

Sedro-Woolley Housing Authority

MEETING OF THE BOARD OF COMMISSIONERS

Thursday, April 21, 2016

10:45 am

Hillsvew Apartments

-Agenda-

I. Call to Order

II. Roll Call

III. Approval of Minutes

A. February 18, 2016 Board of Commissioners' Meeting Minutes **1**

IV. Consent Items

A. Approval of Voucher Report February 1 to March 31, 2016 **2**

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. February 2016 Financial Report **3**

X. Housing Management Report

A. Housing Management Report **4**

XI. Construction Update

A. 2016 Capital Work Plan **5**

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

February 18, 2016

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, February 18, 2016 in the Community Room of the Hillview Apartments.

II. Roll Call

Present: Commissioner Lee Elliot, Commissioner KB Johnson (arrived at 10:48 a.m.) and Commissioner Kacy Johnson

Excused: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair)

III. Approval of Minutes

- A. October 8, 2015 Board of Commissioners' Meeting Minutes
- B. December 17, 2015 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner K.B. Johnson. The motion to approve the minutes unanimously passed.

IV. Consent Items

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

The Voucher Report for December 1, 2015 to January 31, 2016 was presented to the Board of Commissioners as contained in the meeting packets.

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

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. December 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 December 2015 & January 2016

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

IX. Construction Update

None.

XI. New Business

None.

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: April 5, 2016
RE: Approval of Vouchers February 1, 2016 to March 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
April 5, 2016

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	6,893.61
Directly to Hillsview	17,220.21
Total Expenditures	<u><u>\$24,113.82</u></u>

