

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 18, 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
  - B. August 16, 2018 Board of Commissioners' Meeting Minutes
- V. Action Items for Discussion & Approval
  - A. Approval of Voucher Report August 1, 2018 to September 30, 2018 2
  - B. Resolution No. 461: Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2018 Allocation of Funds from the HUD Capital Fund Program 3
- VI. Reports
  - A. Financial Report for August 2018 4
  - B. Housing Management Report for August and September 2018 5
  - C. Briefing on Energy Performance Contract Eligibility
- 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 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. 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

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LAURIE FELLERS, Chair  
Board of Commissioners

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STEPHEN J. NORMAN  
Executive Director

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

Thursday, August 16, 2018

I. Call to Order

The regular meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Vice-Chair Reta Stephenson at 10:45 a.m., on Thursday, August 16, 2018, at Hillsvue Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

Present: Commissioner Reta Stephenson (Vice-Chair), Commissioner Dona Cowan, and Commissioner Kacy Johnson

Excused: Commissioner Laurie Fellers (Chair) and Commissioner Lee Elliot

III. Public Comment

None.

IV. Approval of Minutes

A. June 21, 2018 Board of Commissioners' Meeting Minutes

The approval of the Minutes were deferred to the October 2018 meeting.

V. Item for Discussion & Approval

A. Approval of Voucher Report June 1, 2018 to July 31, 2018

All questions raised by the Commissioners were addressed by staff.

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for June 1, 2018 to July 31, 2018.

VI. Reports

A. Financial Report for June 2018

Craig Violante, Director of Finance, briefed the Board on the Financial Reports for June 2018, as contained in the meeting packet.

B. Housing Management Report for June and July 2018

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

**VII. New Business**

- A. Bill Cook announced REAC scores for Hillsvew and Cedar Grove, and mentioned that there will not be another inspection until three (3) years from now.

**VIII. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:15 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

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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:** October 1, 2018  
**RE:** Approval of Vouchers August 1, 2018 to September 30, 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  
October 1, 2018

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove	44,891.32
Directly to Hillview	52,460.16
<b>Total Expenditures</b>	<b><u><u>\$97,351.48</u></u></b>

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2018 TO 9/30/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
170000	Work-in-Process	38,569.22	TRANSBLUE LLC	SEDRO WOOLEY 4 SITE UPGRADES	9/21/2018	318560
200200	Contract Retentions	(1,928.46)	TRANSBLUE LLC	SEDRO WOOLEY 4 SITE UPGRADES	9/21/2018	318560
410000	Admn Supplies	0.07	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/24/2018	318106
410000	Admn Supplies	3.18	ABC IMAGING	COPIES	9/7/2018	318307
410000	Admn Supplies	5.10	ABC IMAGING	COPIES	9/7/2018	318307
410000	Admn Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/28/2018	318675
411101	Comp Equip-Software	2.64	DOCU SIGN INC	DOCUSIGN BUSINESS	8/24/2018	318118
411103	Comp Equip-Software Maint	1.92	CDW/COMPUTER CENTERS INC	MCAFFEE	8/17/2018	317855
411103	Comp Equip-Software Maint	0.40	DOCU SIGN INC	DOCUSIGN BUSINESS	8/24/2018	318118
411901	Equip-Other-Leased/Rented	0.82	MAILFINANCE INC	LEASE PAYMENT	9/14/2018	318404
420000	Profsvcs-Legal	435.75	PACIFICA LAW GROUP LLP	PROFESSIONAL SVCS	9/21/2018	318528
420101	Profsvcs-Auditing	130.63	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-17	8/24/2018	317994
420908	Profsvcs-Comps	4.95	RIGHT! SYSTEMS INC	Citrix Infrastructure Consulting Services	8/17/2018	317936
420908	Profsvcs-Comps	0.63	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	8/17/2018	317925
420908	Profsvcs-Comps	0.49	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/14/2018	318384
421904	Admn Contracts- Cloud Recovery Svcs	7.32	NETZVAULT LLC	MANAGED VAULTING	8/17/2018	317954
421999	Admn Contracts-Other	0.18	DOCU SIGN INC	DOCUSIGN BUSINESS	8/24/2018	318118
440100	Travel-Non-training Related-Local-Mileage	30.38	KIMBERLY SAYAVONG	7/10-8/30/18 MILEAGE	9/14/2018	318410
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	JULY 2018 SVCS	8/17/2018	317927
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	AUGUST 2018 CHGS	9/28/2018	318649
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	9/7/2018	318314
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	9/28/2018	318674
452000	Comm-Advertising	32.24	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	9/14/2018	318337
490002	Other Admin Exp-Direct Financing Charges	0.32	NEOFUNDS BY NEOPOST	POSTAGE	9/14/2018	318401
491000	Admin Exp-Criminal/Background Checks	0.01	DEPARTMENT OF LICENSING	BACKGROUND CHECK	8/17/2018	317859
491000	Admin Exp-Criminal/Background Checks	7.17	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/17/2018	317877
491000	Admin Exp-Criminal/Background Checks	6.74	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/24/2018	318018
491000	Admin Exp-Criminal/Background Checks	10.14	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/14/2018	318345
491000	Admin Exp-Criminal/Background Checks	7.58	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	9/21/2018	318482
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BACKGROUND CHECK	9/21/2018	318466
493000	Other Admin Exp-Postage	9.00	MAIL ADVERTISING BUREAU INC	JULY 2018 STATEMENTS	8/17/2018	317842
493000	Other Admin Exp-Postage	0.82	MAIL ADVERTISING BUREAU INC	RESIDENT SVCS LETTERS	8/17/2018	317842
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	8/24/2018	318094
493000	Other Admin Exp-Postage	9.70	NEOFUNDS BY NEOPOST	POSTAGE	9/14/2018	318401
493000	Other Admin Exp-Postage	9.02	MAIL ADVERTISING BUREAU INC	AUGUST 2018 STATEMENTS	9/21/2018	318446
493100	Other Admin Exp-Mail Handling	1.16	MAIL ADVERTISING BUREAU INC	RESIDENT SVCS LETTERS	8/17/2018	317842

