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

**Thursday, February 15, 2018**

**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 10:45 a.m. on Thursday, February 15, 2018, at Hillview Apartments, 830 Township Street, Sedro-Woolley, WA.

**II. Roll Call**

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

**Excused:** Commissioner Tahlia Honea

**III. Elections**

**A. CHAIRPERSON**

On motion by Commissioner Reta Stephenson and seconded by Commissioner Kacy Johnson, the Board elected Commissioner Laurie Fellers to serve as the Chairperson and unanimously approved the appointment.

**B. VICE CHAIR**

On motion by Commissioner Kacy Johnson and seconded by Commissioner Laurie Fellers, the Board elected Commissioner Reta Stephenson to serve as the Vice-Chairperson and unanimously approved the appointment.

**IV. Public Comment**

None.

**IV. Approval of Minutes**

**A. December 21, 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 December 21, 2017.

**V. Item for Discussion & Approval**

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

All questions raised by the Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Kacy Johnson; the board unanimously approved the Voucher Report for December 2017 to January 2018.

Commissioner Reta Stephenson moved for approval of the minutes, seconded by Kacy Johnson; the board unanimously approved the Voucher Report for December 2017 through January 2018.

## VI. Reports

### A. Financial Report for December 2017

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

### B. Housing Management Report for December 2017 and January 2018

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 11:10 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
LAURIE FELLERS, Chair  
Board of Commissioners

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STEPHEN J. NORMAN  
Executive Director

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Controller  
**DATE:** April 5, 2018  
**RE:** Approval of Vouchers February 1, 2018 to March 31, 2018

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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  
April 5, 2018

## **Expenditures to Sedro-Woolley**

### Operations

Directly to Cedar Grove	19,690.60
Directly to Hillsvew	21,471.13
<b>Total Expenditures</b>	<u><u>\$41,161.73</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2018 TO 3/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
410000	Admin Supplies	1.68	NEOPOST USA INC	INK CARTRIDGE IM3/4	2/2/2018	314471
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	COPIER SN RZJ27626	3/23/2018	315377
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	3/2/2018	314990
411100	Comp Equip-Hardware	(0.95)	DELL MARKETING LP	TAX CREDIT	3/30/2018	315409
411100	Comp Equip-Hardware	(0.22)	DELL MARKETING LP	TAX CREDIT	3/30/2018	315409
411100	Comp Equip-Hardware	(0.02)	DELL MARKETING LP	TAX CREDIT	3/30/2018	315409
411101	Comp Equip-Software	1.49	HYLAND SOFTWARE, INC	USER CLIENT	3/2/2018	314954
411102	Comp Equip-Hardware Maint	2.62	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/2/2018	314895
411102	Comp Equip-Hardware Maint	2.45	INTEGRATED ARCHIVE SYSTEMS	CISCO SUPPORT RENEWAL	3/30/2018	315477
411102	Comp Equip-Hardware Maint	0.91	ADVANTAGE TECHNOLOGIES INC	RIGHT FAX DIALOGIC SUPPORT RENEWAL	3/23/2018	315355
411103	Comp Equip-Software Maint	0.30	HYLAND SOFTWARE, INC	USER CLIENT	3/2/2018	314954
411103	Comp Equip-Software Maint	1.46	ADVANTAGE TECH INC	RIGHT FAX DIALOGIC SUPPORT RENEWAL	3/23/2018	315355
411103	Comp Equip-Software Maint	67.93	EN POINTE TECHN SALES LLC	MS ENTERPRISE LICENSING AGREEMENT	2/23/2018	314792
411901	Equip-Other-Leased/Rented	0.84	MAILFINANCE INC	MAILING MACHINE	3/9/2018	315103
420999	Professional Services-Other	8,063.70	PBS ENGINEERING & ENVIR	PROFESSIONAL SVCS	3/30/2018	315418
421901	Admin Contracts-Records Management	0.68	NET2VAULT LLC	MANAGED VAULTING DIASTER RECOVERY	3/9/2018	315101
421904	Admin Contracts- Cloud Recovery Services	5.25	NET2VAULT LLC	MANAGED VAULTING DIASTER RECOVERY	3/9/2018	315101
421904	Admin Contracts- Cloud Recovery Services	5.80	NET2VAULT LLC	MANAGED VAULTING DIASTER RECOVERY	2/23/2018	314854
421904	Admin Contracts- Cloud Recovery Services	5.68	NET2VAULT LLC	MANAGED VAULTING	2/2/2018	314484
440100	Travel-Non-training Related-Local-Mileage	69.26	KIMBERLY SAYAVONG	1/4-2/27/18 MILEAGE	3/9/2018	315088
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	JANUARY 2018 CHGS	3/9/2018	315083
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	FEB 2018 CHGS	3/23/2018	315345
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	2/23/2018	314867
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	3/30/2018	315501
491000	Admin Exp-Criminal/Background Checks	6.47	WA STATE PATROL	BACKGROUND CHECK	2/2/2018	314423
491000	Admin Exp-Criminal/Background Checks	5.92	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/16/2018	315163
491000	Admin Exp-Criminal/Background Checks	7.89	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/16/2018	314668
491000	Admin Exp-Criminal/Background Checks	8.64	WA STATE PATROL	BACKGROUND CHECK	2/16/2018	314651
491000	Admin Exp-Criminal/Background Checks	0.03	DEPARTMENT OF LICENSING	QUERY SEARCH	2/9/2018	314533
491000	Admin Exp-Criminal/Background Checks	6.35	WA STATE PATROL	BACKGROUND CHECKS	3/30/2018	315410
493000	Other Admin Exp-Postage	9.00	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/9/2018	314515
493000	Other Admin Exp-Postage	9.83	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/9/2018	315012
493000	Other Admin Exp-Postage	4.91	NEOFUNDS BY NEOPOST	POSTAGE	3/9/2018	315100
493100	Other Admin Exp-Mail Handling	3.85	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/9/2018	314515
493100	Other Admin Exp-Mail Handling	3.80	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/9/2018	315012
520104	Social Service Contracts-Interpretation	0.86	LANGUAGE LINE SVCS, INC	INTERPRETATION	3/23/2018	315282