SEDRO-WOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2016 TO 3/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
264000	LT Debt-Lease	174.98	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/5/2016	301240
264000	LT Debt-Lease	175.55	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/4/2016	301753
410000	AdminSupplies	4.42	IMAGESOURCE INC	MONTHLY CHARGES	3/4/2016	301805
410000	AdminSupplies	10.84	ABC IMAGING	CAC Application & Update Packets	3/25/2016	302141
411100	Comp Equip-Hardware	1.69	CERIUM NETWORKS INC	PHONE HARDWARE	2/26/2016	301702
411103	Comp Equip-Software Maint	10.99	HYLAND SOFTWARE, INC	MONTHLY CHGS	2/5/2016	301300
411103	Comp Equip-Software Maint	56.09	SOFTWAREONE INC	ENTERPRISE PLATFORM W/SVCS	3/4/2016	301820
411200	Equip-Maint	0.23	PACIFIC OFFICE AUTOMATION INC	FAX MAINT	2/12/2016	301385
411901	Equip-Other-Leased/Rented	0.41	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	2/12/2016	301397
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	SN A1UE011014949	2/12/2016	301399
411901	Equip-Other-Leased/Rented	0.29	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	3/11/2016	301889
411901	Equip-Other-Leased/Rented	0.79	MAILFINANCE INC	QUARTERLY LEASE	3/18/2016	302036
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	SN A1UE011014949	3/25/2016	302090
421901	AdminContracts-Records Management	1.32	NET2VAULT LLC	MANAGED VAULTING	3/25/2016	302139
421904	AdminContracts- Cloud Recovery Services	1.13	NET2VAULT LLC	MANAGED VAULTING	2/12/2016	301468
440100	Travel-Non-training Related-Local-Mileage	33.18	KIMBERLY SAYAVONG	1/6-2/2/16 MILEAGE	2/19/2016	301539
440100	Travel-Non-training Related-Local-Mileage	1.26	MARSHA PREMEL	MILEAGE 1/14-2/22/16	3/11/2016	301932
450002	Comm-Phones Lines-Service-Digital Voice	0.10	911 ETC INC	MONTHLY CHARGES	2/12/2016	301402
450002	Comm-Phones Lines-Service-Digital Voice	0.10	911 ETC INC	MONTHLY GATEWAY	3/11/2016	301892
491000	Admin Exp-Criminal/Background Checks	5.00	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	2/19/2016	301560
491000	Admin Exp-Criminal/Background Checks	5.21	WASHINGTON STATE PATROL	BAKGROUND CHECK	2/26/2016	301622
491000	Admin Exp-Criminal/Background Checks	(0.11)	WASHINGTON STATE PATROL	CREDIT I16005366	2/26/2016	301622
493000	Other Admin Exp-Postage	9.83	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/12/2016	301371
493000	Other Admin Exp-Postage	4.61	HASLER TOTAL FUNDS	POSTAGE	3/18/2016	301999
493100	Other Admin Exp-Mail Handling	1.77	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/12/2016	301371
520104	Social Service Contracts-Interpretation	0.89	LANGUAGE LINE SERVICES, INC	INTERPREATION	2/19/2016	301484
520104	Social Service Contracts-Interpretation	1.77	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/25/2016	302071
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	JANUARY LANDSCAPE	2/26/2016	301683
660000	Occup Exp-Utilities-Water	125.52	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	100.70	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	100.70	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	96.56	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	96.56	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2016 TO 3/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	84.15	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	80.01	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	75.88	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660000	Occup Exp-Utilities-Water	64.96	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660100	Occup Exp-Utilities-Sewer	617.70	CITY OF SEDRO WOOLLEY	SW	2/19/2016	301522
660100	Occup Exp-Utilities-Sewer	370.62	CITY OF SEDRO WOOLLEY	SW	2/19/2016	301522
660100	Occup Exp-Utilities-Sewer	247.08	CITY OF SEDRO WOOLLEY	SW	2/19/2016	301522
660100	Occup Exp-Utilities-Sewer	618.99	CITY OF SEDRO WOOLLEY	SW	3/11/2016	301914
660100	Occup Exp-Utilities-Sewer	371.38	CITY OF SEDRO WOOLLEY	SW	3/11/2016	301914
660100	Occup Exp-Utilities-Sewer	247.75	CITY OF SEDRO WOOLLEY	SW	3/11/2016	301914
660200	Occup Exp-Utilities-Electricity	114.66	PUGET SOUND ENERGY-BOT-01H	E	2/5/2016	301270
660200	Occup Exp-Utilities-Electricity	62.75	PUGET SOUND ENERGY-BOT-01H	E	2/5/2016	301270
660200	Occup Exp-Utilities-Electricity	53.03	PUGET SOUND ENERGY-BOT-01H	E	2/5/2016	301270
660200	Occup Exp-Utilities-Electricity	93.30	PUGET SOUND ENERGY-BOT-01H	E	3/4/2016	301779
660200	Occup Exp-Utilities-Electricity	54.49	PUGET SOUND ENERGY-BOT-01H	E	3/4/2016	301779
660200	Occup Exp-Utilities-Electricity	47.52	PUGET SOUND ENERGY-BOT-01H	E	3/4/2016	301779
660300	Occup Exp-Utilities-Natural Gas	160.82	CASCADE NATURAL GAS CO	GS	2/12/2016	301421
660300	Occup Exp-Utilities-Natural Gas	164.20	CASCADE NATURAL GAS CO	GS	3/18/2016	302000
660500	Occup Exp-Utilities-Surface Water Mgmt	30.53	CITY OF SEDRO WOOLLEY	ST	2/19/2016	301522
660500	Occup Exp-Utilities-Surface Water Mgmt	18.32	CITY OF SEDRO WOOLLEY	ST	2/19/2016	301522
660500	Occup Exp-Utilities-Surface Water Mgmt	12.21	CITY OF SEDRO WOOLLEY	ST	2/19/2016	301522
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	3/11/2016	301914
660500	Occup Exp-Utilities-Surface Water Mgmt	18.36	CITY OF SEDRO WOOLLEY	ST	3/11/2016	301914
660500	Occup Exp-Utilities-Surface Water Mgmt	12.25	CITY OF SEDRO WOOLLEY	ST	3/11/2016	301914
660700	Occup Exp-Utilities-Garbage	463.20	CITY OF SEDRO WOOLLEY	GB	2/19/2016	301522
660700	Occup Exp-Utilities-Garbage	138.13	CITY OF SEDRO WOOLLEY	GB	2/19/2016	301522
660700	Occup Exp-Utilities-Garbage	132.43	CITY OF SEDRO WOOLLEY	GB	2/19/2016	301522
660700	Occup Exp-Utilities-Garbage	386.60	CITY OF SEDRO WOOLLEY	GB	3/11/2016	301914
660700	Occup Exp-Utilities-Garbage	137.33	CITY OF SEDRO WOOLLEY	GB	3/11/2016	301914
660700	Occup Exp-Utilities-Garbage	131.72	CITY OF SEDRO WOOLLEY	GB	3/11/2016	301914
800900	Interest Expense-Other	14.79	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/5/2016	301240
800900	Interest Expense-Other	14.22	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/4/2016	301753
	TOTAL CEDAR GROVE OPERATIONS	6,893.61				