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2018 TO 9/30/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	3.58	MAIL ADVERTISING BUREAU INC	JULY 2018 STATEMENTS	8/17/2018	317842
493100	Other Admin Exp-Mail Handling	9.96	MAIL ADVERTISING BUREAU INC	AUGUST 2018 STATEMENTS	9/21/2018	318446
520104	Social Service Contracts-Interpretation	2.02	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/17/2018	317848
520104	Social Service Contracts-Interpretation	1.71	LANGUAGE LINE SVCS, INC	INTERPRETATION	9/21/2018	318453
610004	Occup Exp-Materials-Cabinetry	6.87	CLARK SECURITY PRODUCTS	LOCKS	9/14/2018	318335
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING SVCS	8/17/2018	317963
660000	Occup Exp-Utilities-Water	133.54	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	93.49	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	93.49	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	60.69	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	128.62	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	163.06	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	177.82	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	166.70	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	83.73	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	113.01	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	88.61	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	108.14	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	147.18	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	98.37	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	104.03	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	99.11	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	177.82	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	76.31	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660000	Occup Exp-Utilities-Water	89.27	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660100	Occup Exp-Utilities-Sewer	638.45	CITY OF SEDRO WOOLLEY	SEWER	8/17/2018	317917
660100	Occup Exp-Utilities-Sewer	379.92	CITY OF SEDRO WOOLLEY	SEWER	8/17/2018	317917
660100	Occup Exp-Utilities-Sewer	254.42	CITY OF SEDRO WOOLLEY	SEWER	8/17/2018	317917
660100	Occup Exp-Utilities-Sewer	379.92	CITY OF SEDRO WOOLLEY	SEWER	9/14/2018	318371
660100	Occup Exp-Utilities-Sewer	254.42	CITY OF SEDRO WOOLLEY	SEWER	9/14/2018	318371
660100	Occup Exp-Utilities-Sewer	638.45	CITY OF SEDRO WOOLLEY	SEWER	9/14/2018	318371
660200	Occup Exp-Utilities-Electricity	34.16	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2018	318170
660200	Occup Exp-Utilities-Electricity	49.37	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2018	318170
660200	Occup Exp-Utilities-Electricity	31.74	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2018	318170
660300	Occup Exp-Utilities-Natural Gas	17.56	CASCADE NATURAL GAS CO	GAS	8/17/2018	317902

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2018 TO 9/30/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660300	Occup Exp-Utilities-Natural Gas	16.73	CASCADE NATURAL GAS CO	GAS	8/17/2018	317902
660300	Occup Exp-Utilities-Natural Gas	14.52	CASCADE NATURAL GAS CO	GAS	9/21/2018	318505
660300	Occup Exp-Utilities-Natural Gas	20.97	CASCADE NATURAL GAS CO	GAS	9/21/2018	318505
660500	Occup Exp-Utilities-Surface Water Mgmt	78.45	CITY OF SEDRO WOOLLEY	STORM	8/17/2018	317917
660500	Occup Exp-Utilities-Surface Water Mgmt	43.62	CITY OF SEDRO WOOLLEY	ST	8/17/2018	317917
660500	Occup Exp-Utilities-Surface Water Mgmt	30.42	CITY OF SEDRO WOOLLEY	ST	8/17/2018	317917
660500	Occup Exp-Utilities-Surface Water Mgmt	43.62	CITY OF SEDRO WOOLLEY	ST	9/14/2018	318371
660500	Occup Exp-Utilities-Surface Water Mgmt	30.42	CITY OF SEDRO WOOLLEY	ST	9/14/2018	318371
660500	Occup Exp-Utilities-Surface Water Mgmt	78.45	CITY OF SEDRO WOOLLEY	ST	9/14/2018	318371
660700	Occup Exp-Utilities-Garbage	454.76	CITY OF SEDRO WOOLLEY	GARBAGE	8/17/2018	317917
660700	Occup Exp-Utilities-Garbage	138.55	CITY OF SEDRO WOOLLEY	ST	8/17/2018	317917
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/17/2018	317847
660700	Occup Exp-Utilities-Garbage	147.93	CITY OF SEDRO WOOLLEY	GARBAGE	8/17/2018	317917
660700	Occup Exp-Utilities-Garbage	147.93	CITY OF SEDRO WOOLLEY	GARBAGE	9/14/2018	318371
660700	Occup Exp-Utilities-Garbage	138.55	CITY OF SEDRO WOOLLEY	GARBAGE	9/14/2018	318371
660700	Occup Exp-Utilities-Garbage	460.13	CITY OF SEDRO WOOLLEY	GARBAGE	9/14/2018	318371
	<b>TOTAL CEDAR GROVE</b>	<b>44,891.32</b>				
<b>HILLSVIEW</b>						
170000	Work-In-Process	34,770.18	TRANSLUE LLC	SEDRO WOOLEY 4 SITE UPGRADES	9/21/2018	318560
200200	Contract Retentions	(1,738.51)	TRANSLUE LLC	SEDRO WOOLEY 4 SITE UPGRADES	9/21/2018	318560
410000	Admn Supplies	0.22	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/24/2018	318106
410000	Admn Supplies	9.60	ABC IMAGING	COPIES	9/7/2018	318307
410000	Admn Supplies	15.41	ABC IMAGING	COPIES	9/7/2018	318307
410000	Admn Supplies	0.30	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/28/2018	318675
411101	Comp Equip-Software	7.92	DOCU SIGN INC	DOCUSIGN BUSINESS	8/24/2018	318118
411103	Comp Equip-Software Maint	5.75	CDW/COMPUTER CENTERS INC	MCAFFEE	8/17/2018	317855
411103	Comp Equip-Software Maint	1.19	DOCU SIGN INC	DOCUSIGN BUSINESS	8/24/2018	318118
411901	Equip-Other-Leased/Rented	2.48	MAILFINANCE INC	LEASE PAYMENT	9/14/2018	318404
420000	ProfSvcs-Legal	1,307.25	PACIFICA LAW GROUP LLP	PROFESSIONAL SVCS	9/21/2018	318528
420101	ProfSvcs-Auditing	391.87	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-17	8/24/2018	317994
420908	ProfSvcs-Comps	14.85	RIGHT! SYSTEMS INC	Citrix Infrastructure Consulting Services	8/17/2018	317936
420908	ProfSvcs-Comps	1.88	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	8/17/2018	317925
420908	ProfSvcs-Comps	1.47	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/14/2018	318384
421904	Admn Contracts- Cloud Recovery Svcs	21.97	NET2VAULT LLC	MANAGED VAULTING	8/17/2018	317954
421999	Admn Contracts-Other	0.53	DOCU SIGN INC	DOCUSIGN BUSINESS	8/24/2018	318118
440100	Travel-Non-training Related-Local-Mileage	91.07	KIMBERLY SAYAVONG	7/10-8/30/18 MILEAGE	9/14/2018	318410
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	JULY 2018 SVCS	8/17/2018	317927

