

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, April 18, 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. February 21, 2019 Board of Commissioners' Meeting Minutes | |
| V. | Action Items for Discussion & Approval | |
| | A. Approval of Voucher Report February 1, 2019 to March 31, 2019 | 2 |
| | B. Resolution No. 465: Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) Relating to Flat Rents | 3 |
| VI. | Reports | |
| | A. Financial Report for February 2019 | 4 |
| | B. Housing Management Report | 5 |
| VII. | New Business | |
| VIII. | Adjournment | |

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

Thursday, February 21, 2019

I. Call to Order

The regular meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m., on Thursday, February 21, 2019, 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. December 20, 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 December 20, 2018 as written.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report December 1, 2018 to January 31, 2019

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Kacy Johnson; the board unanimously approved the Voucher Report for December 1, 2018 to January 3, 2019.

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

Windy Epps, Assistant Director of Finance explained that this is a correction from what was presented in the past. The main change is the Operating Fund Subsidy by \$4700.

Commissioner Reta Stephenson moved for approval of Resolution No. 464, seconded by Commissioner Dona Cowan; the board unanimously approved the Resolution No. 464: Revised 2019 Comprehensive Operating Budget.

VI. Reports

A. Financial Report for December 2018

Windy Epps presented the details of the December 2018 Financial Report. She commented that this is the unaudited final report for 2018.

B. Housing Management Report

VII. New Business

A. None.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:18 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Linda Riley, Controller
DATE: April 3, 2019
RE: Approval of Vouchers February 1, 2019 to March 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
April 3, 2019

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	12,091.90
Directly to Hillsvew	<u>25,015.38</u>
Total Expenditures	<u><u>\$37,107.28</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2019 TO 3/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temporary Employees	6.64	ALMOND & ASSOCIATES	VICTORIA GOODWIN 3/10/19	3/22/2019	321667
400100	Salaries-Temporary Employees	5.46	ALMOND & ASSOCIATES	VICTORIA GOODWIN 3/17/19	3/29/2019	321792
410000	Admin Supplies	0.06	CANON SOLUTIONS AMERICA INC	SN RZ127626	2/8/2019	321026
410000	Admin Supplies	2.44	ABC IMAGING	UPDATE PACKET CAC	2/8/2019	321017
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZ127626	3/1/2019	321368
410000	Admin Supplies	0.06	CANON SOLUTIONS AMERICA INC	SN RZ127626	3/22/2019	321749
410000	Admin Supplies	59.23	COMPLETE OFFICE	OFFICE SUPPLIES	3/29/2019	321828