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2016 TO 3/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
264000	LT Debt-Lease	334.05	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/5/2016	301240
264000	LT Debt-Lease	335.14	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/4/2016	301753
410000	AdminSupplies	13.25	IMAGESOURCE INC	MONTHLY CHARGES	3/4/2016	301805
410000	AdminSupplies	32.51	ABC IMAGING	CAC Application & Update Packets	3/25/2016	302141
411100	Comp Equip-Hardware	5.41	CERIUM NETWORKS INC	PHONE HARDWARE	2/26/2016	301702
411103	Comp Equip-Software Maint	31.41	HYLAND SOFTWARE, INC	MONTHLY CHGS	2/5/2016	301300
411103	Comp Equip-Software Maint	179.50	SOFTWAREONE INC	ENTERPRISE PLATFORM W/SVCS	3/4/2016	301820
411200	Equip-Maint	0.69	PACIFIC OFFICE AUTOMATION INC	FAX MAINT	2/12/2016	301385
411901	Equip-Other-Leased/Rented	1.18	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	2/12/2016	301397
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	SN A1UE011014949	2/12/2016	301399
411901	Equip-Other-Leased/Rented	0.94	TREBRON COMPANY INC	MONTHLY LEASE PAYMENT	3/11/2016	301889
411901	Equip-Other-Leased/Rented	2.36	MAILFINANCE INC	QUARTERLY LEASE	3/18/2016	302036
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	SN A1UE011014949	3/25/2016	302090
421901	AdminContracts-Records Management	4.24	NET2VAULT LLC	MANAGED VAULTING	3/25/2016	302139
421904	AdminContracts- Cloud Recovery Services	3.61	NET2VAULT LLC	MANAGED VAULTING	2/12/2016	301468
440100	Travel-Non-training Related-Local-Mileage	99.55	KIMBERLY SAYAVONG	1/6-2/2/16 MILEAGE	2/19/2016	301539
440100	Travel-Non-training Related-Local-Mileage	3.79	MARSHA PREMEL	MILEAGE 1/14-2/22/16	3/11/2016	301932
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY CHARGES	2/12/2016	301402
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY GATEWAY	3/11/2016	301892
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	2/5/2016	301282
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHARGES	3/4/2016	301787
491000	Admin Exp-Criminal/Background Checks	15.01	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	2/19/2016	301560
491000	Admin Exp-Criminal/Background Checks	15.64	WASHINGTON STATE PATROL	BAKGROUND CHECK	2/26/2016	301622
491000	Admin Exp-Criminal/Background Checks	(0.33)	WASHINGTON STATE PATROL	CREDIT I16005366	2/26/2016	301622
493000	Other Admin Exp-Postage	29.49	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/12/2016	301371
493000	Other Admin Exp-Postage	13.84	HASLER TOTAL FUNDS	POSTAGE	3/18/2016	301999
493100	Other Admin Exp-Mail Handling	5.32	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/12/2016	301371
520104	Social Service Contracts-Interpretation	2.68	LANGUAGE LINE SERVICES, INC	INTERPREATION	2/19/2016	301484
520104	Social Service Contracts-Interpretation	5.31	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/25/2016	302071
610000	Occup Exp-Materials-Electrical	239.85	HD SUPPLY FACILITIES MAINTENANCE	Janitorial supplies	3/18/2016	301960
620008	Occup Exp-Alarm Testing/Monitoring	64.50	SIMPLEXGRINNELL LP	QUARTERLY MONITORING	2/12/2016	301367
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	JANUARY LANDSCAPE	2/26/2016	301683
660000	Occup Exp-Utilities-Water	1,330.95	PUBLIC UTILITY DISTRICT #1	W	3/18/2016	302006
660100	Occup Exp-Utilities-Sewer	3,706.17	CITY OF SEDRO WOOLLEY	SW	2/19/2016	301522

