

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, February 21, 2019

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. December 20, 2018 Board of Commissioners' Meeting Minutes
- V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report December 1, 2018 to January 31, 2019 2
 - B. Resolution No. 464: Revised 2019 Comprehensive Operating Budget 3
- VI. Reports
 - A. Financial Report for December 2018 4
 - B. Housing Management Report 5
- VII. New Business
- VIII. Adjournment

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

Thursday, December 20, 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 10:47 a.m., on Thursday, December 20, 2018, at Hillsvew Apartments, 830 Township Street, Sedro-Woolley, WA.

II. **Roll Call**

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

III. **Public Comment**

None.

IV. **Approval of Minutes**

A. October 18, 2018 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from October 18, 2018 as written.

V. **Action Items for Discussion & Approval**

A. Approval of Voucher Report October 1, 2018 to November 30, 2018

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for October 1, 2018 to November 30, 2018.

B. Exit conference with the Washinton State Auditor's Office and Resolution No. 462: Acceptance of the Financial and Accountability audits

Sandra Evan from the Auditor's office joined by phone.

Commissioner Reta Stephenson moved for approval of Resolution No. 462: Acceptance of the Financial and Accountability audits, seconded by Commissioner Kacy Johnson; the board unanimously approved Resolution No.462.

C. Resolution No. 463: 2019 Comprehensive Operating and Capital Budget

Commissioner Reta Stephenson moved for approval of Resolution No. 463: 2019 Comprehensive Operating and Capital Budget, seconded by Commissioner Kacy Johnson; the board unanimously approved Resolution No.463.

VI. Reports

A. Financial Report for September 2018 to October 2018

The board was briefed on the Financial Reports for September and October 2018, as contained in the meeting packet.

B. Housing Management Report for October and November 2018

Four bedroom applicants should be coming in soon.

Community Action – utility/Annual event.

Cedar Grove settlement agreement, past due balance/community, action is working with them.

VII. New Business

A. None.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:44 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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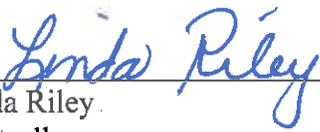
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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Linda Riley, Controller
DATE: February 7, 2019
RE: Approval of Vouchers December 1, 2018 to January 31, 2019

I, Linda Riley, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.



Linda Riley
Controller
February 7, 2019

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	6,621.23
Directly to Hillsview	14,464.08
Total Expenditures	<u><u>\$21,085.31</u></u>

