

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, August 17, 2017

10:45 am

Hillsview Apartments

(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes 1
 - A. June 15, 2017 Board of Commissioners' Meeting Minutes
 - B. July 25, 2017 Board of Commissioners' Special Meeting Minutes
- V. Consent Items 2
 - A. Approval of Voucher Report June 1, 2017 to July 31, 2017
- VI. Resolution for Discussion & Approval
None
- VII. Reports 3
 - A. Financial Report for June 2017
 - B. Housing Management Report for June and July 2017
- VIII. New Business
- IX. Adjournment

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

Thursday, June 15, 2017

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 10:50 a.m. on Thursday, June 15, 2017 in the Community Room of the Hillsvue Apartments, located at 830 Township Street, Sedro-Woolley, WA 98284.

II. Roll Call

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

III. Approval of Minutes

- A. April 20, 2017 Board of Commissioners' Meeting Minutes
- B. June 2, 2017 Board of Commissioners Special Meeting

Commissioner Reta Stephenson moved for approval of the minutes, seconded by Commissioner Tahlia Honea. The Board unanimously approved the minutes from April 20, 2017 and June 2, 2017.

IV. Consent Items

- A. Approval of Voucher Report April 1, 2017 to May 31, 2017

Commissioner Reta Stephenson moved for approval of the consent agenda, seconded by Commissioner Tahlia Honea. The Board unanimously approved the Voucher Report for April 1, 2017 through May 31, 2017.

V. Resolution for Discussion & Approval

- A. Resolution No. 478: Authorizing changes to the Public Housing Admissions and Continued Occupancy Policy relating to the Income limits

Bill Cook, Director of Public Housing, presented Resolution No. 478 and explained the revisions made to the Admissions and Continued Occupancy Policy in relation to income limits.

On motion by Commissioner Reta Stephenson and second by Commissioner Tahlia Honea, the board unanimously approved Resolution No. 478.

VI. Reports

- A. Energy Performance Contract – Project Briefing Continued
This item was removed from the agenda.

B. Financial Report for April 2017

Jeff Friend, Financial Reporting Manager, briefed the board on the Financial Reports for April as contained in the meeting packets.

All questions raised by Commissioners were addressed by staff.

C. Housing Management Report April & May 2017

The Housing Management Report for April and May 2017 was presented to the Board by Property Manager, Kimberly Sayavong.

All questions raised by Commissioners were addressed by staff.

IX. **New Business**

Bill Cook introduced Senior Construction Project Managers Heath MacCoy and Patrick Kaapana from the Capital Construction and Weatherization department. Mr. Kaapana explained that the two will be reviewing the buildings to analyze repairs and upgrades that will need to be made in the near future. Mr. MacCoy mentioned that a report would be submitted to the board highlighting the recommended upgrades/repairs.

XII. **Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:26 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

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

Tuesday, July 25, 2017

I. Call to Order

The special meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:30 a.m. on Tuesday, July 25, 2017 via Conference Call.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson

Excused: Commissioner Lee Elliot and Commissioner Tahlia Honea

III. Public Comment

None.

IV. Resolutions for Discussion & Approval

- A. Resolution No. 458: A Resolution adopting the annual Civil Rights Certification, required in conjunction with the receipt of the federal fiscal year 2017 allocation of funds from the US Housing and Urban Development Capital Fund Program

Nikki Parrott, Director of Capital Construction and Weatherization, provided an overview and background information on Resolution No. 458.

Commissioner Kacy Johnson moved for approval of Resolution No. 458, seconded by Commissioner Reta Stephenson with a minor correction to the Resolution documents execution date. The Board approved Resolution No. 458.

V. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 10:33 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, Controller
DATE: August 2, 2017
RE: Approval of Vouchers June 1, 2017 to July 31, 2017

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 2, 2017

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	7,619.67
Directly to Hillsview	18,986.00

Total Expenditures

\$26,605.67

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2017 TO 7/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
409003	Benefits-Uniforms	40.00	ADPRO LLC	WORK CLOTHES	6/9/2017	310171
410000	Admin Supplies	0.14	CANON SOLUTIONS AMERICA INC	SN RZJ27626	6/2/2017	310138
410000	Admin Supplies	9.32	COMPLETE OFFICE	MAINT SUPPLIES	6/16/2017	310333
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	7/28/2017	311094
411100	Computer Equip-Hardware	0.57	CDW/COMPUTER CENTERS INC	APC Smart-UPS 3000VA LCD UPS	7/14/2017	310758
411101	Computer Equip-Software	8.06	HYLAND SOFTWARE, INC	WORKFLOW APPROVAL MGMT MAINT	6/30/2017	310606
411103	Computer Equip-Software Maint	0.67	HYLAND SOFTWARE, INC	WORKFLOW APPROVAL MGMT MAINT	6/30/2017	310606
411103	Computer Equip-Software Maint	3.82	CDW/COMPUTER CENTERS INC	SYMANTEC ENT VAULT	7/14/2017	310758
411103	Computer Equip-Software Maint	2.77	THREATTRACK SECURITY INC	EMAIL SECURITY SUBSCRIPTION	7/21/2017	310890
411200	Equip-Maint	0.06	CANON SOLUTIONS AMERICA INC	SN RZJ27626	6/23/2017	310516
411901	Equip-Other-Leased/Rented	0.84	MAILFINANCE INC	MAILING MACHINE 3/29/17-6/28/17	6/9/2017	310242
420000	Professional Svcs-Legal	60.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/28/2017	310982
420908	Professional Svcs-Computers	5.00	FPWEB.NET	SHAREPOINT CONSULTING SVCS	6/16/2017	310382
420908	Professional Svcs-Computers	12.30	SUNGARD AVAILABILITY SVCS	CONSULTING SVCS	6/23/2017	310521
420908	Professional Svcs-Computers	1.87	RIGHT! SYSTEMS INC	ENGR SYST SENG	6/30/2017	310616
421904	Admin Contracts- Cloud Recovery Svcs	4.26	NET2VAULT LLC	MANAGED VAULTING	6/23/2017	310504
421904	Admin Contracts- Cloud Recovery Svcs	4.03	NET2VAULT LLC	MANAGED VAULTING	7/21/2017	310948
421904	Admin Contracts- Cloud Recovery Svcs	4.82	NET2VAULT LLC	MANAGED VAULTING	7/28/2017	311087
440100	Travel-Non-training Related-Local-Mileage	53.40	KIMBERLY SAYAVONG	MILEAGE REIMB 5/2/17-6/30/17	7/14/2017	310827
440100	Travel-Non-training Related-Local-Mileage	0.97	MARSHA PREMEL	4/3-6/27/17 MILEAGE	7/28/2017	311068
441000	Training-Individual	24.75	NAHRO	STREAMLINING RULE	6/16/2017	310272
441000	Training-Individual	2.90	TENMAST SOFTWARE COMPANY	SEATTLE ADVANCED USER TRAINING	7/14/2017	310819
450001	Comm-Phones Lines-Service-Voice	6.88	CONSOLIDATED TECH SVCS	MAY 2017 CHGS	6/23/2017	310485
450001	Comm-Phones Lines-Service-Voice	6.88	CONSOLIDATED TECH SVCS	JUNE 2017 CHGS	7/28/2017	311065
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	6/30/2017	310635
491000	Admin Exp-Criminal/Background Checks	5.52	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/16/2017	310307
491000	Admin Exp-Criminal/Background Checks	7.11	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/7/2017	310651
491000	Admin Exp-Criminal/Background Checks	8.16	NATIONAL CREDIT REPORTING	CREDIT REPORTING	7/21/2017	310894
493000	Other Admin Exp-Postage	8.91	MAIL ADVERTISING BUREAU INC	MAY 2017 STATEMENTS	6/9/2017	310150
493000	Other Admin Exp-Postage	4.95	HASLER TOTAL FUNDS	POSTAGE 10646867	6/16/2017	310334
493000	Other Admin Exp-Postage	9.90	HASLER TOTAL FUNDS	POSTAGE	7/21/2017	310915
493000	Other Admin Exp-Postage	8.86	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/21/2017	310870
493000	Other Admin Exp-Postage	4.08	MAIL ADVERTISING BUREAU INC	PROPERTY MAILING	7/28/2017	310991
493100	Other Admin Exp-Mail Handling	2.84	MAIL ADVERTISING BUREAU INC	MAY 2017 STATEMENTS	6/9/2017	310150