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2016 TO 3/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	3,707.92	CITY OF SEDRO WOOLLEY	SW	3/11/2016	301914
660200	Occup Exp-Utilities-Electricity	1,897.13	PUGET SOUND ENERGY-BOT-01H	E	2/5/2016	301270
660200	Occup Exp-Utilities-Electricity	1,292.87	PUGET SOUND ENERGY-BOT-01H	E	3/4/2016	301779
660500	Occup Exp-Utilities-Surface Water Mgmt	183.18	CITY OF SEDRO WOOLLEY	ST	2/19/2016	301522
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	3/11/2016	301914
660700	Occup Exp-Utilities-Garbage	643.62	CITY OF SEDRO WOOLLEY	GB	2/19/2016	301522
660700	Occup Exp-Utilities-Garbage	641.78	CITY OF SEDRO WOOLLEY	GB	3/11/2016	301914
800900	Interest Expense-Other	28.23	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	2/5/2016	301240
800900	Interest Expense-Other	27.14	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	3/4/2016	301753
	TOTAL HILLSVIEW-OPERATIONS	17,220.21				
TOTAL SEDRO WOOLLEY		24,113.82				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: April 1, 2016
From: Jeff Friend, Financial Reporting Manager
Subject: February 2016 Financial Report

Attached for your review is an unaudited year-to-date financial report as of February 29, 2016. 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 2.4% over budget and 14.5% under budget.

Key Operating Variances	Variance (\$)	Variance (%)		Footnote
Salaries, Wages & Benefits	(1,016)	(6.6)	●	1
Occupancy Expenses	(6,647)	(17.3)	●	
Admin Support Expenses	(2,499)	(16.6)	●	

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

1) Medical benefits are budgeted using a projected rate per employee. Through February the actual rate is slightly less than the projected rate.

Operating Revenue and Expense: Year-to-date Operating Revenues are very close to target. Year-to-date Operating Expenses are under target. Occupancy Expenses were under target primarily due to the timing of water utility invoicing (the invoice for January/February arrives in March) while there were no purchases of budgeted floor coverings due to a lack of vacancies and the resulting unit turnovers. In addition, various Administrative Support Expense categories are under budget.

Non-Operating Revenue and Expense: Non-operating revenues are under target as four unit upgrades were budgeted evenly throughout the year but none have been completed due to lack of vacancies. The smoking shelter project (\$20k) was budgeted for January but isn't expected to occur until the summer.

Working Capital: The year-to-date working capital balance is \$354,784; the equivalent of approximately 12 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 2/29/2016

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
ASSETS			
<i>Working Capital Assets</i>			
Cash-Unrestricted	\$ 374,653	232,616	142,037
Accounts Receivables	16,136	5,394	10,742
Prepaid Assets & Inventory	4,684	1,322	3,362
Total Working Capital Assets	<u>395,473</u>	<u>239,332</u>	<u>156,140</u>
<i>Liabilities Offsetting Working Capital Assets</i>			
Accounts Payable	(28,415)	(6,482)	(21,933)
Payroll Liabilities	(6,313)	(1,773)	(4,541)
Current Portion of Long-term debt	(5,961)	(2,048)	(3,913)
Total Offsetting Liabilities	<u>(40,689)</u>	<u>(10,303)</u>	<u>(30,387)</u>
Working Capital	<u>354,784</u>	<u>229,029</u>	<u>125,753</u>
<i>Other Assets</i>			
Cash-Restricted	9,350	3,800	5,550
Capital Assets	1,716,113	474,012	1,242,101
Work-in-Process	73,055	-	73,055
Total Other Assets	<u>1,798,518</u>	<u>477,812</u>	<u>1,320,706</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 2,153,301</u>	<u>706,841</u>	<u>1,446,460</u>
LIABILITIES & EQUITY			
<i>Other Liabilities</i>			
Deferrals-Related to Restr Cash	\$ 9,350	3,800	5,550
Debt	6,764	2,325	4,439
	<u>16,114</u>	<u>6,125</u>	<u>9,989</u>
<i>Equity</i>			
Equity	2,137,186	700,715	1,436,471
	<u>2,137,186</u>	<u>700,715</u>	<u>1,436,471</u>
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 2,153,301</u>	<u>706,841</u>	<u>1,446,460</u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 2/29/2016**