SEDRO-WOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2018 TO 1/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
409003	Benefits-Uniforms	14.50	IMAGE SOURCE INC	WORK CLOTHES	1/11/2019	320529
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	1/4/2019	320382
411102	Comp Equip-Hardware Maintenance	1.95	GDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/21/2018	320090
411103	Comp Equip-Software Maintenance	15.27	HYLAND SOFTWARE, INC	MAINT PERIOD 2/1/19-1/31/20	1/18/2019	320624
411901	Equip-Other-Leased/Rented	0.82	MAILFINANCE INC	SN DA1208514754, SN 4129955LD220234	12/14/2018	320055
420000	Professional Services-Legal	77.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/14/2018	319974
420000	Professional Services-Legal	45.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	31.20	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	0.22	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	12.75	PACIFICA LAW GROUP LLP	LEGAL SVCS	1/25/2019	320758
420101	Professional Services-Auditing	35.63	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-17	1/4/2019	320293
421904	Admin Contracts-Cloud Recovery Services	5.59	NET2VAULT LLC	NOV 2018 MANAGED VAULTING	12/21/2018	320156
421904	Admin Contracts-Cloud Recovery Services	5.70	NET2VAULT LLC	DEC 2018 MANAGED VAULTING	1/18/2019	320643
440000	Travel-Training Related-Local-Mileage	0.10	AMANDA KLECAN	7/2-12/28/18 MILEAGE	1/11/2019	320482
440100	Travel-Non-training Related-Local-Mileage	1.31	MARSHA PREMEL	10/3-12/14/18 MILEAGE	1/11/2019	320476
440100	Travel-Non-training Related-Local-Mileage	0.45	VANESSA OWEN	6/18-12/26/18 MILEAGE	1/11/2019	320481
440100	Travel-Non-training Related-Local-Mileage	0.40	AMANDA KLECAN	7/2-12/28/18 MILEAGE	1/11/2019	320482
440100	Travel-Non-training Related-Local-Mileage	0.27	CATHERINE COLLEEN CUNNINGHAM	1/15-12/21/18 MILEAGE	1/11/2019	320498
440100	Travel-Non-training Related-Local-Mileage	8.58	JUDITH ANDINO	10/2-11/29/18 MILEAGE	1/11/2019	320531
440100	Travel-Non-training Related-Local-Mileage	12.73	IVY WILLIS	7/9-12/18 MILEAGE	1/11/2019	320535
440100	Travel-Non-training Related-Local-Mileage	26.98	JEFF SEVERSON	1/17/18-12/11/2018 MILEAGE	1/18/2019	320634
440100	Travel-Non-training Related-Local-Mileage	3.64	JUDITH ANDINO	12/10-18/18 MILEAGE	1/18/2019	320663
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	NOV 2018 CHGS	12/21/2018	320143
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	DEC 2018 CHGS	1/18/2019	320626
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	12/7/2018	319948
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	12/21/2018	320163
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	1/18/2019	320652
452000	Comm-Advertising	22.17	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	1/25/2019	320689
490004	Other Admin Exp-Finance	0.06	PUGET SOUND ENERGY-BOT-01H	LATE FEE	1/11/2019	320453
491000	Admin Exp-Criminal/Background Checks	0.01	DEPARTMENT OF LICENSING	ACCOUNT 463025	12/14/2018	319988
491000	Admin Exp-Criminal/Background Checks	5.67	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/21/2018	320106
491000	Admin Exp-Criminal/Background Checks	10.77	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/28/2018	320207
491000	Admin Exp-Criminal/Background Checks	0.01	DEPARTMENT OF LICENSING	FILING PERIOD 12/31/18	1/11/2019	320423
491000	Admin Exp-Criminal/Background Checks	36.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/18/2019	320559
491000	Admin Exp-Criminal/Background Checks	4.38	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/18/2019	320573
493000	Other Admin Exp-Postage	9.05	MAIL ADVERTISING BUREAU INC	NOVEMBER 2018 STATEMENTS	12/7/2018	319843
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	12/14/2018	320052
493000	Other Admin Exp-Postage	9.40	MAIL ADVERTISING BUREAU INC	DEC 2018 STATEMENTS	1/11/2019	320408