410000	Admin Supplies	2.85	COMPLETE OFFICE	OFFICE SUPPLIES	3/29/2019	321828
410000	Admin Supplies	3.29	COMPLETE OFFICE	OFFICE SUPPLIES	3/29/2019	321828
411100	Computer Equip-Hardware	0.07	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/15/2019	321058
411100	Computer Equip-Hardware	2.01	DUO SECURITY, INC.	SOFTWARE	3/29/2019	321903
411101	Computer Equip-Software	5.40	DUO SECURITY, INC.	SOFTWARE	3/29/2019	321903
411102	Computer Equip-Hardware Maint	2.48	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/1/2019	320831
411102	Computer Equip-Hardware Maint	2.45	INTEGRATED ARCHIVE SYSTEMS	COMPUTER SUPPLIES	3/15/2019	321595
411103	Computer Equip-Software Maint	67.43	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/22/2019	321167
411901	Equip-Other-Leased/Rented	0.82	MAILFINANCE INC	12/29/18-3/28/19 CHARGES	3/8/2019	321477
421904	Admin Contracts- Cloud Recovery Services	5.70	NET2VAULT LLC	MANAGED VAULTING	2/15/2019	321112
421904	Admin Contracts- Cloud Recovery Services	5.71	NET2VAULT LLC	MANAGED VAULTING	3/15/2019	321610
440100	Travel-Non-training Related-Local-Mileage	8.49	JUDITH ANDINO	1/8-31/19 MILEAGE	2/22/2019	321270
440100	Travel-Non-training Related-Local-Mileage	27.03	KIMBERLY SAYAVONG	11/1-12/21/18 MILEAGE	3/1/2019	321351
440100	Travel-Non-training Related-Local-Mileage	35.88	KIMBERLY SAYAVONG	1/2-2/26/19 MILEAGE	3/8/2019	321464
440100	Travel-Non-training Related-Local-Mileage	8.61	IVY WILLIS	1/8-3/6/19 MILEAGE	3/22/2019	321766
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	JANUARY 2019 CHGS	2/22/2019	321233
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	FEBRUARY 2019 CHGS	3/15/2019	321592
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	3/8/2019	321487
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	3/15/2019	321620
490002	Other Admin Exp-Direct Financing Charges	0.19	NEOFUNDS BY NEOPOST	POSTAGE	3/15/2019	321609
491000	Admin Exp-Criminal/Background Checks	7.32	WASHINGTON STATE PATROL	BACKGROUND CHECK	2/1/2019	320833
491000	Admin Exp-Criminal/Background Checks	9.43	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/15/2019	321071
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	MONTHLY CHGS	2/15/2019	321060
491000	Admin Exp-Criminal/Background Checks	7.67	WASHINGTON STATE PATROL	BACKGROUND CHECKS	3/1/2019	321290
491000	Admin Exp-Criminal/Background Checks	4.29	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/15/2019	321550
491000	Admin Exp-Criminal/Background Checks	0.01	DEPARTMENT OF LICENSING	BACKGROUND CHECK	3/15/2019	321537
491000	Admin Exp-Criminal/Background Checks	24.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	3/15/2019	321536
493000	Other Admin Exp-Postage	9.41	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/1/2019	320817
493000	Other Admin Exp-Postage	4.81	NEOFUNDS BY NEOPOST	POSTAGE	2/22/2019	321247
493000	Other Admin Exp-Postage	10.03	MAIL ADVERTISING BUREAU INC	MARCH 2019 STATEMENTS	3/1/2019	321283

