smoking Policy.
2. The resident shall prohibit smoking by his/her household members or guests while on the premises that would violate this Policy.
3. Failure to comply, or upon repeated violations to this addendum, may be cause for lease enforcement action up to and including termination of resident lease agreement.

Note: This policy is an agreement between the Head of Household (spouse and all other a parties to the Lease) and the Sedro-Woolley Housing Authority and needs to be signed as an addendum to the Lease.

As head of household, I have read the Non-smoking Policy as written above and understand its provisions. I agree to abide by these provisions fully, and understand that failure to comply with any part of the above after sufficient notice of the violation shall be cause for termination of my Lease. I have received a copy of this policy.

RESIDENT(S)

KING COUNTY HOUSING AUTHORITY

Head of Household (please print)

Manager (please print)

Head of Household (Signature) **Date**

Manager (Signature) **Date**

Spouse or Other Adult Member (1) **Date**

Property Management Office Location

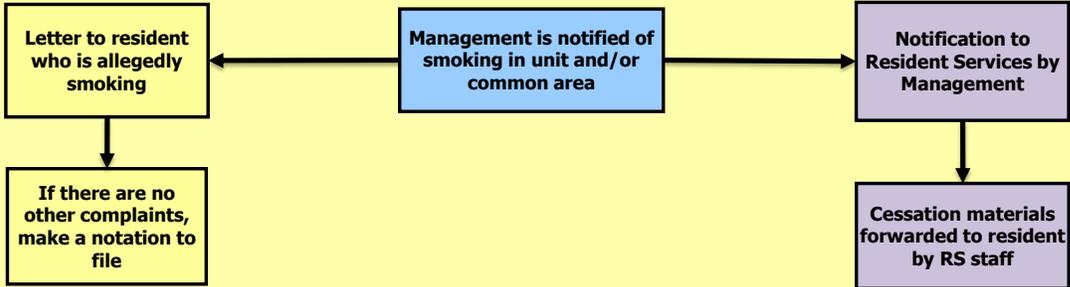
Unit No.