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2018 TO 1/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	1/11/2019	320495
493100	Other Admin Exp-Mail Handling	2.57	MAIL ADVERTISING BUREAU INC	NOVEMBER 2018 STATEMENTS	12/7/2018	319843
493100	Other Admin Exp-Mail Handling	3.71	MAIL ADVERTISING BUREAU INC	DEC 2018 STATEMENTS	1/11/2019	320408
520104	Social Service Contracts-Interpretation	3.08	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/4/2019	320298
520104	Social Service Contracts-Interpretation	1.82	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/11/2019	320413
520104	Social Service Contracts-Interpretation	2.65	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/11/2019	320413
610004	Occup Exp-Materials-Cabinetry	11.67	INTERMOUNTAIN LOCK & SECURITY SUPPLY	MAINT SUPPLIES	12/7/2018	319962
610004	Occup Exp-Materials-Cabinetry	1.24	INTERMOUNTAIN LOCK & SECURITY SUPPLY	MAINT SUPPLIES	12/7/2018	319962
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	154.13	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	122.34	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	127.63	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	90.54	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	138.24	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660000	Occup Exp-Utilities-Water	127.63	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660100	Occup Exp-Utilities-Sewer	657.75	CITY OF SEDRO WOOLLEY	SEWER	12/14/2018	320024
660100	Occup Exp-Utilities-Sewer	394.64	CITY OF SEDRO WOOLLEY	SEWER	12/14/2018	320024
660100	Occup Exp-Utilities-Sewer	263.33	CITY OF SEDRO WOOLLEY	SEWER	12/14/2018	320024
660100	Occup Exp-Utilities-Sewer	657.66	CITY OF SEDRO WOOLLEY	SEWER	1/11/2019	320460
660100	Occup Exp-Utilities-Sewer	263.34	CITY OF SEDRO WOOLLEY	SEWER	1/11/2019	320460
660100	Occup Exp-Utilities-Sewer	394.63	CITY OF SEDRO WOOLLEY	SEWER	1/11/2019	320460
660200	Occup Exp-Utilities-Electricity	53.96	PUGET SOUND ENERGY-BOT-01H	ELEC	1/4/2019	320342
660200	Occup Exp-Utilities-Electricity	98.79	PUGET SOUND ENERGY-BOT-01H	ELEC	1/4/2019	320342
660200	Occup Exp-Utilities-Electricity	47.95	PUGET SOUND ENERGY-BOT-01H	ELEC	1/4/2019	320342
660201	Occup Exp-Utilities-Electricity-Closing Bill	138.06	PUGET SOUND ENERGY-BOT-01H	ELEC	1/11/2019	320453
660300	Occup Exp-Utilities-Natural Gas	121.88	CASCADE NATURAL GAS CO	GAS	12/14/2018	320010
660300	Occup Exp-Utilities-Natural Gas	152.50	CASCADE NATURAL GAS CO	GAS	1/18/2019	320601
660300	Occup Exp-Utilities-Natural Gas	15.24	CASCADE NATURAL GAS CO	GAS	1/18/2019	320601
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	6.07	CASCADE NATURAL GAS CO	GAS	12/14/2018	320010
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	12.93	CASCADE NATURAL GAS CO	GAS	1/4/2019	320338
660500	Occup Exp-Utilities-Surface Water Mgmt	54.21	CITY OF SEDRO WOOLLEY	STORM	12/14/2018	320024
660500	Occup Exp-Utilities-Surface Water Mgmt	32.53	CITY OF SEDRO WOOLLEY	STORM	12/14/2018	320024
660500	Occup Exp-Utilities-Surface Water Mgmt	21.70	CITY OF SEDRO WOOLLEY	STORM	12/14/2018	320024
660500	Occup Exp-Utilities-Surface Water Mgmt	54.20	CITY OF SEDRO WOOLLEY	STORM	1/11/2019	320460
660500	Occup Exp-Utilities-Surface Water Mgmt	21.70	CITY OF SEDRO WOOLLEY	STORM	1/11/2019	320460
660500	Occup Exp-Utilities-Surface Water Mgmt	32.53	CITY OF SEDRO WOOLLEY	STORM	1/11/2019	320460

