

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, August 16, 2018

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 21, 2018 Board of Commissioners' Meeting Minutes
- V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report June 1, 2018 to July 31, 2018 2
- VI. Reports
 - A. Financial Report for June 2018 3
 - B. Housing Management Report for June and July 2018 4
- VII. New Business
- VIII. Adjournment

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

Thursday, June 21, 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, June 21, 2018, at Hillsview 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. **Public Comment**

Resident, Rebecca Bauhs provided public comment.

IV. **Approval of Minutes**

A. April 19, 2018 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 April 19, 2018.

V. **Item for Discussion & Approval**

A. Approval of Voucher Report February 1, 2018 to May 31, 2018

All questions raised by the Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Kacy Johnson; the board unanimously approved the Voucher Report for February 1, 2018 to March 31, 2018.

B. Approval of Voucher Report April 1, 2018 to May 31, 2018

All questions raised by the Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of the minutes, seconded by Commissioner Kacy Johnson; the board unanimously approved the Voucher Report for April 1, 2018 to May 31, 2018.

C. Resolution No. 460: Changes to the Sedro-Wooley Housing Authority's Admissions and continued Occupancy Policy

Commissioner Kacy Johnson moved for approval of the Resolution, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 460.

VI. Reports

- A. Financial Report for February & April 2018
Craig Violante, Director of Finance, briefed the Board on the Financial Reports for February and April, as contained in the meeting packet.
- B. First Quarter Write-Offs
Craig Violante also provided an overview of the Write-Offs for the first quarter 2018.
- C. Housing Management Report for February/March 2018 & April/May 2018
Kimberly Sayavong, Property Manager presented the Housing Management Reports as contained in the meeting packet.
- D. Construction Update
A construction update/report was included in the meeting packet.

VII. New Business

- A. An announcement was made for the upcoming resident coffee hour event.
- B. Commissioners' and staff were informed of the resignation by Commissioner Thalia Honea. Mayor Julia Johnson was also present at the meeting and noted that the vacancy is to be filled by confirmation through Sedro-Woolley City Council. Mayor Johnson mentioned that her staff will be reaching out and working with the Housing Authority staff to fill the vacancy as soon as possible.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:24 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 6, 2018
RE: Approval of Vouchers June 1, 2018 to July 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
August 6, 2018

