

Sedro-Woolley Housing Authority

MEETING OF THE BOARD OF COMMISSIONERS

Thursday, August 20, 2015

10:45 am

Hillsvew Apartments

-Agenda-

I. Call to Order

II. Roll Call

III. Approval of Minutes

A. June 18, 2015 Board of Commissioners' Meeting Minutes **1**

IV. Consent Items

A. Approval of Voucher Report June 1, 2015 to July 31, 2015 **2**

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. May 2015 Financial Report **3**

X. Housing Management Report

A. Housing Management Report for June & July 2015 **4**

XI. New Business

XII. Adjournment

Next Meeting
October 8, 2015

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

June 18, 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, June 18, 2015 in the Community Room of the Hillsview Apartments.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Lee Elliot, Commissioner KB Johnson and Commissioner Kacy Johnson

Staff: Bill Cook, Jeff Friend, Jody Stewart and Pam Somerville

III. Approval of Minutes

Chair Fellers called for approval of the minutes of the April 16, 2015 Board of Commissioners' Meeting Minutes. Commissioner Reta Stephenson 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 – April 1, 2015 to May 31, 2015

The Voucher Report for April 1, 2015 to May 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

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

Bill Cook, Director of Public Housing presented Resolution No. 449 for the board's consideration, concerning the implementation process and changes relating to the Non-Smoking policy for Sedro-Woolley Housing Authority properties.

Commissioner's asked staff to return with options for the construction of a shelter for residents at Hillsview Apartments that smoke, for the board's consideration.

On motion by Commissioner Reta Stephenson, second by Kacy Johnson and nay vote by Commissioner K.B. Johnson the board approved Resolution No. 449.

VI. Financial Reports

A. April 2015 Financial Report

Jeff Friend, Financial Reporting Manager, briefed the board on the April 2015 Financial Report as was contained in the meeting packets.

VII. Housing Management Report

A. Housing Management Report for April & May 2015

Jody Stewart, Property Manager, briefed the Board of Commissioners on the Housing Report for April and May 2015 as was contained in the meeting packets.

IX. New Business

A. Bill Cook announced the promotion of Jody Stewart who will be the new Senior Property Manager for one of KCHA properties located in Bellevue and mentioned this will be her last Sedro-Woolley Housing Authority meeting.

XI. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:30 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: August 3, 2015

RE: Approval of Vouchers June 1, 2015 to July 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
August 3, 2015

Expenditures to Sedro-Woolley

Operations	
Directly to Cedar Grove	8,930.26
Directly to Hillsview	22,619.03
Total Expenditures	<u><u>\$31,549.29</u></u>