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2018 TO 1/31/2019

Account No	Major Account Description	Amount	Vendor Name	Youcher Description	Date	Check Number
660700	Occup Exp-Utilities-Garbage	422.07	CITY OF SEDRO WOOLLEY	GARBAGE	12/14/2018	320024
660700	Occup Exp-Utilities-Garbage	144.30	CITY OF SEDRO WOOLLEY	GARBAGE	12/14/2018	320024
660700	Occup Exp-Utilities-Garbage	138.36	CITY OF SEDRO WOOLLEY	GARBAGE	12/14/2018	320024
660700	Occup Exp-Utilities-Garbage	486.67	CITY OF SEDRO WOOLLEY	GARBAGE	1/11/2019	320460
660700	Occup Exp-Utilities-Garbage	138.35	CITY OF SEDRO WOOLLEY	GARBAGE	1/11/2019	320460
660700	Occup Exp-Utilities-Garbage	144.31	CITY OF SEDRO WOOLLEY	GARBAGE	1/11/2019	320460
660700	Occup Exp-Utilities-Garbage	17.80	SKAGIT COUNTY PUBLIC WORKS DEPT.	GARBAGE	1/18/2019	320550
	TOTAL CEDAR GROVE	6,621.23				
HILLSVIEW						
409003	Benefits-Uniforms	43.50	IMAGE SOURCE INC	WORK CLOTHES	1/11/2019	320529
410000	Admin Supplies	0.26	CANON SOLUTIONS AMERICA INC	SN RZ127626	1/4/2019	320382
411102	Comp Equip-Hardware Maintenance	5.85	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/21/2018	320090
411103	Comp Equip-Software Maintenance	45.81	HYLAND SOFTWARE, INC	MAINT PERIOD 2/1/19-1/31/20	1/18/2019	320624
411901	Equip-Other-Leased/Rented	2.48	MAILFINANCE INC	SN DA1208514754, SN 4129955LD220234	12/14/2018	320055
420000	Professional Services-Legal	60.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/21/2018	320079
420000	Professional Services-Legal	137.21	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	94.08	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	0.66	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	60.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	1/25/2019	320679
420000	Professional Services-Legal	38.25	PACIFICA LAW GROUP LLP	LEGAL SVCS	1/25/2019	320758
420101	Professional Services-Auditing	106.87	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-17	1/4/2019	320293
421904	Admin Contracts-Cloud Recovery Services	16.77	NET2VAULT I.L.C.	NOV 2018 MANAGED VAULTING	12/21/2018	320156
421904	Admin Contracts-Cloud Recovery Services	17.10	NET2VAULT I.L.C.	DEC 2018 MANAGED VAULTING	1/18/2019	320643
440000	Travel-Training Related-Local-Mileage	0.29	AMANDA KLECAN	7/2-12/28/18 MILEAGE	1/11/2019	320482
440100	Travel-Non-training Related-Local-Mileage	3.96	MARSHA PREMEL	10/3-12/14/18 MILEAGE	1/11/2019	320476
440100	Travel-Non-training Related-Local-Mileage	1.36	VANESSA OWEN	6/18-12/26/18 MILEAGE	1/11/2019	320481
440100	Travel-Non-training Related-Local-Mileage	1.20	AMANDA KLECAN	7/2-12/28/18 MILEAGE	1/11/2019	320482
440100	Travel-Non-training Related-Local-Mileage	0.81	CATHERINE COLLEEN CUNNINGHAM	1/15-12/21/18 MILEAGE	1/11/2019	320498
440100	Travel-Non-training Related-Local-Mileage	25.67	JUDITH ANDINO	10/2-11/29/18 MILEAGE	1/11/2019	320531
440100	Travel-Non-training Related-Local-Mileage	38.15	IVY WILLIS	7/9-12/18 MILEAGE	1/11/2019	320535
440100	Travel-Non-training Related-Local-Mileage	80.93	JEFF SEVERSON	1/17/18-12/11/2018 MILEAGE	1/18/2019	320634
440100	Travel-Non-training Related-Local-Mileage	10.90	JUDITH ANDINO	12/10-18/18 MILEAGE	1/18/2019	320663
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECH SVCS	NOV 2018 CHGS	12/21/2018	320143
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	DEC 2018 CHGS	1/18/2019	320626
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	12/7/2018	319948
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	12/21/2018	320163
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	1/18/2019	320652
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	NOV 2018 CHGS	12/21/2018	320143
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	DEC 2018 CHGS	1/18/2019	320626

