

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 20, 2019

Hillsvie Apartments  
(Community Room)  
830 Township Street, Sedro-Woolley, WA 98284

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 20, 2019

10:45 am

Hillsview Apartments

(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

## AGENDA

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- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
  - A. April 18, 2019 Board of Commissioners' Meeting Minutes 1
- V. Action Items for Discussion & Approval
  - A. Approval of Voucher Report April 1, 2019 to May 31, 2019 2
- VI. Reports
  - A. Financial Report for April 2019 3
  - B. Housing Management Report for April/May 2019 4
- VII. New Business
- VIII. Adjournment

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

Thursday, April 18, 2019

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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, and Commissioner Kacy Johnson

**Excused:** Commissioner Lee Elliot

III. Public Comment

None.

IV. Approval of Minutes

A. February 21, 2019 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from February 21, 2019 as written.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report February 1, 2019 to March 31, 2019

Questions of Commissioners' were answered by Windy Epps.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for February 1, 2019 to March 31, 2019.

B. Resolution No. 465: Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) Relating to Flat Rents

Bill Cook explained that the Flat Rents are required by HUD and that the Housing Authority is required to put into policy.

Questions of Commissioners' were answered by Bill Cook.

Commissioner Dona Cowan moved for approval of Resolution No. 465, seconded by Commissioner Reta Stephenson; the board unanimously approved the

Resolution No. 465: Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) Relating to Flat Rents.

**VI. Reports**

A. Financial Report for February 2019

Windy Epps presented the details of the February 2019 Financial Report. She explained that she had broken out the reports per suggestions from a past meeting.

Questions of Commissioners' were answered by Windy Epps.

B. Housing Management Report

Kimberly Sayavong presented the report to the Commissioners'.

**VII. New Business**

A. None.

**VIII. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:05 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

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

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STEPHEN J. NORMAN  
Executive Director

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Controller  
**DATE:** June 6, 2019  
**RE:** Approval of Vouchers April 1, 2019 to May 31, 2019

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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  
June 6, 2019

