

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 15, 2018

10:45 am

Hillsview Apartments

(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

AGENDA

I. Call to Order

II. Roll Call

III. Elections

a. Chair

b. Vice-Chair

Public Comment

IV. Approval of Minutes

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A. December 21, 2017 Board of Commissioners' Meeting Minutes

V. Action Items for Discussion & Approval

A. Approval of Voucher Report December 1, 2017 to January 31, 2018

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VI. Reports

A. Financial Report for December 2017

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B. Housing Management Report for December and January 2018

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C. Construction Update

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VII. New Business

VIII. Adjournment

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

Thursday, December 21, 2017

I. Call to Order

The regular meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:42 a.m. on Thursday, December 21, 2017 at Hillsvie Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

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

III. Public Comment

None.

IV. Approval of Minutes

A. October 19, 2017 Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the minutes, seconded by Commissioner Kacy Johnson; the Board unanimously approved the minutes from October 19, 2017.

V. Item for Discussion & Approval

A. Approval of Voucher Report October 1, 2017 to November 30, 2017

All questions raised by the Commissioners were addressed by staff.

Commissioner Kacy Johnson moved for approval of the minutes, seconded by Reta Stephenson, the board unanimously approved the Voucher Report for October and November 2017.

B. Resolution No. 459: CY 2018 Comprehensive Operating and Capital Budget

Commissioner Reta Stephenson moved for approval, seconded by Commissioner Tahlia Honea, the board unanimously approved Resolution No. 459.

VI. Reports

A. Energy Performance Contract (EPC)

Connie Davis, Deputy Executive Director, provided an overview of the EPC program and explained the HUD letter addressed to the SWHA Chair, in regard to the agencies EPC participation approval. Ms. Davis clarified the cause of issue and discussed next steps staff will work with HUD on.

Craig Violante, Director of Finance, highlighted the impact to SWHA fiduciary responsibilities without EPC funds for CY 2018.

B. Financial Report for October 2017

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

C. Housing Management Report for October and November 2017

Kimberly Sayavong, Property Manager presented the Housing Management Report as contained in the meeting packet.

VII. **New Business**

A. Real Estate Assessment Center Score

Bill Cook, Director of Public Housing announced that SWHA received a rating of 94% on the most recent HUD scoring exercise, and positions SWHA once again in the category of high performer.

VIII. **Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:35 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: February 6, 2018
RE: Approval of Vouchers December 1, 2017 to January 31, 2018