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2018 TO 9/30/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	AUGUST 2018 CHGS	9/28/2018	318649
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	9/7/2018	318314
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	9/28/2018	318674
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JULY 2018 SVCS	8/17/2018	317927
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	AUGUST 2018 CHGS	9/28/2018	318649
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	9/7/2018	318275
452000	Comm-Advertising	96.72	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	9/14/2018	318337
490002	Other Admin Exp-Direct Financing Charges	0.98	NEOFUNDS BY NEOPOST	POSTAGE	9/14/2018	318401
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BACKGROUND CHECK	8/17/2018	317859
491000	Admin Exp-Criminal/Background Checks	21.66	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/17/2018	317877
491000	Admin Exp-Criminal/Background Checks	20.36	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/24/2018	318018
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/7/2018	318230
491000	Admin Exp-Criminal/Background Checks	30.62	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/14/2018	318345
491000	Admin Exp-Criminal/Background Checks	0.05	DEPARTMENT OF LICENSING	BACKGROUND CHECK	9/21/2018	318466
491000	Admin Exp-Criminal/Background Checks	22.90	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	9/21/2018	318482
493000	Other Admin Exp-Postage	27.15	MAIL ADVERTISING BUREAU INC	JULY 2018 STATEMENTS	8/17/2018	317842
493000	Other Admin Exp-Postage	2.47	MAIL ADVERTISING BUREAU INC	RESIDENT SVCS LETTERS	8/17/2018	317842
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	8/24/2018	318094
493000	Other Admin Exp-Postage	29.29	NEOFUNDS BY NEOPOST	POSTAGE	9/14/2018	318401
493000	Other Admin Exp-Postage	27.21	MAIL ADVERTISING BUREAU INC	AUGUST 2018 STATEMENTS	9/21/2018	318446
493100	Other Admin Exp-Mail Handling	3.50	MAIL ADVERTISING BUREAU INC	RESIDENT SVCS LETTERS	8/17/2018	317842
493100	Other Admin Exp-Mail Handling	10.78	MAIL ADVERTISING BUREAU INC	JULY 2018 STATEMENTS	8/17/2018	317842
493100	Other Admin Exp-Mail Handling	30.04	MAIL ADVERTISING BUREAU INC	AUGUST 2018 STATEMENTS	9/21/2018	318446
520104	Social Service Contracts-Interpretation	6.11	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/17/2018	317848
520104	Social Service Contracts-Interpretation	5.16	LANGUAGE LINE SVCS, INC	INTERPRETATION	9/21/2018	318453
610004	Occup Exp-Materials-Cabinetry	20.72	CLARK SECURITY PRODUCTS	LOCKS	9/14/2018	318335
610013	Occup Exp-Materials-Yard/Garden	33.24	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	8/17/2018	317844
610099	Occup Exp-Materials-Other	28.49	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	8/17/2018	317844
620006	Occup Exp-Maint Contracts-Floor Covering	821.10	SIGNATURE INTERIORS & DESIGN	FLOORING	8/1/2018	317668
620006	Occup Exp-Maint Contracts-Floor Covering	1,476.32	SIGNATURE INTERIORS & DESIGN	CARPET	8/1/2018	317668
620006	Occup Exp-Maint Contracts-Floor Covering	1,037.20	GREAT FLOORS LLC	CARPET	8/17/2018	317948
620011	Occup Exp-Maint Contracts-Fire/Safety	152.32	JOHNSON CONTROLS FIRE PROTECTION LP	FIRE ALARM AND SPRINKLER	8/24/2018	317991
620011	Occup Exp-Maint Contracts-Fire/Safety	432.68	JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE	8/30/2018	318126
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	8/17/2018	317963
660000	Occup Exp-Utilities-Water	1,599.63	PUBLIC UTILITY DISTRICT #1	WATER	9/21/2018	318511
660100	Occup Exp-Utilities-Sewer	3,776.66	CITY OF SEDRO WOOLLEY	SEWER	8/17/2018	317917
660100	Occup Exp-Utilities-Sewer	3,776.66	CITY OF SEDRO WOOLLEY	SEWER	9/14/2018	318371