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	8,988.77
Directly to Hillsview	16,920.71
Total Expenditures	<u><u>\$25,909.48</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2018 TO 7/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
409003	Benefits-Uniforms	46.50	ADPRO LLC	SEDRO WORK CLOTHES	6/15/2018	316777
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	LEASE	6/29/2018	317122
410000	Admin Supplies	14.25	COMPLETE OFFICE	OFFICE SUPPLIES	7/20/2018	317422
410000	Admin Supplies	0.06	CANON SOLUTIONS AMERICA INC	LEASE	7/27/2018	317629
411101	Comp Equip-Software	2.10	RIGHT! SYSTEMS INC	CITRIX	6/15/2018	316835
411101	Comp Equip-Software	11.05	UNIT 4 BUSINESS SOFTWARE	LICENSE SALES	7/6/2018	317183
411101	Comp Equip-Software	6.05	HYLAND SOFTWARE, INC	INTEGRATION DOCUSIGN	7/27/2018	317593
411102	Comp Equip-Hardware Maint	2.60	CERIUM NETWORKS INC	SUPPORT RENEWAL 2018	7/20/2018	317460
411103	Comp Equip-Software Maint	1.48	RIGHT! SYSTEMS INC	CITRIX	6/15/2018	316835
411103	Comp Equip-Software Maint	2.77	VIPRE SECURITY	EMAIL SECURITY SUB RENEWAL 1 YEAR	6/22/2018	316921
411103	Comp Equip-Software Maint	45.25	TENMAST SOFTWARE COMPANY	11/1/2017-10/31/18 UPDATE AND RENEWAL	6/29/2018	317093
411103	Comp Equip-Software Maint	3.73	CDW/Comp CENTERS INC	Comp SUPPLIES	7/6/2018	317156
411103	Comp Equip-Software Maint	0.37	CDW/Comp CENTERS INC	Comp SUPPLIES	7/20/2018	317388
411103	Comp Equip-Software Maint	0.60	HYLAND SOFTWARE, INC	INTEGRATION DOCUSIGN	7/27/2018	317593
411901	Equip-Other-Leased/Rented	0.82	MAILFINANCE INC	MAILING MACHINE IM350	6/8/2018	316705
420000	Professional Services-Legal	115.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/6/2018	317144
420908	Professional Services-Comps	0.46	RIGHT! SYSTEMS INC	ENGR SYST SENG	6/15/2018	316835
420908	Professional Services-Comps	1.74	HYLAND SOFTWARE, INC	AC CONSULTING	6/22/2018	316964
420908	Professional Services-Comps	0.91	UNIT 4 BUSINESS SOFTWARE	LICENSE SALES	7/6/2018	317183
420908	Professional Services-Comps	1.22	HYLAND SOFTWARE, INC	CONSULTING	7/20/2018	317443
421904	Admin Contracts- Cloud Recovery Services	7.14	NET2VAULT LLC	MANAGED VAULTING MAY 2018	6/8/2018	316704
421904	Admin Contracts- Cloud Recovery Services	7.18	NET2VAULT LLC	MANAGED VAULTING JUNE 2018	7/20/2018	317469
440000	Travel-Training Related-Local-Mileage	0.07	AMANDA KLECAN	1/22-6/11/8 MILEAGE	6/15/2018	316840
440100	Travel-Non-training Related-Local-Mileage	0.26	AMANDA KLECAN	1/22-6/11/8 MILEAGE	6/15/2018	316840
440100	Travel-Non-training Related-Local-Mileage	1.09	MARSHA PREMEL	4/6-6/29/18 MILEAGE	7/6/2018	317213
440100	Travel-Non-training Related-Local-Mileage	23.16	ALICIA WHEATLEY	6/21/18 MILEAGE	7/6/2018	317247
440100	Travel-Non-training Related-Local-Mileage	60.14	KIMBERLY SAYAVONG	5/1-6/28/18 MILEAGE	7/20/2018	317449
441000	Training-Individual	1.77	ARCHBRIGHT INC	REG FEE LILIYA SOLTYS	7/20/2018	317405
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	MAY 2018 CHGS	6/22/2018	316966
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	JUNE 2018 SVCS	7/20/2018	317444
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	6/1/2018	316589
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT CHG	7/20/2018	317479
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGES	7/27/2018	317628
491000	Admin Exp-Criminal/Background Checks	6.74	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/15/2018	316783
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	6/15/2018	316763
491000	Admin Exp-Criminal/Background Checks	7.03	WASHINGTON STATE PATROL	BACKGROUND CHECK MAY 2018	6/22/2018	316910
491000	Admin Exp-Criminal/Background Checks	4.95	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	7/13/2018	317287
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BACKGROUND CHECK	7/20/2018	317392