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
February 6, 2018

Expenditures to Sedro-Woolley

Operations	
Directly to Cedar Grove	10,768.90
Directly to Hillsview	18,118.97
Total Expenditures	<u><u>\$28,887.87</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2017 TO 1/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
409003	Benefits-Uniforms	27.50	ADPRO LLC	WORK CLOTHES	12/15/2017	313518
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/8/2017	313466
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/22/2017	313751
410000	Admin Supplies	38.20	OLYMPIC PRINTERS INC	LBP MAINT TOOL CARDS	1/19/2018	314117
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/26/2018	314385
411100	Comp Equipment-Hardware	0.64	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/26/2018	314247
411101	Comp Equipment-Software	88.42	EN POINTE TECHNOLOGIES SALES LLC	COMPUTER SUPPLIES	1/26/2018	314266
411102	Comp Equipment-Hardware Maint	1.50	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/22/2017	313657
411102	Comp Equipment-Hardware Maint	0.35	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/26/2018	314247
411103	Comp Equipment-Software Maint	13.36	HYLAND SOFTWARE, INC	MAINT FEES	1/12/2018	314071
411901	Equipment-Other-Leased/Rented	0.84	MAILFINANCE INC	MAILING MACHINE	12/8/2017	313459
420101	Prof Services-Auditing	279.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15	12/8/2017	313371
420101	Prof Services-Auditing	395.25	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15 SEDRO	1/5/2018	313874
420101	Prof Services-Auditing	34.88	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15, 16-16 SEDRO	1/19/2018	314119
421904	Admin Contracts- Cloud Recovery Services	5.47	NET2VAULT LLC	NOV 2017 MANAGED VAULTING	12/8/2017	313457
440000	Travel-Training Related-Local-Mileage	0.14	SHALONDA NESBITT	1/9-12/1/17 MILEAGE	1/12/2018	314093
440100	Travel-Non-training Related-Local-Mileage	0.14	VANESSA OWEN	8/28-11/22/17 MILEAGE	1/12/2018	314088
440100	Travel-Non-training Related-Local-Mileage	0.13	SHALONDA NESBITT	1/9-12/1/17 MILEAGE	1/12/2018	314093
440100	Travel-Non-training Related-Local-Mileage	1.07	MARSHA PREMEL	9/15-12/22/17 MILEAGE	1/12/2018	314081
440100	Travel-Non-training Related-Local-Mileage	43.09	KIMBERLY SAYAVONG	11/2-12/13/17 MILEAGE	1/12/2018	314085
440100	Travel-Non-training Related-Local-Mileage	41.20	JEFF SEVERSON	2/25-12/20/17 MILEAGE	1/12/2018	314092
440100	Travel-Non-training Related-Local-Mileage	0.32	YOSEF TEWOLDE	MILEAGE 10/2/17-12/29/17	1/19/2018	314208
440100	Travel-Non-training Related-Local-Mileage	0.13	CATHERINE COLLEEN CUNNINGHAM	MILEAGE 1/2/17-12/8/17	1/19/2018	314192
450001	Comm-Phones Lines-Service-Voice	6.88	CONSOLIDATED TECHNOLOGY SVCS	11/1/2017	12/22/2017	313722
450001	Comm-Phones Lines-Service-Voice	6.88	CONSOLIDATED TECHNOLOGY SVCS	DEC 2017 TELE COMM SVCS	1/19/2018	314182
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	12/22/2017	313750
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	1/26/2018	314383
491000	Admin Exp-Criminal/Background Checks	8.76	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/1/2017	313246
491000	Admin Exp-Criminal/Background Checks	6.09	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/29/2017	313808
491000	Admin Exp-Criminal/Background Checks	5.12	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/29/2017	313794
491000	Admin Exp-Criminal/Background Checks	4.74	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/12/2018	314026
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BACK GROUND CHECK	1/26/2018	314251
493000	Other Admin Exp-Postage	9.18	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	12/15/2017	313494
493000	Other Admin Exp-Postage	4.91	HASLER TOTAL FUNDS	POSTAGE	1/12/2018	314045
493000	Other Admin Exp-Postage	9.64	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	1/26/2018	314233
493100	Other Admin Exp-Mail Handling	8.21	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	12/15/2017	313494
493100	Other Admin Exp-Mail Handling	3.81	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	1/26/2018	314233

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2017 TO 1/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service Contracts-Interpretation	1.62	LANGUAGE LINE SVCS, INC	OVER THE PHONE INTERPRETATION	12/15/2017	313499
520104	Social Service Contracts-Interpretation	1.42	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/26/2018	314239
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/5/2018	313978
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/5/2018	313978
620013	Occup Exp-Yard/Garden/Landscaping	161.81	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/5/2018	313978
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/26/2018	314384
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/26/2018	314384
630100	Occup Exp-Fees-Permits	20.00	OFFICE OF MINORITY & WOMEN'S BUS ENT	STATEMENT OF ACCOUNT	1/5/2018	313879
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	113.01	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	1,576.84	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	132.53	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	108.14	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	142.30	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	176.47	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	1/19/2018	314162
660000	Occup Exp-Utilities-Water	94.19	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	148.30	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	73.19	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	118.78	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	128.62	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	65.61	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	128.62	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	158.14	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	177.82	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660000	Occup Exp-Utilities-Water	84.35	PUBLIC UTILITY DISTRICT #1	WATER	1/26/2018	314319
660100	Occup Exp-Utilities-Sewer	377.82	CITY OF SEDRO WOOLLEY	SEWER	12/15/2017	313569
660100	Occup Exp-Utilities-Sewer	252.06	CITY OF SEDRO WOOLLEY	SEWER	12/15/2017	313569
660100	Occup Exp-Utilities-Sewer	629.72	CITY OF SEDRO WOOLLEY	SEWER	12/15/2017	313569
660100	Occup Exp-Utilities-Sewer	377.82	CITY OF SEDRO WOOLLEY	SEWER	1/19/2018	314168
660100	Occup Exp-Utilities-Sewer	252.06	CITY OF SEDRO WOOLLEY	SEWER	1/19/2018	314168
660100	Occup Exp-Utilities-Sewer	629.72	CITY OF SEDRO WOOLLEY	SEWER	1/19/2018	314168
660200	Occup Exp-Utilities-Electricity	46.71	PUGET SOUND ENERGY-BOT-01H	ELEC	12/1/2017	313298
660200	Occup Exp-Utilities-Electricity	48.69	PUGET SOUND ENERGY-BOT-01H	ELEC	12/1/2017	313298