SEDRO-WOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2015 TO 7/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
264000	LT Debt-Lease	170.50	SIEMENS FINANCIAL SERVICES	JUNE SBT ENERGY PROJECT	6/5/2015	249267
264000	LT Debt-Lease	171.05	SIEMENS FINANCIAL SERVICES	JULY SBT ENERGY PROJECT	7/10/2015	249900
264000	LT Debt-Lease	171.61	SIEMENS FINANCIAL SERVICES	AUG SBT ENERGY PROJECT	7/31/2015	250312
400100	Salaries-Temp Employees	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/8/15	6/5/2015	249332
400100	Salaries-Temp Employees	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/22/15	6/12/2015	249462
400100	Salaries-Temp Employees	4.54	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/12/15	7/2/2015	249813
400100	Salaries-Temp Employees	4.91	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/26/15	7/10/2015	249955
400100	Salaries-Temp Employees	4.60	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/5/15	7/10/2015	249955
400100	Salaries-Temp Employees	3.93	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/29/15	7/10/2015	249955
400100	Salaries-Temp Employees	4.85	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/19/15	7/10/2015	249955
400100	Salaries-Temp Employees	3.93	ROBERT HALF TECHNOLOGY	K HOFFMAN 7/3/15	7/10/2015	249955
400100	Salaries-Temp Employees	4.91	ROBERT HALF TECHNOLOGY	K. HOFFMAN 7/10/15	7/24/2015	250222
410000	Administrative Supplies	42.87	OFFICE DEPOT	OFFICE SUPPLIES	7/24/2015	250163
410000	Administrative Supplies	5.00	OFFICE DEPOT	TAPE	7/24/2015	250163
411100	Computer Equip-Hardware	1.73	CERIUM NETWORKS INC	DESKTOP PHONE	6/12/2015	249473
411100	Computer Equip-Hardware	0.71	CDW/COMPUTER CENTERS INC	WEBCAMS	6/19/2015	249517
411101	Computer Equip-Software	2.95	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/10/2015	249881
411103	Computer Equip-Software Maint	1.02	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS JUNE 2015	6/5/2015	249328
411103	Computer Equip-Software Maint	2.36	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/10/2015	249881
411103	Computer Equip-Software Maint	1.10	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS JULY 2015	7/10/2015	249952
411103	Computer Equip-Software Maint	0.44	TREBRON COMPANY INC	3 MONTHS TARGET MAINT.	7/17/2015	250047
411103	Computer Equip-Software Maint	4.53	CDW/COMPUTER CENTERS INC	COMPUTER EQUIPMENT	7/24/2015	250148
411200	Equip-Maint	0.04	KONICA MINOLTA BUS SOLUTIONS	A1UE011014949	7/17/2015	250051
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	6/5/2015	249264
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA BUS SOLUTIONS	MONTHLY LEASE PAYMENT	6/12/2015	249409
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	62/0-7/19/15 CHGS	7/2/2015	249766
411901	Equip-Other-Leased/Rented	0.70	NEOPOST USA INC	EQUIPMENT RENTAL	7/10/2015	249956
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	7/17/2015	250051
420101	Professional Services-Auditing	66.38	STATE AUDITOR S OFFICE	AUDIT PERIOD 14-14 #43357 & 15-15 #43569	7/24/2015	250135
420908	Professional Services-Computers	0.77	SEMAPHORE CORPORATION	NETWORK ENGINEERING JUNE 2015	7/24/2015	250200
440000	Travel-Training Related-Local-Mileage	0.13	VANESSA OWEN	MILEAGE REIMBURSEMENT	6/19/2015	249612
440100	Travel-Non-training Related-Local-Mileage	0.02	VANESSA OWEN	MILEAGE REIMBURSEMENT	6/19/2015	249612
440100	Travel-Non-training Related-Local-Mileage	0.65	LILIYA SOLTYS	5/18-6/24/15 MILEAGE	7/2/2015	249820
440100	Travel-Non-training Related-Local-Mileage	17.83	CAPRICE WITHERSPOON	6/1-30/15 MILEAGE	7/31/2015	250357
440100	Travel-Non-training Related-Local-Mileage	1.92	MARSHA PREMEL	6/1-7/30/15 MILEAGE	7/31/2015	250361
440100	Travel-Non-training Related-Local-Mileage	0.18	TERRIA JGLUM	4/27-7/24/15 MILEAGE	7/31/2015	250377
450002	Comm -Phones Lines-Service-Digital Voice	0.17	911 ETC INC	ANNUAL FEE NENA	6/26/2015	249673
490002	Other Admin Exp-Direct Financing Charges	0.13	HASLER TOTAL FUNDS	LATE FEE	7/31/2015	250330
491000	Admin Exps-Criminal/Background Checks	6.16	NATIONAL CREDIT REPORTING	CREDIT CHECKS	6/19/2015	249547
491000	Admin Exps-Criminal/Background Checks	6.61	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/19/2015	249521