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2018 TO 3/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service Contracts-Interpretation	0.98	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/16/2018	314648
610017	Occup Exp-Materials-Janitorial	29.00	COMPLETE OFFICE	TOWELS	2/9/2018	314572
620013	Occup Exp-Yard/Garden/Landscaping	3,214.19	SITELINES PARK & PLAYGROUND	CEDAR GROVE APTS SLIDE REPLACEMENT	2/23/2018	314824
620013	Occup Exp-Yard/Garden/Landscaping	161.81	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/23/2018	314868
620013	Occup Exp-Yard/Garden/Landscaping	161.81	WHIRLWIND CLEAN & GREEN	LANDSCAPING SVCS	2/2/2018	314495
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/23/2018	314868
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/23/2018	314868
660000	Occup Exp-Utilities-Water	142.30	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	83.73	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	113.01	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	83.73	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	99.11	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	127.65	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	60.69	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	128.62	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	167.97	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	123.71	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	118.78	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	158.14	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	94.19	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	78.85	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193
660000	Occup Exp-Utilities-Water	73.19	PUBLIC UTILITY DISTRICT #1	WATER	3/23/2018	315334
660100	Occup Exp-Utilities-Sewer	263.10	CITY OF SEDRO WOOLLEY	SEWER	2/9/2018	314592
660100	Occup Exp-Utilities-Sewer	263.10	CITY OF SEDRO WOOLLEY	SEWER	3/16/2018	315200
660100	Occup Exp-Utilities-Sewer	394.38	CITY OF SEDRO WOOLLEY	SEWER	3/16/2018	315200
660100	Occup Exp-Utilities-Sewer	657.32	CITY OF SEDRO WOOLLEY	SEWER	3/16/2018	315200
660100	Occup Exp-Utilities-Sewer	657.32	CITY OF SEDRO WOOLLEY	SEWER	2/9/2018	314592
660100	Occup Exp-Utilities-Sewer	394.38	CITY OF SEDRO WOOLLEY	SEWER	2/9/2018	314592
660200	Occup Exp-Utilities-Electricity	54.97	PUGET SOUND ENERGY-BOT-01H	ELEC	2/2/2018	314452
660200	Occup Exp-Utilities-Electricity	52.31	PUGET SOUND ENERGY-BOT-01H	ELEC	3/2/2018	314936
660200	Occup Exp-Utilities-Electricity	101.01	PUGET SOUND ENERGY-BOT-01H	ELEC	2/2/2018	314452

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2018 TO 3/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	57.20	PUGET SOUND ENERGY-BOT-01H	ELEC	2/2/2018	314452
660200	Occup Exp-Utilities-Electricity	50.48	PUGET SOUND ENERGY-BOT-01H	ELEC	3/30/2018	315453
660200	Occup Exp-Utilities-Electricity	95.08	PUGET SOUND ENERGY-BOT-01H	ELEC	3/2/2018	314936
660200	Occup Exp-Utilities-Electricity	98.06	PUGET SOUND ENERGY-BOT-01H	ELEC	3/30/2018	315453
660200	Occup Exp-Utilities-Electricity	46.83	PUGET SOUND ENERGY-BOT-01H	ELEC	3/30/2018	315453
660200	Occup Exp-Utilities-Electricity	49.52	PUGET SOUND ENERGY-BOT-01H	ELEC	3/2/2018	314936
660300	Occup Exp-Utilities-Natural Gas	188.14	CASCADE NATURAL GAS CO	GAS	3/16/2018	315184
660300	Occup Exp-Utilities-Natural Gas	139.81	CASCADE NATURAL GAS CO	GAS	2/9/2018	314577
660500	Occup Exp-Utilities-Surface Water Mgmt	21.68	CITY OF SEDRO WOOLLEY	STORM	2/9/2018	314592
660500	Occup Exp-Utilities-Surface Water Mgmt	32.50	CITY OF SEDRO WOOLLEY	STORM	3/16/2018	315200
660500	Occup Exp-Utilities-Surface Water Mgmt	54.17	CITY OF SEDRO WOOLLEY	STORM	3/16/2018	315200
660500	Occup Exp-Utilities-Surface Water Mgmt	54.18	CITY OF SEDRO WOOLLEY	STORM	2/9/2018	314592
660500	Occup Exp-Utilities-Surface Water Mgmt	32.50	CITY OF SEDRO WOOLLEY	STORM	2/9/2018	314592
660500	Occup Exp-Utilities-Surface Water Mgmt	21.68	CITY OF SEDRO WOOLLEY	STORM	3/16/2018	315200
660700	Occup Exp-Utilities-Garbage	416.41	CITY OF SEDRO WOOLLEY	GARBAGE	2/9/2018	314592
660700	Occup Exp-Utilities-Garbage	138.23	CITY OF SEDRO WOOLLEY	GARBAGE	2/9/2018	314592
660700	Occup Exp-Utilities-Garbage	144.22	CITY OF SEDRO WOOLLEY	GARBAGE	3/16/2018	315200
660700	Occup Exp-Utilities-Garbage	144.22	CITY OF SEDRO WOOLLEY	GARBAGE	2/9/2018	314592
660700	Occup Exp-Utilities-Garbage	138.23	CITY OF SEDRO WOOLLEY	GARBAGE	3/16/2018	315200
660700	Occup Exp-Utilities-Garbage	421.79	CITY OF SEDRO WOOLLEY	GARBAGE	3/16/2018	315200
	<b>TOTAL CEDAR GROVE</b>	<b>19,690.60</b>				
<b>HILLSVIEW</b>						
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	SN RZJ27626	3/2/2018	314990
410000	Admin Supplies	0.30	CANON SOLUTIONS AMERICA INC	COPIER SN RZJ27626	3/23/2018	315377
410000	Admin Supplies	4.99	NEOPOST USA INC	INK CARTRIDGE IM3/4	2/2/2018	314471
411100	Comp Equip-Hardware	(0.65)	DELL MARKETING LP	TAX CREDIT	3/30/2018	315409
411100	Comp Equip-Hardware	(2.85)	DELL MARKETING LP	TAX CREDIT	3/30/2018	315409
411100	Comp Equip-Hardware	(0.05)	DELL MARKETING LP	TAX CREDIT	3/30/2018	315409
411101	Comp Equip-Software	4.47	HYLAND SOFTWARE, INC	USER CLIENT	3/2/2018	314954
411102	Comp Equip-Hardware Maint	7.86	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/2/2018	314895
411102	Comp Equip-Hardware Maint	2.74	ADVANTAGE TECHNOLOGIES INC	RIGHT FAX DIALOGIC SUPPORT RENEWAL	3/23/2018	315355
411102	Comp Equip-Hardware Maint	7.34	INTEGRATED ARCHIVE SYSTEMS	CISCO SUPPORT RENEWAL	3/30/2018	315477
411103	Comp Equip-Software Maint	203.79	EN POINTE TECHNOLOGIES SALES LLC	MS ENTERPRISE LICENSING AGREEMENT	2/23/2018	314792
411103	Comp Equip-Software Maint	0.89	HYLAND SOFTWARE, INC	USER CLIENT	3/2/2018	314954
411103	Comp Equip-Software Maint	4.37	ADVANTAGE TECHNOLOGIES INC	RIGHT FAX DIALOGIC SUPPORT RENEWAL	3/23/2018	315355
411901	Equip-Other-Leased/Rented	2.49	MAILFINANCE INC	MAILING MACHINE	3/9/2018	315103
420000	Professional Services-Legal	60.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/23/2018	315269