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2018 TO 7/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	7.89	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/20/2018	317391
493000	Other Admin Exp-Postage	9.05	MAIL ADVERTISING BUREAU INC	MAY 2018 STATEMENTS	6/8/2018	316610
493000	Other Admin Exp-Postage	9.02	MAIL ADVERTISING BUREAU INC	JUNE 2018 STATEMENTS	7/13/2018	317257
493000	Other Admin Exp-Postage	4.77	NEOFUNDS BY NEOPOST	7900011000255375 POSTAGE	7/13/2018	317350
493100	Other Admin Exp-Mail Handling	11.45	MAIL ADVERTISING BUREAU INC	MAY 2018 STATEMENTS	6/8/2018	316610
493100	Other Admin Exp-Mail Handling	14.36	MAIL ADVERTISING BUREAU INC	JUNE 2018 STATEMENTS	7/13/2018	317257
520104	Social Service Contracts-Interpretation	2.07	LANGUAGE LINE SVCS, INC	INTERPRETATION	6/22/2018	316900
520104	Social Service Contracts-Interpretation	2.29	LANGUAGE LINE SVCS, INC	INTERPRETATION	7/20/2018	317383
620013	Occup Exp-Maint Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	FEB 2018 LANDSCAPING	6/15/2018	316863
620013	Occup Exp-Maint Yard/Garden/Landscaping	363.90	WHIRLWIND CLEAN & GREEN	MARCH 2018 LANDSCAPING	6/15/2018	316863
620013	Occup Exp-Maint Yard/Garden/Landscaping	161.81	WHIRLWIND CLEAN & GREEN	MARCH 2018 LANDSCAPING	6/15/2018	316863
620013	Occup Exp-Maint Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING SVCS	6/29/2018	317121
620017	Occup Exp-Maint Contracts-Cleaning	165.00	PROFESSIONAL CARPET CLEANERS	CARPET CLEANING #820	6/15/2018	316876
660000	Occup Exp-Utilities-Water	60.69	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	138.47	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	163.06	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	93.49	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	137.42	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	108.14	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	75.75	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	108.14	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	113.87	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	137.42	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	78.85	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	93.49	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	99.11	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	99.11	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	118.78	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	76.31	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	79.43	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660000	Occup Exp-Utilities-Water	128.62	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660100	Occup Exp-Utilities-Sewer	394.38	CITY OF SEDRO WOOLLEY	SEWER	6/8/2018	316667
660100	Occup Exp-Utilities-Sewer	657.34	CITY OF SEDRO WOOLLEY	SEWER	6/8/2018	316667
660100	Occup Exp-Utilities-Sewer	263.10	CITY OF SEDRO WOOLLEY	SEWER	6/8/2018	316667
660100	Occup Exp-Utilities-Sewer	656.07	CITY OF SEDRO WOOLLEY	SEWER	7/13/2018	317313
660100	Occup Exp-Utilities-Sewer	262.43	CITY OF SEDRO WOOLLEY	SEWER	7/13/2018	317313

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2018 TO 7/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	393.64	CITY OF SEDRO WOOLLEY	SEWER	7/13/2018	317313