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2017 TO 7/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	4.59	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/21/2017	310870
493100	Other Admin Exp-Mail Handling	6.66	MAIL ADVERTISING BUREAU INC	PROPERTY MAILING	7/28/2017	310991
520104	Social Service Contracts-Interpretation	2.27	LANGUAGE LINE SVCS, INC	INTERPRETATION	6/30/2017	310543
520104	Social Service Contracts-Interpretation	4.07	LANGUAGE LINE SVCS, INC	INTERPRETATION	7/28/2017	310998
620013	Occup Exp-Yard/Garden/Landscaping	161.81	WHIRLWIND CLEAN & GREEN	CEDAR GROVE III JUNE INVOICE	7/21/2017	310960
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	CEDAR GROVE II JUNE INVOICE	7/21/2017	310960
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	CEDAR GROVE I JUNE INVOICE	7/21/2017	310960
660000	Occup Exp-Utilities-Water	95.47	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	90.97	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	99.97	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	95.47	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	86.49	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	126.92	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	73.00	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	90.97	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660000	Occup Exp-Utilities-Water	96.18	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	109.77	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	56.26	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	114.30	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	114.30	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	123.35	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	299.97	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	91.65	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	91.65	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	67.78	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660000	Occup Exp-Utilities-Water	70.66	PUBLIC UTILITY DISTRICT #1	WATER	7/28/2017	311055
660100	Occup Exp-Utilities-Sewer	377.82	CITY OF SEDRO WOOLLEY	SEWER	6/9/2017	310211
660100	Occup Exp-Utilities-Sewer	629.72	CITY OF SEDRO WOOLLEY	SEWER	6/9/2017	310211
660100	Occup Exp-Utilities-Sewer	252.06	CITY OF SEDRO WOOLLEY	SEWER	6/9/2017	310211
660100	Occup Exp-Utilities-Sewer	629.68	CITY OF SEDRO WOOLLEY	SEWER	7/14/2017	310804
660100	Occup Exp-Utilities-Sewer	252.06	CITY OF SEDRO WOOLLEY	SEWER	7/14/2017	310804
660100	Occup Exp-Utilities-Sewer	377.82	CITY OF SEDRO WOOLLEY	SEWER	7/14/2017	310804
660200	Occup Exp-Utilities-Electricity	57.71	PUGET SOUND ENERGY	ELECTRICITY	6/2/2017	310090