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2018 TO 3/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
421901	Admin Contracts-Records Management	2.03	NET2VAULT LLC	MANAGED VAULTING DIASTER RECOVERY	3/9/2018	315101
421904	Admin Contracts- Cloud Recovery Services	15.74	NET2VAULT LLC	MANAGED VAULTING DIASTER RECOVERY	3/9/2018	315101
421904	Admin Contracts- Cloud Recovery Services	17.41	NET2VAULT LLC	MANAGED VAULTING DIASTER RECOVERY	2/23/2018	314854
421904	Admin Contracts- Cloud Recovery Services	17.05	NET2VAULT LLC	MANAGED VAULTING	2/2/2018	314484
440100	Travel-Non-training Related-Local-Mileage	207.77	KIMBERLY SAYAVONG	1/4-2/27/18 MILEAGE	3/9/2018	315088
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECH SVCS	JANUARY 2018 CHGS	3/9/2018	315083
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	FEB 2018 CHGS	3/23/2018	315345
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	2/23/2018	314867
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	3/30/2018	315501
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	FEB 2018 CHGS	3/23/2018	315345
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JANUARY 2018 CHGS	3/9/2018	315083
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	3/9/2018	315068
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	2/2/2018	314459
491000	Admin Exp-Criminal/Background Checks	19.27	WA STATE PATROL	DEC 2017 BACKGROUND CHECK	2/2/2018	314423
491000	Admin Exp-Criminal/Background Checks	23.51	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/16/2018	314668
491000	Admin Exp-Criminal/Background Checks	0.10	DEPARTMENT OF LICENSING	QUERY SEARCH	2/9/2018	314533
491000	Admin Exp-Criminal/Background Checks	25.75	WA STATE PATROL	BACKGROUND CHECK	2/16/2018	314651
491000	Admin Exp-Criminal/Background Checks	60.00	WA STATE PATROL	BACKGROUND CHECK	3/30/2018	315410
491000	Admin Exp-Criminal/Background Checks	12.00	WA STATE PATROL	BACKGROUND CHECKS	3/16/2018	315148
491000	Admin Exp-Criminal/Background Checks	18.92	WA STATE PATROL	BACKGROUND CHECKS	3/30/2018	315410
491000	Admin Exp-Criminal/Background Checks	17.64	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/16/2018	315163
491000	Admin Exp-Criminal/Background Checks	12.00	WA STATE PATROL	BACKGROUND CHECK	2/2/2018	314423
493000	Other Admin Exp-Postage	29.36	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/9/2018	315012
493000	Other Admin Exp-Postage	26.88	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/9/2018	314515
493000	Other Admin Exp-Postage	14.64	NEOFUNDS BY NEOPOST	POSTAGE	3/9/2018	315100
493100	Other Admin Exp-Mail Handling	11.48	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/9/2018	314515
493100	Other Admin Exp-Mail Handling	11.35	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/9/2018	315012
520104	Social Service Contracts-Interpretation	2.56	LANGUAGE LINE SVCS, INC	INTERPRETATION	3/23/2018	315282
520104	Social Service Contracts-Interpretation	2.91	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/16/2018	314648
610015	Occup Exp-Materials-Reasonable Accom	54.00	SUNSIGNS	SIGNS	3/16/2018	315144
610017	Occup Exp-Materials-Janitorial	87.00	COMPLETE OFFICE	TOWELS	2/9/2018	314572
610099	Occup Exp-Materials-Other	168.16	ADI	INDALA PROX CRD	3/9/2018	315027
620007	Occup Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q1 ELEVATOR MAINT	2/9/2018	314627
620008	Occup Exp-Alarm Testing/Monitoring	1,712.00	SIMPLEXGRINNELL LP	SVC CALL	2/2/2018	314404
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPE SVCS	2/16/2018	314738
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPE SVCS	2/2/2018	314495
660000	Occup Exp-Utilities-Water	1,542.65	PUBLIC UTILITY DISTRICT #1	WATER	3/16/2018	315193

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2018 TO 3/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	3,938.16	CITY OF SEDRO WOOLLEY	SEWER	3/16/2018	315200
660100	Occup Exp-Utilities-Sewer	3,938.16	CITY OF SEDRO WOOLLEY	SEWER	2/9/2018	314592
660200	Occup Exp-Utilities-Electricity	1,655.54	PUGET SOUND ENERGY-BOT-01H	ELEC	3/2/2018	314936
660200	Occup Exp-Utilities-Electricity	2,026.02	PUGET SOUND ENERGY-BOT-01H	ELEC	2/2/2018	314452
660200	Occup Exp-Utilities-Electricity	1,906.15	PUGET SOUND ENERGY-BOT-01H	ELEC	3/30/2018	315453
660201	Occup Exp-Utilities-Electricity-Closing Bill	10.76	PUGET SOUND ENERGY-BOT-01H	ELEC	3/30/2018	315453
660201	Occup Exp-Utilities-Electricity-Closing Bill	8.07	PUGET SOUND ENERGY-BOT-01H	ELEC	2/2/2018	314452
660201	Occup Exp-Utilities-Electricity-Closing Bill	33.95	PUGET SOUND ENERGY-BOT-01H	ELEC	3/2/2018	314936
660500	Occup Exp-Utilities-Surface Water Mgmt	324.58	CITY OF SEDRO WOOLLEY	STORM	2/9/2018	314592
660500	Occup Exp-Utilities-Surface Water Mgmt	324.58	CITY OF SEDRO WOOLLEY	STORM	3/16/2018	315200
660700	Occup Exp-Utilities-Garbage	675.43	CITY OF SEDRO WOOLLEY	GARBAGE	3/16/2018	315200
660700	Occup Exp-Utilities-Garbage	675.43	CITY OF SEDRO WOOLLEY	GARBAGE	2/9/2018	314592
	<b>TOTAL HILLSVIEW</b>	<b>21,471.13</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>41,161.73</b>				



# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Controller  
**DATE:** June 6, 2018  
**RE:** Approval of Vouchers April 1, 2018 to May 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  
June 6, 2018

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove	7,577.87
Directly to Hillsview	20,381.23
<b>Total Expenditures</b>	<u><u>\$27,959.10</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2018 TO 5/31/2018

Account No	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
410000	Admin Supplies	3.19	COMPLETE OFFICE	OFFICE SUPPLIES	5/18/2018	316303
410000	Admin Supplies	1.12	COMPLETE OFFICE	OFFICE SUPPLIES	4/13/2018	315688
410000	Admin Supplies	52.38	COMPLETE OFFICE	OFFICE SUPPLIES	4/13/2018	315688
410000	Admin Supplies	1.79	COMPLETE OFFICE	STAMP PAD	5/25/2018	316436
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/27/2018	315993
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	5/25/2018	316489
411101	Comp Equip-Software	0.51	TROY MOBILITY INC	SUBSCRIPTION LICENSE 1 YEAR	4/27/2018	315995
411102	Comp Equip-Hardware Maintenance	6.62	INTEGRATED ARCHIVE SYSTEMS	SUPPORT RENEWAL	4/27/2018	315972
411103	Comp Equip-Software Maintenance	1.53	TROY MOBILITY INC	SUBSCRIPTION LICENSE 1 YEAR	4/27/2018	315995
420908	Professional Services-Comps	5.92	CERIUM NETWORKS INC	UPGRADE SKYPE	5/25/2018	316474
420908	Professional Services-Comps	0.72	HYLAND SOFTWARE, INC	CONSULTING	4/13/2018	315710
420908	Professional Services-Comps	3.77	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/11/2018	316207
421904	Admin Cloud Recovery Services	6.07	NET2VAULT LLC	MANAGED VAULTING MARCH 2018	4/13/2018	315727
421904	Admin Cloud Recovery Services	7.03	NET2VAULT LLC	DISASTER RECOVERY SVCS APRIL 2018	5/4/2018	316101
440100	Travel-Non-training Related-Local-Mileage	1.22	MARSHA PREMEL	1/5-3/30/18 MILEAGE	4/20/2018	315846
440100	Travel-Non-training Related-Local-Mileage	73.02	KIMBERLY SAYAVONG	3/1-4/20/18 MILEAGE	4/27/2018	315975
440100	Travel-Non-training Related-Local-Mileage	0.34	VANESSA OWEN	1/2-5/11/18 MILEAGE	5/25/2018	316468
441000	Training-Individual	1.27	PACIFIC NW REGIONAL COUNCIL	REG FEE 11 EMPLOYEES	4/13/2018	315662
441000	Training-Individual	2.25	ARCHBRIGHT INC	REG FEE LILIYA SOLTYS	4/20/2018	315795
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	MARCH 2018 SVCS	4/20/2018	315844
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	APRIL 2018 CHGS	5/18/2018	316330
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT GATEWAY CHARGE	4/20/2018	315876
490002	Other Admin Exp-Direct Financing Charges	0.32	NEOFUNDS BY NEOPOST	POSTAGE	5/11/2018	316225
491000	Admin Exp-Criminal/Background Checks	0.01	DEPARTMENT OF LICENSING	BACKGROUND CHECK	4/20/2018	315780
491000	Admin Exp-Criminal/Background Checks	5.73	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/11/2018	316163
491000	Admin Exp-Criminal/Background Checks	7.66	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/13/2018	315673
491000	Admin Exp-Criminal/Background Checks	7.89	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/11/2018	316149
491000	Admin Exp-Criminal/Background Checks	7.89	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/25/2018	316401
491000	Admin Exp-Criminal/Background Checks	0.01	DEPARTMENT OF LICENSING	BACKGROUND CHECK	5/18/2018	316277
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/27/2018	315920
493000	Other Admin Exp-Postage	2.00	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENTS	4/20/2018	315755
493000	Other Admin Exp-Postage	9.14	MAIL ADVERTISING BUREAU INC	APRIL 2018 STATEMENTS	5/4/2018	316016
493000	Other Admin Exp-Postage	7.85	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENT	4/6/2018	315526
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	5/11/2018	316225
493000	Other Admin Exp-Postage	4.95	NEOFUNDS BY NEOPOST	POSTAGE	4/20/2018	315860
493100	Other Admin Exp-Mail Handling	3.63	MAIL ADVERTISING BUREAU INC	APRIL 2018 STATEMENTS	5/4/2018	316016