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2015 TO 7/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exps-Criminal/Background Checks	2.50	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/19/2015	249521
491000	Admin Exps-Criminal/Background Checks	6.04	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/10/2015	249896
491000	Admin Exps-Criminal/Background Checks	8.48	WASHINGTON STATE PATROL	JUNE 2015 BACKGROUND CHECKS	7/24/2015	250151
491000	Admin Exps-Criminal/Background Checks	2.50	WASHINGTON STATE PATROL	JUNE 2015 BACKGROUND CHECKS	7/24/2015	250151
491000	Admin Exps-Criminal/Background Checks	2.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/31/2015	250284
493000	Other Admin Exp-Postage	9.44	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/19/2015	249504
493000	Other Admin Exp-Postage	4.39	HASLER TOTAL FUNDS	POSTAGE	7/17/2015	250070
493000	Other Admin Exp-Postage	9.53	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/24/2015	250138
493000	Other Admin Exp-Postage	4.51	HASLER TOTAL FUNDS	POSTAGE	7/31/2015	250330
493100	Other Admin Exp-Mail Handling	3.36	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/19/2015	249504
493100	Other Admin Exp-Mail Handling	1.76	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/24/2015	250138
495000	Other Admin Exp-General Liability Insurance	345.00	MARY SUE LINVILLE	INSPECTIONS CEDAR GROVE I, II & III	6/26/2015	249674
520104	Social Service Contracts-Interpretation	1.58	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/17/2015	250011
610013	Occup Exps-Materials-Yard/Garden	90.38	HD SUPPLY FACILITIES	SMOKERS OUTPOST RECEPTACLES	7/17/2015	250008
620006	Occup Exps-Maint Contracts-Floor Covering	2,078.76	SIGNATURE INTERIORS & DESIGN	CARPETING - Unit 01	7/10/2015	249906
620013	Occup Exp-Yard/Garden/Landscaping	708.75	SOUND LANDSCAPE SERVICES	MAY LANDSCAPING	6/12/2015	249453
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	JUNE LANDSCAPING	7/17/2015	250093
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	115.02	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	103.51	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	111.18	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	65.18	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	65.18	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	111.18	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	50.53	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	99.68	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	164.85	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660000	Occup Exps-Utilities-Water	61.34	PUBLIC UTILITY DISTRICT #1	W	7/24/2015	250196
660100	Occup Exps-Utilities-Sewer	607.91	CITY OF SEDRO WOOLLEY	SW	6/12/2015	249437
660100	Occup Exps-Utilities-Sewer	243.17	CITY OF SEDRO WOOLLEY	SW	6/12/2015	249437
660100	Occup Exps-Utilities-Sewer	364.75	CITY OF SEDRO WOOLLEY	SW	6/12/2015	249437

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2015 TO 7/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exps-Utilities-Electricity	54.80	PUGET SOUND ENERGY	E	6/26/2015	249688
660200	Occup Exps-Utilities-Electricity	34.52	PUGET SOUND ENERGY	E	6/26/2015	249688
660200	Occup Exps-Utilities-Electricity	30.56	PUGET SOUND ENERGY	E	6/26/2015	249688
660200	Occup Exps-Utilities-Electricity	60.84	PUGET SOUND ENERGY	E	7/31/2015	250333