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2018 TO 9/30/2018

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	1,047.99	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2018	318170
660201	Occup Exp-Utilities-Electricity-Closing Bill	10.51	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/17/2018	317907
660201	Occup Exp-Utilities-Electricity-Closing Bill	8.98	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/7/2018	318270
660500	Occup Exp-Utilities-Surface Water Mgmt	416.66	CITY OF SEDRO WOOLLEY	STORM	8/17/2018	317917
660500	Occup Exp-Utilities-Surface Water Mgmt	416.66	CITY OF SEDRO WOOLLEY	STORM	9/14/2018	318371
660700	Occup Exp-Utilities-Garbage	744.61	CITY OF SEDRO WOOLLEY	GARBAGE	8/17/2018	317917
660700	Occup Exp-Utilities-Garbage	9.79	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/17/2018	317847
660700	Occup Exp-Utilities-Garbage	745.61	CITY OF SEDRO WOOLLEY	GARBAGE	9/14/2018	318371
	<b>TOTAL HILLSVIEW</b>	<b>52,460.16</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>97,351.48</b>				

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**SEDRO-WOOLLEY  
HOUSING AUTHORITY**

**Date:** October 12, 2018

**To:** Board of Commissioners

**From:** Nikki Parrott  
Director, Capital Construction and Weatherization

**Subject:** 2018 Capital Fund Grant--\$209,906

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HUD has awarded SWHA \$209,906 in 2018 Capital Grant Program funds.

Notice has been provided that a Public Hearing will take place prior to the upcoming Board meeting (see notice attached) at which interested parties can comment on the 2018 Capital Fund Program. Included here is a copy of the proposed 5-Year Capital Fund Plan, the first year of which is 2018. The Plan describes the proposed use of the 2018 funds, as well as future capital activities based on estimates of future year's funds.

There is a document related to the 2018 Capital Grant that requires passage of a Resolution by the Board. It is the Civil Rights Certification, a copy of which is attached. The Resolution authorizing Stephen Norman to sign the Certification is also attached and will require Board action at the meeting.

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

**WOOLLEY RESOLUTION NO. 461**

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION  
REQUIRED IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL  
YEAR 2018 ALLOCATION OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM**

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**WHEREAS**, the 24 CFR 905.300 establishes the HUD requirements for the Housing Authority's annual receipt of Capital Fund Program (CFP) funds; and

**WHEREAS**, the Housing Authority has been awarded \$209,906 in CFP funds for 2018; and

**WHEREAS**, one of the requirements are that the Housing Authority Board of Commissioners certify that the Authority will carry out the public housing program in compliance with various federal acts listed in the attached Civil Rights Certification (HUD-50077-CR); and

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

**Section 1.** In 2018, the public housing program will continue to be carried out in conformance with the requirements of the attached "Civil Rights Certification."

**Section 2.** Stephen J. Norman, Secretary/Treasurer of the Board of Commissioners is authorized to sign the attached "Civil Rights Certification" and submit it to HUD in compliance with the requirements for receipt of CFP funds for federal fiscal year 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 OCTOBER, 2018.**

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

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Laurie Fellers, Chair  
Board of Commissioners

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Stephen J. Norman  
Secretary-Treasurer

**HA City of Sedro Woolley  
830 Township Street  
Sedro-Woolley, WA 98284**

**Statement of Significant Amendment**

**10.0 (a)** A significant amendment of the Five-Year plan is any change to the Housing Authority's mission or goals and objectives, including the addition of goals not included in the adopted Five-Year plan. With regard to Annual Plans, a significant amendment or modification are those changes that modify regulations affecting tenant obligations that could result in termination of tenancy; such changes include, but are not limited to, changes to rent formulas, occupancy standards, or family obligations. Changes to utility allowances and income limits are not considered significant amendments.

For the Capital Fund Program, a significant amendment would be the addition of any work item to the adopted Five-Year plan. The movement of any work item more than one year forward would constitute a significant amendment to an Annual Plan as would a redistribution of funds greater than 10% in any line item.

**10.0 (b)** The Housing Authority of the City of Sedro-Woolley defines a "substantial deviation" or "significant amendment or modification" as a discretionary change in the policy of the Housing Authority that fundamentally alters the mission, goals, objectives, or plans of the Agency and which would require public comment and the formal approval of the Board of Commissioners. Specifically, the following will be considered to constitute a substantial deviation or a significant amendment or modification:

A material change in the policies regarding the manner in which tenant rent is calculated;

A material change in the admissions policies with respect to the selection of applicants from the waiting list or the organization of the waiting list;

Additions of non-emergency work items representing an expenditure of funds in excess of 10% of the SWHA Capital Fund Program budget the year in which work is performed (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of the replacement reserve funds under the Capital Fund;

Any change with regard to demolition or disposition or conversion activities not previously identified in the Agency Plan.