Street Address **Zip Code**

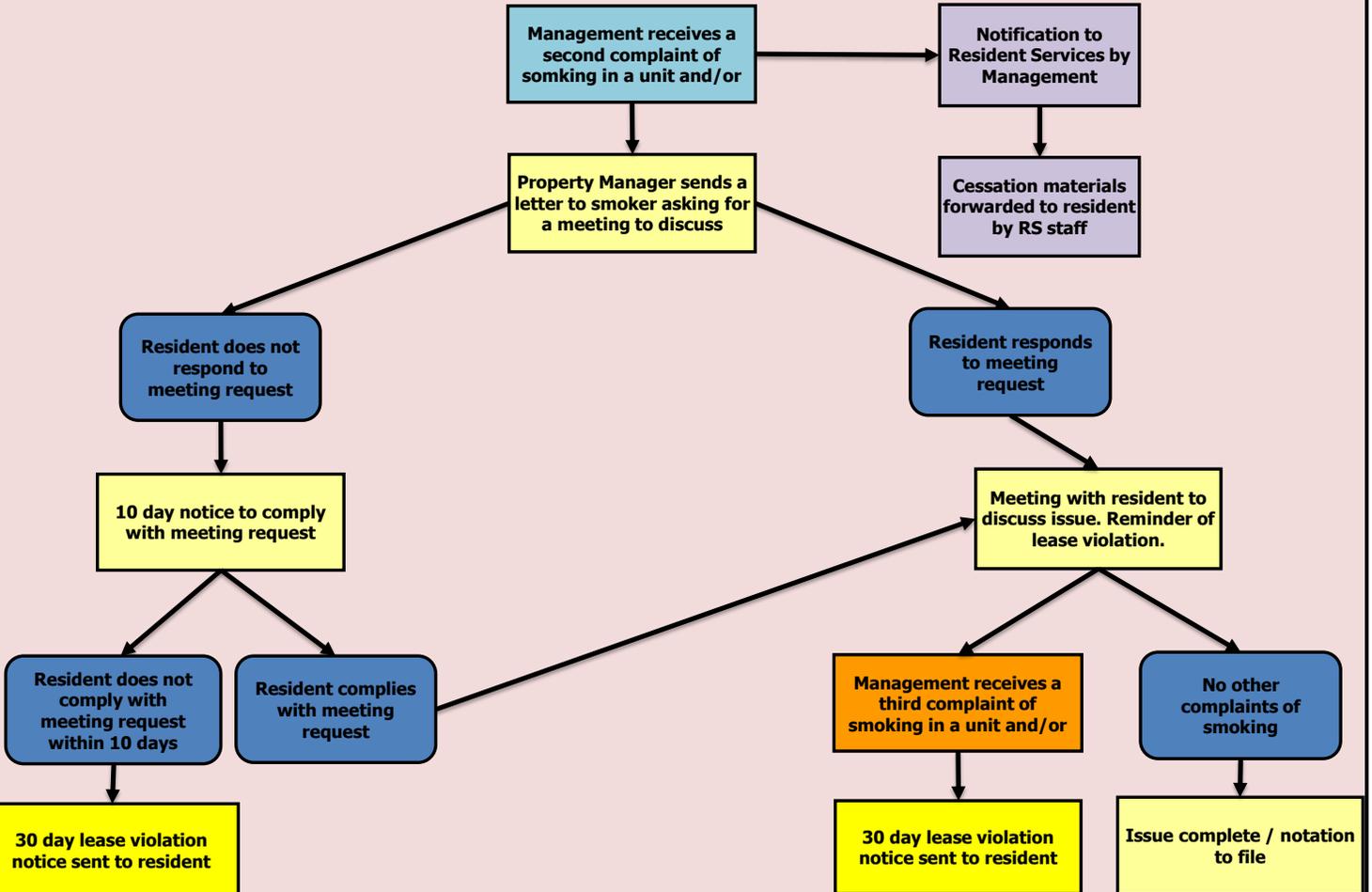
Phone

Non-Smoking Building Enforcement Flow Chart

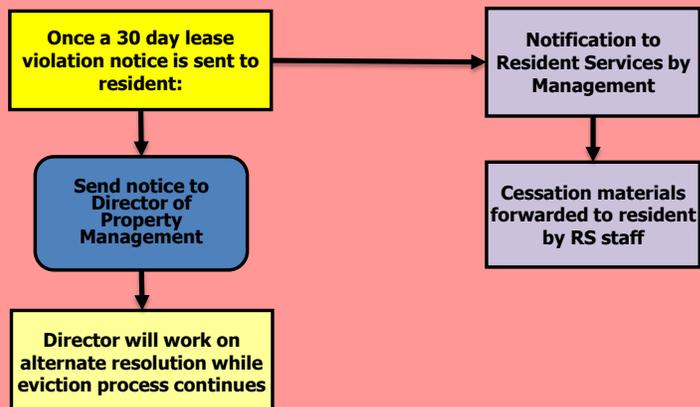
First Reported Violation



2nd Reported Violation



Eviction Notification / Prevention



SECTION 11. CONTINUED OCCUPANCY ISSUES

A. Community Service Requirement

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service within the community in which the public housing development is located, or (2) participate in an economic self sufficiency program for a minimum eight hours per month. (See definitions in Section 2) The hours may be provided flexibly (Including a combination of community service and economic self-sufficiency activities) so long as the hours total 96 hours per year.

1. **Exemptions.** The following adult family members of tenant families are exempt from this requirement if satisfactory documentation is provided of exemption status:
 - (a) Family members who are age 17 or under or are age 62 or older;
 - ◆ Existing tenant file information will be accepted for age exemptions.
 - (b) Family members who are blind or disabled and who self-certify that, because of the disabling condition, she or he is unable to comply with the community service requirement;
 - ◆ Existing file information will be accepted as evidence of a disability and disabled individuals will be allowed to self-certify that they cannot perform community service or self-sufficiency activities.
 - (c) Family members who are the primary care giver for someone who is blind or disabled within the resident's family;
 - ◆ Existing file information will be accepted (such as HA prior approval to serve the role of an Attendant/Live-in Aide) for exemption as a primary care giver for a disabled or blind family member. If such information is not available, families will be given the opportunity to provide medical verification, which establishes that an individual is such a primary care giver.
 - (d) Family members who are exempt from work activity under Part A, Title VI of the Social Security Act or under any Washington State welfare program, including the state's TANF program;
 - ◆ For example, under TANF, exemptions and or deferrals from regular Work First participation requirements can be allowed for parents with a child three months old or younger, or older persons (55 years old or older) caring for their relative's children.
 - ◆ The HA will request and accept verification from TANF for an exemption under this category.
 - (e) Family members receiving assistance under a State program funded under part A, Title IV of the Social Security Act or under any Washington State welfare program, including the TANF program and who are in compliance with that program.

- ◆ The HA will request verification from TANF that a family is receiving TANF assistance without sanction for a non-compliance with a work activity requirement.
- (f) Family members engaged in a Work Activity (as defined in Section 2 below) for a total of at least 8 hours a week.