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2018 TO 5/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	3.19	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENT	4/6/2018	315526
493100	Other Admin Exp-Mail Handling	3.74	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENTS	4/20/2018	315755
520104	Social Service Interpretation	1.44	LANGUAGE LINE SVCS, INC	INTERPRETATION	5/18/2018	316268
520104	Social Service Interpretation	0.70	LANGUAGE LINE SVCS, INC	INTERPRETATION	4/20/2018	315763
620011	Occup Exp-Maint Fire/Safety	95.00	JOHNSON CONTROLS FIRE PROTECTION	FIRE EXT MAINT	5/4/2018	316013
620011	Occup Exp-Maint Fire/Safety	55.00	JOHNSON CONTROLS FIRE PROTECTION	MAINT FIRE EXT	5/4/2018	316013
620011	Occup Exp-Maint Fire/Safety	55.00	JOHNSON CONTROLS FIRE PROTECTION	FIRE EXT MAINT	5/4/2018	316013
660000	Occup Exp-Utilities-Water	104.03	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	103.26	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	156.94	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	118.78	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	65.61	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	138.47	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	99.11	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	108.14	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	83.73	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	83.73	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	133.54	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	163.06	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	122.77	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	142.30	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	93.49	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660000	Occup Exp-Utilities-Water	79.43	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	143.38	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	128.62	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	182.73	PUBLIC UTILITY DISTRICT #1	WATER	5/25/2018	316445
660000	Occup Exp-Utilities-Water	78.85	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660100	Occup Exp-Utilities-Sewer	263.10	CITY OF SEDRO WOOLLEY	SEWER	5/11/2018	316194
660100	Occup Exp-Utilities-Sewer	394.38	CITY OF SEDRO WOOLLEY	SEWER	5/11/2018	316194
660100	Occup Exp-Utilities-Sewer	657.34	CITY OF SEDRO WOOLLEY	SEWER	4/13/2018	315700
660100	Occup Exp-Utilities-Sewer	263.10	CITY OF SEDRO WOOLLEY	SEWER	4/13/2018	315700
660100	Occup Exp-Utilities-Sewer	394.38	CITY OF SEDRO WOOLLEY	SEWER	4/13/2018	315700
660100	Occup Exp-Utilities-Sewer	657.31	CITY OF SEDRO WOOLLEY	SEWER	5/11/2018	316194
660200	Occup Exp-Utilities-Electricity	74.82	PUGET SOUND ENERGY-BOT-01H	ELEC	4/27/2018	315957
660200	Occup Exp-Utilities-Electricity	41.51	PUGET SOUND ENERGY-BOT-01H	ELEC	4/27/2018	315957
660200	Occup Exp-Utilities-Electricity	40.36	PUGET SOUND ENERGY-BOT-01H	ELEC	4/27/2018	315957

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2018 TO 5/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660300	Occup Exp-Utilities-Natural Gas	65.61	CASCADE NATURAL GAS CO	GAS	5/11/2018	316185
660300	Occup Exp-Utilities-Natural Gas	136.46	CASCADE NATURAL GAS CO	GAS	4/20/2018	315821
660500	Occup Exp-Utilities-Surface Water Mgmt	32.50	CITY OF SEDRO WOOLLEY	STORM	5/11/2018	316194
660500	Occup Exp-Utilities-Surface Water Mgmt	21.68	CITY OF SEDRO WOOLLEY	STORM	5/11/2018	316194
660500	Occup Exp-Utilities-Surface Water Mgmt	54.17	CITY OF SEDRO WOOLLEY	STORM	5/11/2018	316194
660500	Occup Exp-Utilities-Surface Water Mgmt	21.68	CITY OF SEDRO WOOLLEY	STORM	4/13/2018	315700
660500	Occup Exp-Utilities-Surface Water Mgmt	54.18	CITY OF SEDRO WOOLLEY	STORM	4/13/2018	315700
660500	Occup Exp-Utilities-Surface Water Mgmt	32.50	CITY OF SEDRO WOOLLEY	STORM	4/13/2018	315700
660700	Occup Exp-Utilities-Garbage	144.22	CITY OF SEDRO WOOLLEY	GARBAGE	4/13/2018	315700
660700	Occup Exp-Utilities-Garbage	144.22	CITY OF SEDRO WOOLLEY	GARBAGE	5/11/2018	316194
660700	Occup Exp-Utilities-Garbage	20.47	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/11/2018	316140
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/11/2018	316140
660700	Occup Exp-Utilities-Garbage	138.23	CITY OF SEDRO WOOLLEY	GARBAGE	4/13/2018	315700
660700	Occup Exp-Utilities-Garbage	25.81	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/11/2018	316140
660700	Occup Exp-Utilities-Garbage	138.23	CITY OF SEDRO WOOLLEY	GARBAGE	5/11/2018	316194
660700	Occup Exp-Utilities-Garbage	405.64	CITY OF SEDRO WOOLLEY	GARBAGE	4/13/2018	315700
660700	Occup Exp-Utilities-Garbage	427.18	CITY OF SEDRO WOOLLEY	GARBAGE	5/11/2018	316194
	<b>TOTAL CEDAR GROVE</b>	<b>7,577.87</b>				
<b>HILLSVIEW</b>						
410000	Admin Supplies	5.39	COMPLETE OFFICE	STAMP PAD	5/25/2018	316436
410000	Admin Supplies	9.57	COMPLETE OFFICE	OFFICE SUPPLIES	5/18/2018	316303
410000	Admin Supplies	0.29	CANON SOLUTIONS AMERICA INC	SN RZJ27626	5/25/2018	316489
410000	Admin Supplies	3.34	COMPLETE OFFICE	OFFICE SUPPLIES	4/13/2018	315688
410000	Admin Supplies	157.15	COMPLETE OFFICE	OFFICE SUPPLIES	4/13/2018	315688
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/27/2018	315993
411101	Comp Equip-Software	1.63	TROY MOBILITY INC	SUBSCRIPTION LICENSE 1 YEAR	4/27/2018	315995
411102	Comp Equip-Hardware Maintenance	21.19	INTEGRATED ARCHIVE SYSTEMS	SUPPORT RENEWAL	4/27/2018	315972
411103	Comp Equip-Software Maintenance	4.90	TROY MOBILITY INC	SUBSCRIPTION LICENSE 1 YEAR	4/27/2018	315995
420000	Professional Services-Legal	77.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/25/2018	316385
420000	Professional Services-Legal	902.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	4/27/2018	315899
420908	Professional Services-Comps	2.32	HYLAND SOFTWARE, INC	CONSULTING	4/13/2018	315710
420908	Professional Services-Comps	11.32	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/11/2018	316207
420908	Professional Services-Comps	17.76	CERIUM NETWORKS INC	UPGRADE SKYPE	5/25/2018	316474
421904	Admin Cloud Recovery Services	21.08	NET2VAULT LLC	DISASTER RECOVERY SVCS APRIL 2018	5/4/2018	316101
421904	Admin Cloud Recovery Services	19.43	NET2VAULT LLC	MANAGED VAULTING MARCH 2018	4/13/2018	315727
440100	Travel-Non-training Related-Local-Mileage	219.07	KIMBERLY SAYAVONG	3/1-4/20/18 MILEAGE	4/27/2018	315975
440100	Travel-Non-training Related-Local-Mileage	3.64	MARSHA PREMEL	1/5-3/30/18 MILEAGE	4/20/2018	315846