Discretionary or administrative amendments consonant with the Authority's stated overall mission and basic objectives will not be considered substantial or significant.

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes shall not be considered a substantial deviation or a significant amendment or modification to either the Five-Year or Annual Plans.

## **PUBLIC NOTICE**

**The Sedro-Woolley Housing Authority** will be holding a Public Hearing to review and receive comment on its Capital Fund Program (CFP) Amendment for its fiscal year beginning January 1, 2019. The CFP provides monetary assistance from the Department of Housing and Urban Development (HUD) for the purpose of assisting the Sedro-Woolley Housing Authority carry out development, capital and management activities at the existing public housing facilities in order to ensure that such facilities continue to be available to serve low-income families.

The Public Hearing will be held on Thursday, October 18, 2018 at 10:30AM at the Hillsview Apartment's Community Center.

If you are unable to attend the hearing and wish to provide input regarding the Plan, written comments may be sent to the Sedro-Woolley Housing Authority, Attn: Andrew Urban c/o 600 Andover Park W, Seattle, WA 98188 on or prior to October 18, 2018. For more information regarding the CFP Amendment please contact Kelly Iverson at (206) 574-1218

FH/EO (logo)

## Civil Rights Certification

### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Sedro-Woolley Housing Authority

WA030

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PHA Name

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PHA Number/HA Code

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official

Title

Signature

Date

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Capital Fund Program - Five-Year Action Plan

<b>Part I: Summary</b>						
<b>PHA Name :</b> HA City of Sedro Woolley		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> WA030		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>		<input type="checkbox"/> <b>Revised 5-Year Plan (Revision No:            )</b>		
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1 2018</b>	<b>Work Statement for Year 2 2019</b>	<b>Work Statement for Year 3 2020</b>	<b>Work Statement for Year 4 2021</b>	<b>Work Statement for Year 5 2022</b>
	CEDAR GROVE I (WA030000103)	\$143,922.00	\$84,974.96	\$84,974.96	\$63,035.03	\$71,915.03
	HILLSVIEW (WA030000155)	\$24,004.00	\$24,000.04	\$24,000.04	\$45,939.97	\$37,059.97
	AUTHORITY-WIDE	\$41,980.00	\$27,242.00	\$27,242.00	\$27,242.00	\$27,242.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2018				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$143,922.00
ID0001	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$56,000.00
ID0002	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0003	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0004	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$87,922.00
ID0009	Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	HILLSVIEW (WA030000155)			\$24,004.00

## Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 1 2018</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0010	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$24,004.00
ID0011	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0012	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0013	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0014	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$41,980.00
ID0015	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$20,990.00



Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$84,975.00
ID0029	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$56,000.00
ID0030	Common Area Upgrade(Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0031	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0032	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$28,975.00
ID0033	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	HILLSVIEW (WA030000155)			\$24,000.00

## Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
2	2019			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0034	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$24,000.00
ID0035	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0036	Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Electrical)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0037	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0038	Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$27,242.00
ID0039	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$13,621.00



Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
3	2020			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	CEDAR GROVE I (WA030000103)			\$84,975.00
ID0041	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$56,000.00
ID0042	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0043	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0044	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$28,975.00
ID0045	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	HILLSVIEW (WA030000155)			\$24,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0046	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$24,000.00
ID0047	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0048	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0049	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0050	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$27,242.00
ID0051	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry,Administration (1410)-Other)	Administration		\$13,621.00



## Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
4	2021			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	CEDAR GROVE I (WA030000103)			\$63,035.00
ID0053	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$56,000.00
ID0054	Common Area Upgrade(Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Appliances)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0055	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0056	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$7,035.00
ID0057	Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	HILLSVIEW (WA030000155)			\$45,940.00

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
4	2021			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0058	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$24,000.00
ID0059	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		\$1,940.00
ID0060	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		\$20,000.00
ID0061	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0062	Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$27,242.00
ID0063	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$13,621.00



Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$71,915.00
ID0065	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$56,000.00
ID0066	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0067	Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Electrical)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0068	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0069	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$15,915.00
	HILLSVIEW (WA030000155)			\$37,060.00

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
5	2022			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0070	Unit Interior Upgrade (0-3 Units)( Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$24,000.00
ID0071	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		\$13,060.00
ID0072	Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Electrical)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0073	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0074	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$27,242.00
ID0075	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$13,621.00



<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 1	2018
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$20,990.00
Fees & Costs(Operations (1406))	\$20,990.00
Subtotal of Estimated Cost	\$41,980.00

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 2	2019
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$13,621.00
Fees & Costs(Operations (1406))	\$13,621.00
Subtotal of Estimated Cost	\$27,242.00

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 3	2020
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry,Administration (1410)-Other)	\$13,621.00
Fees & Costs(Operations (1406))	\$13,621.00
Subtotal of Estimated Cost	\$27,242.00

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 4	2021
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$13,621.00
Fees & Costs(Operations (1406))	\$13,621.00
Subtotal of Estimated Cost	\$27,242.00

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 5	2022
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$13,621.00
Fees & Costs(Operations (1406))	\$13,621.00
Subtotal of Estimated Cost	\$27,242.00

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners

**FROM:** Tesh Assefa, Manager of Financial Planning and Reporting

**DATE:** October 18, 2018

**RE:** August 2018 Financial Report

Attached for your review is the new unaudited year-to-date financial report as of August 31, 2018. This report shows year-to-date actual results, budgets and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the year-to-date changes in cash.