2) Self-sufficiency Programs/ Community Service Volunteer Opportunities/ Work Activities

Economic Self-sufficiency Program: A program that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment.)

Community Service Program: Includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self responsibility of the resident within the community. Community service is not considered employment and may not include political activities. No community service or self-sufficiency activity can replace work ordinarily performed by HA employees.

Work Activities

For single person families or families with children with a single parent, or single adults within families, an individual working or engaged in “work activities” for not fewer than 8 hours per week will be exempted from the Community Service requirement.

For two-parent families, either individual parent who is working or engaged in “work-activities” for not fewer than 8 hours per week will be exempted from the Community Service. Further, both parents will be exempted if one of them is working or engaged in “work activities ” for no less than 35 hours per week.

Work Activities are defined as the following:

- 1) Employment (subsidized or unsubsidized employment, in either the public or the private sector);
- 2) On-the-job training
- 3) Job search and job readiness assistance
- 4) Community service programs

- 5) Vocational educational training (not to exceed 12 months)
- 6) The provision of childcare services to an individual who is participating in a community service program.
- 7) Job skills training directly related to employment
- 8) Education directly related to employment, in the case of a resident who has not received a high school diploma or a GED
- 9) Satisfactory attendance at secondary school or in a course of study leading to a GED, in the case of a resident who has not completed secondary school or received a GED.

3) Process for Implementing Community Service Requirement

At all initial housings beginning on July 1, 2001 during all annual reviews beginning on July 1, 2001 and during each annual reexamination thereafter, the Housing Authority will do the following:

- a) Provide written information to each family explaining the Community Service requirement and providing the family the opportunity to claim an exemption.
- b) Review all claimed exemptions, and supporting documentation, and approve or deny exemption requests.
- c) For those required to perform Community Service:
 - ◆ Provide the opportunity to identify any current activities they are already engaged in that may qualify as Community Service or economic self-sufficiency activities;
 - ◆ Provide additional written guidance on lists of acceptable activities along with ways to contact various groups for potential volunteer opportunities;
- d) Provide a timesheet/ certification form to the family members, with instructions indicating how the form is to be completed and how it needs to be signed by a third party supervisor. This documentation will be used by the HA to verify their annual review.
- e) Where necessary, refer family members to a coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities.
- f) At least thirty (30) days before the families next lease anniversary date, the Housing Authority will review the family's hours and verifications and make a determination as to whether the family is in compliance with the Community Service requirement. Time sheets/ certification forms verifying hours must be signed by third parties representing entities for which the community service has been provided. Self-certification will not be acceptable. At

this time, the family will also be provided the opportunity to claim any change in their exemption status.

1) Non-Compliance With Community Service Requirement

a) Notice of Non-compliance

The Housing Authority will provide written notification of the following to a family found to be in non-compliance:

- (1) Identification of the family member(s) that has been determined to be in non-compliance;
- (2) The reason for the determination (such as insufficient hours, or participating in a ineligible activity);
- (3) That, unless the Tenant and the non-compliant family member(s) enter into an agreement to comply, or provide documentation that the non-compliant family member is no longer living in the unit, the lease will not be renewed at the end of the 12 month lease term;
- (4) That the determination is subject to the HA's grievance procedure.

b) Opportunity For Cure

The Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or participate in community service for as many hours as were required for compliance over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall, at the same time, comply with the current year's community service requirement. The first hours resident documents each month will be applied toward the current year's commitment. Additional hours documented by the resident each month will be applied toward the number of hours required for compliance during the previous 12-month period.

A coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a quarterly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency programs, or falls behind in their

obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Housing Authority shall take action to terminate the lease.

B. Termination of Tenancy/Dwelling Lease Modifications

1. Modifications of lease Terms

The Housing Authority may modify the Lease at any time during the lease term by following the Federal requirements of proper notice to tenants and resident organizations and consideration of any comments by them. The Housing Authority may terminate a tenancy if a tenant refuses to accept a revision to the Lease after being given at least 60 days notice of its proposed effect and being allowed a reasonable time to respond to the offer.

2. Termination by Tenant

The tenant may terminate the lease at any time upon submitting a fifteen (15) day written notice. The tenant will be liable for rent up to the end of the fifteen days for which notice was required or to the date the unit was re-rented, whichever date came first.