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove 9,485.65

Directly to Hillsview 17,898.42

**Total Expenditures**

9,485.65  
17,898.42  
\$27,384.07

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2019 TO 5/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
140000	Prepaid Insurance	5.00	PARKER/SMITH/FECK	NEW CYBER LIABILITY	5/10/2019	322582
400100	Salaries-Temporary Employees	6.20	ALMOND & ASSOCIATES	V GOODWIN 3/24/19	4/5/2019	321942
400100	Salaries-Temporary Employees	6.20	ALMOND & ASSOCIATES	V GOODWIN 4/7/19	4/19/2019	322214
400100	Salaries-Temporary Employees	6.20	ALMOND & ASSOCIATES	V GOODWIN 3/31/19	4/19/2019	322214
400100	Salaries-Temporary Employees	6.20	ALMOND & ASSOCIATES	V GOODWIN 4/14/19	5/3/2019	322439
410000	Admin Supplies	0.08	CANON SOLUTIONS AMERICA INC	SN RZ127626	4/26/2019	322408
410000	Admin Supplies	7.65	ABC IMAGING	CAC APP AND UPDATE PACKETS	5/24/2019	322911
410000	Admin Supplies	0.07	CANON SOLUTIONS AMERICA INC	SN RZ127626	5/24/2019	322917
411100	Computer Equip-Hardware	36.37	INTEGRATED ARCHIVE SYSTEMS	SOFTWARE	4/5/2019	322011
411100	Computer Equip-Hardware	26.59	DELL MARKETING LP	COMPUTER SUPPLIES	4/5/2019	321944
411101	Computer Equip-Software	1.53	TROY MOBILITY INC	MOBILELRON SUBSCRIPT LICENSE	5/3/2019	322532
411101	Computer Equip-Software	10.21	RIGHT! SYSTEMS INC	CITRIX XENDESKTOP PLAT	5/24/2019	322902
411103	Computer Equip-Software Maint	0.42	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/26/2019	322328
411103	Computer Equip-Software Maint	2.04	TROY MOBILITY INC	MOBILELRON SUBSCRIPT LICENSE	5/3/2019	322532
420101	Professional Services-Auditing	83.13	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-17	5/17/2019	322701
421904	Admin Contracts- Cloud Recovery Services	5.81	NET2VAULT LLC	MANAGED VAULTING	4/12/2019	322151
421904	Admin Contracts- Cloud Recovery Services	5.92	NET2VAULT LLC	MANAGED VAULTING	5/10/2019	322655
440010	Travel-Training Related-Distant	4.62	IVY WILLIS	4/28-30/19 TRAVEL REIMBURSE	5/10/2019	322681
440010	Travel-Training Related-Distant	16.10	JUDITH ANDINO	4/28-30/19 TRAVEL REIMBURSE	5/10/2019	322678
440010	Travel-Training Related-Distant	45.00	RETA STEPHENSON	4/28-30/19 TRAVEL REIMBURSE	5/24/2019	322936
440100	Travel-Non-training Related-Local-Mileage	19.53	KIMBERLY SAYAVONG	3/4-3/28/19 MILEAGE	4/5/2019	322015
440100	Travel-Non-training Related-Local-Mileage	5.93	JUDITH ANDINO	2/28-4/19/19 MILEAGE	5/3/2019	322544
440100	Travel-Non-training Related-Local-Mileage	16.38	KIMBERLY SAYAVONG	4/9-30/19 MILEAGE	5/17/2019	322780
440100	Travel-Non-training Related-Local-Mileage	1.13	MARSHA PREMEL	1/4-3/29/19 MILEAGE	5/17/2019	322777
440101	Travel-Non-training Related-Local-Other	0.24	JONATHAN MORGAN	LYFT FROM CO TO CAC 3/6/19	4/5/2019	322070
441000	Training-Individual	7.68	THE POINT LLC	WORKSHOP - 4 REGIONAL MNGRS	5/3/2019	322514
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECH SVCS	MARCH 2019 CHGS	4/19/2019	322267
450001	Comm-Phones Lines-Service-Voice	16.87	CONSOLIDATED TECH SVCS	APRIL 2019 CHARGES	5/17/2019	322774
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	4/12/2019	322160
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT	5/10/2019	322667
490002	Other Admin Exp-Direct Financing Charges	0.19	NEOFUNDS BY NEOPOST	POSTAGE	5/17/2019	322796
491000	Admin Exp-Criminal/Background Checks	6.45	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/12/2019	322089
491000	Admin Exp-Criminal/Background Checks	0.01	DEPT OF LICENSING	BACKGROUND CHECKS	4/12/2019	322083
491000	Admin Exp-Criminal/Background Checks	4.67	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/19/2019	322218
491000	Admin Exp-Criminal/Background Checks	48.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/10/2019	322575



SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

4/01/2019 TO 5/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	0.02	DEPT OF LICENSING	BACKGROUND CHECKS	5/17/2019	322720
491000	Admin Exp-Criminal/Background Checks	3.67	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/17/2019	322732
491000	Admin Exp-Criminal/Background Checks	6.69	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/31/2019	322956
491000	Admin Exp-Criminal/Background Checks	5.76	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/31/2019	322956
493000	Other Admin Exp-Postage	10.16	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/5/2019	321921
493000	Other Admin Exp-Postage	9.94	NEOFUNDS BY NEOPOST	POSTAGE	4/19/2019	322278
493000	Other Admin Exp-Postage	10.14	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	5/3/2019	322433
493000	Other Admin Exp-Postage	5.00	NEOFUNDS BY NEOPOST	POSTAGE	5/17/2019	322796
493000	Other Admin Exp-Postage	10.11	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	5/31/2019	322944
493100	Other Admin Exp-Mail Handling	3.17	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/5/2019	321921
493100	Other Admin Exp-Mail Handling	3.16	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	5/3/2019	322433
493100	Other Admin Exp-Mail Handling	3.15	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	5/31/2019	322944
520104	Social Service Contracts-Interpretation	2.51	LANGUAGE LINE SVCS, INC	INTERPRETATION	4/19/2019	322207
520104	Social Service Contracts-Interpretation	6.06	LANGUAGE LINE SVCS, INC	INTERPRETATION	5/24/2019	322846
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	4/19/2019	322282
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	CEDAR GROVE LANDSCAPING	5/31/2019	323030
660000	Occup Exp-Utilities-Water	175.33	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	111.73	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	111.73	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	143.53	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	117.04	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	117.04	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	111.73	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660000	Occup Exp-Utilities-Water	65.54	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	160.65	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	165.99	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	165.99	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	112.58	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	176.67	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	79.10	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660000	Occup Exp-Utilities-Water	107.24	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2019 TO 5/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	133.95	PUBLIC UTILITY DISTRICT #1	WATER	5/24/2019	322882
660100	Occup Exp-Utilities-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	4/12/2019	322114
660100	Occup Exp-Utilities-Sewer	695.94	CITY OF SEDRO WOOLLEY	SEWER	4/12/2019	322114
660100	Occup Exp-Utilities-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	4/12/2019	322114
660100	Occup Exp-Utilities-Sewer	695.94	CITY OF SEDRO WOOLLEY	SEWER	5/10/2019	322621
660100	Occup Exp-Utilities-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	5/10/2019	322621
660100	Occup Exp-Utilities-Sewer	417.59	CITY OF SEDRO WOOLLEY	SEWER	5/10/2019	322621
660200	Occup Exp-Utilities-Electricity	72.68	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/3/2019	322485
660200	Occup Exp-Utilities-Electricity	38.53	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/3/2019	322485
660200	Occup Exp-Utilities-Electricity	35.87	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/3/2019	322485
660200	Occup Exp-Utilities-Electricity	34.00	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/31/2019	322991
660200	Occup Exp-Utilities-Electricity	61.47	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/31/2019	322991
660200	Occup Exp-Utilities-Electricity	31.17	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/31/2019	322991
660300	Occup Exp-Utilities-Natural Gas	129.11	CASCADE NATURAL GAS CO	GAS	4/12/2019	322102
660300	Occup Exp-Utilities-Natural Gas	93.83	CASCADE NATURAL GAS CO	GAS	5/17/2019	322756
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	4/12/2019	322114
660500	Occup Exp-Utilities-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	4/12/2019	322114
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	4/12/2019	322114
660500	Occup Exp-Utilities-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	5/10/2019	322621
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	5/10/2019	322621
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	5/10/2019	322621
660700	Occup Exp-Utilities-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	4/12/2019	322114
660700	Occup Exp-Utilities-Garbage	554.80	CITY OF SEDRO WOOLLEY	GARBAGE	4/12/2019	322114
660700	Occup Exp-Utilities-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	4/12/2019	322114
660700	Occup Exp-Utilities-Garbage	10.68	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	4/12/2019	322565
660700	Occup Exp-Utilities-Garbage	14.24	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/10/2019	322565
660700	Occup Exp-Utilities-Garbage	559.29	CITY OF SEDRO WOOLLEY	GARBAGE	5/10/2019	322621
660700	Occup Exp-Utilities-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	5/10/2019	322621
660700	Occup Exp-Utilities-Garbage	176.43	CITY OF SEDRO WOOLLEY	GARBAGE	5/10/2019	322621
660700	Occup Exp-Utilities-Garbage	20.47	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/17/2019	322714
660700	Occup Exp-Utilities-Garbage	3.78	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/24/2019	322845
<b>TOTAL CEDAR GROVE</b>		<b>9,485.65</b>				
<b>HILLSVIEW</b>						
140000	Prepaid Insurance	14.99	PARKER/SMITH/FECK	NEW CYBER LIABILITY	5/10/2019	322582
400100	Salaries-Temporary Employees	18.74	ALMOND & ASSOCIATES	V GOODWIN 3/24/19	4/5/2019	321942
400100	Salaries-Temporary Employees	18.74	ALMOND & ASSOCIATES	V GOODWIN 4/7/19	4/19/2019	322214

