

Sedro-Woolley Housing Authority

MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 18, 2016

10:45 am

Hillview Apartments

-Agenda-

I. Call to Order

II. Roll Call

III. Approval of Minutes

A. October 8, 2015 Board of Commissioners' Meeting Minutes

B. December 17, 2015 Board of Commissioners' Meeting Minutes **1**

IV. Consent Items

A. Approval of Voucher Report December 1, 2015 to January 31, 2016 **2**

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. December 2015 Financial Report **3**

X. Housing Management Report

A. Housing Management Report for December 2015 & January 2016 **4**

XI. Construction Update

XII. New Business

XIII. Adjournment

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

October 8, 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, October 8, 2015 in the Community Room of the Hillview Apartments.

II. **Roll Call**

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

III. **Approval of Minutes**

Chair Fellers called for approval of the minutes of the August 20, 2015 Board of Commissioners' Meeting Minutes. Commissioner Johnson moved for approval of the minutes, seconded by Commissioner Stephenson. The motion to approve the minutes unanimously passed.

IV. **Consent Items**

A. Approval of Voucher Report – August 1, 2015 to September 30, 2015

The Voucher Report for August 1, 2015 to September 30, 2015 was presented to the Board of Commissioners as contained in the meeting packets.

The board unanimously approved the Voucher Report for the period August 1, 2015 to September 30, 2015 as presented.

V. **Resolution for Discussion & Approval**

A. Resolution No. 450: Adoption of the Sedro-Woolley Housing Authority combined 5-year and FY 2016 Annual Agency Plan

Bill Cook, Director of Public Housing, presented Resolution No. 450 and mentioned that the board's approval of the plan is part of the regulatory requirement prior to submitting the report to HUD.

Mr. Cook mentioned that a public comment period was announced and held prior to the board meeting.

The board unanimously approved the Resolution No. 450 as presented and proposed by staff.

VI. Financial Reports

A. August 2015 Financial Report

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

VII. Housing Management Report

A. Housing Management Report for August & September 2015

Bill Doyle, introduced Kimberly Sayavong as new Property Manager.

Kimberly Sayavong, briefed the Board of Commissioners on the Housing Report for August and September 2015 as was contained in the meeting packets.

IX. Construction Update

Bill Doyle, Regional Manager, provided a brief update on the roofing project.

XI. New Business

Bill Cook, Director of Public Housing, asked about the coordination for the upcoming holiday event.

XII. Adjournment

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

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

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

December 17, 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, December 17, 2015 in the Community Room of the Hillview Apartments.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Lee Elliot, Commissioner KB Johnson (arrived at 10:48 a.m.) and Commissioner Kacy Johnson

III. Approval of Minutes

The approval of the meeting minutes were deferred until the next regular scheduled meeting.

IV. Consent Items

A. Approval of Voucher Report – October 1, 2015 to November 30, 2015

The Voucher Report for October 1, 2015 to November 30, 2015 was presented to the Board of Commissioners as contained in the meeting packets.

The board unanimously approved the Voucher Report as presented.

V. Resolution for Discussion & Approval

A. Resolution No. 451: 2016 Comprehensive Operating and Capital Budget

Mr. Violante, Director of Finance, briefed the Board on Resolution No. 451. Mr. Violante explained the status of Operating Revenues, Expenses and Reserves for the Sedro-Woolley Housing Authority.

Mr. Violante announced that the Sedro-Woolley Housing Authority continues to have sufficient revenue to meet ongoing obligations and to maintain a reserve level of six months in operating expenses.

Questions posed by Commissioners were satisfactorily answered by staff.

On motion by Commissioner Stephenson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution No. 451.

B. Resolution No. 452: Acceptance of the State Auditor's Office Financial Statement for the period January 1, 2014 through December 31, 2014

Craig Violante, Director of Finance, briefed the Board on Resolution No. 452 and mentioned that the Auditors issued two reports included in the Board packet. Mr. Violante also mentioned that the financial audit is conducted on an annual basis and the accountability audit is conducted biennially. Mr. Violante announced that no negative findings were reported in either audit reports.