660200	Occup Exp-Utilities-Electricity	34.49	PUGET SOUND ENERGY	ELEC	6/1/2018	316558
660200	Occup Exp-Utilities-Electricity	35.40	PUGET SOUND ENERGY	ELEC	6/1/2018	316558
660200	Occup Exp-Utilities-Electricity	58.49	PUGET SOUND ENERGY	ELEC	6/1/2018	316558
660200	Occup Exp-Utilities-Electricity	31.93	PUGET SOUND ENERGY	ELEC	7/6/2018	317192
660200	Occup Exp-Utilities-Electricity	60.48	PUGET SOUND ENERGY	ELEC	7/6/2018	317192
660200	Occup Exp-Utilities-Electricity	34.26	PUGET SOUND ENERGY	ELEC	7/6/2018	317192
660200	Occup Exp-Utilities-Electricity	32.64	PUGET SOUND ENERGY	ELEC	7/27/2018	317577
660200	Occup Exp-Utilities-Electricity	51.21	PUGET SOUND ENERGY	ELEC	7/27/2018	317577
660200	Occup Exp-Utilities-Electricity	29.62	PUGET SOUND ENERGY	ELEC	7/27/2018	317577
660300	Occup Exp-Utilities-Natural Gas	21.43	CASCADE NATURAL GAS CO	GAS	6/15/2018	316804
660300	Occup Exp-Utilities-Natural Gas	18.09	CASCADE NATURAL GAS CO	GAS	7/13/2018	317302
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	13.14	CASCADE NATURAL GAS CO	GAS	7/13/2018	317302
660500	Occup Exp-Utilities-Surface Water Mgmt	32.50	CITY OF SEDRO WOOLLEY	STORM	6/8/2018	316667
660500	Occup Exp-Utilities-Surface Water Mgmt	54.18	CITY OF SEDRO WOOLLEY	STORM	6/8/2018	316667
660500	Occup Exp-Utilities-Surface Water Mgmt	21.68	CITY OF SEDRO WOOLLEY	STORM	6/8/2018	316667
660500	Occup Exp-Utilities-Surface Water Mgmt	54.07	CITY OF SEDRO WOOLLEY	STORM	7/13/2018	317313
660500	Occup Exp-Utilities-Surface Water Mgmt	21.63	CITY OF SEDRO WOOLLEY	STORM	7/13/2018	317313
660500	Occup Exp-Utilities-Surface Water Mgmt	32.44	CITY OF SEDRO WOOLLEY	STORM	7/13/2018	317313
660700	Occup Exp-Utilities-Garbage	144.22	CITY OF SEDRO WOOLLEY	GARBAGE	6/8/2018	316667
660700	Occup Exp-Utilities-Garbage	405.64	CITY OF SEDRO WOOLLEY	GARBAGE	6/8/2018	316667
660700	Occup Exp-Utilities-Garbage	138.23	CITY OF SEDRO WOOLLEY	GARBAGE	6/8/2018	316667
660700	Occup Exp-Utilities-Garbage	13.35	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	7/13/2018	317262
660700	Occup Exp-Utilities-Garbage	493.77	CITY OF SEDRO WOOLLEY	GARBAGE	7/13/2018	317313
660700	Occup Exp-Utilities-Garbage	10.68	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	7/13/2018	317262
660700	Occup Exp-Utilities-Garbage	139.33	CITY OF SEDRO WOOLLEY	GARBAGE	7/13/2018	317313
660700	Occup Exp-Utilities-Garbage	145.39	CITY OF SEDRO WOOLLEY	GARBAGE	7/13/2018	317313
	TOTAL CEDAR GROVE	8,988.77				
HILLSVIEW						
409003	Benefits-Uniforms	139.50	ADPRO LLC	SEDRO WORK CLOTHES	6/15/2018	316777
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	LEASE	6/29/2018	317122
410000	Admin Supplies	42.73	COMPLETE OFFICE	OFFICE SUPPLIES	7/20/2018	317422
410000	Admin Supplies	0.19	CANON SOLUTIONS AMERICA INC	LEASE	7/27/2018	317629
411101	Comp Equip-Software	6.31	RIGHT! SYSTEMS INC	CITRIX	6/15/2018	316835
411101	Comp Equip-Software	33.15	UNIT 4 BUSINESS SOFTWARE	LICENSE SALES	7/6/2018	317183
411101	Comp Equip-Software	18.14	HYLAND SOFTWARE, INC	INTEGRATION DOCUSIGN	7/27/2018	317593
411102	Comp Equip-Hardware Maint	7.79	CERIUM NETWORKS INC	SUPPORT RENEWAL 2018	7/20/2018	317460
411103	Comp Equip-Software Maint	4.44	RIGHT! SYSTEMS INC	CITRIX	6/15/2018	316835
411103	Comp Equip-Software Maint	8.30	VIPRE SECURITY	EMAIL SECURITY SUB RENEWAL 1 YEAR	6/22/2018	316921