The new cash reconciliation report differs from the previously presented working capital report in several ways:

- The new report reconciles the change in cash rather than the change in working capital; therefore both the beginning and ending cash balances are displayed
- Non-operating Income and Expenses are segregated from Operating Income and Expenses to allow for the direct calculation of Net Operating Income
- Expenses are summarized in different categories; in particular the Salaries and Benefits line now reflects all salaries and benefits, including Maintenance Salaries. The working capital version combined maintenance salaries with other maintenance expenses on the line Routine Maintenance, Utilities, Taxes and Insurance

The prior working capital report is also included in the packet for comparison purposes. Note that the increase in unrestricted cash on the new cash reconciliation report is \$20,425 while the overall change in working capital on the traditional statement is an increase of \$56,848. The difference is that the working capital report excludes changes in short-term assets and liabilities, while the cash reconciliation report includes them. Increases in short-term assets will have a negative impact in the cash reconciliation whereas increase in short-term liabilities will have a positive impact.

### EXECUTIVE SUMMARY

Year-to-date operating revenues are 12.1% over budget and operating expenses 9.9% under budget.

<i>Operating Revenue</i>	Favorable (Unfavorable)				<i>Operating Expenses</i>	Favorable (Unfavorable)			
	\$ Variance	% Variance				\$ Variance	% Variance		
Tenant Revenue	\$5,133	4.0%	●		Salaries and Benefits	\$18,249	16.4%	●	
Federal Operating Support	29,731	17.5%	●		Administrative Expenses	2,629	3.7%	●	
Other Revenue	1,759	66.1%	●		Maintenance Expenses, Utilities, Taxes	9,691	7.9%	●	
					Other Programmatic Expenses	233	4.4%	●	
<b>Total Operating Revenue</b>	<b>36,622</b>	<b>12.1%</b>	●		<b>Total Operating Expenses</b>	<b>30,802</b>	<b>9.9%</b>	●	

- 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 \$36.7K or 12.1% and are primarily attributable to increases in federal operating support (“subsidy”) and tenant revenues at Cedar Grove. The portion of the subsidy designed to reimburse public housing properties for utility costs was budgeted to decline by 7% based on preliminary HUD guidance but actually reflects a 5.4% increase over 2017. The subsidy calculation also includes a reimbursement of prior year audit costs and was greater than budgeted. Lastly, the interim proration level of 93.39% through August is above the budgeted 90% proration level which also results in an increase in subsidy.

**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. Maintenance expenses are under budget due to the timing of the installation of security cameras. The cost of the installation was budgeted evenly over the year, but the cameras had yet to be installed by the end of August.

**ENERGY PERFORMANCE CONTRACT UPDATE**

Beth Pearson, Director of Real Estate Initiatives, will be attending the meeting to provide an update on the Energy Performance Contract issue.

**Sedro-Woolley Housing Authority**  
**Statements of Financial Position**  
**As of August 31, 2018**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$94,934	\$223,173	\$318,107
Cash-Designated	0	0	0
Cash-Restricted	4,000	5,350	9,350
Accounts Receivable	21,641	3,578	25,219
Other Short-term Assets	358	1,453	1,811
Long-term Receivables	0	0	0
Capital Assets	448,564	1,398,702	1,847,266
Other Assets	0	0	0
Total Assets	<u>\$569,498</u>	<u>\$1,632,256</u>	<u>\$2,201,754</u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	\$18,161	\$46,370	\$64,531
Current Portion of Long-term Debt	0	0	0
Long-term Debt	11	21	32
Other Long-term Liabilities	0	0	0
Total Liabilities	<u>18,172</u>	<u>46,391</u>	<u>64,563</u>
Equity	551,326	1,585,865	2,137,190
Total Liabilities and Equity	<u>\$569,498</u>	<u>\$1,632,256</u>	<u>\$2,201,754</u>