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2017 TO 7/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	35.90	PUGET SOUND ENERGY	ELECTRICITY	6/2/2017	310090
660200	Occup Exp-Utilities-Electricity	35.10	PUGET SOUND ENERGY	ELECTRICITY	6/2/2017	310090
660200	Occup Exp-Utilities-Electricity	34.31	PUGET SOUND ENERGY	ELECTRICITY	6/30/2017	310591
660200	Occup Exp-Utilities-Electricity	55.03	PUGET SOUND ENERGY	ELECTRICITY	6/30/2017	310591
660200	Occup Exp-Utilities-Electricity	34.21	PUGET SOUND ENERGY	ELECTRICITY	6/30/2017	310591
660200	Occup Exp-Utilities-Electricity	50.42	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660200	Occup Exp-Utilities-Electricity	31.67	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660200	Occup Exp-Utilities-Electricity	31.47	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660201	Occup Exp-Utilities-Electricity-Closing Bill	14.31	PUGET SOUND ENERGY	ELECTRICITY	6/30/2017	310591
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.35	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660300	Occup Exp-Utilities-Natural Gas	46.77	CASCADE NATURAL GAS CO	GAS	6/16/2017	310337
660300	Occup Exp-Utilities-Natural Gas	22.14	CASCADE NATURAL GAS CO	GAS	7/14/2017	310790
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	5.90	CASCADE NATURAL GAS CO	GAS	7/14/2017	310790
660500	Occup Exp-Utilities-Surface Water Mgmt	25.14	CITY OF SEDRO WOOLLEY	STORM	6/9/2017	310211
660500	Occup Exp-Utilities-Surface Water Mgmt	41.90	CITY OF SEDRO WOOLLEY	STORM	6/9/2017	310211
660500	Occup Exp-Utilities-Surface Water Mgmt	16.77	CITY OF SEDRO WOOLLEY	STORM	6/9/2017	310211
660500	Occup Exp-Utilities-Surface Water Mgmt	41.90	CITY OF SEDRO WOOLLEY	STORM	7/14/2017	310804
660500	Occup Exp-Utilities-Surface Water Mgmt	16.77	CITY OF SEDRO WOOLLEY	STORM	7/14/2017	310804
660500	Occup Exp-Utilities-Surface Water Mgmt	25.14	CITY OF SEDRO WOOLLEY	STORM	7/14/2017	310804
660700	Occup Exp-Utilities-Garbage	140.05	CITY OF SEDRO WOOLLEY	GARBAGE	6/9/2017	310211
660700	Occup Exp-Utilities-Garbage	393.93	CITY OF SEDRO WOOLLEY	GARBAGE	6/9/2017	310211
660700	Occup Exp-Utilities-Garbage	134.24	CITY OF SEDRO WOOLLEY	GARBAGE	6/9/2017	310211
660700	Occup Exp-Utilities-Garbage	426.22	CITY OF SEDRO WOOLLEY	GARBAGE	7/14/2017	310804
660700	Occup Exp-Utilities-Garbage	134.24	CITY OF SEDRO WOOLLEY	GARBAGE	7/14/2017	310804
660700	Occup Exp-Utilities-Garbage	14.24	SKAGIT COUNTY PUBLIC WORKS DEPT	DUMP FEES	7/14/2017	310747
660700	Occup Exp-Utilities-Garbage	12.46	SKAGIT COUNTY PUBLIC WORKS DEPT	DUMP FEES	7/14/2017	310747
660700	Occup Exp-Utilities-Garbage	140.05	CITY OF SEDRO WOOLLEY	GARBAGE	7/14/2017	310804
	TOTAL CEDAR GROVE	7,619.67				
HILLSVIEW						
409003	Benefits-Uniforms	120.00	ADPRO LLC	WORK CLOTHES	6/9/2017	310171
410000	Admin Supplies	0.42	CANON SOLUTIONS AMERICA INC	SN RZJ27626	6/2/2017	310138
410000	Admin Supplies	27.96	COMPLETE OFFICE	MAINT SUPPLIES	6/16/2017	310333
410000	Admin Supplies	0.29	CANON SOLUTIONS AMERICA INC	SN RZJ27626	7/28/2017	311094
411100	Computer Equip-Hardware	1.72	CDW/COMPUTER CENTERS INC	APC Smart-UPS 3000VA LCD UPS	7/14/2017	310758
411101	Computer Equip-Software	24.18	HYLAND SOFTWARE, INC	WORKFLOW APPROVAL MGMT MAINT	6/30/2017	310606