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2017 TO 1/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	87.62	PUGET SOUND ENERGY-BOT-01H	ELEC	12/1/2017	313298
660200	Occup Exp-Utilities-Electricity	98.06	PUGET SOUND ENERGY-BOT-01H	ELEC	12/29/2017	313830
660200	Occup Exp-Utilities-Electricity	57.17	PUGET SOUND ENERGY-BOT-01H	ELEC	12/29/2017	313830
660200	Occup Exp-Utilities-Electricity	55.40	PUGET SOUND ENERGY-BOT-01H	ELEC	12/29/2017	313830
660300	Occup Exp-Utilities-Natural Gas	126.46	CASCADE NATURAL GAS CO	GAS	12/15/2017	313558
660300	Occup Exp-Utilities-Natural Gas	203.13	CASCADE NATURAL GAS CO	GAS	1/12/2018	314047
660500	Occup Exp-Utilities-Surface Water Mgmt	25.14	CITY OF SEDRO WOOLLEY	STORM	12/15/2017	313569
660500	Occup Exp-Utilities-Surface Water Mgmt	16.77	CITY OF SEDRO WOOLLEY	STORM	12/15/2017	313569
660500	Occup Exp-Utilities-Surface Water Mgmt	41.90	CITY OF SEDRO WOOLLEY	STORM	12/15/2017	313569
660500	Occup Exp-Utilities-Surface Water Mgmt	25.14	CITY OF SEDRO WOOLLEY	STORM	1/19/2018	314168
660500	Occup Exp-Utilities-Surface Water Mgmt	16.77	CITY OF SEDRO WOOLLEY	STORM	1/19/2018	314168
660500	Occup Exp-Utilities-Surface Water Mgmt	41.90	CITY OF SEDRO WOOLLEY	STORM	1/19/2018	314168
660700	Occup Exp-Utilities-Garbage	140.05	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2017	313569
660700	Occup Exp-Utilities-Garbage	134.24	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2017	313569
660700	Occup Exp-Utilities-Garbage	393.93	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2017	313569
660700	Occup Exp-Utilities-Garbage	19.58	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	1/5/2018	313878
660700	Occup Exp-Utilities-Garbage	9.79	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	1/5/2018	313878
660700	Occup Exp-Utilities-Garbage	35.60	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	1/5/2018	313878
660700	Occup Exp-Utilities-Garbage	140.05	CITY OF SEDRO WOOLLEY	GARBAGE	1/19/2018	314168
660700	Occup Exp-Utilities-Garbage	134.24	CITY OF SEDRO WOOLLEY	GARBAGE	1/19/2018	314168
660700	Occup Exp-Utilities-Garbage	393.93	CITY OF SEDRO WOOLLEY	GARBAGE	1/19/2018	314168
	TOTAL CEDAR GROVE	10,768.90				
HILLSVIEW						
409003	Benefits-Uniforms	82.50	ADPRO LLC	WORK CLOTHES	12/15/2017	313518
410000	Admin Supplies	0.30	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/8/2017	313466
410000	Admin Supplies	0.27	CANON SOLUTIONS AMERICA INC	SN RZJ27626	12/22/2017	313751
410000	Admin Supplies	114.05	OLYMPIC PRINTERS INC	LBP MAINT TOOL CARDS	1/19/2018	314117
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/26/2018	314385
411100	Comp Equipment-Hardware	1.91	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/26/2018	314247
411101	Comp Equipment-Software	265.27	EN POINTE TECHNOLOGIES SALES LLC	COMPUTER SUPPLIES	1/26/2018	314266
411102	Comp Equipment-Hardware Maint	4.50	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/22/2017	313657
411102	Comp Equipment-Hardware Maint	1.05	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	1/26/2018	314247
411103	Comp Equipment-Software Maint	40.08	HYLAND SOFTWARE, INC	MAINT FEES	1/12/2018	314071
411901	Equipment-Other-Leased/Rented	2.49	MAILFINANCE INC	MAILING MACHINE	12/8/2017	313459
420101	Prof Services-Auditing	837.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15	12/8/2017	313371
420101	Prof Services-Auditing	1,185.75	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15 SEDRO	1/5/2018	313874
420101	Prof Services-Auditing	104.63	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15, 16-16 SEDRO	1/19/2018	314119
421904	Admin Contracts- Cloud Recovery Services	16.41	NET2VAULT LLC	NOV 2017 MANAGED VAULTING	12/8/2017	313457