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2018 TO 1/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	12/7/2018	319905
450100	Comm-Long Distance Charges	6.96	IMPACT TELECOM INC	MONTHLY CHGS	1/18/2019	320609
452000	Comm-Advertising	66.49	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	1/25/2019	320689
491000	Admin Exp-Criminal/Background Checks	0.04	DEPARTMENT OF LICENSING	ACCOUNT 463025	12/14/2018	319988
491000	Admin Exp-Criminal/Background Checks	17.13	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/21/2018	320106
491000	Admin Exp-Criminal/Background Checks	32.54	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/28/2018	320207
491000	Admin Exp-Criminal/Background Checks	0.04	DEPARTMENT OF LICENSING	FILING PERIOD 12/31/18	1/11/2019	320423
491000	Admin Exp-Criminal/Background Checks	24.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	1/18/2019	320559
491000	Admin Exp-Criminal/Background Checks	13.24	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	1/18/2019	320573
493000	Other Admin Exp-Postage	27.28	MAIL ADVERTISING BUREAU INC	NOVEMBER 2018 STATEMENTS	12/7/2018	319843
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	12/14/2018	320052
493000	Other Admin Exp-Postage	28.35	MAIL ADVERTISING BUREAU INC	DEC 2018 STATEMENTS	1/11/2019	320408
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	1/11/2019	320495
493100	Other Admin Exp-Mail Handling	7.75	MAIL ADVERTISING BUREAU INC	NOVEMBER 2018 STATEMENTS	12/7/2018	319843
493100	Other Admin Exp-Mail Handling	11.20	MAIL ADVERTISING BUREAU INC	DEC 2018 STATEMENTS	1/11/2019	320408
520104	Social Service Contracts-Interpretation	9.30	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/4/2019	320298
520104	Social Service Contracts-Interpretation	5.49	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/11/2019	320413
520104	Social Service Contracts-Interpretation	8.01	LANGUAGE LINE SVCS, INC	INTERPRETATION	1/11/2019	320413
610004	Occup Exp-Materials-Cabinetry	35.00	INTERMOUNTAIN LOCK & SECURITY SUPPLY	MAINT SUPPLIES	12/7/2018	319962
610004	Occup Exp-Materials-Cabinetry	3.71	INTERMOUNTAIN LOCK & SECURITY SUPPLY	MAINT SUPPLIES	12/7/2018	319962
660000	Occup Exp-Utilities-Water	1,757.66	PUBLIC UTILITY DISTRICT #1	WATER	1/18/2019	320606
660100	Occup Exp-Utilities-Sewer	3,938.76	CITY OF SEDRO WOOLLEY	SEWER	12/14/2018	320024
660100	Occup Exp-Utilities-Sewer	3,938.76	CITY OF SEDRO WOOLLEY	SEWER	1/11/2019	320460
660200	Occup Exp-Utilities-Electricity	1,400.05	PUGET SOUND ENERGY-BOT-01H	ELEC	1/4/2019	320342
660500	Occup Exp-Utilities-Surface Water Mgmt	324.63	CITY OF SEDRO WOOLLEY	STORM	12/14/2018	320024
660500	Occup Exp-Utilities-Surface Water Mgmt	324.63	CITY OF SEDRO WOOLLEY	STORM	1/11/2019	320460
660700	Occup Exp-Utilities-Garbage	675.54	CITY OF SEDRO WOOLLEY	GARBAGE	12/14/2018	320024
660700	Occup Exp-Utilities-Garbage	675.54	CITY OF SEDRO WOOLLEY	GARBAGE	1/11/2019	320460
	TOTAL HILLSVIEW	14,464.08				
	TOTAL SEDRO WOOLLEY	21,085.31				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners

FROM: Windy Epps, Assistant Director of Finance

DATE: February 15, 2018

RE: Resolution No. 464: Revised 2019 Comprehensive Operating Budget

The King County Housing Authority (KCHA) is presenting the correct budget for consideration by the Sedro-Woolley Housing Authority (SWHA) Board of Commissioners. Due to an administrative error, an incorrect version of the Operating Budget was included in the board packet and presented on December 20, 2018.