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2017 TO 7/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Computer Equip-Software Maint	2.02	HYLAND SOFTWARE, INC	WORKFLOW APPROVAL MGMT MAINT	6/30/2017	310606
411103	Computer Equip-Software Maint	11.47	CDW/COMPUTER CENTERS INC	SYMANTEC ENT VAULT	7/14/2017	310758
411103	Computer Equip-Software Maint	8.30	THREATTRACK SECURITY INC	EMAIL SECURITY SUBSCRIPTION	7/21/2017	310890
411200	Equip-Maint	0.19	CANON SOLUTIONS AMERICA INC	SN RJ27626	6/23/2017	310516
411901	Equip-Other-Leased/Rented	2.49	MAILFINANCE INC	MAILING MACHINE 3/29/17-6/28/17	6/9/2017	310242
420000	Professional Svcs-Legal	50.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	6/30/2017	310531
420908	Professional Svcs-Computers	14.99	FPWEB.NET	SHAREPOINT CONSULTING SVCS	6/16/2017	310382
420908	Professional Svcs-Computers	36.90	SUNGARD AVAILABILITY SVCS	CONSULTING SVCS	6/23/2017	310521
420908	Professional Svcs-Computers	5.61	RIGHT! SYSTEMS INC	ENGR SYST SENG	6/30/2017	310616
421904	Admin Contracts- Cloud Recovery Svcs	12.78	NET2VAULT LLC	MANAGED VAULTING	6/23/2017	310504
421904	Admin Contracts- Cloud Recovery Svcs	12.10	NET2VAULT LLC	MANAGED VAULTING	7/21/2017	310948
421904	Admin Contracts- Cloud Recovery Svcs	14.45	NET2VAULT LLC	MANAGED VAULTING	7/28/2017	311087
440100	Travel-Non-training Related-Local-Mileage	160.19	KIMBERLY SAYAVONG	MILEAGE REIMB 5/2/17-6/30/17	7/14/2017	310827
440100	Travel-Non-training Related-Local-Mileage	2.90	MARSHA PREMEL	4/3-6/27/17 MILEAGE	7/28/2017	311068
441000	Training-Individual	74.25	NAHRO	STREAMLINING RULE	6/16/2017	310272
441000	Training-Individual	8.65	TENMAST SOFTWARE COMPANY	SEATTLE ADVANCED USER TRAINING	7/14/2017	310819
450001	Comm-Phones Lines-Service-Voice	20.62	CONSOLIDATED TECH SVCS	MAY 2017 CHGS	6/23/2017	310485
450001	Comm-Phones Lines-Service-Voice	20.62	CONSOLIDATED TECH SVCS	JUNE 2017 CHGS	7/28/2017	311065
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	6/30/2017	310635
450003	Comm-Phones Lines-Security	82.50	CONSOLIDATED TECH SVCS	MAY 2017 CHGS	6/23/2017	310485
450003	Comm-Phones Lines-Security	82.50	CONSOLIDATED TECH SVCS	JUNE 2017 CHGS	7/28/2017	311065
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	6/9/2017	310212
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	6/16/2017	310348
450100	Comm-Long Distance Charges	6.04	IMPACT TELECOM INC	MONTHLY CHARGES	7/14/2017	310806
491000	Admin Exp-Criminal/Background Checks	16.45	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/16/2017	310307
491000	Admin Exp-Criminal/Background Checks	21.20	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/7/2017	310651
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/14/2017	310760
491000	Admin Exp-Criminal/Background Checks	24.32	NATIONAL CREDIT REPORTING	CREDIT REPORTING	7/21/2017	310894
493000	Other Admin Exp-Postage	26.59	MAIL ADVERTISING BUREAU INC	MAY 2017 STATEMENTS	6/9/2017	310150
493000	Other Admin Exp-Postage	14.75	HASLER TOTAL FUNDS	POSTAGE 10646867	6/16/2017	310334
493000	Other Admin Exp-Postage	26.46	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/21/2017	310870
493000	Other Admin Exp-Postage	29.49	HASLER TOTAL FUNDS	POSTAGE	7/21/2017	310915
493000	Other Admin Exp-Postage	12.17	MAIL ADVERTISING BUREAU INC	PROPERTY MAILING	7/28/2017	310991
493100	Other Admin Exp-Mail Handling	8.49	MAIL ADVERTISING BUREAU INC	MAY 2017 STATEMENTS	6/9/2017	310150
493100	Other Admin Exp-Mail Handling	13.71	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/21/2017	310870