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2017 TO 1/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440000	Travel-Training Related-Local-Mileage	0.41	SHALONDA NESBITT	1/9-12/1/17 MILEAGE	1/12/2018	314093
440100	Travel-Non-training Related-Local-Mileage	129.26	KIMBERLY SAYAVONG	11/2-12/13/17 MILEAGE	1/12/2018	314085
440100	Travel-Non-training Related-Local-Mileage	0.41	VANESSA OWEN	8/28-11/22/17 MILEAGE	1/12/2018	314088
440100	Travel-Non-training Related-Local-Mileage	0.38	SHALONDA NESBITT	1/9-12/1/17 MILEAGE	1/12/2018	314093
440100	Travel-Non-training Related-Local-Mileage	3.18	MARSHA PREMEL	9/15-12/22/17 MILEAGE	1/12/2018	314081
440100	Travel-Non-training Related-Local-Mileage	123.58	JEFF SEVERSON	2/25-12/20/17 MILEAGE	1/12/2018	314092
440100	Travel-Non-training Related-Local-Mileage	0.95	YOSEF TEWOLDE	MILEAGE 10/2/17-12/29/17	1/19/2018	314208
440100	Travel-Non-training Related-Local-Mileage	0.39	CATHERINE COLLEEN CUNNINGHAM	MILEAGE 1/2/17-12/8/17	1/19/2018	314192
450001	Comm-Phones Lines-Service-Voice	20.62	CONSOLIDATED TECHNOLOGY SVCS	43,040.00	12/22/2017	313722
450001	Comm-Phones Lines-Service-Voice	20.62	CONSOLIDATED TECHNOLOGY SVCS	DEC 2017 TELE COMM SVCS	1/19/2018	314182
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	12/22/2017	313750
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	1/26/2018	314383
450003	Comm-Phones Lines-Security	82.50	CONSOLIDATED TECHNOLOGY SVCS	43,040.00	12/22/2017	313722
450003	Comm-Phones Lines-Security	82.50	CONSOLIDATED TECHNOLOGY SVCS	DEC 2017 TELE COMM SVCS	1/19/2018	314182
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	12/8/2017	313429
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	1/5/2018	313935
491000	Admin Exp-Criminal/Background Checks	26.10	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/1/2017	313246
491000	Admin Exp-Criminal/Background Checks	18.15	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/29/2017	313808
491000	Admin Exp-Criminal/Background Checks	15.24	WASHINGTON STATE PATROL	BACKGROUND CHECK	12/29/2017	313794
491000	Admin Exp-Criminal/Background Checks	14.11	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/12/2018	314026
491000	Admin Exp-Criminal/Background Checks	0.06	DEPARTMENT OF LICENSING	BACK GROUND CHECK	1/26/2018	314251
493000	Other Admin Exp-Postage	27.40	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	12/15/2017	313494
493000	Other Admin Exp-Postage	14.64	HASLER TOTAL FUNDS	POSTAGE	1/12/2018	314045
493000	Other Admin Exp-Postage	28.77	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	1/26/2018	314233
493100	Other Admin Exp-Mail Handling	24.51	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	12/15/2017	313494
493100	Other Admin Exp-Mail Handling	11.36	MAIL ADVERTISING BUREAU INC	DEC STATEMENTS	1/26/2018	314233
520104	Social Service Contracts-Interpretation	4.84	LANGUAGE LINE SVCS, INC	OVER THE PHONE INTERPRETATION	12/15/2017	313499
520104	Social Service Contracts-Interpretation	4.23	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/26/2018	314239
610015	Occup Exp-Materials-Reasonable Accom	191.00	SUNSIGNS	RESERVED PARKING SIGNS	1/19/2018	314128
610099	Occup Exp-Materials-Other	29.07	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	12/1/2017	313232
620006	Occup Exp-Floor Covering	842.38	SIGNATURE INTERIORS & DESIGN	FLOORING	12/15/2017	313539
620008	Occup Exp-Alarm Testing/Monitoring	630.00	COMMERCIAL ENTRY SYSTEMS INC	ENTERCOM SYSTEM REPAIR	1/12/2018	314015
620013	Occup Exp-Yard/Garden/Landscaping	388.50	AURORA RENTS INC	SCARIFIER CONCRETE GAS	12/8/2017	313373
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	1/26/2018	314384
620021	Occup Exp-HVAC Heating, Ventilation & AC	208.50	RONK BROS INC	NO HEAT COMM ROOM	1/12/2018	314075
630100	Occup Exp-Fees-Permits	60.00	OFFICE OF MINORITY & WOMEN'S BUS ENT	STATEMENT OF ACCOUNT	1/5/2018	313879
660100	Occup Exp-Utilities-Sewer	3,772.40	CITY OF SEDRO WOOLLEY	SEWER	12/15/2017	313569
660100	Occup Exp-Utilities-Sewer	3,772.40	CITY OF SEDRO WOOLLEY	SEWER	1/19/2018	314168