3. Termination by the Housing Authority for Serious or Repeated Violations

The Housing Authority may terminate the lease at any time for serious or repeated violations of the Dwelling Lease (See Exhibit J). Termination of Tenant's occupancy due to lease violations will be carried out in accordance with provisions contained in the Dwelling Lease as well as the Housing Authority's Grievance Procedure (See Exhibit I.). Such violations include, but are not limited to the following:

- (a) Engaging in or threatening abusive or violent behavior towards any Housing Authority staff, contractors, or residents, including any harassment in violation of the Fair Housing Act or any other civil or criminal code (See Exhibit 11.C);
- (b) Nonpayment of rent or other charges;
- (c) A history of late rental payments (chronic rent delinquency which is defined as four times or more in a twelve-month period);
- (d) Failure to sign and submit consent forms for obtaining information as required by program regulations;
- (e) Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to

- eligibility or rent, including failure to receive advanced housing Authority approval before adding any other person as a member of the household;
- (f) Failure to properly report to the Housing Authority a letter or notice received from HUD (or to respond to Housing Authority contact) as part of HUD's Computer Income Matching program within the time limits specified by the notice/letter and/or subsequent failure to provide verification necessary to explain any income discrepancy;
 - (g) Failure to allow inspection and/or repairs of the dwelling unit (after receiving reasonable notice);
 - (h) Failure to maintain the unit in a safe and sanitary manner;
 - (i) Assignment or subletting of the premises or being absent from the unit in violation of the Housing Authority's policy (See Section 11.G);
 - (j) Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses which are incidental to the primary use of the unit for residence by members of the family), or failure to ensure that the unit is the family's only residence;
 - (k) Engaging in a pattern of disturbance of neighbors;
 - (l) Abuse of alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;
 - (m) Engaging in a pattern of destruction of property, or living or housekeeping habits resulting in damage to the unit or premises
 - (n) Engaging in acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
 - (o) Any criminal activity by any household member, guest, or other person under tenant's control, including criminal activity that threatens the health, safety, or right to personal enjoyment of the public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises. This includes, but is not limited to the manufacture of methamphetamine on the premises of the Housing Authority;
 - (p) Commitment of fraud, bribery or any other corruption in connection with the housing program, including the intentional misrepresentation of information related to housing benefits;
 - (q) Non-compliance with the Non-Citizen Rule requirements;
 - (r) Permitting persons not on the lease to reside in the unit more than fourteen (14) days in a three-month period each without the prior written approval of the Housing Authority;
 - (s) Failure to be in compliance with the Community Service Requirement or an approved Agreement to Cure;
 - (t) Failure to move after being required to move by the Housing Authority (due to such reasons as the unit being overcrowded or the family being under-housed, or for unit capital repair reasons); and for,
 - (u) Failure to abide by non-smoking or smoke-free policies established at designated buildings.**
 - (v) Other good cause.

The Housing Authority will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

4. Eligibility for Lease Renewal at Annual Review

At the time of Annual Review there are to be eligible for lease renewal for the same lease term only those tenants:

- (a) Who qualify as a Family (See Section 1). A Person with Disabilities who no longer is able to provide documentation of their disability will be eligible to remain in housing; however, the family will no longer be considered a Disabled Family for purposes of calculating total income and allowances.
- (b) Whose family members qualify as Citizens, nationals, or as Noncitizens who have eligible immigration status.
 - (i.) Families in which one or more members are determined ineligible may have the option of receiving prorated or continued housing assistance, or be eligible to defer their termination (See Exhibit K).
- (c) Who conform to the Housing Authority's occupancy standards set forth in Section 3).
- (d) Who are in compliance with the Community Service Requirement or an approved Agreement to Cure

C. Tenant on Tenant Harassment Policy

1. General Policy.

It is the policy of the HA that harassment or intimidation of a tenant, staff person or guest because of that person's race, color, national or ethnic origin, religion, sex, disability, familial status, marital status, parental status, or sexual orientation violates fair housing laws and the Dwelling Lease and will not be tolerated. Discriminatory harassment or intimidation, including abusive, foul or threatening language or behavior, is specifically prohibited.

The HA expects all staff to model appropriate non-discriminatory behavior and strive to cultivate and maintain a living environment that is free from discriminatory harassment or intimidation. Staff who witness or learn of possible discriminatory harassment or intimidation or receive a complaint

from a tenant must take it seriously and respond promptly according to the procedures outlined in this policy.

2. Procedures

HA staff that observe any situations that could be an emergency, such as a threat of bodily harm, must call 911 immediately.

When a tenant complains of discriminatory harassment, HA staff will inform the tenant that the HA takes the complaint seriously and will be looking into the matter.