EXECUTIVE SUMMARY

The change primarily impacts operating fund subsidy resulting in a projected decrease of net operating income of \$4,723. See details below:

	2019 Budget Original	2019 Budget Revised	Difference
Operating Revenues			
Tenant Revenues	199,945	199,945	-
Operating Fund Subsidy	301,063	296,344	(4,719)
CFP Used for Operating Purposes	-	-	-
Other Operating Revenue	2,000	2,000	-
Total Operating Revenue	503,008	498,289	(4,719)
Operating Expenses			
Salaries and Benefits	(157,320)	(157,324)	(4)
Property and Other Admin Expenses	(291,699)	(291,699)	-
Total Operating Expenses	(449,019)	(449,023)	(4)
Net Operating Income/(Loss)	53,989	49,266	(4,723)

It is recommended that the Board of Commissioners authorize the updated operating revenue and expenses.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 464

**AUTHORIZING APPROVAL OF THE AMENDED COMPREHENSIVE
OPERATING BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2019**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Sedro-Woolley authorized for the Calendar Year beginning January 1, 2019 operating expenditures and capital expenditures on December 20, 2018; and

WHEREAS, it was determined a administrative error caused the incorrect version of the original Comprehensive Operating Budget to be inadvertently included in the board packet; and

WHEREAS, the correct version more accurately reflects anticipated Operating Fund Subsidy for 2019; and

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

Operating expenditures of \$449,023 and capital expenditures of \$93,211 are hereby authorized for the Calendar Year beginning January 1, 2019.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THE 21ST DAY OF FEBRUARY 2019.

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

LAURIE FELLERS , Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Assistant Director of Finance
DATE: February 13, 2018
RE: December 2018 Financial Report

Attached for your review is the unaudited final report for 2018. This report shows 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 and both the beginning and ending cash balances are displayed

EXECUTIVE SUMMARY

Year-end operating revenues were 13.6% over budget and operating expenses 3.5% under budget.

<i>Operating Revenue</i>	Favorable (Unfavorable)			<i>Operating Expenses</i>	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$10,436	5.4%	●	Salaries and Benefits	\$26,775	15.8%	●
Federal Operating Support	48,970	19.2%	●	Administrative Expenses	(7,132)	-6.6%	●
Other Revenue	1,950	48.9%	●	Maintenance Expenses, Utilities, Taxes	(3,163)	-1.6%	●
				Other Programmatic Expenses	394	5.0%	●
<i>Total Operating Revenue</i>	<u>61,356</u>	<u>13.6%</u>	●	<i>Total Operating Expenses</i>	<u>16,874</u>	<u>3.5%</u>	●

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

OPERATING REVENUE

2018 operating revenues were over target by \$61.4K or 13.6% due 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 final proration level of 94.74% for the year was above the budgeted 90% proration level which also results in an increase in subsidy.

OPERATING EXPENSE

Salaries, Wages, and Benefits finished 2018 under budget. A region-wide reorganization resulted in fewer personnel charged to the Sedro-Woolley Housing Authority. As part of the reorganization, an Assistant Property Manager was hired in the portfolio, a percentage of which is allocated to the Sedro-Woolley Housing Authority. As this hire did not occur until September, total salaries and benefits lagged budget projections.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

December 2018 and January 2019

Vacancy Report

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

Average Unit Turnover Rates

The 2018 Unit Turnover Rate (UTO) is 7.1 days.

- The vacant Cedar Grove unit was housed in mid-December. A 4-bedroom over-housed unit was transferred to the 3-bedroom vacancy. Subsequently, this vacancy is currently being upgraded and expected to house in March.

Current Applications of Wait List as of December 3, 2018

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	129	107	60	189

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	122	19	141
3 Bedrooms	34	4	38
4 Bedrooms	1	0	1
Total	157	23	180

Preference Definitions:

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

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	80	21	2	0	0	103
Cedar Grove I	12	0	0	1	0	13
Cedar Grove II	17	0	0	0	0	17
Cedar Grove III	12	1	1	0	0	14
Total	121	22	3	1	0	147

Resident Functions

We are in the process of scheduling a series of sessions for a Will Clinic at Hillsview. This is a joint effort of the Skagit County Bar Association and Community Action providing estate planning, free of charge, to low-income seniors.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Staffing

The assistant property manager position remains open and the vacancy has posted.