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through August 31, 2018

	Cedar Grove				Hillsview				Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$103,468</b>				<b>\$194,214</b>				<b>\$297,682</b>			
<i>Rental Revenue and Subsidy</i>												
Tenant Revenue	\$26,422	\$21,400	\$5,022	23.5%	\$107,877	\$107,766	\$111	0.1%	\$134,299	\$129,166	\$5,133	4.0%
Federal Operating Support	77,293	65,065	12,228	18.8%	122,397	104,894	17,503	16.7%	199,690	169,959	29,731	17.5%
<b>Total Rental Revenue and Federal Support</b>	<b>103,715</b>	<b>86,465</b>	<b>17,250</b>	<b>19.9%</b>	<b>230,274</b>	<b>212,660</b>	<b>17,614</b>	<b>8.3%</b>	<b>333,989</b>	<b>299,125</b>	<b>34,864</b>	<b>11.7%</b>
<i>Other Operating Revenue</i>												
Other Revenue	1,490	254	1,236	486.5%	2,930	2,407	523	21.7%	4,420	2,661	1,759	66.1%
<b>Total Other Operating Revenue</b>	<b>1,490</b>	<b>254</b>	<b>1,236</b>	<b>486.5%</b>	<b>2,930</b>	<b>2,407</b>	<b>523</b>	<b>21.7%</b>	<b>4,420</b>	<b>2,661</b>	<b>1,759</b>	<b>66.1%</b>
<b>Total Operating Revenue</b>	<b>105,204</b>	<b>86,719</b>	<b>18,485</b>	<b>21.3%</b>	<b>233,204</b>	<b>215,067</b>	<b>18,137</b>	<b>8.4%</b>	<b>338,408</b>	<b>301,786</b>	<b>36,622</b>	<b>12.1%</b>
<i>Operating Expenses</i>												
Salaries and Benefits	(23,333)	(31,353)	8,020	25.6%	(69,836)	(80,065)	10,229	12.8%	(93,169)	(111,418)	18,249	16.4%
Administrative Expenses	(22,771)	(22,609)	(162)	-0.7%	(45,825)	(48,616)	2,791	5.7%	(68,596)	(71,225)	2,629	3.7%
Maintenance Expenses, Utilities, Taxes	(37,497)	(40,519)	3,022	7.5%	(75,979)	(82,648)	6,669	8.1%	(113,476)	(123,167)	9,691	7.9%
Other Programmatic Expenses	(1,212)	(1,384)	172	12.4%	(3,805)	(3,866)	61	1.6%	(5,017)	(5,250)	233	4.4%
<b>Total Operating Expenses</b>	<b>(84,813)</b>	<b>(95,865)</b>	<b>11,052</b>	<b>11.5%</b>	<b>(195,445)</b>	<b>(215,195)</b>	<b>19,750</b>	<b>9.2%</b>	<b>(280,258)</b>	<b>(311,060)</b>	<b>30,802</b>	<b>9.9%</b>
<b>Net Operating Income</b>	<b>20,391</b>	<b>(9,146)</b>	<b>29,537</b>	<b>323.0%</b>	<b>37,759</b>	<b>(128)</b>	<b>37,887</b>	<b>29599.4%</b>	<b>58,151</b>	<b>(9,274)</b>	<b>67,425</b>	<b>727.0%</b>
<i>Non Operating Income/(Expense)</i>												
Other Non-operating Income/(Expense)	43,334	37,423	5,911	15.8%	44,640	41,582	3,058	7.4%	87,974	79,005	8,969	11.4%
<b>Total Non Operating Income/(Expense)</b>	<b>43,334</b>	<b>37,423</b>	<b>5,911</b>	<b>15.8%</b>	<b>44,640</b>	<b>41,582</b>	<b>3,058</b>	<b>7.4%</b>	<b>87,974</b>	<b>79,005</b>	<b>8,969</b>	<b>11.4%</b>
<i>Capital Activity</i>												
Capital Project Expenditures	(44,200)	(25,823)	(18,377)	-71.2%	(44,901)	(36,318)	(8,583)	-23.6%	(89,100)	(62,141)	(26,959)	-43.4%
<b>Total Change in Capital Assets, net of Direct Funding and Debt</b>	<b>(44,200)</b>	<b>(25,823)</b>	<b>(18,377)</b>	<b>-71.2%</b>	<b>(44,901)</b>	<b>(36,318)</b>	<b>(8,583)</b>	<b>-23.6%</b>	<b>(89,100)</b>	<b>(62,141)</b>	<b>(26,959)</b>	<b>-43.4%</b>
<i>Change in Other Assets/Liabilities</i>												
Change in Designated/Restricted Cash	(200)	0	(200)	n/a	25	0	25	n/a	(175)	0	(175)	n/a
Change in Short-term Assets	(19,001)	0	(19,001)	n/a	3,955	0	3,955	n/a	(15,047)	0	(15,047)	n/a
Change in Short-term Liabilities	(8,859)	0	(8,859)	n/a	(12,518)	0	(12,518)	n/a	(21,377)	0	(21,377)	n/a
<b>Change in Other Assets/Liabilities</b>	<b>(28,060)</b>	<b>0</b>	<b>(28,060)</b>	<b>n/a</b>	<b>(8,539)</b>	<b>0</b>	<b>(8,539)</b>	<b>n/a</b>	<b>(36,599)</b>	<b>0</b>	<b>(36,599)</b>	<b>n/a</b>
<b>Change in Unrestricted/Program Cash</b>	<b>(\$8,534)</b>	<b>\$2,454</b>	<b>(\$10,988)</b>	<b>-447.8%</b>	<b>\$28,959</b>	<b>\$5,136</b>	<b>\$23,823</b>	<b>463.9%</b>	<b>\$20,425</b>	<b>\$7,590</b>	<b>\$12,835</b>	<b>169.1%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$94,934</b>				<b>\$223,173</b>				<b>\$318,107</b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$3,800</b>				<b>\$5,375</b>				<b>\$9,175</b>			
Change in Replacement Reserves	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Other Reserves	200	0	200	n/a	(25)	0	(25)	n/a	175	0	175	n/a
<b>Change in Designated/Restricted Cash</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>n/a</b>	<b>(25)</b>	<b>0</b>	<b>(25)</b>	<b>n/a</b>	<b>175</b>	<b>0</b>	<b>175</b>	<b>n/a</b>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$4,000</b>				<b>\$5,350</b>				<b>\$9,350</b>			

1) Tenant revenue is greater than budgeted due to increase in tenant income.

2) Operating subsidy is greater than anticipated due to better than expected proration level and utility inflation factor that exceeded HUD's original guidance.

3) 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 was not filled until September causing lower than planned salaries and benefits.