A prompt investigation must be conducted to determine whether a violation of this policy has occurred based on all facts and circumstances, the nature of the allegation, and the context in which the alleged incidents occurred.

- (a) When discussing the allegations with the alleged harasser, the tenant must be informed that harassment is not tolerated and that the HA will be investigating the allegation.
- (b) All information gathered must be documented.

If HA staff is unable to verify a violation of the policy following the investigation:

- (a) The complaint will be documented and results of the investigation placed in both the complaining parties and alleged harasser's files.
- (b) Each individual alleged to have engaged in discriminatory harassment must be reminded about the HA's serious commitment to a housing environment free of harassment and that retaliation against the complaining party will not be tolerated.
- (c) Both parties must be informed in writing of the outcome of the investigation.

If the investigation supports a violation of this policy:

- (a) The complaint and results of the investigation are to be documented in both the complaining parties and alleged harasser's files.
- (b) HA staff shall treat the incident as a serious lease violation and proceed with progressive disciplinary action up to and including eviction if necessary for ongoing or serious violations:

For example, if the allegation involves an isolated incident of a single derogatory statement, it may be appropriate to issue a 10-day warning notice to comply with a stern written warning that additional incidents could result in termination of tenancy. On the other hand, if the allegation involves a single incident of highly

offensive language with threats, it may be appropriate to proceed with an eviction action. In the latter case, if threats are made to the physical safety of any person, HA staff should consult promptly with the Director of Housing Management.

- (c) The complaining party shall be informed of the results of the investigation and the actions taken.
- (d) All parties must be reminded that retaliation against the complaining party or others involved in the investigation will not be tolerated and will be dealt with in the same manner as the original allegation of discriminatory harassment under this policy.

3. Retaliation

Retaliation by a tenant or HA staff against any tenant complaining of harassment will not be tolerated.

The Area Manager must monitor the situation for retaliation against any person involved in the filing or investigation of a complaint of discriminatory harassment or intimidation.

D. Receipt of a Letter or Notice from HUD Concerning Tenant Income Discrepancies

1. If a public housing resident receives a letter or notice from HUD (under HUD's Computer Income Matching program) concerning the amount or verification of family income, the letter shall be brought to the person responsible for income verification within the time limits specified in the correspondence.
2. If the public housing tenant fails to come forward, as requested by HUD, the Housing Authority will follow HUD guidelines established to ensure timely resolution of the reported income discrepancy.
3. The Area Management Office shall reconcile any difference between the amount of family income reported by the resident and the amount of income listed in the HUD communication. This shall be done as promptly as possible.
4. After the reconciliation is complete, the Housing Authority shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the Sedro Woolley Housing Authority shall do one of the following:

- (a) Immediately collect the back rent due to the agency;
 - (b) Establish a repayment plan for the resident to pay the sum due to the agency;
 - (c) Terminate the Lease and evict for failure to report income; or
 - (d) Terminate the Lease, evict for failure to report income, and collect the back rent due to the agency.
5. If the resident fails to respond to HUD's or the Housing Authority requests for notification/clarification of the amount of family income the family shall be determined to be in non-compliance with their dwelling lease.

E. Inspections

1. Types of Inspection

(a) Move-In Inspection

An authorized representative of the Housing Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, including all equipment provided, and the statement will be signed by both parties with a copy retained in the Housing Authority file and a copy given to the family member. An authorized Housing Authority representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any Housing Authority damages to the unit.

(b) Annual Inspections

The Housing Authority will inspect each public housing unit annually to ensure that each unit meets the Housing Authority's housing standards. Work orders will be submitted and completed to correct any deficiencies.

In addition, this inspection will be used to ensure that the Tenant is maintaining the unit in a safe and sanitary manner. Special

Inspections may be scheduled if the inspection results in a determination that closer monitoring of the Tenant's housekeeping standards and upkeep of the unit is needed.

(c) Preventative Maintenance Inspections

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

(d) Emergency Inspections

If any employee and/or agent of the Housing Authority have reason to believe than an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

(e) Pre-Move-Out Inspections

When a tenant gives notice that they intend to move, the Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Housing Authority to ready units more quickly for the future occupants.

(f) Move-Out Inspections

After the tenant has vacated and returned keys to the unit, the Housing Authority will conduct an inspection to assess the condition of the unit and to determine responsibility for any needed repairs. The Tenant shall be encouraged, whenever possible, to be present for the move-out inspection by arranging the date and time for the inspection with their Area Office. The move-out inspection becomes the basis for any claims for damage and repair that may be assessed against the security deposit.