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2018 TO 5/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Local-Mileage	1.02	VANESSA OWEN	1/2-5/11/18 MILEAGE	5/25/2018	316468
441000	Training-Individual	6.72	ARCHBRIGHT INC	REG FEE LILIYA SOLTYS	4/20/2018	315795
441000	Training-Individual	3.80	PACIFIC NW REGIONAL COUNCIL	REG FEE 11 EMPLOYEES	4/13/2018	315662
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	MARCH 2018 SVCS	4/20/2018	315844
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	APRIL 2018 CHGS	5/18/2018	316330
450002	Comm-Phones Lines-Service-Digital Voice	0.31	WEST SAFETY SVCS INC	MONTHLY MAINT GATEWAY CHARGE	4/20/2018	315876
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	MARCH 2018 SVCS	4/20/2018	315844
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	APRIL 2018 CHGS	5/18/2018	316330
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	5/11/2018	316196
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHARGES	4/13/2018	315701
490002	Other Admin Exp-Direct Financing Charges	0.96	NEOFUNDS BY NEOPOST	POSTAGE	5/11/2018	316225
491000	Admin Exp-Criminal/Background Checks	17.30	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/11/2018	316163
491000	Admin Exp-Criminal/Background Checks	23.84	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/25/2018	316401
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/27/2018	315920
491000	Admin Exp-Criminal/Background Checks	23.84	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/11/2018	316149
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BACKGROUND CHECK	5/18/2018	316277
491000	Admin Exp-Criminal/Background Checks	22.83	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/13/2018	315673
491000	Admin Exp-Criminal/Background Checks	0.03	DEPARTMENT OF LICENSING	BACKGROUND CHECK	4/20/2018	315780
493000	Other Admin Exp-Postage	5.97	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENTS	4/20/2018	315755
493000	Other Admin Exp-Postage	27.29	MAIL ADVERTISING BUREAU INC	APRIL 2018 STATEMENTS	5/4/2018	316016
493000	Other Admin Exp-Postage	14.75	NEOFUNDS BY NEOPOST	POSTAGE	4/20/2018	315860
493000	Other Admin Exp-Postage	23.44	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENT	4/6/2018	315526
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	5/11/2018	316225
493100	Other Admin Exp-Mail Handling	9.51	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENT	4/6/2018	315526
493100	Other Admin Exp-Mail Handling	11.18	MAIL ADVERTISING BUREAU INC	MARCH 2018 STATEMENTS	4/20/2018	315755
493100	Other Admin Exp-Mail Handling	10.84	MAIL ADVERTISING BUREAU INC	APRIL 2018 STATEMENTS	5/4/2018	316016
520104	Social Service Interpretation	2.09	LANGUAGE LINE SVCS, INC	INTERPRETATION	4/20/2018	315763
520104	Social Service Interpretation	4.34	LANGUAGE LINE SVCS, INC	INTERPRETATION	5/18/2018	316268
620007	Occup Exp-Maint Elevator	576.00	ELTEC SYSTEMS LLC	Q2 INSTALLMENT	5/11/2018	316235
620011	Occup Exp-Maint Fire/Safety	649.00	JOHNSON CONTROLS FIRE PROTECTION	SVC CALL	4/27/2018	315898
620011	Occup Exp-Maint Fire/Safety	3,395.00	JOHNSON CONTROLS FIRE PROTECTION	NOTIFIER FIRE ALARM	4/20/2018	315747
620011	Occup Exp-Maint Fire/Safety	685.63	JOHNSON CONTROLS FIRE PROTECTION	SERVICE CALL	4/6/2018	315522
620013	Occup Exp-Maint Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING SVCS	5/4/2018	316109
620018	Occup Exp-Maint Building Security	35.14	COMMERCIAL ENTRY SYSTEMS INC	REPAIR	4/13/2018	315663
630100	Occup Exp-Fees-Permits	141.60	DEPARTMENT OF LABOR & INDUSTRIES	RENEWAL OPERATING CERTIFICATE	4/27/2018	315900
660000	Occup Exp-Utilities-Water	1,596.78	PUBLIC UTILITY DISTRICT #1	WATER	5/18/2018	316310
660100	Occup Exp-Utilities-Sewer	3,938.15	CITY OF SEDRO WOOLLEY	SEWER	4/13/2018	315700

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2018 TO 5/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	3,938.16	CITY OF SEDRO WOOLLEY	SEWER	5/11/2018	316194
660200	Occup Exp-Utilities-Electricity	1,203.31	PUGET SOUND ENERGY-BOT-01H	ELEC	4/27/2018	315957
660500	Occup Exp-Utilities-Surface Water Mgmt	324.58	CITY OF SEDRO WOOLLEY	STORM	4/13/2018	315700
660500	Occup Exp-Utilities-Surface Water Mgmt	324.58	CITY OF SEDRO WOOLLEY	STORM	5/11/2018	316194
660700	Occup Exp-Utilities-Garbage	686.19	CITY OF SEDRO WOOLLEY	GARBAGE	4/13/2018	315700
660700	Occup Exp-Utilities-Garbage	675.43	CITY OF SEDRO WOOLLEY	GARBAGE	5/11/2018	316194
	<b>TOTAL HILLSVIEW</b>	<b>20,381.23</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>27,959.10</b>				

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## SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners

**FROM:** Bill Cook

**DATE:** April 12, 2018

**RE:** **Resolution No. 460:** Changes to the Sedro-Woolley Housing Authority's (SWHA's) Admissions and Continued Occupancy Policy (ACOP) Exhibit E – Income Limits

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Attached is the revised Exhibit E of the ACOP. The Department of Housing and Urban Development (HUD) usually adjusts these income limits on a yearly basis.