On motion by Commissioner Stephenson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution No. 452.

C. Approval of the 2016 Sedro-Woolley Housing Authority Board meeting calendar

On motion by Commissioner Stephenson, seconded by Commissioner Kacy Johnson, which motion was duly carried by unanimous vote, the Board approved Resolution the 2016 Sedro-Woolley Housing Authority.

VI. Financial Reports

A. August 2015 Financial Report

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

VII. Housing Management Report

A. Housing Management Report for August & September 2015

Bill Doyle, introduced Kimberly Sayavong as new Property Manager.

Kimberly Sayavong, briefed the Board of Commissioners on the Housing Report for August and September 2015 as was contained in the meeting packets.

IX. Construction Update

Bill Doyle, Regional Manager, provided a brief update on the smoking shelter.

XI. New Business

Bill Cook announced the retirement of Bill Doyle. Commissioners thanked Mr. Doyle for his service and commitment to the Housing Authority. Mr. Doyle thanked the Commissioners and staff for the recognition.

XII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:18 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: February 4, 2016
RE: Approval of Vouchers December 1, 2015 to January 31, 2016

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
Accounting Manager
February 4, 2016

Expenditures to Sedro-Woolley	
Capital Project - Hillsview	7,801.62
Operations	
Directly to Cedar Grove	12,252.18
Directly to Hillsview	23,715.86
Total Expenditures	<u><u>\$43,769.66</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2015 TO 1/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
170000	Work-In-Process	8,212.23	ACCORD CONTRACTORS LLC	HILLSVIEW APTS	1/22/2016	301020
200200	Contract Retentions	(410.61)	ACCORD CONTRACTORS LLC	HILLSVIEW APTS	1/22/2016	301020
HILLSVIEW - CAPITAL PROJECT		7,801.62				
140000	Prepaid Insurance	709.00	HOUSING AUTHORITY RISK RETENTION	COMM LIABILITY	12/4/2015	300048
264000	LT Debt-Lease	173.85	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/11/2015	300181
264000	LT Debt-Lease	174.41	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/8/2016	300682
400100	Salaries-Temporary Employees	4.50	ALMOND & ASSOCIATES	S CONN 11/20/15	12/4/2015	300038
400100	Salaries-Temporary Employees	2.66	ALMOND & ASSOCIATES	S CONN 11/27/15	12/11/2015	300154
400100	Salaries-Temporary Employees	4.74	ALMOND & ASSOCIATES	S CONN 12/4/15	12/18/2015	300280
400100	Salaries-Temporary Employees	4.15	ALMOND & ASSOCIATES	S CONN 12/11/15	12/23/2015	300403
400100	Salaries-Temporary Employees	3.79	ALMOND & ASSOCIATES	S CONN 12/18/15	1/8/2016	300654
409003	Benefits-Uniforms	20.25	ADPRO LLC	WORK CLOTHING SEDRO	12/18/2015	300289
410000	Admin Supplies	33.15	OFFICE MAX	OFFICE SUPPLIES	1/15/2016	300787
410000	Admin Supplies	11.75	OFFICE MAX	OFFICE SUPPLIES	1/29/2016	301056
410000	Admin Supplies	(8.29)	OFFICE MAX	CRED INV 641855	1/29/2016	301056
411100	Comp Equip-Hardware	4.20	CDW/COMPUTER CENTERS INC	FORTINET	12/31/2015	300549
411100	Comp Equip-Hardware	1.01	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/31/2015	300549
411100	Comp Equip-Hardware	0.03	CDW/COMPUTER CENTERS INC	COMPUTER PARTS	12/31/2015	300549
411100	Comp Equip-Hardware	6.10	CERIUM NETWORKS INC	MONTHLY CHGS	1/8/2016	300763
411101	Comp Equip-Software	1.24	CDW/COMPUTER CENTERS INC	FORTINET	12/31/2015	300549
411101	Comp Equip-Software	40.48	SOFTWAREONE INC	COMPUTER SUPPLIES	1/22/2016	301028
411200	Equip-Maintenance	0.06	KONICA MINOLTA	SN A1UE011014949	1/15/2016	300829
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	SN A1UE011014949	12/11/2015	300176
411901	Equip-Other-Leased/Rented	0.80	MAILFINANCE INC	MAILING MACHINE	12/11/2015	300236
411901	Equip-Other-Leased/Rented	0.41	TREBRON COMPANY INC	IBM MONTHLY SERVER CHGS	12/18/2015	300297
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	SN A1UE011014949	1/15/2016	300829
411901	Equip-Other-Leased/Rented	0.41	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	1/22/2016	300958
420000	Professional Services-Legal	0.53	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVSC	1/29/2016	301057
421904	Admin Contracts- Cloud Recovery Services	(1.26)	NET2VAULT LLC	MANAGED VAULTING	1/15/2016	300915
421904	Admin Contracts- Cloud Recovery Services	1.42	NET2VAULT LLC	MANAGED VAULTING	1/15/2016	300915
440100	Travel-Non-training Related-Local-Mileage	43.49	KIMBERLY SAYAVONG	10/20-12/1/15 MILEAGE	12/4/2015	300113
440100	Travel-Non-training Related-Local-Mileage	0.43	MARSHA PREMEL	11/4-30/15 MILEAGE	12/11/2015	300216
440100	Travel-Non-training Related-Local-Mileage	0.34	VANESSA OWEN	12/8-7/10/15 MILEAGE	12/23/2015	300480
440100	Travel-Non-training Related-Local-Mileage	26.34	KIMBERLY SAYAVONG	12/3-22/15 MILEAGE	1/15/2016	300899
440100	Travel-Non-training Related-Local-Mileage	12.65	JEFF SEVERSON	12/14-27/15 MILEAGE	1/29/2016	301177
450002	Comm-Phones Lines-Service-Digital Voice	0.13	911 ETC INC	MONTHLY CHARGE	12/4/2015	300055
450002	Comm-Phones Lines-Service-Digital Voice	0.13	911 ETC INC	W, PENALTY	1/8/2016	300683
491000	Admin Exp-Criminal/Background Checks	3.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/4/2015	300039
491000	Admin Exp-Criminal/Background Checks	5.86	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/18/2015	300298
491000	Admin Exp-Criminal/Background Checks	5.82	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/31/2015	300550