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2019 TO 3/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	3/15/2019	321609
493100	Other Admin Exp-Mail Handling	2.65	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/1/2019	320817
493100	Other Admin Exp-Mail Handling	11.22	MAIL ADVERTISING BUREAU INC	MARCH 2019 STATEMENTS	3/1/2019	321283
520104	Social Service Contracts-Interpretation	2.74	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/22/2019	321161
520104	Social Service Contracts-Interpretation	0.84	LANGUAGE LINE SVCS, INC	INTERPRETATION	3/22/2019	321660
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/1/2019	320923
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/8/2019	321488
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/22/2019	321748
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/29/2019	321890
660000	Occup Exp-Utilities-Water	65.54	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	149.97	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	139.28	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	91.21	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	187.36	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	160.65	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	96.56	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	139.28	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	72.32	PUBLIC UTILITY DISTRICT #1	WATER	2/1/2019	320881
660000	Occup Exp-Utilities-Water	127.63	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	138.24	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	90.54	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	111.73	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	122.34	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	159.43	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	111.73	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	101.13	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660000	Occup Exp-Utilities-Water	70.89	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	149.97	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	171.34	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	171.34	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	65.54	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	176.67	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	82.48	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2019 TO 3/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	91.21	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	101.89	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660000	Occup Exp-Utilities-Water	123.26	PUBLIC UTILITY DISTRICT #1	WATER	3/22/2019	321710
660100	Occup Exp-Utilities-Sewer	695.95	CITY OF SEDRO WOOLLEY	SEWER	2/15/2019	321091
660100	Occup Exp-Utilities-Sewer	278.83	CITY OF SEDRO WOOLLEY	SEWER	2/15/2019	321091
660100	Occup Exp-Utilities-Sewer	417.80	CITY OF SEDRO WOOLLEY	SEWER	2/15/2019	321091
660100	Occup Exp-Utilities-Sewer	696.01	CITY OF SEDRO WOOLLEY	SEWER	3/8/2019	321441
660100	Occup Exp-Utilities-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	3/8/2019	321441
660100	Occup Exp-Utilities-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	3/8/2019	321441
660200	Occup Exp-Utilities-Electricity	95.06	PUGET SOUND ENERGY-BOT-01H	ELEC	2/1/2019	320874
660200	Occup Exp-Utilities-Electricity	51.73	PUGET SOUND ENERGY-BOT-01H	ELEC	2/1/2019	320874
660200	Occup Exp-Utilities-Electricity	44.65	PUGET SOUND ENERGY-BOT-01H	ELEC	2/1/2019	320874
660200	Occup Exp-Utilities-Electricity	42.20	PUGET SOUND ENERGY-BOT-01H	ELEC	3/1/2019	321326
660200	Occup Exp-Utilities-Electricity	92.30	PUGET SOUND ENERGY-BOT-01H	ELEC	3/1/2019	321326
660200	Occup Exp-Utilities-Electricity	47.31	PUGET SOUND ENERGY-BOT-01H	ELEC	3/1/2019	321326
660200	Occup Exp-Utilities-Electricity	90.36	PUGET SOUND ENERGY-BOT-01H	ELEC	3/29/2019	321834
660200	Occup Exp-Utilities-Electricity	40.34	PUGET SOUND ENERGY-BOT-01H	ELEC	3/29/2019	321834
660200	Occup Exp-Utilities-Electricity	44.81	PUGET SOUND ENERGY-BOT-01H	ELEC	3/29/2019	321834
660201	Occup Exp-Utilities-Electricity-Closing Bill	35.09	PUGET SOUND ENERGY-BOT-01H	ELEC	3/1/2019	321326
660201	Occup Exp-Utilities-Electricity-Closing Bill	18.04	PUGET SOUND ENERGY-BOT-01H	ELEC	3/29/2019	321834
660300	Occup Exp-Utilities-Natural Gas	133.30	CASCADE NATURAL GAS CO	GAS	2/22/2019	321214
660300	Occup Exp-Utilities-Natural Gas	32.04	CASCADE NATURAL GAS CO	GAS	2/22/2019	321214
660300	Occup Exp-Utilities-Natural Gas	79.36	CASCADE NATURAL GAS CO	GAS	3/15/2019	321568
660300	Occup Exp-Utilities-Natural Gas	183.78	CASCADE NATURAL GAS CO	GAS	3/15/2019	321568
660300	Occup Exp-Utilities-Natural Gas	43.48	CASCADE NATURAL GAS CO	GAS	3/29/2019	321832
660500	Occup Exp-Utilities-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	2/15/2019	321091
660500	Occup Exp-Utilities-Surface Water Mgmt	23.73	CITY OF SEDRO WOOLLEY	STORM	2/15/2019	321091
660500	Occup Exp-Utilities-Surface Water Mgmt	35.56	CITY OF SEDRO WOOLLEY	STORM	2/15/2019	321091
660500	Occup Exp-Utilities-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	3/8/2019	321441
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	3/8/2019	321441
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	3/8/2019	321441
660700	Occup Exp-Utilities-Garbage	17.80	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	2/8/2019	320954
660700	Occup Exp-Utilities-Garbage	546.54	CITY OF SEDRO WOOLLEY	GARBAGE	2/15/2019	321091
660700	Occup Exp-Utilities-Garbage	28.87	CITY OF SEDRO WOOLLEY	GARBAGE	2/15/2019	321091
660700	Occup Exp-Utilities-Garbage	36.04	CITY OF SEDRO WOOLLEY	GARBAGE	2/15/2019	321091
660700	Occup Exp-Utilities-Garbage	134.69	CITY OF SEDRO WOOLLEY	GARBAGE	2/22/2019	321221
660700	Occup Exp-Utilities-Garbage	134.69	CITY OF SEDRO WOOLLEY	GARBAGE	2/22/2019	321221
660700	Occup Exp-Utilities-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	3/8/2019	321441