(g) Special Inspections

Special Inspections of a rental unit may be scheduled to (1) enable HUD, or HUD's agent, to inspect the housing stock maintained by the Housing Authority in accordance with federal requirements; (2) enable an assessment of any charges that should be assessed against a Tenant's Pet Deposit when the Housing Authority has been notified that the pet no longer resides in the unit and a refund of the deposit has been requested; (3) other reasons deemed necessary by the Housing Authority in order ensure proper upkeep and maintenance of the dwelling unit or to project future repair/improvement needs.

2. Notice of Inspection

For inspections defined as annual inspections, preventative maintenance inspections, and special inspections, the Housing Authority will give the tenant at least two (2) days written notice and/or such notice as required by any annual HUD REAC inspection. When the date and time of the inspection is within the control of the Housing Authority, the Tenant may contact the Area Office and ask that the inspection be scheduled for a time that is mutually agreeable, in order to allow the Tenant or Tenant Representative to be present during the inspection. When the date and time of the inspection is controlled by HUD or the designated HUD agent, the Housing Authority will be unable to accommodate the Tenant's need to reschedule.

F. Transfers

Transfers may be requested and will be reviewed and processed according to Exhibit P.

G. Abandonment

If personal property left by the Tenant is stored, the Housing Authority will mail a written notice to the Tenant at the address last known or provided to the Housing Authority notifying the Tenant that specified articles are being stored at a specific location and that said articles are deemed abandoned and will be disposed of without sale and without further notice forty-five (45) days after the date of the notice unless claimed and removed by the Tenant.

H. Absence from Dwelling or Unit

It will be the policy of the Housing Authority that, in order to remain living in a public housing unit, a family is expected to reside continuously in the dwelling unit and may be absent only for brief periods. Absence means that no member of the family is residing in the unit. This policy will be enforced utilizing the following requirements:

- 1) The family must notify the Housing Authority of any absence from the dwelling unit including providing any information requested concerning the purpose of the family absences.
- 2) The Housing Authority may verify family occupancy in the unit, or absence from the unit, by such techniques as visits, calls or letters to landlords, neighbors, etc.
- 3) The following specific policies apply:
 - (a) Absence from the dwelling unit due to incarceration after being convicted of a crime will result in the immediate termination of housing assistance.
 - (b) Absence from the dwelling unit due to hospitalization or rehabilitation will be limited to a maximum period of (90) days in any twelve-month period (extensions due to unforeseeable circumstances regarding hospitalization or rehabilitation may be granted up to 30 additional days);
 - (c) Absence from the dwelling unit due to vacations will be limited to a thirty day period in any twelve (12) month period;
 - (d) Absence from the dwelling unit due to temporary relocation due to employment will be limited to 180 days.
4. If a family is absent for longer than the maximum period permitted above, the family will be served with a Notice to Terminate Tenancy.

I. Return of Security Deposit

After a family moves out, the Housing Authority will return the security deposit within fourteen days or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

The Housing Authority will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within fourteen days.

J. Return of Pet Deposit

Generally, Pet Deposits will be returned to the Tenant within 30 Days after verification that the Pet has been removed from the unit. Prior to the issuance of any refund of the pet deposit, the Housing Authority will inspect the unit to determine whether there are any damages to the unit caused by the pet. Any charges for damages caused by the Pet will be deducted from the Pet Deposit and the balance, if any, will be refunded to the Tenant within the time limit noted above. Any amounts for damages incurred above the amount of the Pet Deposit will be charged to the Tenant account and must be paid in accordance with the terms of the Dwelling Lease.

When a Tenant and Tenant household vacates their leased unit, the PetDeposit will be refunded, following the assessment of any charges for damages caused by the pet, within 14 days of the date the unit becomes vacant.

K. Lead-Based Paint Procedures

1. Inspection Pre-1978 Units

Housing Administrators will conduct visual assessments annually during annual review inspections and all new housing inspections. These inspections will be maintained in each resident file. Common areas will be inspected quarterly by the Area Property Manager and Area Maintenance Supervisor. These inspections will be filed in the Area Management Office. All inspectors will have completed HUD Visual Assessment training. The annual review inspection form and quarterly inspection form and quarterly inspection forms will have designated areas for listing deteriorating paint. Any identified lead-based paint hazards will be addressed according to regulations detailed in the Federal Register.