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2015 TO 1/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	5.15	NATIONAL CREDIT REPORTING	CREDIT CHECKS	1/22/2016	300959
491000	Admin Exp-Criminal/Background Checks	8.79	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/29/2016	301085
493000	Other Admin Exp-Postage	1.80	THE UPS STORE	RENEWAL LARGE MAILBOX	12/11/2015	300177
493000	Other Admin Exp-Postage	5.02	HASLER TOTAL FUNDS	POSTAGE	12/11/2015	300195
493000	Other Admin Exp-Postage	9.10	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	12/31/2015	300535
493000	Other Admin Exp-Postage	8.91	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	1/15/2016	300791
493000	Other Admin Exp-Postage	4.82	HASLER TOTAL FUNDS	ACCT 7900011000255375	1/15/2016	300851
493100	Other Admin Exp-Mail Handling	1.68	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	12/31/2015	300535
493100	Other Admin Exp-Mail Handling	1.65	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	1/15/2016	300791
495000	Other Admin Exp-General Liability Insurance	25.00	HOUSING AUTHORITY RISK RETENTION	CAPITAL CONTRIBUTION	12/4/2015	300048
499099	Other Admin Exp-Other	20.00	Office of Minority & Women's Bussiness	POLITICAL SUBDIVISON FEE	12/11/2015	300149
520104	Social Service Contracts-Interpretation	1.17	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/23/2015	300400
520104	Social Service Contracts-Interpretation	1.06	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/15/2016	300799
610000	Occup Exp-Materials-Electrical	59.51	RONK BROS INC	MISC SUPPLIES	1/22/2016	301009
610017	Occup Exp-Materials-Janitorial	313.33	COMPLETE OFFICE	OFFICE SUPPLIES	1/15/2016	300848
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	NOV 2015 LANDSCAPE MAINT	12/23/2015	300465
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	DEC 2015 LANDSCAPE MAINT	1/22/2016	301003
620021	Occup Exp HVAC Heating, Ventilation & AC	608.39	TRS MECHANICAL INC	FURNACE NOT WORKING	12/31/2015	300626
640000	Occup Exp-Maint Projects-Regional Staff	1,816.00	GRAY OWL SERVICES INC	TREE TRIMMING	12/31/2015	300606
660000	Occup Exp-Utilities-Water	118.84	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	84.35	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	72.84	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	69.01	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660000	Occup Exp-Utilities-Water	153.35	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	126.51	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	111.18	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	92.01	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	88.18	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	84.35	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	58.90	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660000	Occup Exp-Utilities-Water	50.53	PUBLIC UTILITY DISTRICT #1	W	1/22/2016	300989
660100	Occup Exp-Utilities-Sewer	607.91	CITY OF SEDRO WOOLLEY	SW	12/18/2015	300333