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2018 TO 7/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Comp Equip-Software Maint	135.76	TENMAST SOFTWARE COMPANY	11/1/2017-10/31/18 UPDATE AND RENEWAL	6/29/2018	317093
411103	Comp Equip-Software Maint	11.18	CDW/Comp CENTERS INC	Comp SUPPLIES	7/6/2018	317156
411103	Comp Equip-Software Maint	1.10	CDW/Comp CENTERS INC	Comp SUPPLIES	7/20/2018	317388
411103	Comp Equip-Software Maint	1.81	HYLAND SOFTWARE, INC	INTEGRATION DOCUSIGN	7/27/2018	317593
411901	Equip-Other-Leased/Rented	2.48	MAILFINANCE INC	MAILING MACHINE IM350	6/8/2018	316705
420908	Professional Services-Comps	1.37	RIGHT! SYSTEMS INC	ENGR SYST SENG	6/15/2018	316835
420908	Professional Services-Comps	5.23	HYLAND SOFTWARE, INC	AC CONSULTING	6/22/2018	316964
420908	Professional Services-Comps	2.73	UNIT 4 BUSINESS SOFTWARE	LICENSE SALES	7/6/2018	317183
420908	Professional Services-Comps	3.65	HYLAND SOFTWARE, INC	CONSULTING	7/20/2018	317443
421904	Admin Contracts- Cloud Recovery Services	21.43	NET2VAULT LLC	MANAGED VAULTING MAY 2018	6/8/2018	316704
421904	Admin Contracts- Cloud Recovery Services	21.55	NET2VAULT LLC	MANAGED VAULTING JUNE 2018	7/20/2018	317469
440000	Travel-Training Related-Local-Mileage	0.20	AMANDA KLECAN	1/22-6/11/8 MILEAGE	6/15/2018	316840
440100	Travel-Non-training Related-Local-Mileage	0.79	AMANDA KLECAN	1/22-6/11/8 MILEAGE	6/15/2018	316840
440100	Travel-Non-training Related-Local-Mileage	3.28	MARSHA PREMEL	4/6-6/29/18 MILEAGE	7/6/2018	317213
440100	Travel-Non-training Related-Local-Mileage	69.49	ALICIA WHEATLEY	6/21/18 MILEAGE	7/6/2018	317247
440100	Travel-Non-training Related-Local-Mileage	180.43	KIMBERLY SAYAVONG	5/1-6/28/18 MILEAGE	7/20/2018	317449
441000	Training-Individual	5.34	ARCHBRIGHT INC	REG FEE LILIYA SOLTYS	7/20/2018	317405
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	MAY 2018 CHGS	6/22/2018	316966
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	JUNE 2018 SVCS	7/20/2018	317444
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	6/1/2018	316589
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT CHG	7/20/2018	317479
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGES	7/27/2018	317628
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	MAY 2018 CHGS	6/22/2018	316966
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JUNE 2018 SVCS	7/20/2018	317444
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	6/8/2018	316669
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	7/20/2018	317434
491000	Admin Exp-Criminal/Background Checks	20.35	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/15/2018	316783
491000	Admin Exp-Criminal/Background Checks	48.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	6/15/2018	316763
491000	Admin Exp-Criminal/Background Checks	21.23	WASHINGTON STATE PATROL	BACKGROUND CHECK MAY 2018	6/22/2018	316910
491000	Admin Exp-Criminal/Background Checks	15.01	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	7/13/2018	317287
491000	Admin Exp-Criminal/Background Checks	0.06	DEPARTMENT OF LICENSING	BACKGROUND CHECK	7/20/2018	317392
491000	Admin Exp-Criminal/Background Checks	23.84	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/20/2018	317391
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	7/27/2018	317537
493000	Other Admin Exp-Postage	27.29	MAIL ADVERTISING BUREAU INC	MAY 2018 STATEMENTS	6/8/2018	316610
493000	Other Admin Exp-Postage	14.40	NEOFUNDS BY NEOPOST	7900011000255375 POSTAGE	7/13/2018	317350
493000	Other Admin Exp-Postage	27.19	MAIL ADVERTISING BUREAU INC	JUNE 2018 STATEMENTS	7/13/2018	317257
493100	Other Admin Exp-Mail Handling	34.52	MAIL ADVERTISING BUREAU INC	MAY 2018 STATEMENTS	6/8/2018	316610
493100	Other Admin Exp-Mail Handling	43.30	MAIL ADVERTISING BUREAU INC	JUNE 2018 STATEMENTS	7/13/2018	317257
520104	Social Service Contracts-Interpretation	6.25	LANGUAGE LINE SVCS, INC	INTERPRETATION	6/22/2018	316900