The HUD income limits that went into effect April 1, 2018 have been slightly increased for Skagit County.

**THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON**  
**Public Housing Program**

**Skagit County**  
**INCOME LIMITS**

**Effective April 1, 2018**

<b>Family Composition</b>	<b>30% of Median</b>	<b>50% of Median</b>	<b>80% of Median</b>
<b>1 Person</b>	<b>\$14,550</b>	<b>\$24,200</b>	<b>\$38,750</b>
<b>2 Person</b>	<b>\$16,600</b>	<b>\$27,650</b>	<b>\$38,750</b>
<b>3 Person</b>	<b>\$20,780</b>	<b>\$31,100</b>	<b>\$49,800</b>
<b>4 Person</b>	<b>\$25,100</b>	<b>\$34,550</b>	<b>\$55,300</b>
<b>5 Person</b>	<b>\$29,420</b>	<b>\$37,350</b>	<b>\$59,750</b>
<b>6 Person</b>	<b>\$33,740</b>	<b>\$40,100</b>	<b>\$64,150</b>
<b>7 Person</b>	<b>\$38,060</b>	<b>\$42,850</b>	<b>\$68,600</b>
<b>8 Person</b>	<b>\$42,380</b>	<b>\$45,650</b>	<b>\$73,000</b>

**ASSET LIMITS**

**Effective January 19, 1996**

Included in the eligibility income is the dollar amount derived from assets. **If the assets exceed \$5,000**, the eligibility income would include the income derived from the assets or 2.0% of the total family assets, whichever is greater.

**THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY**

**RESOLUTION NO. 460**

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND  
CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO INCOME LIMITS**

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**WHEREAS**, the Public Housing Program is administered within previously adopted program guidelines known as the Public Housing Admissions and Continued Occupancy Policy (herein called the “ACOP”); and,

**WHEREAS**, the Department of Housing and Urban Development (HUD) each year updates the income limits for program participants; and,

**WHEREAS**, Board approval of revised operational policies and procedures is required before KCHA can implement such changes; and,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY; THAT:**

- (1.)** The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached; and
- (2.)** Authorizes the Housing Authority to take the necessary steps to implement these revisions effective April 1, 2018.

**ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 19<sup>th</sup> DAY OF APRIL 2018.**

**THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY, WASHINGTON**

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**Laurie Fellers, Chairwoman**  
Board of Commissioners

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**STEPHEN J. NORMAN**  
Secretary-Treasurer

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**To:** The Board of Commissioners  
**Date:** April 4, 2018  
**From:** Jeff Friend, Financial Reporting Manager  
**Subject:** February 2018 Financial Report

Attached for your review is an unaudited year-to-date financial report as of February 28, 2018. 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 2.6% over budget and 4.6% under budget, respectively.

Operating Revenue Variances			Operating Expense Variances		
	Variance (\$)	Variance (%)		\$ Var	% Var
Dwell Rent	\$ 1,194	3.7%	Salaries, Wages & Benefits	\$ (3,456)	-13.0%
Operating Fund Subsidy	1,007	2.4%	Occupancy Expenses	2,425	8.6%
Other Misc. Income	(245)	-37.7%	Admin Support Expenses	(2,336)	-14.2%
	\$ 1,956	2.6%	Other Misc. Expenses	37	3.0%
				\$ (3,330)	-4.6%

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

**Operating Revenue and Expense:** Year-to-date Operating Revenues are very close to target. Salaries, Wages, and Benefits are under budget. Current staff assigned to Hillsvew 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. Occupancy expenses are over target due to an unbudgeted, playground slide replacement at Cedar Grove. Administrative Support Expenses are under target as a lead based paint inspection that began in January was budgeted evenly throughout the year but had yet to be billed to the Authority.

**Non-Operating Revenue and Expense:** Non-operating revenues are over target as three unit upgrades were budgeted evenly throughout the year but one was already completed through February resulting in a higher than budgeted capital grant draw.

**Working Capital:** The year-to-date working capital balance is \$242,586; the equivalent of approximately 7 months of operating expenses.

**Housing Authority of the City of Sedro-Woolley**  
**Statements of Financial Position**  
For the Period Ended 02/28/2018

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
<b>Working Capital Assets</b>			
Cash-Unrestricted	\$ 102,048	\$ 196,850	\$ 298,898
Accounts Receivables	2,846	21,040	23,886
Prepaid Assets & Inventory	1,781	4,816	6,597
<b>Total Working Capital Assets</b>	<u>106,675</u>	<u>222,706</u>	<u>329,381</u>
<b>Liabilities Offsetting Working Capital Assets</b>			
Accounts Payable	(19,179)	(56,465)	(75,644)
Payroll Liabilities	(3,163)	(7,988)	(11,151)
<b>Total Offsetting Liabilities</b>	<u>(22,342)</u>	<u>(64,453)</u>	<u>(86,795)</u>
<b>Working Capital</b>	<u>84,333</u>	<u>158,253</u>	<u>242,586</u>
<b>Other Assets</b>			
Cash-Restricted	3,800	5,376	9,176
Capital Assets	418,294	1,408,434	1,826,728
Work-in-Process	2,017	3,600	5,617
<b>Total Other Assets</b>	<u>424,111</u>	<u>1,417,410</u>	<u>1,841,521</u>
<b>TOTAL ASSETS (net of WC offsets)</b>	<u>\$ 508,444</u>	<u>\$ 1,575,663</u>	<u>\$ 2,084,107</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Other Liabilities</b>			
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>
<b>Equity</b>			
Equity	504,633	1,570,268	2,074,901
	<u>504,633</u>	<u>1,570,268</u>	<u>2,074,901</u>
<b>TOTAL LIAB &amp; EQ (net of curr liab)</b>	<u>\$ 508,444</u>	<u>\$ 1,575,663</u>	<u>\$ 2,084,107</u>

**Housing Authority of the City of Sedro-Woolley  
Working Capital Budget vs. Actual Report  
For the Period Ended 02/28/2018**