2. Children with Elevated Blood Level of Lead

Within 15 days after being notified by a Public Health Department or other medical health care provider that a child under six years of age living in a public housing development has been identified as having an environmental intervention blood lead level, the Housing Authority will complete a risk assessment of the unit and common areas servicing the unit. The risk assessment is complete when the Housing Authority receives the risk assessment report. The risk assessment will be done whether the child is or is not still living in the unit when the Housing Authority receives the notification of the environmental intervention blood level. If the Public Health Department has conducted an evaluation of the unit, the Housing Authority does not need to do a risk assessment.

After receiving information from someone who is not a medical provider that a child less than six years old living in public housing has an environmental intervention blood level, the Housing Authority shall immediately verify the information with the Public Health Department or other medical provider.

Within 30 days after receiving the risk assessment report, the Housing Authority will provide the name and address of a child identified as having an EBL to the Public Health Department within five working days of being notified. The Housing Authority will also report each known case of a child with environmental intervention blood level to the HUD field office.

If the risk assessment conducted pursuant to this section identifies lead-based paint hazards and previous evaluations of the building did not, the PHA shall conduct a risk assessment of the other units of the building.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 449

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND
CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO NON-SMOKING POLICY**

WHEREAS, the Public Housing Program is administered within previously adopted program guidelines known as the Public Housing Admissions and Continued Occupancy Policy (herein called the “ACOP”); and,

WHEREAS, the health dangers of second and third hand exposure to tobacco and other smoking substances have been well-documented; and

WHEREAS, in developing this proposal Sedro-Woolley Housing Authority (SWHA) Property Management staff have conducted significant resident outreach including two community meetings and one public hearing to discuss and obtain resident and public comment regarding the proposed changes; and

WHEREAS, adoption of “No Smoking” policies within SWHA housing is recommended by community health advocates, the Public Health Department of Skagit County and highly encouraged by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, Board approval of revised operational policies and procedures is required before SWHA staff can implement such changes; and

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

- (1.) The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached and related to implementing a no smoking policy at all of SWHA's properties; and
- (2.) Authorizes the Housing Authority to take the necessary steps to implement these revisions effective August 1, 2015.

**ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 18th DAY OF JUNE
2015.**

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

Laurie Fellers, Chairwoman
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: May 29, 2015
From: Jeff Friend, Financial Reporting Manager
Subject: April 2015 Financial Report

Attached for your review is an unaudited year-to-date financial report as of April 30, 2015. This report shows year-to-date 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-to-date operating revenues and operating expenses are 1.2% over budget and 2.4% below budget, respectively.

Key Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ (43)	-0.1%
Operating Fund Subsidy	1,938	2.1%
	\$ 1,895	1.2%

Key Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ 2,224	6.7%
Occupancy Expenses	1,464	1.8%
Admin Support Expenses	(55)	-0.2%
	\$ 3,633	2.4%

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

Operating Revenue and Expense: Operating revenues and expenses were very close to target through April. Salaries, Wages, and Benefits were over target due to overtime earned by the Property Management Specialist.

Non-Operating Revenue and Expense: Non-operating revenues and expenses are both over target as all four budgeted unit upgrades have already been completed. The budget assumed costs and related revenue would be incurred evenly throughout the year. The budget will sync-up to actual unit upgrade expense as the year progresses.

Working Capital: The year-to-date working capital balance is \$331,276; 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 04/30/2015

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
ASSETS			
<i>Working Capital Assets</i>			
Cash-Unrestricted	\$ 341,806	211,444	130,362
Accounts Receivables	35,160	2,882	32,278
Prepaid Assets & Inventory	3,499	1,075	2,424
Total Working Capital Assets	<u>380,465</u>	<u>215,402</u>	<u>165,064</u>
<i>Liabilities Offsetting Working Capital Assets</i>			
Accounts Payable	(32,182)	(8,015)	(24,167)
Payroll Liabilities	(11,045)	(3,228)	(7,816)
Current Portion of Long-term debt	(5,962)	(2,049)	(3,913)
Total Offsetting Liabilities	<u>(49,189)</u>	<u>(13,293)</u>	<u>(35,896)</u>
Working Capital	<u>331,276</u>	<u>202,109</u>	<u>129,168</u>
<i>Other Assets</i>			
Cash-Restricted	8,876	3,650	5,226
Capital Assets	1,823,859	497,227	1,326,632
Work-in-Process	1,720	-	1,720
Total Other Assets	<u>1,834,455</u>	<u>500,877</u>	<u>1,333,578</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 2,165,732</u>	<u>702,986</u>	<u>1,462,746</u>
LIABILITIES & EQUITY			
<i>Other Liabilities</i>			
Deferrals-Related to Restr Cash	\$ 8,876	3,500	5,376
Debt	11,781	4,050	7,731
Other Liabilities	-	-	-
	<u>20,657</u>	<u>7,550</u>	<u>13,107</u>
<i>Equity</i>			
Equity	2,145,075	695,436	1,449,639
	<u>2,145,075</u>	<u>695,436</u>	<u>1,449,639</u>
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 2,165,732</u>	<u>702,986</u>	<u>1,462,746</u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 04/30/2015**