4) Installation of security cameras was budgeted for \$10K evenly throughout the year, but the actual installation did not occur until September.

5) Site improvement project costs totaling \$67K was unbudgeted, this amount is mostly offset as three unit upgrades were budgeted through August but only one unit was completed. The net increase in CFP expense resulted in higher than anticipated draw from capital fund grant.

6) CFP Revenue was budgeted higher than CFP expenditures resulting in a smaller budget to actual variance for revenue than expenditures.

7) The change in short-term assets is due to an increase in grant receivables.

8) The change in short-term liabilities is due to a decrease in accounts payable.

**Housing Authority of the City of Sedro-Woolley  
Working Capital Budget vs. Actual Report  
For the Period Ended 08/31/2018**

	Actuals Through 08/31/2018	Budget Through 08/31/2018	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	\$ 134,299	\$ 129,166	\$ 5,133	4.0%	\$ 193,750	\$ 59,451	69.3%	
Operating Fund Subsidy from HUD	199,690	169,959	29,731	17.5%	254,938	55,248	78.3%	(1)
Other Operating Revenue	1,401	2,597	(1,196)	(46.1%)	3,895	2,494	36.0%	
Non-operating Revenue	90,992	79,069	11,923	15.1%	118,607	27,615	76.7%	(2)
<b>Total Revenues</b>	<b>426,382</b>	<b>380,791</b>	<b>45,591</b>	<b>12.0%</b>	<b>571,190</b>	<b>144,808</b>	<b>74.6%</b>	
<b>Expenses</b>								
Salaries & Benefits	93,169	111,418	(18,249)	(16.4%)	169,789	76,620	54.9%	(3)
Routine Maintenance, Utilities, Taxes & Insurance	113,476	116,500	(3,024)	(2.6%)	182,419	68,943	62.2%	
Other Social Service Support Expenses & HAP	5,017	5,250	(233)	(4.4%)	7,950	2,933	63.1%	
Administrative Support Expenses	68,596	71,225	(2,629)	(3.7%)	107,820	39,224	63.6%	
Non-operating Expenses	0	0	0	n/m	0	0	n/m	
<b>Total Expenses</b>	<b>280,258</b>	<b>304,393</b>	<b>(24,135)</b>	<b>(7.9%)</b>	<b>467,978</b>	<b>187,720</b>	<b>59.9%</b>	
<b>Net Income</b>	<b>146,124</b>	<b>76,398</b>	<b>69,726</b>	<b>91.3%</b>	<b>103,212</b>	<b>(42,912)</b>	<b>141.6%</b>	
<b>Other Sources/(Uses) of Working Capital</b>								
Acquisition of Capital Assets	(89,101)	(68,808)	(20,293)	29.5%	(103,211)	(14,110)	86.3%	(2)
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(89,276)</b>	<b>(68,808)</b>	<b>(20,468)</b>	<b>29.7%</b>	<b>(103,211)</b>	<b>(13,935)</b>	<b>86.5%</b>	
<b>Net Change in Working Capital</b>	<b>\$ 56,848</b>	<b>\$ 7,590</b>	<b>\$ 49,258</b>	<b>649.0%</b>	<b>\$ 1</b>	<b>\$ (56,847)</b>	<b>5684842.0%</b>	
Working Capital, 12/31/2017	232,932							
<b>Working Capital, 08/31/2018</b>	<b>\$ 289,780</b>							

- 1) Operating subsidy is greater than anticipated due to better than expected proration level and utility inflation factor.
- 2) Due to unbudgeted site improvement project cost totaling \$67K. The amount was partially offset as three unit upgrades were budgeted through August but only one unit was completed resulting in higher than anticipated draw from capital fund grant.
- 3) 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 was not filled until September causing lower than planned salaries and benefits.

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**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Housing Management Report**

**August and September 2018**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	2	1	0
Cedar Grove	1	0	0

**Average Unit Turnover Rates**

The current Unit Turnover Rate (UTO) is 8.2 days.

- One Hillsview unit vacated in August; this will be a unit upgrade to be completed before the end of the year.
- One Hillsview unit was vacated in September and housed in 7 days.
- A Cedar Grove resident transferred to the vacated unit in September. This unit will be upgraded to be completed before the end of the year.

**Current Applications of Wait List as of September 30, 2018**

<b>Hillsview</b>	<b>Applicants Claiming Preference</b>	<b>Elderly/Disabled Claiming Preference</b>	<b>Non-Preference Applicants</b>	<b>Total</b>
1 Bedroom	124	102	63	187

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	117	19	136
3 Bedrooms	65	4	69
4 Bedrooms	1	0	1
<b>Total</b>	<b>183</b>	<b>23</b>	<b>206</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**

	<b>Routine</b>	<b>Inspection</b>	<b>Emergency</b>	<b>Vacate</b>	<b>RA</b>	<b>Total</b>
Hillsview	75	9	2	1	0	87
Cedar Grove I	9	4	0	0	0	13
Cedar Grove II	8	3	1	0	0	12
Cedar Grove III	8	1	1	0	0	10
<b>Total</b>	<b>100</b>	<b>17</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>122</b>

**Resident Functions**

A resident meeting was held to discuss the use of the security cameras at Hillsview.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Staffing**

The assistant property manager position is open; interviews took place in August and a candidate was selected in September.

### **Previous Meeting Concerns**

- None

### **Resident Issues**

- We are in the legal process for one Cedar Grove resident for failure to comply with their settlement agreement.