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

6/01/2018 TO 7/31/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service Contracts-Interpretation	6.92	LANGUAGE LINE SVCS, INC	INTERPRETATION	7/20/2018	317383
620007	Occup Exp-Maint Contracts-Elevator	1,044.00	ELTEC SYSTEMS LLC	LESS 88.74 TAX	6/1/2018	316590
620011	Occup Exp-Maint Contracts-Fire/Safety	319.50	JOHNSON CONTROLS	ALARM & DETECTION MONITORING	6/1/2018	316508
620013	Occup Exp-Maint Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	MARCH 2018 LANDSCAPING	6/15/2018	316863
620013	Occup Exp-Maint Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING SVCS	6/29/2018	317121
620019	Occup Exp-Maint Contracts-Janitorial	85.00	PROFESSIONAL CARPET CLEANERS	CLEANING UNIT #112	6/8/2018	316729
660000	Occup Exp-Utilities-Water	1,500.75	PUBLIC UTILITY DISTRICT #1	WATER	7/20/2018	317428
660100	Occup Exp-Utilities-Sewer	3,938.14	CITY OF SEDRO WOOLLEY	SEWER	6/8/2018	316667
660100	Occup Exp-Utilities-Sewer	3,936.45	CITY OF SEDRO WOOLLEY	SEWER	7/13/2018	317313
660200	Occup Exp-Utilities-Electricity	890.99	PUGET SOUND ENERGY	ELEC	6/1/2018	316558
660200	Occup Exp-Utilities-Electricity	866.44	PUGET SOUND ENERGY	ELEC	7/6/2018	317192
660200	Occup Exp-Utilities-Electricity	961.19	PUGET SOUND ENERGY	ELEC	7/27/2018	317577
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.34	PUGET SOUND ENERGY	ELEC	7/6/2018	317192
660500	Occup Exp-Utilities-Surface Water Mgmt	324.58	CITY OF SEDRO WOOLLEY	STORM	6/8/2018	316667
660500	Occup Exp-Utilities-Surface Water Mgmt	324.44	CITY OF SEDRO WOOLLEY	STORM	7/13/2018	317313
660700	Occup Exp-Utilities-Garbage	718.45	CITY OF SEDRO WOOLLEY	GARBAGE	6/8/2018	316667
660700	Occup Exp-Utilities-Garbage	679.04	CITY OF SEDRO WOOLLEY	GARBAGE	7/13/2018	317313
	TOTAL HILLSVIEW	16,920.71				
	TOTAL SEDRO WOOLLEY	25,909.48				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: August 08, 2018
From: Windy Epps, Assistant Director of Finance
Subject: June 2018 Financial Report

Attached for your review is an unaudited year-to-date financial report as of June 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 are 10.9% over budget and operating expenses 3.6% under budget.

Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ 3,586	3.7%
Operating Fund Subsidy	21,994	17.3%
Other Misc. Income	(1,020)	-52.4%
	<u>\$ 24,560</u>	<u>10.9%</u>

Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (13,297)	-15.7%
Occupancy Expenses	1,817	2.1%
Admin Support Expenses	3,475	7.0%
Other Misc. Expenses	(184)	-4.7%
	<u>\$ (8,189)</u>	<u>-3.6%</u>

- 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 by \$24.5K or 10.9% and are primarily attributable to increases in Operating Fund Subsidy (“subsidy”). The component of subsidy meant to cover utility costs has been higher than anticipated as Johnson Controls identified additional incentives related to the existing Energy Performance Contract. The subsidy calculation also includes a reimbursement of prior year audit costs and was greater than budgeted. Lastly, the interim proration level of 93.27% through June is better than the budgeted 90% proration level which also results in an increase in subsidy.

Correspondence with HUD regarding SWHA’s participation in the current Energy Performance contract is ongoing. To recap, HUD retroactively denied SWHA’s participation in the KCHA Energy Performance Contract near the end of 2017. KCHA immediately appealed, but HUD reduced SWHA’s 2017 subsidy payments by \$43,000. Surprisingly, HUD has so far accepted the requests for increased incentive-based subsidy funding in 2018 of approximately \$10,000.

Operating Expense: Salaries, Wages, and Benefits are under budget. A region-wide reorganization has resulted in fewer personnel charged to SWHA, but this will likely change as the reorganization progresses. 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.

Working Capital: The year-to-date working capital balance is \$276,021; 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 06/30/2018

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
Working Capital Assets			
Cash-Unrestricted	\$ 108,923	\$ 216,629	\$ 325,552
Accounts Receivables	-	1,376	1,376
Prepaid Assets & Inventory	834	2,574	3,408
Total Working Capital Assets	<u>109,757</u>	<u>220,579</u>	<u>330,336</u>
Liabilities Offsetting Working Capital Assets			
Accounts Payable	(10,134)	(32,948)	(43,082)
Payroll Liabilities	<u>(3,245)</u>	<u>(7,988)</u>	<u>(11,233)</u>
Total Offsetting Liabilities	<u>(13,379)</u>	<u>(40,936)</u>	<u>(54,315)</u>
Working Capital	<u>96,378</u>	<u>179,643</u>	<u>276,021</u>
Other Assets			
Cash-Restricted	4,000	5,351	9,351
Capital Assets	409,008	1,384,758	1,793,766
Work-in-Process	16,916	17,453	34,369
Total Other Assets	<u>429,924</u>	<u>1,407,562</u>	<u>1,837,486</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 526,302</u>	<u>\$ 1,587,205</u>	<u>\$ 2,113,507</u>
LIABILITIES & EQUITY			
Other Liabilities			
Deferrals-Related to Restr Cash	\$ 4,000	\$ 5,350	\$ 9,350
Debt	<u>11</u>	<u>21</u>	<u>32</u>
	4,011	5,371	9,382
Equity			
Equity	<u>522,291</u>	<u>1,581,834</u>	<u>2,104,125</u>
	522,291	1,581,834	2,104,125
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 526,302</u>	<u>\$ 1,587,205</u>	<u>\$ 2,113,507</u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 06/30/2018**