	Actuals Through 02/28/2018	Budget Through 02/28/2018	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2018 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
<b>Revenues</b>							
Tenant Revenue	\$ 33,485	\$ 32,291	\$ 1,194	3.7%	\$ 193,750	\$ 160,265	17.3%
Operating Fund Subsidy from HUD	43,497	42,490	1,007	2.4%	254,938	211,441	17.1%
Other Operating Revenue	405	650	(245)	(37.7%)	3,895	3,490	10.4%
Non-operating Revenue	23,374	19,768	3,606	18.2%	118,607	95,233	19.7%
<b>Total Revenues</b>	<b>100,761</b>	<b>95,199</b>	<b>5,562</b>	<b>5.8%</b>	<b>571,190</b>	<b>470,429</b>	<b>17.6%</b>
<b>Expenses</b>							
Salaries & Benefits	23,065	26,521	(3,456)	(13.0%)	169,789	146,724	13.6%
Routine Maintenance, Utilities, Taxes & Insurance	30,479	28,054	2,425	8.6%	182,419	151,940	16.7%
Other Social Service Support Expenses & HAP	1,261	1,224	37	3.0%	7,950	6,689	15.9%
Administrative Support Expenses	14,115	16,451	(2,336)	(14.2%)	107,820	93,705	13.1%
Non-operating Expenses	0	0	0	n/m	0	0	n/m
<b>Total Expenses</b>	<b>68,920</b>	<b>72,250</b>	<b>(3,330)</b>	<b>(4.6%)</b>	<b>467,978</b>	<b>399,058</b>	<b>14.7%</b>
<b>Net Income</b>	<b>31,841</b>	<b>22,949</b>	<b>8,892</b>	<b>38.7%</b>	<b>103,212</b>	<b>71,371</b>	<b>30.9%</b>
<b>Other Sources/(Uses) of Working Capital</b>							
Acquisition of Capital Assets	(22,736)	(17,203)	(5,533)	32.2%	(103,211)	(80,475)	22.0%
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(22,736)</b>	<b>(17,203)</b>	<b>(5,533)</b>	<b>32.2%</b>	<b>(103,211)</b>	<b>(80,475)</b>	<b>22.0%</b>
<b>Net Change in Working Capital</b>	<b>\$ 9,105</b>	<b>\$ 5,746</b>	<b>\$ 3,359</b>	<b>58.5%</b>	<b>\$ 1</b>	<b>\$ (9,104)</b>	<b>910497.0%</b>
Working Capital, 12/31/2017	233,481						
<b>Working Capital, 02/28/2018</b>	<b>\$ 242,586</b>						

1) Three unit upgrades were budgeted evenly throughout the year. As of February, one unit upgrade was completed resulting in higher than budgeted CFP grant draws. Upgrades are dependent upon unit availability.



# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**To:** The Board of Commissioners  
**Date:** May 23, 2018  
**From:** Jeff Friend, Financial Reporting Manager  
**Subject:** April 2018 Financial Report

Attached for your review is an unaudited year-to-date financial report as of April 30, 2018. 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 8.3% and 1.5% over budget, respectively.

### Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ 2,182	3.4%
Operating Fund Subsidy	11,170	13.1%
Other Misc. Income	(845)	-65.1%
	\$ 12,507	8.3%

### Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (8,012)	-15.1%
Occupancy Expenses	4,657	8.1%
Admin Support Expenses	5,632	17.2%
Other Misc. Expenses	(22)	-0.9%
	\$ 2,255	1.5%

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

**Operating Revenue:** Year-to-date Operating Revenues are over target as actual Operating Fund Subsidy eligibility is higher than anticipated in the budget. Through April, HUD has used a proration of 90%, matching budget projections. Beginning in May, HUD increased the prorate to 93.28%.

**Operating Expense:** Salaries, Wages, and Benefits are under budget. Current staff assigned to Hillside and Cedar Grove have fewer dependents than average; therefore, the medical benefit costs are lower. Also, due to a region-wide reorganization, fewer personnel are currently being charged to the SWHA, although this will likely change as the reorganization progresses. Occupancy expenses are over target as the Authority was billed in April for an annual fire alarm, sprinkler, and backflow service that was budgeted and completed in 2017. Administrative Support Expenses are over target as a lead based paint inspection that began in January was budgeted evenly throughout the year but was fully billed to the Authority in March.

**Non-Operating Revenue and Expense:** Non-operating revenues are over target due to funding draws required to pay for repairs to sidewalks, patios and parking lots.

**Working Capital:** The year-to-date working capital balance is \$249,821; the equivalent of approximately 7 months of operating expenses.

**Housing Authority of the City of Sedro-Woolley**  
**Statements of Financial Position**  
For the Period Ended 04/30/2018

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
<b>Working Capital Assets</b>			
Cash-Unrestricted	\$ 96,544	\$ 201,633	\$ 298,177
Accounts Receivables	4,524	4,271	8,795
Prepaid Assets & Inventory	1,307	3,695	5,002
Total Working Capital Assets	<u>102,375</u>	<u>209,599</u>	<u>311,974</u>
<b>Liabilities Offsetting Working Capital Assets</b>			
Accounts Payable	(12,520)	(38,482)	(51,002)
Payroll Liabilities	<u>(3,163)</u>	<u>(7,988)</u>	<u>(11,151)</u>
Total Offsetting Liabilities	<u>(15,683)</u>	<u>(46,470)</u>	<u>(62,153)</u>
Working Capital	<u>86,692</u>	<u>163,129</u>	<u>249,821</u>
<b>Other Assets</b>			
Cash-Restricted	3,800	5,451	9,251
Capital Assets	413,651	1,396,596	1,810,247
Work-in-Process	13,181	12,244	25,425
Total Other Assets	<u>430,632</u>	<u>1,414,291</u>	<u>1,844,923</u>
<b>TOTAL ASSETS (net of WC offsets)</b>	<b><u>\$ 517,324</u></b>	<b><u>\$ 1,577,420</u></b>	<b><u>\$ 2,094,744</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Other Liabilities</b>			
Deferrals-Related to Restr Cash	\$ 3,900	\$ 5,450	\$ 9,350
Debt	11	21	32
	<u>3,911</u>	<u>5,471</u>	<u>9,382</u>
<b>Equity</b>			
Equity	<u>513,413</u>	<u>1,571,949</u>	<u>2,085,362</u>
	<u>513,413</u>	<u>1,571,949</u>	<u>2,085,362</u>
<b>TOTAL LIAB &amp; EQ (net of curr liab)</b>	<b><u>\$ 517,324</u></b>	<b><u>\$ 1,577,420</u></b>	<b><u>\$ 2,094,744</u></b>

**Housing Authority of the City of Sedro-Woolley  
Working Capital Budget vs. Actual Report  
For the Period Ended 04/30/2018**

	Actuals Through 04/30/2018	Budget Through 04/30/2018	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2018 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget	
<b>Revenues</b>								
Tenant Revenue	\$ 66,766	\$ 64,584	\$ 2,182	3.4%	\$ 193,750	\$ 126,984	34.5%	
Operating Fund Subsidy from HUD	96,149	84,979	11,170	13.1%	254,938	158,789	37.7%	(1)
Other Operating Revenue	453	1,298	(845)	(65.1%)	3,895	3,442	11.6%	
Non-operating Revenue	45,831	39,534	6,297	15.9%	118,607	72,776	38.6%	(2)
<b>Total Revenues</b>	<b>209,199</b>	<b>190,395</b>	<b>18,804</b>	<b>9.9%</b>	<b>571,190</b>	<b>361,991</b>	<b>36.6%</b>	
<b>Expenses</b>								
Salaries & Benefits	45,030	53,042	(8,012)	(15.1%)	169,789	124,759	26.5%	(3)
Routine Maintenance, Utilities, Taxes & Insurance	61,932	57,275	4,657	8.1%	182,419	120,487	34.0%	
Other Social Service Support Expenses & HAP	2,528	2,550	(22)	(0.9%)	7,950	5,422	31.8%	
Administrative Support Expenses	38,443	32,811	5,632	17.2%	107,820	69,377	35.7%	(4)
Non-operating Expenses	0	0	0	n/m	0	0	n/m	
<b>Total Expenses</b>	<b>147,933</b>	<b>145,678</b>	<b>2,255</b>	<b>1.5%</b>	<b>467,978</b>	<b>320,045</b>	<b>31.6%</b>	
<b>Net Income</b>	<b>61,266</b>	<b>44,717</b>	<b>16,549</b>	<b>37.0%</b>	<b>103,212</b>	<b>41,946</b>	<b>59.4%</b>	
<b>Other Sources/(Uses) of Working Capital</b>								
Acquisition of Capital Assets	(44,477)	(34,403)	(10,074)	29.3%	(103,211)	(58,734)	43.1%	(2)
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(44,377)</b>	<b>(34,403)</b>	<b>(9,974)</b>	<b>29.0%</b>	<b>(103,211)</b>	<b>(58,834)</b>	<b>43.0%</b>	
<b>Net Change in Working Capital</b>	<b>\$ 16,889</b>	<b>\$ 10,314</b>	<b>\$ 6,575</b>	<b>63.7%</b>	<b>\$ 1</b>	<b>\$ (16,888)</b>	<b>1688890.0%</b>	
Working Capital, 12/31/2017	232,932							
<b>Working Capital, 04/30/2018</b>	<b>\$ 249,821</b>							