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2019 TO 5/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
400100	Salaries-Temporary Employees	18.74	ALMOND & ASSOCIATES	V GOODWIN 3/31/19	4/19/2019	322214
400100	Salaries-Temporary Employees	18.74	ALMOND & ASSOCIATES	V GOODWIN 4/14/19	5/3/2019	322439
410000	Admin Supplies	0.24	CANON SOLUTIONS AMERICA INC	SN RZ127626	4/26/2019	322408
410000	Admin Supplies	23.11	ABC IMAGING	CAC APP AND UPDATE PACKETS	5/24/2019	322911
410000	Admin Supplies	0.22	CANON SOLUTIONS AMERICA INC	SN RZ127626	5/24/2019	322917
411100	Computer Equip-Hardware	109.10	INTEGRATED ARCHIVE SYSTEMS	SOFTWARE	4/5/2019	322011
411100	Computer Equip-Hardware	79.76	DELL MARKETING LP	COMPUTER SUPPLIES	4/5/2019	321944
411101	Computer Equip-Software	4.59	TROY MOBILITY INC	MOBILELRON SUBSCRIPT LICENSE	5/3/2019	322532
411101	Computer Equip-Software	30.64	RIGHT1 SYSTEMS INC	CITRIX XENDESKTOP PLAT	5/24/2019	322902
411103	Computer Equip-Software Maint	1.27	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/26/2019	322328
411103	Computer Equip-Software Maint	6.12	TROY MOBILITY INC	MOBILELRON SUBSCRIPT LICENSE	5/3/2019	322532
420000	Professional Services-Legal	847.70	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/31/2019	322942
420101	Professional Services-Auditing	249.38	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-17	5/17/2019	322701
421904	Admin Contracts- Cloud Recovery Services	17.44	NET2VAULT LLC	MANAGED VAULTING	4/12/2019	322151
421904	Admin Contracts- Cloud Recovery Services	17.76	NET2VAULT LLC	MANAGED VAULTING	5/10/2019	322655
440010	Travel-Training Related-Distant	13.84	IVY WILLIS	4/28-30/19 TRAVEL REIMBURSE	5/10/2019	322681
440010	Travel-Training Related-Distant	48.27	JUDITH ANDINO	4/28-30/19 TRAVEL REIMBURSE	5/10/2019	322678
440010	Travel-Training Related-Distant	135.00	RETA STEPHENSON	4/28-30/19 TRAVEL REIMBURSE	5/24/2019	322936
440100	Travel-Non-training Related-Local-Mileage	58.56	KIMBERLY SAYAVONG	3/4-3/28/19 MILEAGE	4/5/2019	322015
440100	Travel-Non-training Related-Local-Mileage	17.78	JUDITH ANDINO	2/28-4/19/19 MILEAGE	5/3/2019	322544
440100	Travel-Non-training Related-Local-Mileage	49.12	KIMBERLY SAYAVONG	4/9-30/19 MILEAGE	5/17/2019	322780
440100	Travel-Non-training Related-Local-Mileage	3.42	MARSHA PREMEL	1/4-3/29/19 MILEAGE	5/17/2019	322777
440101	Travel-Non-training Related-Local-Other	0.73	JONATHAN MORGAN	LYFT FROM CO TO CAC 3/6/19	4/5/2019	322070
441000	Training-Individual	23.20	THE POINT LLC	WORKSHOP - 4 REGIONAL MNGRS	5/3/2019	322514
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECH SVCS	MARCH 2019 CHGS	4/19/2019	322267
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECH SVCS	APRIL 2019 CHARGES	5/17/2019	322774
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	4/12/2019	322160
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT	5/10/2019	322667
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	MARCH 2019 CHGS	4/19/2019	322267
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	APRIL 2019 CHARGES	5/17/2019	322774
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	4/5/2019	321993
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	5/3/2019	322492
490002	Other Admin Exp-Direct Financing Charges	0.57	NEOFUNDS BY NEOPOST	POSTAGE	5/17/2019	322796
491000	Admin Exp-Criminal/Background Checks	19.49	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/12/2019	322089
491000	Admin Exp-Criminal/Background Checks	0.03	DEPT OF LICENSING	BACKGROUND CHECKS	4/12/2019	322083
491000	Admin Exp-Criminal/Background Checks	14.11	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/19/2019	322218