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2019 TO 3/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Exp-Utilities-Garbage	480.86	CITY OF SEDRO WOOLLEY	GARBAGE	3/8/2019	321441
660700	Occup Exp-Utilities-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	3/8/2019	321441
	TOTAL CEDAR GROVE	12,091.90				
HILLSVIEW						
400100	Salaries-Temporary Employees	20.05	ALMOND & ASSOCIATES	VICTORIA GOODWIN 3/10/19	3/22/2019	321667
400100	Salaries-Temporary Employees	16.50	ALMOND & ASSOCIATES	VICTORIA GOODWIN 3/17/19	3/29/2019	321792
410000	Admin Supplies	0.19	CANON SOLUTIONS AMERICA INC	SN RZ127626	2/8/2019	321026
410000	Admin Supplies	7.38	ABC IMAGING	UPDATE PACKET CAC	2/8/2019	321017
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	SN RZ127626	3/1/2019	321368
410000	Admin Supplies	0.18	CANON SOLUTIONS AMERICA INC	SN RZ127626	3/22/2019	321749
410000	Admin Supplies	177.68	COMPLETE OFFICE	OFFICE SUPPLIES	3/29/2019	321828
410000	Admin Supplies	8.56	COMPLETE OFFICE	OFFICE SUPPLIES	3/29/2019	321828
410000	Admin Supplies	9.85	COMPLETE OFFICE	OFFICE SUPPLIES	3/29/2019	321828
411100	Computer Equip-Hardware	0.20	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/15/2019	321058
411100	Computer Equip-Hardware	6.02	DUO SECURITY, INC.	SOFTWARE	3/29/2019	321903
411101	Computer Equip-Software	16.20	DUO SECURITY, INC.	SOFTWARE	3/29/2019	321903
411102	Computer Equip-Hardware Maint	7.43	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/1/2019	320831
411102	Computer Equip-Hardware Maint	7.34	INTEGRATED ARCHIVE SYSTEMS	COMPUTER SUPPLIES	3/15/2019	321595
411103	Computer Equip-Software Maint	202.28	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/22/2019	321167
411901	Equip-Other-Leased/Rented	2.48	MAILFINANCE INC	12/29/18-3/28/19 CHARGES	3/8/2019	321477
421904	Admin Contracts- Cloud Recovery Services	17.10	NET2VAULT LLC	MANAGED VAULTING	2/15/2019	321112
421904	Admin Contracts- Cloud Recovery Services	17.13	NET2VAULT LLC	MANAGED VAULTING	3/15/2019	321610
440100	Travel-Non-training Related-Local-Mileage	25.45	JUDITH ANDINO	1/8-31/19 MILEAGE	2/22/2019	321270
440100	Travel-Non-training Related-Local-Mileage	81.05	KIMBERLY SAYAVONG	11/1-12/21/18 MILEAGE	3/1/2019	321351
440100	Travel-Non-training Related-Local-Mileage	107.59	KIMBERLY SAYAVONG	1/2-2/26/19 MILEAGE	3/8/2019	321464
440100	Travel-Non-training Related-Local-Mileage	25.82	IVY WILLIS	1/8-3/6/19 MILEAGE	3/22/2019	321766
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	JANUARY 2019 CHGS	2/22/2019	321233
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECH SVCS	FEBRUARY 2019 CHGS	3/15/2019	321592
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	3/8/2019	321487
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	3/15/2019	321620
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JANUARY 2019 CHGS	2/22/2019	321233
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	FEBRUARY 2019 CHGS	3/15/2019	321592
450100	Comm-Long Distance Charges	6.04	IMPACT TELECOM INC	MONTHLY CHGS	2/1/2019	320886
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	3/8/2019	321442
490002	Other Admin Exp-Direct Financing Charges	0.57	NEOFUNDS BY NEOPOST	POSTAGE	3/15/2019	321609
491000	Admin Exp-Criminal/Background Checks	22.10	WASHINGTON STATE PATROL	BACKGROUND CHECK	2/1/2019	320833
491000	Admin Exp-Criminal/Background Checks	48.00	WASHINGTON STATE PATROL	BACK GROUND CHECK	2/1/2019	320833
491000	Admin Exp-Criminal/Background Checks	28.48	NATIONAL CREDIT REPORTING	CREDIT CHECK	2/15/2019	321071