- 1) Expenses that are included as part of the HUD subsidy calculation were greater than budget estimates resulting in a higher level of operating subsidy.
- 2) Due to unbudgeted work on sidewalks, patios, and parking lots costing \$23K funded with the CFP grant. This variance was offset as unit upgrade expenses were less than anticipated in the budget. Upgrades are dependent upon unit availability.
- 3) Unfilled Assistant Manager position. Also, due to change in Manager's cost distribution from 30% to 10% for Sedro.
- 4) 10K was budgeted for lead based paint inspection service evenly throughout the year. However, actual invoice totaling \$8k was paid in March.

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**HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY  
INTEROFFICE MEMORANDUM**

**TO:** THE BOARD OF COMMISSIONERS, HOUSING AUTHORITY OF  
THE CITY OF SEDRO-WOOLLEY

**FROM:** LINDA RILEY, CONTROLLER



**SUBJECT:** FIRST QUARTER SEDRO-WOOLLEY WRITE-OFFS FOR 2018

The Housing Authority of the City of Sedro-Woolley wrote-off one account for the first quarter of 2018 in the amount of \$482.32. The same period last year had nothing written off.

Below is a detail of the write-offs and a three-year comparison of the net write-offs and net collections.

<b>VACATED CHARGES:</b>		
Rent Owing in Vacate Month		\$206.32
Balance Forward to Vacated Month		276.00
Damages & Cleaning		75.00
Paper Service & Court Costs		0.00
Miscellaneous Charges		0.00
Total Charges		557.32
<b>CREDITS:</b>		
Security Deposits		(75.00)
Misc./Credit		0.00
Total Credits		(75.00)
<b>TOTAL OF ACCOUNTS</b>		<b>\$482.32</b>

Fiscal Year	NET WRITE-OFFS		
	2018	2017	2016
1st Quarter	482.32	0.00	0.00
2nd Quarter		0.00	0.00
3rd Quarter		0.00	0.00
4th Quarter		0.00	2,978.76
<b>TOTAL</b>	482.32	0.00	2,978.76

Fiscal Year	NET COLLECTIONS		
	2018	2017	2016
1st Quarter	0.00	0.00	0.00
2nd Quarter		0.00	0.00
3rd Quarter		0.00	0.00
4th Quarter		0.00	0.00
<b>TOTAL</b>	0.00	0.00	0.00

WRITE-OFFS

**SEDRO-WOOLLEY - FISCAL YEAR 2018**  
**1ST QUARTER - JAN - MAR 2018**

TENANT'S NAME	MONTHLY RENT	RENT BAL FWD TO VAC MONTH	RENT OWING IN VAC MONTH	CLEANING & DAMAGES	LEGAL PAPERS	MISC. CHARGES	SEC. DEPOSIT	MISC. CR/CHG	NET WRITE-OFF
Hopfield, Linda		276.00	206.32	75.00	0.00	0.00	(75.00)	0.00	482.32
		276.00	206.32	75.00	0.00	0.00	(75.00)	0.00	482.32

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### February and March 2018

#### Vacancy Report

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

#### Average Unit Turnover Rates

The current Unit Turnover Rate (UTO) is 5 days.

- One Hillsview unit was upgraded and housed in February.

#### Current Applications of Wait List as of April 1, 2018

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	100	79	58	158

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	100	19	119
3 Bedrooms	67	2	69
4 Bedrooms	6	0	4
Total	173	21	194

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	57	68	6	1	0	132
Cedar Grove I	5	7	1	0	0	13
Cedar Grove II	6	5	2	0	0	13
Cedar Grove III	5	1	0	0	0	6
Total	73	81	9	1	0	164

#### Resident Functions

A resident “coffee hour” was held in the Hillsview community room on March 14, 2018. Approximately 25% of residents attended this event. We have received feedback from residents that they would like another event.

#### Staffing

We are 100% staffed in Sedro-Woolley.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### Previous Meeting Concerns

- None.

### Resident Issues

- None.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### April and May 2018

#### Vacancy Report

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

#### Average Unit Turnover Rates

The current Unit Turnover Rate (UTO) is 5 days.

- There is one vacant unit at Hillsview; they turned their keys in at the end of month and it is a site turn.
- There is one 4 bedroom unit at Cedar Grove I on notice to move the beginning of June. It was previously upgraded in October and will be a site turn.

#### Current Applications of Wait List as of May 31, 2018

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	104	84	61	165

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	107	19	126
3 Bedrooms	68	4	72
4 Bedrooms	0	0	0
<b>Total</b>	<b>175</b>	<b>23</b>	<b>198</b>

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	38	27	6	0	0	71
Cedar Grove I	5	14	0	0	0	19
Cedar Grove II	5	7	1	0	0	13
Cedar Grove III	5	3	0	0	0	8
<b>Total</b>	<b>53</b>	<b>51</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>111</b>

#### Resident Functions

The next resident “coffee hour” at the Hillsview community room is scheduled for July 12<sup>th</sup>, 2018.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Staffing**

The property management portfolio, which Sedro Woolley is a part of, is taking on additional properties. As a result, the property manager was promoted to Senior Property Manager and an assistant manager will be hired.

### **Previous Meeting Concerns**

- None.

### **Resident Issues**

- Hillsvievw
  - The resident we served a summons and complaint for nonpayment of rent has paid in full.

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## SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Nikki Parrot, Director of Capital Construction & Weatherization  
**DATE:** April 12, 2018  
**RE:** **Capital Construction Report**

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### 2018 Capital Work Plan

#### *Hillsview & Cedar Grove Apartments*

The schedule for 2018 capital work is summarized below.

Bid Advertised	Late April
Bid Opening	Mid-May
Construction Start	Mid-June
Estimated Completion	End July

As reported in February, work will take place at both Hillsview and Cedar Grove Apartments and will include: 1) replacing the broken panels of public sidewalk at Hillsview; 2) replacing broken sections of sidewalk, rear patios, patio stoops and rear walkways at all Cedar Grove properties; 3) selectively repairing broken curbs and failing asphalt sections, seal coating all parking areas, striping parking stalls and painting curb sections at all Cedar Grove properties; and, 4) repairing failing caps and providing new steel supports for gates on trash enclosures at all Cedar Grove properties.