660200	Occup Exps-Utilities-Electricity	34.41	PUGET SOUND ENERGY	E	7/31/2015	250333
660200	Occup Exps-Utilities-Electricity	30.56	PUGET SOUND ENERGY	E	7/31/2015	250333
660300	Occup Exps-Utilities-Natural Gas	69.26	CASCADE NATURAL GAS CO	GS	6/12/2015	249427
660300	Occup Exps-Utilities-Natural Gas	20.71	CASCADE NATURAL GAS CO	GS	7/17/2015	250072
660500	Occup Exps-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	ST	6/12/2015	249437
660500	Occup Exps-Utilities-Surface Water Mgmt	12.00	CITY OF SEDRO WOOLLEY	ST	6/12/2015	249437
660500	Occup Exps-Utilities-Surface Water Mgmt	18.00	CITY OF SEDRO WOOLLEY	ST	6/12/2015	249437
660700	Occup Exps-Utilities-Garbage	419.92	CITY OF SEDRO WOOLLEY	GB	6/12/2015	249437
660700	Occup Exps-Utilities-Garbage	130.53	CITY OF SEDRO WOOLLEY	GB	6/12/2015	249437
660700	Occup Exps-Utilities-Garbage	136.22	CITY OF SEDRO WOOLLEY	GB	6/12/2015	249437
800900	Interest Exp-Other	19.27	SIEMENS FINANCIAL SERVICES	JUNE SBT ENERGY PROJECT	6/5/2015	249267
800900	Interest Exp-Other	18.72	SIEMENS FINANCIAL SERVICES	JULY SBT ENERGY PROJECT	7/10/2015	249900
800900	Interest Exp-Other	18.16	SIEMENS FINANCIAL SERVICES	AUG SBT ENERGY PROJECT	7/31/2015	250312
	TOTAL CEDAR GROVE	8,930.26				
HILLSVIEW						
180001	Suspense-Tenant Refunds	6.48	DAVID L AUBURG	TENANT REFUND	6/5/2015	249365
180001	Suspense-Tenant Refunds	211.17	MARLYS M MEYER	TENANT REFUND	6/26/2015	249727
264000	LT Debt-Lease	325.49	SIEMENS FINANCIAL SERVICES	JUNE SBT ENERGY PROJECT	6/5/2015	249267
264000	LT Debt-Lease	326.55	SIEMENS FINANCIAL SERVICES	JULY SBT ENERGY PROJECT	7/10/2015	249900
264000	LT Debt-Lease	327.61	SIEMENS FINANCIAL SERVICES	AUG SBT ENERGY PROJECT	7/31/2015	250312
400100	Salaries-Temp Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/8/15	6/5/2015	249332
400100	Salaries-Temp Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/22/15	6/12/2015	249462
400100	Salaries-Temp Employees	13.62	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/12/15	7/2/2015	249813
400100	Salaries-Temp Employees	14.72	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/26/15	7/10/2015	249955
400100	Salaries-Temp Employees	13.80	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/5/15	7/10/2015	249955
400100	Salaries-Temp Employees	11.78	ROBERT HALF TECHNOLOGY	K HOFFMAN 5/29/15	7/10/2015	249955
400100	Salaries-Temp Employees	14.54	ROBERT HALF TECHNOLOGY	K HOFFMAN 6/19/15	7/10/2015	249955
400100	Salaries-Temp Employees	11.78	ROBERT HALF TECHNOLOGY	K HOFFMAN 7/3/15	7/10/2015	249955
400100	Salaries-Temp Employees	14.72	ROBERT HALF TECHNOLOGY	K. HOFFMAN 7/10/15	7/24/2015	250222
410000	Administrative Supplies	128.63	OFFICE DEPOT	OFFICE SUPPLIES	7/24/2015	250163
410000	Administrative Supplies	14.99	OFFICE DEPOT	TAPE	7/24/2015	250163
411100	Computer Equip-Hardware	5.18	CERIUM NETWORKS INC	DESKTOP PHONE	6/12/2015	249473
411100	Computer Equip-Hardware	2.12	CDW/COMPUTER CENTERS INC	WEBCAMS	6/19/2015	249517
411101	Computer Equip-Software	8.86	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/10/2015	249881
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS JUNE 2015	6/5/2015	249328
411103	Computer Equip-Software Maint	7.07	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	7/10/2015	249881
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS JULY 2015	7/10/2015	249952