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2017 TO 1/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	1,159.38	PUGET SOUND ENERGY-BOT-01H	ELEC	12/1/2017	313298
660200	Occup Exp-Utilities-Electricity	1,530.39	PUGET SOUND ENERGY-BOT-01H	ELEC	12/29/2017	313830
660201	Occup Exp-Utilities-Electricity-Closing Bill	14.58	PUGET SOUND ENERGY-BOT-01H	ELEC	12/1/2017	313298
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.82	PUGET SOUND ENERGY-BOT-01H	ELEC	12/8/2017	313420
660201	Occup Exp-Utilities-Electricity-Closing Bill	15.75	PUGET SOUND ENERGY-BOT-01H	ELEC	12/29/2017	313830
660201	Occup Exp-Utilities-Electricity-Closing Bill	28.68	PUGET SOUND ENERGY-BOT-01H	ELEC	1/26/2018	314313
660500	Occup Exp-Utilities-Surface Water Mgmt	251.02	CITY OF SEDRO WOOLLEY	STORM	12/15/2017	313569
660500	Occup Exp-Utilities-Surface Water Mgmt	251.02	CITY OF SEDRO WOOLLEY	STORM	1/19/2018	314168
660700	Occup Exp-Utilities-Garbage	655.97	CITY OF SEDRO WOOLLEY	GARBAGE	12/15/2017	313569
660700	Occup Exp-Utilities-Garbage	655.97	CITY OF SEDRO WOOLLEY	GARBAGE	1/19/2018	314168
	TOTAL HILLSVIEW	18,118.97				
	TOTAL SEDRO WOOLLEY	28,887.87				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: February 1, 2018
From: Jeff Friend, Financial Reporting Manager
Subject: December 2017 Financial Report

Attached for your review is an unaudited year-end financial report as of December 31, 2017. 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 were 7.1% and 1.6% under budget, respectively.