	Actuals Through 2/29/2016	Budget Through 2/29/2016	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2016 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
Revenues							
Tenant Revenue	\$31,394	\$30,932	\$462	1.5%	\$185,590	\$154,196	16.9%
Operating Fund Subsidy from HUD	50,063	48,967	1,096	2.2%	293,802	243,739	17.0%
Other Operating Revenue	424	46	378	822.6%	275	(149)	154.3%
Non-operating Revenue	10,870	14,813	(3,943)	(26.6%)	206,241	195,371	5.3%
Total Revenues	92,751	94,758	(2,007)	(2.1%)	685,908	593,157	13.5%
Expenses							
Salaries & Benefits	14,431	15,447	(1,016)	(6.6%)	97,960	83,529	14.7%
Routine Maintenance, Utilities, Taxes & Insurance	32,423	38,416	(5,993)	(15.6%)	243,352	210,929	13.3%
Other Social Service Support Expenses & HAP	1,204	1,200	4	0.3%	7,850	6,646	15.3%
Administrative Support Expenses	13,275	15,093	(1,818)	(12.0%)	107,596	94,321	12.3%
Non-operating Expenses	43	71	(28)	(39.4%)	425	382	10.1%
Total Expenses	61,376	70,227	(8,851)	(12.6%)	457,183	395,807	13.4%
Net Income	31,375	24,531	6,844	27.9%	228,725	197,350	13.7%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	(2)	0	(2)	n/m	0	2	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	(1,025)	(34,703)	33,678	(97.0%)	(128,222)	(127,197)	0.8%
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	0	0	0	n/m	0	0	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	0	0	0	n/m	0	0	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(509)	0	(509)	n/m	0	509	n/m
Change in Other Liabilities	0	0	0	n/m	0	0	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	(1,535)	(34,703)	33,168	(95.6%)	(128,222)	(126,687)	1.2%
Net Change in Working Capital	\$29,840	(\$10,172)	\$40,012	n/m	\$100,503	\$70,663	29.7%
Working Capital, 12/31/2015	324,945						
Working Capital, 2/29/2016	\$354,784						

- 1) Four unit upgrades were budgeted evenly throughout the year but none have been completed through February due to lack of vacancies. The \$20K smoking shelter budgeted for January will not be built until June or July.
- 2) Variance due to utility invoice timing. (Water bill arrives in March.) Also, budgeted floor coverings weren't needed due to lack of vacancies through February.
- 3) Various admin support categories are under budget.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

February and March 2016

Vacancy Report

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

Average Unit Turnover Rates for Hillsview

Current UTO is 13 days; one unit is scheduled to vacate and be upgraded.

Current Applications of Wait List as of April 1, 2016

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	75	58	36	111

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	60	12	72
3 Bedrooms	17	1	18
4 Bedrooms	1	1	2
Total	78	14	92

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	20	15	3	2	1	41
Cedar Grove I	9	1	2	0	0	12
Cedar Grove II	6	2	0	0	0	8
Cedar Grove III	3	0	1	0	0	4
Total	38	18	6	2	1	65

Resident Functions

None at this time.

Staffing

We are 100% staffed in Sedro-Woolley.

Previous Meeting Concerns

Resident garbage usage at Cedar Grove units.

Resident Issues.

None that have come up.

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Sedro-Woolley Housing Authority Board of Commissioners Meeting

April 21, 2016

Capital Construction Report

2016 Capital Work Plan

Hillsvievw Apartments

The 2016 capital project at the Hillsvievw Apartments is:

- Re-roof the upper pitched areas of the roof
- Install the new steel access ladder with safety gates (This was originally in the scope of work for replacement of the flat roof, but ultimately required additional structural design, which is being done with the roof design for the pitched sections.)

Design of the project is about 30% complete with plans to go out to bid in late June.