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2015 TO 1/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	364.75	CITY OF SEDRO WOOLLEY	SW	12/18/2015	300333
660100	Occup Exp-Utilities-Sewer	243.17	CITY OF SEDRO WOOLLEY	SW	12/18/2015	300333
660100	Occup Exp-Utilities-Sewer	607.91	CITY OF SEDRO WOOLLEY	SW	1/15/2016	300866
660100	Occup Exp-Utilities-Sewer	364.75	CITY OF SEDRO WOOLLEY	SW	1/15/2016	300866
660100	Occup Exp-Utilities-Sewer	243.17	CITY OF SEDRO WOOLLEY	SW	1/15/2016	300866
660200	Occup Exp-Utilities-Electricity	99.99	PUGET SOUND ENERGY	E	12/4/2015	300079
660200	Occup Exp-Utilities-Electricity	57.68	PUGET SOUND ENERGY	E	12/4/2015	300079
660200	Occup Exp-Utilities-Electricity	48.92	PUGET SOUND ENERGY	E	12/4/2015	300079
660200	Occup Exp-Utilities-Electricity	99.09	PUGET SOUND ENERGY	E	1/8/2016	300718
660200	Occup Exp-Utilities-Electricity	57.94	PUGET SOUND ENERGY	E	1/8/2016	300718
660200	Occup Exp-Utilities-Electricity	49.28	PUGET SOUND ENERGY	E	1/8/2016	300718
660300	Occup Exp-Utilities-Natural Gas	155.10	CASCADE NATURAL GAS CO	GS	12/11/2015	300196
660300	Occup Exp-Utilities-Natural Gas	139.73	CASCADE NATURAL GAS CO	GS	1/8/2016	300712
660500	Occup Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	ST	12/18/2015	300333
660500	Occup Exp-Utilities-Surface Water Mgmt	18.00	CITY OF SEDRO WOOLLEY	ST	12/18/2015	300333
660500	Occup Exp-Utilities-Surface Water Mgmt	12.00	CITY OF SEDRO WOOLLEY	ST	12/18/2015	300333
660500	Occup Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	ST	1/15/2016	300866
660500	Occup Exp-Utilities-Surface Water Mgmt	12.00	CITY OF SEDRO WOOLLEY	ST	1/15/2016	300866
660700	Occup Exp-Utilities-Garbage	554.29	CITY OF SEDRO WOOLLEY	GB	12/18/2015	300333
660700	Occup Exp-Utilities-Garbage	136.22	CITY OF SEDRO WOOLLEY	GB	12/18/2015	300333
660700	Occup Exp-Utilities-Garbage	130.53	CITY OF SEDRO WOOLLEY	GB	12/18/2015	300333
660700	Occup Exp-Utilities-Garbage	382.29	CITY OF SEDRO WOOLLEY	GB	1/15/2016	300866
660700	Occup Exp-Utilities-Garbage	18.00	CITY OF SEDRO WOOLLEY	ST	1/15/2016	300866
660700	Occup Exp-Utilities-Garbage	136.22	CITY OF SEDRO WOOLLEY	GB	1/15/2016	300866
660700	Occup Exp-Utilities-Garbage	130.53	CITY OF SEDRO WOOLLEY	GB	1/15/2016	300866
660700	Occup Exp-Utilities-Garbage	14.24	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	1/29/2016	301071
800900	Interest Expense-Other	15.92	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/11/2015	300181
800900	Interest Expense-Other	15.35	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/8/2016	300682
	TOTAL CEDAR GROVE OPERATIONS	12,252.18				
140000	Prepaid Insurance	2,835.00	HOUSING AUTHORITY RISK RETENTION	COMM LIABILITY	12/4/2015	300048
264000	LT Debt-Lease	331.89	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/11/2015	300181
264000	LT Debt-Lease	332.97	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/8/2016	300682
400100	Salaries-Temporary Employees	13.41	ALMOND & ASSOCIATES	S CONN 11/20/15	12/4/2015	300038
400100	Salaries-Temporary Employees	7.94	ALMOND & ASSOCIATES	S CONN 11/27/15	12/11/2015	300154
400100	Salaries-Temporary Employees	14.11	ALMOND & ASSOCIATES	S CONN 12/4/15	12/18/2015	300280
400100	Salaries-Temporary Employees	12.35	ALMOND & ASSOCIATES	S CONN 12/11/15	12/23/2015	300403
400100	Salaries-Temporary Employees	11.29	ALMOND & ASSOCIATES	S CONN 12/18/15	1/8/2016	300654
409003	Benefits-Uniforms	60.75	ADPRO LLC	WORK CLOTHING SEDRO	12/18/2015	300289
410000	Admin Supplies	99.43	OFFICE MAX	OFFICE SUPPLIES	1/15/2016	300787
410000	Admin Supplies	35.24	OFFICE MAX	OFFICE SUPPLIES	1/29/2016	301056