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2019 TO 3/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	0.06	DEPARTMENT OF LICENSING	MONTHLY CHGS	2/15/2019	321060
491000	Admin Exp-Criminal/Background Checks	23.16	WASHINGTON STATE PATROL	BACKGROUND CHECKS	3/1/2019	321290
491000	Admin Exp-Criminal/Background Checks	12.95	NATIONAL CREDIT REPORTING	CREDIT CHECK	3/15/2019	321550
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BACKGROUND CHECK	3/15/2019	321537
493000	Other Admin Exp-Postage	28.37	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/1/2019	320817
493000	Other Admin Exp-Postage	14.54	NEOFUNDS BY NEOPOST	POSTAGE	2/22/2019	321247
493000	Other Admin Exp-Postage	30.23	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	3/1/2019	321283
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	3/15/2019	321609
493100	Other Admin Exp-Mail Handling	8.00	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	2/1/2019	320817
493100	Other Admin Exp-Mail Handling	33.85	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	3/1/2019	321283
520104	Social Service Contracts-Interpretation	8.28	LANGUAGE LINE SVCS, INC	INTERPRETATION	2/22/2019	321161
520104	Social Service Contracts-Interpretation	2.53	LANGUAGE LINE SVCS, INC	INTERPRETATION	3/22/2019	321660
620007	Occup Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q3 INSTALLMENT	2/15/2019	321119
620007	Occup Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q1 INSTALLMENT	3/22/2019	321750
620008	Occup Exp-Alarm Testing/Monitoring	475.00	JOHNSON CONTROLS FIRE PROT	SVC CALL	2/1/2019	320814
620008	Occup Exp-Alarm Testing/Monitoring	3,110.00	JOHNSON CONTROLS FIRE PROT	SVC CALL	2/1/2019	320814
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	2/1/2019	320923
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/8/2019	321488
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/22/2019	321748
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	3/29/2019	321890
620018	Occup Exp-Building Security	95.44	COMMERCIAL ENTRY SYSTEMS INC	DOOR REPAIR	3/29/2019	321800
660000	Occup Exp-Utilities-Water	1,726.77	PUBLIC UTILITY DISTRICT #1	WATER	3/15/2019	321576
660100	Occup Exp-Utilities-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	2/15/2019	321091
660100	Occup Exp-Utilities-Sewer	4,170.37	CITY OF SEDRO WOOLLEY	SEWER	3/8/2019	321441
660200	Occup Exp-Utilities-Electricity	1,578.29	PUGET SOUND ENERGY-BOT-01H	ELEC	2/1/2019	320874
660200	Occup Exp-Utilities-Electricity	1,879.29	PUGET SOUND ENERGY-BOT-01H	ELEC	3/1/2019	321326
660200	Occup Exp-Utilities-Electricity	1,679.04	PUGET SOUND ENERGY-BOT-01H	ELEC	3/29/2019	321834
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	2/15/2019	321091
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	3/8/2019	321441
660700	Occup Exp-Utilities-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	2/15/2019	321091
660700	Occup Exp-Utilities-Garbage	811.60	CITY OF SEDRO WOOLLEY	GARBAGE	3/8/2019	321441
	TOTAL HILLSVIEW	25,015.38				
	TOTAL SEDRO WOOLLEY	37,107.28				