Operating Revenue Variances

	Variance (\$)	Variance (%)	
Dwell Rent	\$ 9,392	5.0%	●
Operating Fund Subsidy	(45,445)	-14.5%	●
Other Misc. Income	271	14%	●
	<u>\$ (35,782)</u>	<u>-7.1%</u>	●

Operating Expense Variances

	\$ Var	% Var	
Salaries, Wages & Benefits	\$ (7,769)	-7.4%	●
Occupancy Expenses	(4,015)	-1.7%	●
Admin Support Expenses	5,171	5.5%	●
Other Misc. Expenses	(652)	-8.2%	●
	<u>\$ (7,265)</u>	<u>-1.6%</u>	●

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

Operating Revenue and Expense: At year-end, Operating Fund Subsidy receipts were less than budgeted due to HUD denying the Authority EPC incentives and subsequently withholding subsidy in November and December. In addition, \$43,000 was booked as a payable to HUD in the event HUD seeks repayment of excess subsidy.

Operating Expenses were under target primarily to favorable variances in Salaries, Wages, and Benefits. Current staff assigned to Hillsview and Cedar Grove had fewer dependents than the average KCHA employee; therefore, the medical benefit costs were lower.

Administrative Support Expenses were over target as audit and liability insurance costs were greater than anticipated in the budget. However, this variance was offset by Occupancy Expenses being under target primarily due to reduced landscaping costs subsequent to a change of vendors.

Non-Operating Revenue and Expense: Non-operating revenues, which consist of grant funds received to cover capital work, were over target as the unit upgrade at Cedar Grove was for a larger unit (four-bedroom) than anticipated while asbestos abatement costs at Cedar Grove and Hillsview were also greater than anticipated in the budget. Additionally, an unbudgeted \$2K was drawn to close out the 2013 capital grant while \$8K of retainage related to the Hillsview common area project in 2010 was reclassified as non-operating "other income".

Working Capital: The year-to-date working capital balance is \$231,649; the equivalent of approximately 6 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 12/31/2017

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
Working Capital Assets			
Cash-Unrestricted	\$ 96,983	\$ 202,000	\$ 298,983
Accounts Receivables	746	3,049	3,795
Prepaid Assets & Inventory	2,252	5,936	8,188
Total Working Capital Assets	<u>99,981</u>	<u>210,985</u>	<u>310,966</u>
Liabilities Offsetting Working Capital Assets			
Accounts Payable	(14,954)	(51,254)	(66,208)
Payroll Liabilities	(3,700)	(9,409)	(13,109)
Total Offsetting Liabilities	<u>(18,654)</u>	<u>(60,663)</u>	<u>(79,317)</u>
Working Capital	<u>81,327</u>	<u>150,322</u>	<u>231,649</u>
Other Assets			
Cash-Restricted	3,800	5,375	9,175
Capital Assets	422,937	1,368,130	1,791,067
Work-in-Process	-	2,281	2,281
Total Other Assets	<u>426,737</u>	<u>1,375,786</u>	<u>1,802,523</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 508,064</u>	<u>\$ 1,526,108</u>	<u>\$ 2,034,172</u>
LIABILITIES & EQUITY			
Other Liabilities			
Deferrals-Related to Restr Cash	\$ 3,800	\$ 5,375	\$ 9,175
Debt	11	20	31
	<u>3,811</u>	<u>5,395</u>	<u>9,206</u>
Equity			
Equity	504,253	1,520,713	2,024,966
	<u>504,253</u>	<u>1,520,713</u>	<u>2,024,966</u>
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 508,064</u>	<u>\$ 1,526,108</u>	<u>\$ 2,034,172</u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 12/31/2017**