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2015 TO 1/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	(24.86)	OFFICE MAX	CRED INV 641855	1/29/2016	301056
411100	Comp Equip-Hardware	12.00	CDW/COMPUTER CENTERS INC	FORTINET	12/31/2015	300549
411100	Comp Equip-Hardware	2.88	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/31/2015	300549
411100	Comp Equip-Hardware	0.08	CDW/COMPUTER CENTERS INC	COMPUTER PARTS	12/31/2015	300549
411100	Comp Equip-Hardware	17.42	CERIUM NETWORKS INC	MONTHLY CHGS	1/8/2016	300763
411101	Comp Equip-Software	3.55	CDW/COMPUTER CENTERS INC	FORTINET	12/31/2015	300549
411101	Comp Equip-Software	115.66	SOFTWAREONE INC	COMPUTER SUPPLIES	1/22/2016	301028
411200	Equip-Maintenance	0.16	KONICA MINOLTA	SN A1UE011014949	1/15/2016	300829
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	SN A1UE011014949	12/11/2015	300176
411901	Equip-Other-Leased/Rented	2.39	MAILFINANCE INC	MAILING MACHINE	12/11/2015	300236
411901	Equip-Other-Leased/Rented	1.18	TREBRON COMPANY INC	IBM MONTHLY SERVER CHGS	12/18/2015	300297
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	SN A1UE011014949	1/15/2016	300829
411901	Equip-Other-Leased/Rented	1.18	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	1/22/2016	300958
420000	Professional Services-Legal	1.58	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVSC	1/29/2016	301057
421904	Admin Contracts- Cloud Recovery Services	(3.60)	NET2VAULT LLC	MANAGED VAULTING	1/15/2016	300915
421904	Admin Contracts- Cloud Recovery Services	4.05	NET2VAULT LLC	MANAGED VAULTING	1/15/2016	300915
440100	Travel-Non-training Related-Local-Mileage	130.46	KIMBERLY SAYAVONG	10/20-12/1/15 MILEAGE	12/4/2015	300113
440100	Travel-Non-training Related-Local-Mileage	1.29	MARSHA PREMEL	11/4-30/15 MILEAGE	12/11/2015	300216
440100	Travel-Non-training Related-Local-Mileage	1.01	VANESSA OWEN	12/8-7/10/15 MILEAGE	12/23/2015	300480
440100	Travel-Non-training Related-Local-Mileage	79.03	KIMBERLY SAYAVONG	12/3-22/15 MILEAGE	1/15/2016	300899
440100	Travel-Non-training Related-Local-Mileage	37.95	JEFF SEVERSON	12/14-27/15 MILEAGE	1/29/2016	301177
450002	Comm-Phones Lines-Service-Digital Voice	0.38	911 ETC INC	MONTHLY CHARGE	12/4/2015	300055
450002	Comm-Phones Lines-Service-Digital Voice	0.38	911 ETC INC	W, PENALTY	1/8/2016	300683
450100	Comm-Long Distance Charges	6.09	IMPACT TELECOM INC	10/21-11/06/15 CHGS	12/18/2015	300334
450100	Comm-Long Distance Charges	6.04	IMPACT TELECOM INC	11/23/15 CHGS	1/8/2016	300726
491000	Admin Exp-Criminal/Background Checks	9.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/4/2015	300039
491000	Admin Exp-Criminal/Background Checks	17.46	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/18/2015	300298
491000	Admin Exp-Criminal/Background Checks	17.35	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/31/2015	300550
491000	Admin Exp-Criminal/Background Checks	15.34	NATIONAL CREDIT REPORTING	CREDIT CHECKS	1/22/2016	300959
491000	Admin Exp-Criminal/Background Checks	26.19	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/29/2016	301085
493000	Other Admin Exp-Postage	5.38	THE UPS STORE	RENEWAL LARGE MAILBOX	12/11/2015	300177
493000	Other Admin Exp-Postage	14.96	HASLER TOTAL FUNDS	POSTAGE	12/11/2015	300195
493000	Other Admin Exp-Postage	27.44	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	12/31/2015	300535
493000	Other Admin Exp-Postage	26.85	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	1/15/2016	300791
493000	Other Admin Exp-Postage	14.37	HASLER TOTAL FUNDS	ACCT 7900011000255375	1/15/2016	300851
493100	Other Admin Exp-Mail Handling	5.07	MAIL ADVERTISING BUREAU INC	NOV STATEMENTS	12/31/2015	300535
493100	Other Admin Exp-Mail Handling	4.97	MAIL ADVERTISING BUREAU INC	DECEMBER STATEMENTS	1/15/2016	300791
495000	Other Admin Exp-General Liability Insurance	75.00	HOUSING AUTHORITY RISK RETENTION	CAPITAL CONTRIBUTION	12/4/2015	300048
499099	Other Admin Exp-Other	60.00	Office of Minority & Women's Bussiness	POLITICAL SUBDIVISON FEE	12/11/2015	300149
520104	Social Service Contracts-Interpretation	3.50	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/23/2015	300400
520104	Social Service Contracts-Interpretation	3.16	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/15/2016	300799