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Bill Cook

DATE: April 18, 2019

RE: Changes to the Sedro-Woolley Housing Authority's (SWHA's) Admissions and Continued Occupancy Policy (ACOP) Exhibit D - Flat Rents

As a result of HUD Notice PIH 2014-12, the Sedro-Woolley Housing Authority is required to adopt changes to the ACOP Exhibit D. These changes are required as a result of legislation adopted by Congress under the Consolidated Appropriations Act of 2014.

All Public Housing residents may choose to have their rent calculated based on their income **or** pay a flat rent amount based on their bedroom size. HUD's mandated changes to the flat rent program have resulted in decreases for the 1, 2, and 3 bedroom units and a slight increase to the 4 bedroom unit flat rents that residents have the option of paying. These rents are listed below:

Unit Size	Proposed Flat Rent	Energy Cost Adjustment	Net Rent Charge per month
1 Bedroom	\$582	\$52	\$530
2 Bedroom	\$766	\$102	\$664
3 Bedroom	\$1,070	\$129	\$941
4 Bedroom	\$1,226	\$146	\$1,080

Once approved, the ACOP changes and new Flat Rents will become effective for all new residents. For all current residents, revised amounts will become effective at the next annual recertification. Following HUD guidelines, for these households SWHA will ensure that any increase in rent is capped at 35 percent as they transition to the new schedule.

A Public Hearing has been scheduled to take place at 10:30 AM on April 18, 2019 in the Hillsview Community Room.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 465

AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO FLAT RENTS

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

WHEREAS, in accordance with and as a result of legislation adopted by Congress under the Consolidated Appropriations Act of 2014 requires the SWHA to set Flat Rents amounts for the Public Housing program at **no less than** 80 percent of the Fair Market Rent (FMR) established by the Department of Housing and Urban Development (HUD) each year; and

WHEREAS, the Housing Authority Board of Commissioners scheduled and properly advertised a Public Hearing in order to receive public comment; and

WHEREAS, on April 18, 2019, the Housing Authority Board of commissioners presided over the Public Hearing for the purpose of receiving public input and comment, and

WHEREAS, the Housing Authority has reviewed and considered all such resident and public comment received, and

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

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING:

- (1.) The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached; and
- (2.) Authorizes the Housing Authority to take the necessary steps to implement these revisions effective February 21, 2019.

ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 18th DAY OF APRIL 2019.

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

Laurie Fellers, Chairwoman
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Assistant Director of Finance
DATE: April 9, 2019
RE: February 2019 Financial Report

Attached for your review is the unaudited year-to-date financial report as of February 28, 2019. 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 and both the beginning and ending cash balances are displayed

EXECUTIVE SUMMARY

Year-to-date operating revenues are 1.1% over budget and operating expenses 18.6% under budget.

<i>Operating Revenue</i>	Favorable (Unfavorable)			<i>Operating Expenses</i>	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$1,717	5.1%	●	Salaries and Benefits	\$700	2.9%	●
Federal Operating Support	(451)	-0.9%	●	Administrative Expenses	246	1.6%	●
Other Revenue	(362)	-24.0%	●	Maintenance Expenses, Utilities, Taxes	11,775	42.2%	●
				Other Programmatic Expenses	46	3.6%	●
Total Operating Revenue	904	1.1%	●	Total Operating Expenses	12,767	18.6%	●

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

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues are very close to target at \$35,071. The \$904 positive variance is primarily attributable to tenant revenues at Cedar Grove. Year-to-date operating expenses in the amount of \$55,905 are under budget by 18.6%. The primary reason for the variance is due to maintenance expenses, utilities, and taxes; which are under budget due to timing of utility bills. Additionally, seasonal contracts are also lower than estimated, which is typical early in the year.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$343,228 has increased by \$30,675 since the beginning of the year due to greater operating revenues than expenses.

Sedro-Woolley Housing Authority
Statements of Financial Position
As of February 28, 2019

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Assets			
Cash-Unrestricted	\$117,526	\$225,701	\$343,227
Cash-Restricted	3,750	5,100	8,850
Accounts Receivable	1,205	(320)	885
Other Short-term Assets	1,940	5,243	7,183
Capital Assets	524,004	1,401,368	1,925,372
Total Assets	<u>\$648,425</u>	<u>\$1,637,092</u>	<u>\$2,285,517</u>
Liabilities and Equity			
Short-term Liabilities	<u>\$21,782</u>	<u>\$48,582</u>	<u>\$70,364</u>
Total Liabilities	21,782	48,582	70,364
Equity	626,643	1,588,510	2,215,153
Total Liabilities and Equity	<u>\$648,425</u>	<u>\$1,637,092</u>	<u>\$2,285,517</u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through February 28, 2019