	Actuals Through 04/30/2015	Budget Through 04/30/2015	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2015 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
Revenues							
Tenant Revenue	\$61,534	\$61,577	(\$43)	(0.1%)	\$184,731	\$123,197	33.3%
Operating Fund Subsidy from HUD	94,432	92,494	1,938	2.1%	277,486	183,054	34.0%
Other Operating Revenue	67	93	(26)	(28.2%)	280	213	23.9%
Non-operating Revenue	91,610	47,541	44,069	92.7%	192,631	101,021	47.6%
Total Revenues	247,643	201,705	45,938	22.8%	655,128	407,485	37.8%
Expenses							
Salaries & Benefits	35,268	33,044	2,224	6.7%	96,539	61,271	36.5%
Routine Maintenance, Utilities, Taxes & Insurance	81,181	79,717	1,464	1.8%	236,579	155,398	34.3%
Other Social Service Support Expenses & HAP	2,421	2,533	(112)	(4.4%)	7,900	5,479	30.6%
Administrative Support Expenses	29,635	29,690	(55)	(0.2%)	98,965	69,330	29.9%
Non-operating Expenses	183	221	(38)	(17.4%)	663	480	27.5%
Total Expenses	148,688	145,205	3,483	2.4%	440,646	291,958	33.7%
Net Income	98,955	56,500	42,455	75.1%	214,482	115,527	46.1%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	(50)	0	(50)	n/m	0	50	n/m
Decrease in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m
(Increase) in LT Receivables	0	0	0	n/m	0	0	n/m
Decrease in LT Receivables	0	0	0	n/m	0	0	n/m
Acquisition of Capital Assets	(91,429)	(47,301)	(44,128)	93.3%	(146,903)	(55,474)	62.2%
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	428	0	428	n/m	0	(428)	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	50	0	50	n/m	0	(50)	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(1,474)	0	(1,474)	n/m	0	1,474	n/m
Change in Other Liabilities	(1,471)	0	(1,471)	n/m	0	1,471	n/m
Other Non-Working Capital Income/Expense Items	0	0	0	n/m	0	0	n/m
Non Income/Expense Change in Equity	0	0	0	n/m	0	0	n/m
Total Other Sources/(Uses) of Working Capital	(93,946)	(47,301)	(46,645)	98.6%	(146,903)	(52,957)	64.0%
Net Change in Working Capital	\$5,009	\$9,199	(\$4,190)	(45.5%)	\$67,579	\$62,570	7.4%
Working Capital, 12/31/2014	326,267						
Working Capital, 04/30/2015	\$331,276						

1) CFP grant-funded unit upgrades were budgeted evenly throughout the year. However, upgrades of three units at Hillsvie and one unit at Cedar Grove were already completed. The remaining budget is expected to be used at Cedar Grove as units become available.

2) Variance due to overtime earned by Property Management Specialist.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

April and May 2015

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	2	4	3
Cedar Grove	0	1	0

Average Unit Turnover Rates for Hillsview

We had two new move outs in this period. Of the four new housings, two were upgrades with an average of 42.5 off-line days and 6.5 UTO vacate days. The other two were an average of 11 UTO vacate days. The two residents who moved, one was a death and the other reported they were receiving housing through the Housing Authority of Skagit County.

At Cedar Grove we had one new housing, it was vacant 14 days. Person who moved out received a Section 8 voucher from Anacortes Housing.

Current Applications of Wait List as of June 5, 2015

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	41	28	18	59

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	37	10	47
3 Bedrooms	6	1	7
4 Bedrooms	1	0	1
Total	44	11	55

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	53	1	7	1	0	62
Cedar Grove I	2	0	0	0	0	2
Cedar Grove II	9	7	0	1	0	17
Cedar Grove III	8	0	0	0	0	8
Total	72	8	7	2	0	89

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

The only gathering we had for the residents was the public hearings on the new non-smoking policy.

Staffing

We are 100% staffed in Sedro-Woolley.

Previous Meeting Concerns

None

Resident Issues.

Garden bed created, being used by residents. Issue is access to water.