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2015 TO 1/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
610017	Occup Exp-Materials-Janitorial	752.99	COMPLETE OFFICE	LESS 71.53 TAX	1/15/2016	300848
610102	Occup Exp-Equip-Appliances	451.00	GENERAL ELECTRIC CO-APPLIANCE CONTRACT	APPLIANCES	12/18/2015	300276
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	NOV 2015 LANDSCAPE MAINT	12/23/2015	300465
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	DEC 2015 LANDSCAPE MAINT	1/22/2016	301003
620020	Occup Exp-Maint Contracts-Roofing	980.46	WAYNE'S ROOFING INC	HILLS VIEW ROOF LEAK	1/15/2016	300896
660000	Occup Exp-Utilities-Water	1,245.18	PUBLIC UTILITY DISTRICT #1	W	1/15/2016	300861
660100	Occup Exp-Utilities-Sewer	3,647.48	CITY OF SEDRO WOOLLEY	SW	12/18/2015	300333
660100	Occup Exp-Utilities-Sewer	3,647.48	CITY OF SEDRO WOOLLEY	SW	1/15/2016	300866
660200	Occup Exp-Utilities-Electricity	1,052.22	PUGET SOUND ENERGY	E	12/4/2015	300079
660200	Occup Exp-Utilities-Electricity	1,469.32	PUGET SOUND ENERGY	E	1/8/2016	300718
660500	Occup Exp-Utilities-Surface Water Mgmt	179.96	CITY OF SEDRO WOOLLEY	ST	12/18/2015	300333
660500	Occup Exp-Utilities-Surface Water Mgmt	179.96	CITY OF SEDRO WOOLLEY	ST	1/15/2016	300866
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	12/11/2015	300148
660700	Occup Exp-Utilities-Garbage	636.16	CITY OF SEDRO WOOLLEY	GB	12/18/2015	300333
660700	Occup Exp-Utilities-Garbage	38.60	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	12/23/2015	300398
660700	Occup Exp-Utilities-Garbage	636.16	CITY OF SEDRO WOOLLEY	GB	1/15/2016	300866
800900	Interest Expense-Other	30.39	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	12/11/2015	300181
800900	Interest Expense-Other	29.31	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	1/8/2016	300682
	TOTAL HILLSVIEW-OPERATIONS	23,715.86				
	TOTAL SEDRO WOOLLEY	43,769.66				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: February 2, 2016
From: Jeff Friend, Financial Reporting Manager
Subject: December 2015 Financial Report