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2017 TO 7/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	19.88	MAIL ADVERTISING BUREAU INC	PROPERTY MAILING	7/28/2017	310991
520104	Social Service Contracts-Interpretation	6.77	LANGUAGE LINE SVCS, INC	INTERPRETATION	6/30/2017	310543
520104	Social Service Contracts-Interpretation	12.13	LANGUAGE LINE SVCS, INC	INTERPRETATION	7/28/2017	310998
620006	Occup Exp-Maint Cont-Floor Covering	98.00	CEDAR BUILDING SERVICE INC	CARPET CLEANING	7/21/2017	310892
620007	Occup Exp-Maint Contracts-Elevator	2,126.00	OLYMPIC ELEVATOR COMPANY	ELEVATOR REPAIR	6/30/2017	Commerce Payment
620007	Occup Exp-Maint Contracts-Elevator	975.00	OLYMPIC ELEVATOR COMPANY	PREVENTIVE MAINT	6/30/2017	Commerce Payment
620007	Occup Exp-Maint Contracts-Elevator	279.00	OLYMPIC ELEVATOR COMPANY	ELEVATOR REPAIR	7/7/2017	Commerce Payment
620008	Occup Exp-Alarm Testing/Monitoring	315.00	COMMERCIAL ENTRY SYSTEMS INC	INTERCOM LOW VOLTAGE	6/2/2017	310058
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	JUNE HILLSVIEW INVOICE	7/21/2017	310960
660000	Occup Exp-Utilities-Water	1,447.33	PUBLIC UTILITY DISTRICT #1	WATER	7/14/2017	310798
660100	Occup Exp-Utilities-Sewer	3,772.40	CITY OF SEDRO WOOLLEY	SEWER	6/9/2017	310211
660100	Occup Exp-Utilities-Sewer	3,772.40	CITY OF SEDRO WOOLLEY	SEWER	7/14/2017	310804
660200	Occup Exp-Utilities-Electricity	1,061.89	PUGET SOUND ENERGY	ELECTRICITY	6/2/2017	310090
660200	Occup Exp-Utilities-Electricity	892.53	PUGET SOUND ENERGY	ELECTRICITY	6/30/2017	310591
660200	Occup Exp-Utilities-Electricity	922.29	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660201	Occup Exp-Utilities-Electricity-Closing Bill	9.55	PUGET SOUND ENERGY	ELECTRICITY	6/2/2017	310090
660201	Occup Exp-Utilities-Electricity-Closing Bill	14.43	PUGET SOUND ENERGY	ELECTRICITY	6/23/2017	310463
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.45	PUGET SOUND ENERGY	ELECTRICITY	6/30/2017	310591
660201	Occup Exp-Utilities-Electricity-Closing Bill	12.25	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660201	Occup Exp-Utilities-Electricity-Closing Bill	10.65	PUGET SOUND ENERGY	ELECTRICITY	7/28/2017	311049
660500	Occup Exp-Utilities-Surface Water Mgmt	251.02	CITY OF SEDRO WOOLLEY	STORM	6/9/2017	310211
660500	Occup Exp-Utilities-Surface Water Mgmt	251.02	CITY OF SEDRO WOOLLEY	STORM	7/14/2017	310804
660700	Occup Exp-Utilities-Garbage	655.97	CITY OF SEDRO WOOLLEY	GARBAGE	6/9/2017	310211
660700	Occup Exp-Utilities-Garbage	48.02	SKAGIT COUNTY PUBLIC WORKS DEPT	DUMP FEES	7/14/2017	310747
660700	Occup Exp-Utilities-Garbage	672.10	CITY OF SEDRO WOOLLEY	GARBAGE	7/14/2017	310804
	TOTAL HILLSVIEW	18,986.00				
	TOTAL SEDRO WOOLLEY	26,605.67				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: July 31, 2017
From: Jeff Friend, Financial Reporting Manager
Subject: June 2017 Financial Report

Attached for your review is an unaudited year-to-date financial report as of June 30, 2017. 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 13.1% over budget and 2.3% under budget, respectively.