	Actuals Through 12/31/2017	Budget Through 12/31/2017	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	\$ 196,492	\$ 187,100	\$ 9,392	5.0%	\$ 187,100	\$ (9,392)	105.0%
Operating Fund Subsidy from HUD	267,487	312,932	(45,445)	(14.5%)	312,932	45,445	85.5% (1)
Other Operating Revenue	2,171	1,900	271	14.3%	1,900	(271)	114.3%
Non-operating Revenue	107,060	68,759	38,301	55.7%	68,759	(38,301)	155.7% (2)
Total Revenues	573,210	570,691	2,519	0.4%	570,691	(2,519)	100.4%
Expenses							
Salaries & Benefits	97,837	105,606	(7,769)	(7.4%)	105,606	7,769	92.6%
Routine Maintenance, Utilities, Taxes & Insurance	239,259	243,274	(4,015)	(1.7%)	243,274	4,015	98.3%
Direct Social Service Salaries & Benefits	0	0	0	n/m	0	0	n/m
Other Social Service Support Expenses & HAP	7,293	7,945	(652)	(8.2%)	7,945	652	91.8%
Administrative Support Expenses	99,948	94,777	5,171	5.5%	94,777	(5,171)	105.5%
Non-operating Expenses	0	180	(180)	(100.0%)	180	180	0.0%
Total Expenses	444,337	451,782	(7,445)	(1.6%)	451,782	7,445	98.4%
Net Income	128,873	118,909	9,964	8.4%	118,909	(9,964)	108.4%
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	75	0	75	n/m	0	(75)	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	(108,310)	(87,744)	(20,566)	23.4%	(87,744)	20,566	123.4% (3)
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	(75)	0	(75)	n/m	0	75	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	0	(1,098)	1,098	(100.0%)	(1,098)	(1,098)	0.0%
Total Other Sources/(Uses) of Working Capital	(108,310)	(88,842)	(19,468)	21.9%	(88,842)	19,468	121.9%
Net Change in Working Capital	\$ 20,563	\$ 30,067	\$ (9,504)	(31.6%)	\$ 30,067	\$ 9,504	68.4%
Working Capital, 12/31/2016	211,086						
Working Capital, 12/31/2017	\$ 231,649						

- 1) Due to HUD removing energy performance incentives from the Authority's subsidy request, subsidy levels are under target at year end.
- 2) The unit upgrade at Cedar Grove was for the largest unit (4 bedroom) and also the asbestos abatement costs for both properties was higher than anticipated, draw from CFP grant exceeded target. The increase in non-operating revenue was also due to unbudgeted CFP draws of \$2K made to close out the 2013 CFP grant. Additionally, \$8k of retainage related to the Hillview common area project in 2010 was reclassified as other income.
- 3) See note #2 for unit upgrade and asbestos abatement costs. Also, variance is due to an unbudgeted roof repair at Cedar Grove due to a fallen tree.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

December 2017 and January 2018

Vacancy Report

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

Average Unit Turnover Rates

The 2017 Unit Turnover Rate (UTO) was 11.4 days.

- In November, a Hillsview resident passed away. This unit is scheduled to be upgraded and completed in February 2018.
- A Hillsview resident transferred to the vacated unit in November. Their unit was housed in December, with a UTO of 19 days.
- Another Hillsview resident passed away in December. This unit was housed in January, with a UTO of 10 days.

Current Applications of Wait List as of February 1, 2018

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	98	78	55	153

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	95	21	115
3 Bedrooms	62	3	65
4 Bedrooms	4	0	4
Total	161	24	184

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	53	14	6	2	0	75
Cedar Grove I	8	1	2	0	0	11
Cedar Grove II	9	1	0	0	0	10
Cedar Grove III	6	2	0	0	0	8
Total	76	18	8	2	0	104

Resident Functions

A resident "coffee hour" will be held in the Hillsview community room in March. The Property Manager is working with the Sedro Woolley PD to schedule a presentation to educate residents on scams. This is a part of their Elder Justice Initiative.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Staffing

We are 100% staffed in Sedro-Woolley.

Previous Meeting Concerns

- None.

Resident Issues

- None.

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Sedro-Woolley Housing Authority Board of Commissioners Meeting
February 15, 2018
Capital Construction Report

2018 Capital Work Plan

Hillsview & Cedar Grove Apartments

The 2018 capital projects at the Hillsview and Cedar Grove Apartments will: 1) address the City's requirement to have the broken panels of public sidewalks in front of Hillsview replaced; 2) remove and replace broken sections of sidewalk, rear patios, patio stoops and rear walkways at all Cedar Grove properties; 3) selectively repair broken curbs, failing asphalt sections, seal coat all parking areas, stripe parking stalls and paint curb sections at all Cedar Grove properties; and, 4) repair failing CMU caps and provide new steel supports for gates on trash enclosures at all Cedar Grove properties.

The project is anticipated to be advertised and bid in the 2nd Quarter for construction to be performed and completed in the 3rd quarter. KCHA has budgeted \$153,000 using Capital Funds for this construction work.