Attached for your review is an unaudited year-end financial report as of December 31, 2015. This report shows year-end actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

Summary: Year-end operating revenues and operating expenses are 3.3% and 5.6% over budget, respectively.

Key Operating Variances	Variance (\$)	Variance (%)		Footnote
Operating Fund Subsidy	17,066	6.2		1
Occupancy Expenses	21,861	9.2		

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

- 1) Public Housing subsidy was higher than target due to an interim proration that was higher than anticipated. The budget assumed a prorate of 83.5% while the final prorate was 85.36%. Additional subsidy is also being received due to a new resident utility allowance incentive.

Operating Revenue and Expense: Operating revenues were over target primarily due to Operating Fund Subsidy (See footnote 1 above). Operating expenses were over target primarily due to water and sewer expenses being under-budgeted. Maintenance salaries were over target due to the use of additional maintenance staff in preparation for REAC inspections. Also, there was an unbudgeted carpet replacement at Cedar Grove.

Non-Operating Revenue and Expense: Non-operating revenues are under target as draws from capital grant funds for unit upgrades were less than anticipated due to a lack of vacancies. Non-operating expenses are close to target.

Working Capital: The year-to-date working capital balance is \$320,226; the equivalent of approximately 9 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 12/31/2015

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
ASSETS			
<i>Working Capital Assets</i>			
Cash-Unrestricted	\$ 210,959	179,002	31,957
Accounts Receivables	5,577	2,977	2,600
Prepaid Assets & Inventory	6,018	1,698	4,320
Total Working Capital Assets	<u>222,554</u>	<u>183,677</u>	<u>38,877</u>
<i>Liabilities Offsetting Working Capital Assets</i>			
Accounts Payable	114,677	36,781	77,896
Payroll Liabilities	(11,044)	(3,228)	(7,816)
Current Portion of Long-term debt	(5,961)	(2,048)	(3,913)
Total Offsetting Liabilities	<u>97,672</u>	<u>31,505</u>	<u>66,167</u>
Working Capital	<u>320,226</u>	<u>215,182</u>	<u>105,044</u>
<i>Other Assets</i>			
Cash-Restricted	9,350	3,800	5,550
Capital Assets	1,731,525	478,655	1,252,870
Work-in-Process	72,030	-	72,030
Total Other Assets	<u>1,812,905</u>	<u>482,455</u>	<u>1,330,450</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 2,133,131</u>	<u>697,637</u>	<u>1,435,494</u>
LIABILITIES & EQUITY			
<i>Other Liabilities</i>			
Deferrals-Related to Restr Cash	\$ 9,350	3,800	5,550
Debt	7,273	2,500	4,773
	<u>16,623</u>	<u>6,300</u>	<u>10,323</u>
<i>Equity</i>			
Equity	2,116,508	691,336	1,425,172
	<u>2,116,508</u>	<u>691,336</u>	<u>1,425,172</u>
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 2,133,131</u>	<u>697,636</u>	<u>1,435,495</u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 12/31/2015**