Operating Revenue Variances

	<u>Variance (\$)</u>	<u>Variance (%)</u>	
Dwell Rent	\$ 2,558	2.7%	●
Operating Fund Subsidy	29,766	19.0%	●
Other Misc. Income	430	45%	●
	<u>\$ 32,754</u>	<u>13.1%</u>	●

Operating Expense Variances

	<u>\$ Var</u>	<u>% Var</u>	
Salaries, Wages & Benefits	\$ (3,185)	-6.0%	●
Occupancy Expenses	(1,422)	-1.2%	●
Admin Support Expenses	(7)	0.0%	●
Other Misc. Expenses	(293)	-7.5%	●
	<u>\$ (4,907)</u>	<u>-2.3%</u>	●

- 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 are over target as the Authority's interim Operating Subsidy eligibility is greater than anticipated in the budget. Specifically, a Resident Paid Utility Incentive related to the original Energy Performance Contract was added resulting in greater eligibility. Also, the interim prorate of 92.85% is greater than the budgeted prorate of 86%. A final prorate and subsidy amount will be determined by HUD later in the year. Operating Expenses are very close to target. Salaries, Wages, and Benefits are under budget. Current staff assigned to Hillsvie and Cedar Grove have fewer dependents than average; therefore, the medical benefit costs are lower. If there are no staffing changes, Salaries, Wages, and Benefits should remain under budget throughout the year.

Non-Operating Revenue and Expense: Non-operating revenues are over target. Non-operating revenues which consist of grant funds received to cover capital work are over target as three unit upgrades were budgeted evenly throughout the year with work performed on two unit upgrades at Hillsvie through June. Also, the key scan/monitoring system project was budgeted for April but will not occur until later in the year.

Working Capital: The year-to-date working capital balance is \$277,594; the equivalent of approximately 8 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 06/30/2017

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
Working Capital Assets			
Cash-Unrestricted	\$ 103,904	\$ 193,391	\$ 297,295
Cash-Restricted for WC Purposes	4,394	3,365	7,759
Accounts Receivables	(3,042)	13,069	10,027
Prepaid Assets & Inventory	693	2,356	3,049
Total Working Capital Assets	<u>105,949</u>	<u>212,181</u>	<u>318,130</u>
Liabilities Offsetting Working Capital Assets			
Accounts Payable	(8,830)	(18,725)	(27,555)
Payroll Liabilities	(3,667)	(9,314)	(12,981)
Total Offsetting Liabilities	<u>(12,497)</u>	<u>(28,039)</u>	<u>(40,536)</u>
Working Capital	<u>93,452</u>	<u>184,142</u>	<u>277,594</u>
Other Assets			
Cash-Restricted	3,650	5,300	8,950
Capital Assets	436,867	1,402,991	1,839,858
Work-in-Process	-	1,448	1,448
Total Other Assets	<u>440,517</u>	<u>1,409,739</u>	<u>1,850,256</u>
TOTAL ASSETS (net of WC offsets)	<u><u>\$ 533,969</u></u>	<u><u>\$ 1,593,881</u></u>	<u><u>\$ 2,127,850</u></u>
LIABILITIES & EQUITY			
Other Liabilities			
Deferrals-Related to Restr Cash	\$ 3,650	\$ 5,300	\$ 8,950
Debt	11	21	32
	<u>3,661</u>	<u>5,321</u>	<u>8,982</u>
Equity			
Equity	530,308	1,588,560	2,118,868
	<u>530,308</u>	<u>1,588,560</u>	<u>2,118,868</u>
TOTAL LIAB & EQ (net of curr liab)	<u><u>\$ 533,969</u></u>	<u><u>\$ 1,593,881</u></u>	<u><u>\$ 2,127,850</u></u>

Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 06/30/2017

	Actuals Through 06/30/2017	Budget Through 06/30/2017	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2017 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
Revenues							
Tenant Revenue	\$ 96,108	\$ 93,550	\$ 2,558	2.7%	\$ 187,100	\$ 90,992	51.4%
Operating Fund Subsidy from HUD	186,233	156,467	29,766	19.0%	312,932	126,699	59.5%
Other Operating Revenue	1,380	950	430	45.3%	1,900	520	72.6%
Non-operating Revenue	42,985	34,377	8,608	25.0%	68,759	25,774	62.5%
Total Revenues	326,706	285,344	41,362	14.5%	570,691	243,985	57.2% (1)
Expenses							
Salaries & Benefits	49,621	52,806	(3,185)	(6.0%)	105,606	55,985	47.0%
Routine Maintenance, Utilities, Taxes & Insurance	116,812	118,234	(1,422)	(1.2%)	243,274	126,462	48.0%
Direct Social Service Salaries & Benefits	0	0	0	n/m	0	0	n/m
Other Social Service Support Expenses & HAP	3,630	3,923	(293)	(7.5%)	7,945	4,315	45.7%
Administrative Support Expenses	42,288	42,925	(637)	(1.5%)	94,777	52,489	44.6%
Non-operating Expenses	0	90	(90)	(100.0%)	180	180	0.0%
Total Expenses	212,351	217,978	(5,627)	(2.6%)	451,782	239,431	47.0%
Net Income	114,355	67,366	46,989	69.8%	118,909	4,554	96.2%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m
Decrease in Restricted/Designated Cash	300	0	300	n/m	0	(300)	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	(47,847)	(53,872)	6,025	(11.2%)	(87,744)	(39,897)	54.5%
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	(300)	0	(300)	n/m	0	300	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	0	(550)	550	(100.0%)	(1,098)	(1,098)	0.0%
Total Other Sources/(Uses) of Working Capital	(47,847)	(54,422)	6,575	(12.1%)	(88,842)	(40,995)	53.9%
Net Change in Working Capital	\$ 66,508	\$ 12,944	\$ 53,564	413.8%	\$ 30,067	\$ (36,441)	221.2%
Working Capital, 12/31/2016	211,086						
Working Capital, 06/30/2017	\$ 277,594						

1) The budgeted Hillsview new key scan & monitoring system project was budgeted to occur in April but will occur later in the year. Also, three unit upgrades were budgeted evenly throughout the year. However, one unit upgrade at Hillsview was completed in April while another at Hillsview was nearly completed at the end of June.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

June and July 2017

Vacancy Report

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

Average Unit Turnover Rates for Hillsview

The current Unit Turnover Rate (UTO) is averaging 8.75 days.

- A couple from Cedar Grove, who were over housed, moved into a Hillsview unit in June. Subsequently, this created a vacancy for a 4 –bedroom unit at Cedar Grove I, which is currently being upgraded.
- The second upgraded unit for Hillsview was housed in July.
- Another Hillsview unit vacated without notice and was housed in July. It is unknown where the previous resident moved to.

Current Applications of Wait List as of July 31, 2017

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	92	70	51	143

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	83	16	99
3 Bedrooms	47	3	50
4 Bedrooms	5	1	6
Total	135	20	155

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	10	1	3	0	49
Cedar Grove I	9	1	0	0	0	10
Cedar Grove II	12	1	0	0	0	13
Cedar Grove III	5	1	0	0	0	6
Total	61	13	1	3	0	78

Resident Functions

There are none at this time.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Staffing

We are 100% staffed in Sedro-Woolley.

Previous Meeting Concerns

- Removal of Cedar Tree (Hillsview): The cost estimate for the removal of the dead Cedar Tree was assessed in the amount of \$7,000 per the contractor, Gray Owl Tree.
- Back Entrance Door Access (Hillsview): A proposal was received and accepted for the installation of the keyscan and ADA door opener for the back entrance door. The work is scheduled to be completed in August.

Resident Issues

- *Cedar Grove II*
 - Slides at the playground were damaged and a quote for repairs has been requested.
 - There have been complaints and police activity regarding one of the residents' children at Cedar Grove II. Staff recently received incident reports from the Sedro-Woolley Police Department and has started serving legal notices to the resident.