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$312,551			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$35,071	\$33,354	\$1,717	5.1%
Federal Operating Support	48,939	49,390	(451)	-0.9%
<i>Total Rental Revenue and Federal Support</i>	84,010	82,744	1,266	1.5%
<i>Other Operating Revenue</i>				
Other Revenue	1,146	1,508	(362)	-24.0%
<i>Total Other Operating Revenue</i>	1,146	1,508	(362)	-24.0%
<i>Total Operating Revenue</i>	85,156	84,252	904	1.1%
<i>Operating Expenses</i>				
Salaries and Benefits	(23,512)	(24,212)	700	2.9%
Administrative Expenses	(15,023)	(15,269)	246	1.6%
Maintenance Expenses, Utilities, Taxes	(16,142)	(27,917)	11,775	42.2%
Other Programmatic Expenses	(1,228)	(1,274)	46	3.6%
<i>Total Operating Expenses</i>	(55,905)	(68,672)	12,767	18.6%
<i>Net Operating Income</i>	29,251	15,580	13,671	87.7%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	1,443	15,546	(14,103)	-90.7%
<i>Total Non Operating Income/(Expense)</i>	1,443	15,546	(14,103)	-90.7%
<i>Capital Activity</i>				
Capital Project Expenditures	(19,383)	(15,546)	(3,837)	-24.7%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(19,383)	(15,546)	(3,837)	-24.7%
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	46,701	0	46,701	n/a
Change in Short-term Liabilities	(27,337)	0	(27,337)	n/a
<i>Change in Other Assets/Liabilities</i>	19,364	-	19,364	n/a
Change in Unrestricted/Program Cash	30,675	\$15,580	\$15,095	96.9%
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$343,228</u>			
BEGINNING DESIGNATED/RESTRICTED CASH				
\$8,850				
Change in Replacement Reserves	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a
Change in Other Reserves	0	0	0	n/a
Change in Designated/Restricted Cash	-	\$0	\$0	n/a
ENDING DESIGNATED/RESTRICTED CASH	<u>\$8,850</u>			

- 1) Timing of invoicing; February sewer, water and garbage bills have yet to be paid. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Three unit upgrades were budgeted evenly through the year. As of February, no unit upgrades had yet to be completed resulting in lower than budget draw from the CFP grant. Unit upgrades depend on availability.
- 3) The change in short-term assets is mainly due to a decrease in grant receivables carried over from the previous year.
- 4) The change in short-term liabilities is due to a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through February 28, 2019

Cedar Grove

	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$104,155			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$8,141	\$6,056	\$2,085	34.4%
Federal Operating Support	19,108	19,106	2	0.0%
<i>Total Rental Revenue and Federal Support</i>	<u>27,249</u>	<u>25,162</u>	<u>2,087</u>	<u>8.3%</u>
<i>Other Operating Revenue</i>				
Other Revenue	361	546	(185)	-33.9%
<i>Total Other Operating Revenue</i>	<u>361</u>	<u>546</u>	<u>(185)</u>	<u>-33.9%</u>
<i>Total Operating Revenue</i>	<u>27,610</u>	<u>25,708</u>	<u>1,902</u>	<u>7.4%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(5,960)	(6,138)	178	2.9%
Administrative Expenses	(3,722)	(3,814)	92	2.4%
Maintenance Expenses, Utilities, Taxes	(5,506)	(9,579)	4,073	42.5%
Other Programmatic Expenses	(303)	(358)	55	15.4%
<i>Total Operating Expenses</i>	<u>(15,490)</u>	<u>(19,889)</u>	<u>4,399</u>	<u>22.1%</u>
<i>Net Operating Income</i>	<u>12,119</u>	<u>5,819</u>	<u>6,300</u>	<u>108.3%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	1,443	6,460	(5,017)	-77.7%
<i>Total Non Operating Income/(Expense)</i>	<u>1,443</u>	<u>6,460</u>	<u>(5,017)</u>	<u>-77.7%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(19,383)	(6,460)	(12,923)	-200.0%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(19,383)</u>	<u>(6,460)</u>	<u>(12,923)</u>	<u>-200.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	26,943	0	26,943	n/a
Change in Short-term Liabilities	(7,751)	0	(7,751)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>19,192</u>	<u>-</u>	<u>19,192</u>	<u>n/a</u>
Change in Unrestricted/Program Cash	\$13,372	\$5,819	\$7,553	129.8%
ENDING UNRESTRICTED/PROGRAM CASH	<u><u>\$117,526</u></u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$3,750			
Change in Replacement Reserves	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a
Change in Other Reserves	0	0	0	n/a
Change in Designated/Restricted Cash	\$0	\$0	\$0	n/a
ENDING DESIGNATED/RESTRICTED CASH	<u><u>\$3,750</u></u>			