SEDRO-WOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2015 TO 7/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Computer Equip-Software Maint	1.43	TREBRON COMPANY INC	3 MONTHS TARGET MAINT.	7/17/2015	250047
411103	Computer Equip-Software Maint	13.58	CDW/COMPUTER CENTERS INC	COMPUTER EQUIPMENT	7/24/2015	250148
411200	Equip-Maint	0.12	KONICA MINOLTA BUS SOLUTIONS	A1UE011014949	7/17/2015	250051
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	6/5/2015	249264
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA BUS SOLUTIONS	MONTHLY LEASE PAYMENT	6/12/2015	249409
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	62/0-7/19/15 CHGS	7/2/2015	249766
411901	Equip-Other-Leased/Rented	2.11	NEOPOST USA INC	EQUIPMENT RENTAL	7/10/2015	249956
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA BUS SOLUTIONS	SN A1UE011014949	7/17/2015	250051
420101	Professional Services-Auditing	199.12	STATE AUDITOR S OFFICE	AUDIT PERIOD 14-14 #43357 & 15-15 #43569	7/24/2015	250135
420908	Professional Services-Computers	2.30	SEMAPHORE CORPORATION	NETWORK ENGINEERING JUNE 2015	7/24/2015	250200
440000	Travel-Training Related-Local-Mileage	0.39	VANESSA OWEN	MILEAGE REIMBURSEMENT	6/19/2015	249612
440100	Travel-Non-training Related-Local-Mileage	0.07	VANESSA OWEN	MILEAGE REIMBURSEMENT	6/19/2015	249612
440100	Travel-Non-training Related-Local-Mileage	1.94	LILIYA SOLTYS	5/18-6/24/15 MILEAGE	7/2/2015	249820
440100	Travel-Non-training Related-Local-Mileage	53.48	CAPRICE WITHERSPOON	6/1-30/15 MILEAGE	7/31/2015	250357
440100	Travel-Non-training Related-Local-Mileage	143.75	YICHUAN ZHAO	6/1-7/23/15 MILEAGE	7/31/2015	250369
440100	Travel-Non-training Related-Local-Mileage	5.76	MARSHA PREMEL	6/1-7/30/15 MILEAGE	7/31/2015	250361
440100	Travel-Non-training Related-Local-Mileage	0.53	TERRIA JEGLUM	4/27-7/24/15 MILEAGE	7/31/2015	250377
450002	Comm -Phones Lines-Service-Digital Voice	0.51	911 ETC INC	ANNUAL FEE NENA	6/26/2015	249673
450100	Comm -Long Distance Charges	5.96	IMPACT TELECOM INC	MONTHLY CHGS	7/10/2015	249929
490002	Other Admin Exp-Direct Financing Charges	0.38	HASLER TOTAL FUNDS	LATE FEE	7/31/2015	250330
491000	Admin Exps-Criminal/Background Checks	18.48	NATIONAL CREDIT REPORTING	CREDIT CHECKS	6/19/2015	249547
491000	Admin Exps-Criminal/Background Checks	19.83	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/19/2015	249521
491000	Admin Exps-Criminal/Background Checks	7.50	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/19/2015	249521
491000	Admin Exps-Criminal/Background Checks	18.12	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/10/2015	249896
491000	Admin Exps-Criminal/Background Checks	7.50	WASHINGTON STATE PATROL	JUNE 2015 BACKGROUND CHECKS	7/24/2015	250151
491000	Admin Exps-Criminal/Background Checks	25.43	WASHINGTON STATE PATROL	JUNE 2015 BACKGROUND CHECKS	7/24/2015	250151
491000	Admin Exps-Criminal/Background Checks	7.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/31/2015	250284
493000	Other Admin Exp-Postage	28.32	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/19/2015	249504
493000	Other Admin Exp-Postage	13.17	HASLER TOTAL FUNDS	POSTAGE	7/17/2015	250070
493000	Other Admin Exp-Postage	28.59	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/24/2015	250138
493000	Other Admin Exp-Postage	13.54	HASLER TOTAL FUNDS	POSTAGE	7/31/2015	250330
493100	Other Admin Exp-Mail Handling	10.07	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/19/2015	249504
493100	Other Admin Exp-Mail Handling	5.27	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/24/2015	250138
520104	Social Service Contracts-Interpretation	4.73	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/17/2015	250011
610000	Occup Exps-Materials-Electrical	7.14	E & E LUMBER, INC	BROODER BULB	6/5/2015	249228
610006	Occup Exps-Materials-Windows	1,025.00	SEDRO-WOLLEY GLASS	GLASS	6/5/2015	249219
610006	Occup Exps-Materials-Windows	580.00	SEDRO-WOLLEY GLASS	GLASS	6/5/2015	249219
610006	Occup Exps-Materials-Windows	292.44	AMERICAN FLOORS & BLINDS	BLINDS	6/26/2015	249653
610006	Occup Exps-Materials-Windows	81.06	AMERICAN FLOORS & BLINDS	BLINDS	7/17/2015	250010