	Actuals Through 06/30/2018	Budget Through 06/30/2018	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2018 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
Revenues							
Tenant Revenue	\$ 100,461	\$ 96,875	\$ 3,586	3.7%	\$ 193,750	\$ 93,289	51.9%
Operating Fund Subsidy from HUD	149,464	127,470	21,994	17.3%	254,938	105,474	58.6%
Other Operating Revenue	928	1,948	(1,020)	(52.4%)	3,895	2,967	23.8%
Non-operating Revenue	55,511	59,302	(3,791)	(6.4%)	118,607	63,096	46.8%
Total Revenues	306,364	285,595	20,769	7.3%	571,190	264,826	53.6%
Expenses							
Salaries & Benefits	71,601	84,898	(13,297)	(15.7%)	169,789	98,188	42.2%
Routine Maintenance, Utilities, Taxes & Insurance	81,562	87,667	(6,105)	(7.0%)	182,419	100,857	44.7%
Other Social Service Support Expenses & HAP	3,742	3,926	(184)	(4.7%)	7,950	4,208	47.1%
Administrative Support Expenses	52,949	49,474	3,475	7.0%	107,820	54,871	49.1%
Non-operating Expenses	0	0	0	n/m	0	0	n/m
Total Expenses	209,854	225,965	(16,111)	(7.1%)	467,978	258,124	44.8%
Net Income	96,510	59,630	36,880	61.8%	103,212	6,702	93.5%
Other Sources/(Uses) of Working Capital							
Acquisition of Capital Assets	(53,421)	(51,606)	(1,815)	3.5%	(103,211)	(49,790)	51.8%
Total Other Sources/(Uses) of Working Capital	(53,421)	(51,606)	(1,815)	3.5%	(103,211)	(49,790)	51.8%
Net Change in Working Capital	\$ 43,089	\$ 8,024	\$ 35,065	437.0%	\$ 1	\$ (43,088)	4308892.0%
Working Capital, 12/31/2017	232,932						
Working Capital, 06/30/2018	\$ 276,021						

- 1) Operating subsidy is greater than anticipated due to an increase in utility expense levels from incentives identified by JCI, audit cost reimbursements, and a better than expected proration level.
- 2) A region-wide reorganization has resulted in a lower cost distribution percentage for the property manager. This savings is expected to be offset by an assistant property manager, however that position has yet to be filled causing lower than planned salaries and benefits.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

June and July 2018

Vacancy Report

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

Average Unit Turnover Rates

The current Unit Turnover Rate (UTO) is 8.4 days.

- Two units were housed at Hillsview, both were site turns. One resident moved to assisted living and the other resident stated they were buying a home.
- A Cedar Grove resident moved out to a non-subsidized unit.
- There is one Hillsview unit on notice to move in August, which will be a unit upgrade.

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
Total	175	23	198

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	49	15	1	2	0	67
Cedar Grove I	10	2	0	1	0	13
Cedar Grove II	9	2	1	0	0	12
Cedar Grove III	9	1	0	0	0	10
Total	77	20	2	3	0	102

Resident Functions

A resident meeting at Hillsview will be scheduled in September to discuss the use of security cameras to be installed before the end of the year.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Staffing

The assistant property manager position is open; interviews are scheduled to take place in August.

Previous Meeting Concerns

- Reusable maintenance door tags were purchased to let residents know when maintenance is in their home completing work orders.

Resident Issues

- There are complaints of a previous tenant visiting the Hillsview property. Residents were advised to submit complaints regarding the guest behavior of the resident they are visiting.
- Several long-term Cedar Grove residents have requested flooring and/or cabinet upgrades to their units. Management is looking into the feasibility of these requests.