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through February 28, 2019

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$208,396			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$26,930	\$27,298	(\$368)	-1.3%
Federal Operating Support	29,831	30,284	(453)	-1.5%
<i>Total Rental Revenue and Federal Support</i>	<u>56,761</u>	<u>57,582</u>	<u>(821)</u>	<u>-1.4%</u>
<i>Other Operating Revenue</i>				
Other Revenue	785	962	(177)	-18.4%
<i>Total Other Operating Revenue</i>	<u>785</u>	<u>962</u>	<u>(177)</u>	<u>-18.4%</u>
<i>Total Operating Revenue</i>	<u>57,546</u>	<u>58,544</u>	<u>(998)</u>	<u>-1.7%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(17,552)	(18,074)	522	2.9%
Administrative Expenses	(11,301)	(11,455)	154	1.3%
Maintenance Expenses, Utilities, Taxes	(10,636)	(18,338)	7,702	42.0%
Other Programmatic Expenses	(925)	(916)	(9)	-1.0%
<i>Total Operating Expenses</i>	<u>(40,414)</u>	<u>(48,783)</u>	<u>8,369</u>	<u>17.2%</u>
<i>Net Operating Income</i>	<u>17,132</u>	<u>9,761</u>	<u>7,371</u>	<u>75.5%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	0	9,086	(9,086)	-100.0%
<i>Total Non Operating Income/(Expense)</i>	<u>-</u>	<u>9,086</u>	<u>(9,086)</u>	<u>-100.0%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	0	(9,086)	9,086	100.0%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>-</u>	<u>(9,086)</u>	<u>9,086</u>	<u>100.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	19,759	0	19,759	n/a
Change in Short-term Liabilities	(19,586)	0	(19,586)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>173</u>	<u>-</u>	<u>173</u>	<u>n/a</u>
<i>Change in Unrestricted/Program Cash</i>	<u>\$17,305</u>	<u>\$9,761</u>	<u>\$7,544</u>	<u>77.3%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$225,701</u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$5,100			
Change in Replacement Reserves	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a
Change in Other Reserves	0	0	0	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$5,100</u>			

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

February 2019 and March 2019

Vacancy Report

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

Average Unit Turnover Rates

The 2019 Unit Turnover Rate (UTO) is 0 days.

- The vacant Cedar Grove 4-bedroom unit was housed in March.

Current Applications of Wait List as of April 1, 2019

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	80	67	15	95

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	29	1	30
3 Bedrooms	19	2	21
4 Bedrooms	3	0	3
Total	38	1	53

Preference Definitions:

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

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	69	8	1	0	0	78
Cedar Grove I	14	0	0	1	0	15
Cedar Grove II	16	1	0	0	0	17
Cedar Grove III	11	1	0	0	0	12
Total	110	10	1	1	0	122

Resident Functions

Hillsview hosted a “Will Clinic”, where a dozen residents attended the informational sessions. This was 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 interviews were completed. We are in the process of selecting a candidate.

Previous Meeting Concerns

- None

Resident Issues

- Hillsview
 - We are in the legal process for one resident for nonpayment of rent. Resident Services have tried to make contact with the resident, with no response. Community Action has not pledged any money towards their balance.
 - There have been multiple mental health complaints concerning one resident. The police have been contacted for wellness checks.