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2015 TO 7/31/2015

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
610013	Occup Exps-Materials-Yard/Garden	259.95	E & E LUMBER, INC	GARDEN CEDAR	6/5/2015	249228
610013	Occup Exps-Materials-Yard/Garden	271.13	HD SUPPLY FACILITIES	SMOKERS OUTPOST RECEPTACLES	7/17/2015	250008
610102	Occup Exps-Equip-Appliances	451.00	GENERAL ELEC CO	REFRIGERATOR	7/17/2015	250013
620006	Occup Exps-Maint Contracts-Floor Covering	1,780.62	SIGNATURE INTERIORS & DESIGN	CARPETING - unit 352	7/10/2015	249906
620006	Occup Exps-Maint Contracts-Floor Covering	1,038.92	SIGNATURE INTERIORS & DESIGN	CARPETING - unit 105	7/24/2015	250179
620006	Occup Exps-Maint Contracts-Floor Covering	1,138.12	SIGNATURE INTERIORS & DESIGN	CARPETING - unit 224	7/24/2015	250179
620008	Occup Exp-Alarm Testing/Monitoring	880.25	SIMPLEXGRINNELL LP	REPLACE ALARM BATTERIES	7/10/2015	249861
620008	Occup Exp-Alarm Testing/Monitoring	64.50	SIMPLEXGRINNELL LP	QUARTERLY MONITORING	7/17/2015	249998
620008	Occup Exp-Alarm Testing/Monitoring	595.00	SIMPLEXGRINNELL LP	ANNUAL FIRE ALARM TESTING	7/31/2015	250262
620008	Occup Exp-Alarm Testing/Monitoring	299.18	SIMPLEXGRINNELL LP	ANNUAL SPRINKLER TEST	7/31/2015	250262
620013	Occup Exp-Yard/Garden/Landscaping	2,126.25	SOUND LANDSCAPE SERVICES	MAY LANDSCAPING	6/12/2015	249453
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	JUNE LANDSCAPING	7/17/2015	250093
660000	Occup Exps-Utilities-Water	1,242.94	PUBLIC UTILITY DISTRICT #1	W	7/17/2015	250078
660100	Occup Exps-Utilities-Sewer	3,647.48	CITY OF SEDRO WOOLLEY	SW	6/12/2015	249437
660200	Occup Exps-Utilities-Electricity	753.05	PUGET SOUND ENERGY	E	6/26/2015	249688
660200	Occup Exps-Utilities-Electricity	832.29	PUGET SOUND ENERGY	E	7/31/2015	250333
660201	Occup Exps-Utilities-Electricity-Closing Bill	15.86	PUGET SOUND ENERGY	E	6/12/2015	249430
660201	Occup Exps-Utilities-Electricity-Closing Bill	11.05	PUGET SOUND ENERGY	E	6/19/2015	249576
660201	Occup Exps-Utilities-Electricity-Closing Bill	10.52	PUGET SOUND ENERGY	E	6/26/2015	249688
660201	Occup Exps-Utilities-Electricity-Closing Bill	9.61	PUGET SOUND ENERGY	E	6/26/2015	249688
660500	Occup Exps-Utilities-Surface Water Mgmt	179.96	CITY OF SEDRO WOOLLEY	ST	6/12/2015	249437
660700	Occup Exps-Utilities-Garbage	636.16	CITY OF SEDRO WOOLLEY	GB	6/12/2015	249437
660700	Occup Exps-Utilities-Garbage	9.65	SKAGIT CO PUBLIC WORKS DEPT	TRANSFER STATION	6/26/2015	249654
660700	Occup Exps-Utilities-Garbage	9.65	SKAGIT CO PUBLIC WORKS DEPT	TRANSFER STATION	6/26/2015	249654
800900	Interest Exp-Other	36.79	SIEMENS FINANCIAL SERVICES	JUNE SBT ENERGY PROJECT	6/5/2015	249267
800900	Interest Exp-Other	35.73	SIEMENS FINANCIAL SERVICES	JULY SBT ENERGY PROJECT	7/10/2015	249900
800900	Interest Exp-Other	34.67	SIEMENS FINANCIAL SERVICES	AUG SBT ENERGY PROJECT	7/31/2015	250312
	TOTAL HILLSVIEW	22,619.03				
	TOTAL SEDRO WOOLLEY	31,549.29				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

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

Attached for your review is an unaudited year-to-date financial report as of June 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 1.5% and 5.5% over budget, respectively.

Key Operating Variances	<u>Variance (\$)</u>	<u>Variance (%)</u>	<u>Footnote</u>
Occupancy Expenses	9,959	8.4	1

-  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 were very close to target through June. Operating expenses were over target primarily due to sewer expenses being under-budgeted and the unbudgeted use of regional staff to assist in painting vacated units.