	Actuals Through 12/31/2015	Budget Through 12/31/2015	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	\$182,852	\$184,731	(\$1,879)	(1.0%)	\$184,731	\$1,879	99.0%
Operating Fund Subsidy from HUD	294,552	277,486	17,066	6.2%	277,486	(17,066)	106.2%
Other Operating Revenue	242	280	(38)	(13.4%)	280	38	86.6%
Non-operating Revenue	157,470	192,631	(35,161)	(18.3%)	192,631	35,161	81.7%
Total Revenues	635,116	655,128	(20,012)	(3.1%)	655,128	20,012	96.9%
Expenses							
Salaries & Benefits	95,976	96,539	(563)	(0.6%)	96,539	563	99.4%
Routine Maintenance, Utilities, Taxes & Insurance	258,440	236,579	21,861	9.2%	236,579	(21,861)	109.2%
Other Social Service Support Expenses & HAP	7,416	7,900	(484)	(6.1%)	7,900	484	93.9%
Administrative Support Expenses	102,707	98,965	3,742	3.8%	98,965	(3,742)	103.8%
Non-operating Expenses	643	663	(20)	(3.0%)	663	20	97.0%
Total Expenses	465,182	440,646	24,536	5.6%	440,646	(24,536)	105.6%
Net Income	169,934	214,482	(44,548)	(20.8%)	214,482	44,548	79.2%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	(526)	0	(526)	n/m	0	526	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	(168,951)	(196,903)	27,952	(14.2%)	(196,903)	(27,952)	85.8%
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	524	0	524	n/m	0	(524)	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(5,981)	(6,199)	218	(3.5%)	(6,199)	(218)	96.5%
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	(175,976)	(203,102)	27,126	(13.4%)	(203,102)	(27,126)	86.6%
Net Change in Working Capital	(\$6,042)	\$11,380	(\$17,422)	n/m	\$11,380	\$17,422	n/m
Working Capital, 12/31/2014	326,267						
Working Capital, 12/31/2015	\$320,226						

- 1) Public Housing subsidy was higher than target due to an interim proration that was higher than anticipated. The budget assumed a prorate of 83.5% while the final prorate was 85.36%.
- 2) Maintenance salaries were higher than target due to additional maintenance staff sent to Hillsview to help with the preparation for REAC inspections and overtime paid for emergency maintenance work.
- 3) CFP grant-funded unit upgrades at Cedar Grove apartment delayed due to lack of vacancies.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

December and January 2016

Vacancy Report

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

Average Unit Turnover Rates for Hillsview

There were no vacancies at this time.

Current Applications of Wait List as of January 1, 2016

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	66	50	32	98

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	55	12	67
3 Bedrooms	16	1	17
4 Bedrooms	2	1	3
Total	73	14	87

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	35	22	4	0	0	61
Cedar Grove I	7	3	0	0	0	10
Cedar Grove II	3	1	2	0	0	6
Cedar Grove III	4	4	0	0	0	8
Total	49	30	6	0	0	85

Resident Functions

Holiday Luncheon held in December where Hillsview and Cedar Grove families attended.

Staffing

We are 100% staffed in Sedro-Woolley.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Previous Meeting Concerns

Resident high water usage at Cedar Grove units.

Resident Issues.

None that have come up.