Previous Meeting Concerns

- None

Resident Issues

- The Cedar Grove resident has paid their settlement agreement and current rent in full, with the assistance of Skagit Community Action.
- Sedro-Woolley Police Department contacted the Housing Authority regarding unsanitary conditions of a Cedar Grove unit. Based on the police report, the household will participate in monthly inspections.
- We are in the legal process for one Hillsvew resident for nonpayment of rent; the resident is seeking assistance with Skagit Community Action.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash decreased by \$3K throughout the year, primarily due to an increase in grant receivable expected to be collected in January 2019.

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

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Assets			
Cash-Unrestricted	\$99,510	\$195,269	\$294,779
Cash-Designated	0	0	0
Cash-Restricted	3,750	5,100	8,850
Accounts Receivable	26,099	16,155	42,254
Other Short-term Assets	2,460	6,486	8,946
Long-term Receivables	0	0	0
Capital Assets	528,647	1,413,206	1,941,853
Other Assets	0	0	0
Total Assets	<u>\$660,466</u>	<u>\$1,636,216</u>	<u>\$2,296,682</u>
Liabilities and Equity			
Short-term Liabilities	\$23,645	\$52,580	\$76,225
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>23,656</u>	<u>52,601</u>	<u>76,257</u>
Equity	636,810	1,583,614	2,220,424
Total Liabilities and Equity	<u>\$660,466</u>	<u>\$1,636,215</u>	<u>\$2,296,681</u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through December 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
BEGINNING UNRESTRICTED/PROGRAM CASH	\$103,468				\$194,214				\$297,682			
<i>Rental Revenue and Subsidy</i>												
Tenant Revenue	\$43,650	\$32,100	\$11,550	36.0%	\$160,535	\$161,650	(\$1,115)	-0.7%	\$204,186	\$193,750	\$10,436	5.4%
Federal Operating Support	117,630	97,597	20,033	20.5%	186,278	157,341	28,937	18.4%	303,908	254,938	48,970	19.2%
Total Rental Revenue and Federal Support	161,280	129,697	31,583	24.4%	346,813	318,991	27,822	8.7%	508,094	448,688	59,406	13.2%
<i>Other Operating Revenue</i>												
Federal Support for HCV Program	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Other Revenue	1,817	381	1,436	376.8%	4,124	3,610	514	14.2%	5,941	3,991	1,950	48.9%
Total Other Operating Revenue	1,817	381	1,436	376.8%	4,124	3,610	514	14.2%	5,941	3,991	1,950	48.9%
Total Operating Revenue	163,097	130,078	33,019	25.4%	350,938	322,601	28,337	8.8%	514,035	452,679	61,356	13.6%
<i>Operating Expenses</i>												
Salaries and Benefits	(35,835)	(47,787)	11,952	25.0%	(107,180)	(122,002)	14,822	12.1%	(143,014)	(169,789)	26,775	15.8%
Administrative Expenses	(34,885)	(34,250)	(635)	-1.9%	(80,066)	(73,570)	(6,496)	-8.8%	(114,952)	(107,820)	(7,132)	-6.6%
Maintenance Expenses, Utilities, Taxes	(60,493)	(63,329)	2,836	4.5%	(135,089)	(129,090)	(5,999)	-4.6%	(195,582)	(192,419)	(3,163)	-1.6%
Management Fees Charged to Properties and Programs	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
HCV Housing Assistance Payments to Landlords	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Other Programmatic Expenses	(1,823)	(2,150)	327	15.2%	(5,733)	(5,800)	67	1.2%	(7,556)	(7,950)	394	5.0%
Other Expenses	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Transfers Out for Operating Purposes	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Total Operating Expenses	(133,036)	(147,516)	14,480	9.8%	(328,068)	(330,462)	2,394	0.7%	(461,104)	(477,978)	16,874	3.5%
Net Operating Income	30,061	(17,438)	47,499	272.4%	22,870	(7,861)	30,731	390.9%	52,931	(25,299)	78,230	309.2%