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 \$329,947; 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 06/30/2015

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
ASSETS			
<i>Working Capital Assets</i>			
Cash-Unrestricted	\$ 368,561	215,717	152,844
Accounts Receivables	2,083	1,584	499
Prepaid Assets & Inventory	2,103	646	1,457
Total Working Capital Assets	<u>372,747</u>	<u>217,947</u>	<u>154,800</u>
<i>Liabilities Offsetting Working Capital Assets</i>			
Accounts Payable	(25,794)	(6,090)	(19,704)
Payroll Liabilities	(11,044)	(3,228)	(7,816)
Current Portion of Long-term debt	(5,962)	(2,049)	(3,913)
Total Offsetting Liabilities	<u>(42,800)</u>	<u>(11,367)</u>	<u>(31,433)</u>
Working Capital	<u>329,947</u>	<u>206,580</u>	<u>123,367</u>
<i>Other Assets</i>			
Cash-Restricted	9,199	3,650	5,549
Capital Assets	1,800,775	492,584	1,308,191
Work-in-Process	3,239	-	3,239
Suspense	211	-	211
Total Other Assets	<u>1,813,424</u>	<u>496,234</u>	<u>1,317,190</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 2,143,371</u>	<u>702,815</u>	<u>1,440,558</u>
LIABILITIES & EQUITY			
<i>Other Liabilities</i>			
Deferrals-Related to Restr Cash	\$ 9,199	3,650	5,549
Debt	10,791	3,710	7,081
	<u>19,990</u>	<u>7,360</u>	<u>12,630</u>
<i>Equity</i>			
Equity	<u>2,123,382</u>	<u>695,454</u>	<u>1,427,928</u>
	<u>2,123,382</u>	<u>695,454</u>	<u>1,427,928</u>
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 2,143,373</u>	<u>702,813</u>	<u>1,440,558</u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 06/30/2015**

	Actuals Through 06/30/2015	Budget Through 06/30/2015	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	\$92,236	\$92,367	(\$131)	(0.1%)	\$184,731	\$92,495	49.9%
Operating Fund Subsidy from HUD	142,347	138,742	3,605	2.6%	277,486	135,139	51.3%
Other Operating Revenue	120	140	(20)	(14.6%)	280	160	42.7%
Non-operating Revenue	98,489	71,315	27,174	38.1%	192,631	94,142	51.1%
Total Revenues	333,191	302,564	30,627	10.1%	655,128	321,937	50.9%
Expenses							
Salaries & Benefits	49,628	48,273	1,355	2.8%	96,539	46,911	51.4%
Routine Maintenance, Utilities, Taxes & Insurance	128,635	118,676	9,959	8.4%	236,579	107,944	54.4%
Other Social Service Support Expenses & HAP	3,731	3,866	(135)	(3.5%)	7,900	4,169	47.2%
Administrative Support Expenses	45,308	44,593	715	1.6%	98,965	53,657	45.8%
Non-operating Expenses	296	332	(36)	(10.8%)	663	367	44.7%
Total Expenses	227,599	215,740	11,859	5.5%	440,646	213,047	51.7%
Net Income	105,592	86,824	18,768	21.6%	214,482	108,890	49.2%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	(373)	0	(373)	n/m	0	373	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	(98,194)	(75,953)	(22,241)	29.3%	(146,903)	(48,709)	66.8%
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	217	0	217	n/m	0	(217)	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	373	0	373	n/m	0	(373)	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(2,464)	0	(2,464)	n/m	0	2,464	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	(101,913)	(75,953)	(25,960)	34.2%	(146,903)	(44,990)	69.4%
Net Change in Working Capital	\$3,680	\$10,871	(\$7,191)	(66.2%)	\$67,579	\$63,899	5.4%
Working Capital, 12/31/2014	326,267						
Working Capital, 06/30/2015	\$329,947						

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.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

June and July 2015

Vacancy Report

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

Average Unit Turnover Rates for Hillsview

We had two new move outs in this period, both were turned in house. For the two that moved, both were housed in 9 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.

Current Applications of Wait List as of August 5, 2015

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	45	30	21	66

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	42	10	52
3 Bedrooms	9	1	10
4 Bedrooms	1	0	1
Total	52	11	63

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	51	6	4	2	0	63
Cedar Grove I	3	5	0	0	0	8
Cedar Grove II	4	3	0	0	0	7
Cedar Grove III	5	2	0	0	0	7
Total	63	16	4	2	0	85

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

Staff hosted a going away party for previous manager, Jody Stewart, which was attended by about 35 residents.

Staffing

We are 100% staffed in Sedro-Woolley.

Previous Meeting Concerns

Seeing rats outside of the building and the ivy was full of weeds. Sound landscaping services was contacted about the weeds, and site maintenance purchased 8 bait stations put around the property.

Resident Issues.

None that have come up.