<i>Non Operating Income/(Expense)</i>												
Interest Income from Loans	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Interest Expense	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Other Non-operating Income/(Expense)	163,729	56,134	107,595	191.7%	98,704	62,377	36,327	58.2%	262,433	118,511	143,922	121.4%
Total Non Operating Income/(Expense)	163,729	56,134	107,595	191.7%	98,704	62,377	36,327	58.2%	262,433	118,511	143,922	121.4%
<i>Capital Activity</i>												
Capital Project Funding, Excluding Debt Issuance	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Capital Project Expenditures	(168,863)	(38,734)	(130,129)	-336.0%	(100,830)	(54,477)	(46,353)	-85.1%	(269,694)	(93,211)	(176,483)	-189.3%
Grant Revenue-Capital	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Total Change in Capital Assets, net of Direct Funding and Debt	(168,863)	(38,734)	(130,129)	-336.0%	(100,830)	(54,477)	(46,353)	-85.1%	(269,694)	(93,211)	(176,483)	-189.3%
<i>Change in Other Assets/Liabilities</i>												
Change in Designated/Restricted Cash	50	0	50	n/a	275	0	275	n/a	325	0	325	n/a
Change in Short-term Assets	(25,560)	0	(25,560)	n/a	(13,656)	0	(13,656)	n/a	(39,216)	0	(39,216)	n/a
Change in Long-term Receivables	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Other Assets	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Short-term Liabilities	(3,375)	0	(3,375)	n/a	(6,308)	0	(6,308)	n/a	(9,683)	0	(9,683)	n/a
Change in Long-term Debt	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Other Liabilities	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Equity	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Change in Other Assets/Liabilities	(28,885)	-	(28,885)	n/a	(19,689)	-	(19,689)	n/a	(48,574)	-	(48,574)	n/a
Change in Unrestricted/Program Cash	(\$3,958)	(\$38)	(\$3,920)	-10315.5%	\$1,054	\$39	\$1,015	2602.1%	(2,904)	\$1	(\$2,905)	-290500.0%
ENDING UNRESTRICTED/PROGRAM CASH	\$99,510				\$195,268				\$294,778			
BEGINNING DESIGNATED/RESTRICTED CASH	\$3,800				\$5,375				\$9,175			
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	(50)	0	(50)	n/a	(275)	0	(275)	n/a	(325)	0	(325)	n/a
Change in Designated/Restricted Cash	(\$50)	\$0	(\$50)	n/a	(\$275)	\$0	(\$275)	n/a	(325)	\$0	(\$325)	n/a
ENDING DESIGNATED/RESTRICTED CASH	\$3,750				\$5,100				\$8,850			

- Tenant revenue is greater than budgeted due to increase in tenant income at Cedar Grove.
- Operating subsidy is greater than anticipated due to better than expected proration level and utility inflation factor that exceeded HUD's original guidance.
- Other revenue, mainly in the form of interest income, is higher than budgeted due to continued gradual interest rate increases.
- A region-wide reorganization has resulted in a lower cost distribution percentage for the property manager. This savings was expected to be offset by an assistant property manager, however that position was not filled until the 3rd quarter causing lower than planned salaries and benefits.
- Site improvement project costs totaling \$195K was unbudgeted, this amount is mostly offset as the budgeted three unit upgrades were completed at a cost less than anticipated in the budget. The net increase in CFP expense resulted in higher than anticipated draw from capital fund grant.
- CFP Revenue was budgeted higher than CFP expenditures resulting in a smaller budget to actual variance for revenue than expenditures.
- The change in short-term assets is due to an increase in grant receivables.
- The change in short-term liabilities is due to a decrease in accounts payable.