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2019 TO 5/31/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	36.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/10/2019	322575
491000	Admin Exp-Criminal/Background Checks	11.09	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/17/2019	322732
491000	Admin Exp-Criminal/Background Checks	0.06	DEPT OF LICENSING	BACKGROUND CHECKS	5/17/2019	322720
491000	Admin Exp-Criminal/Background Checks	20.22	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/31/2019	322956
491000	Admin Exp-Criminal/Background Checks	17.40	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/31/2019	322956
493000	Other Admin Exp-Postage	30.64	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/5/2019	321921
493000	Other Admin Exp-Postage	30.04	NEOFUNDS BY NEOPOST	POSTAGE	4/19/2019	322278
493000	Other Admin Exp-Postage	30.57	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	5/3/2019	322433
493000	Other Admin Exp-Postage	15.10	NEOFUNDS BY NEOPOST	POSTAGE	5/17/2019	322796
493000	Other Admin Exp-Postage	30.47	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	5/31/2019	322944
493100	Other Admin Exp-Mail Handling	9.55	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/5/2019	321921
493100	Other Admin Exp-Mail Handling	9.53	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	5/3/2019	322433
493100	Other Admin Exp-Mail Handling	9.51	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	5/31/2019	322944
520104	Social Service Contracts-Interpretation	7.57	LANGUAGE LINE SVCS, INC	INTERPRETATION	4/19/2019	322207
520104	Social Service Contracts-Interpretation	18.29	LANGUAGE LINE SVCS, INC	INTERPRETATION	5/24/2019	322846
620004	Occup Exp-Maint Contracts-Plumbing	324.90	ABOUT PLUMBING, INC.	KITCHEN DRAIN CLOGGED	4/5/2019	322069
620011	Occup Exp-Maint Contracts-Fire/Safety	118.00	JOHNSON CONTROLS FIRE PROT	SVC CALL	4/5/2019	321916
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	4/19/2019	322282
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	HILLSVIEW LANDSCAPING	5/31/2019	323030
630100	Occup Exp-Fees-Permits	147.20	DEPT OF LABOR & INDUSTRIES	RENEWAL ANNUAL OPERATING	5/24/2019	322838
660000	Occup Exp-Utilities-Water	1,742.21	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2019	322760
660100	Occup Exp-Utilities-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	4/12/2019	322114
660100	Occup Exp-Utilities-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	5/10/2019	322621
660200	Occup Exp-Utilities-Electricity	951.47	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/3/2019	322485
660200	Occup Exp-Utilities-Electricity	817.81	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/31/2019	322991
660201	Occup Exp-Utilities-Electricity-Closing Bill	25.98	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/31/2019	322991
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	4/12/2019	322114
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	5/10/2019	322621
660700	Occup Exp-Utilities-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	4/12/2019	322114
660700	Occup Exp-Utilities-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	5/10/2019	322621
660700	Occup Exp-Utilities-Garbage	11.35	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	5/24/2019	322845
	<b>TOTAL HILLSVIEW</b>	<b>17,898.42</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>27,384.07</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners  
**FROM:** Windy Epps, Assistant Director of Finance  
**DATE:** June 10, 2019  
**RE:** April 2019 Financial Report

Attached for your review is the unaudited year-to-date financial report as of April 30, 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

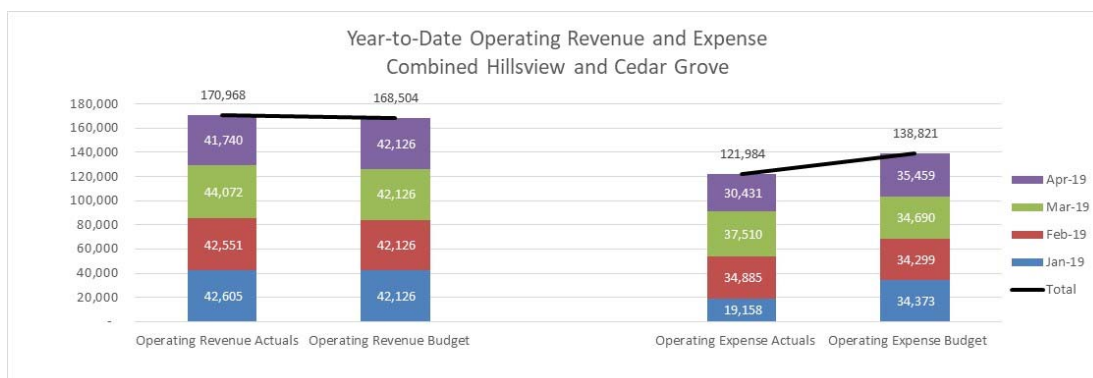
Year-to-date operating revenues are 1.5% over budget and operating expenses 12.1% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$5,025	7.5%	●	Salaries and Benefits	\$2,711	5.6%	●
Federal Operating Support	(\$2,081)	-2.1%	●	Administrative Expenses	\$122	0.4%	●
Other Revenue	(480)	-15.9%	●	Maintenance Expenses, Utilities, Taxes	\$13,812	24.2%	●
<b>Total Operating Revenue</b>	<b>2,464</b>	<b>1.5%</b>	●	Other Programmatic Expenses	192	7.3%	●
				<b>Total Operating Expenses</b>	<b>16,837</b>	<b>12.1%</b>	●

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

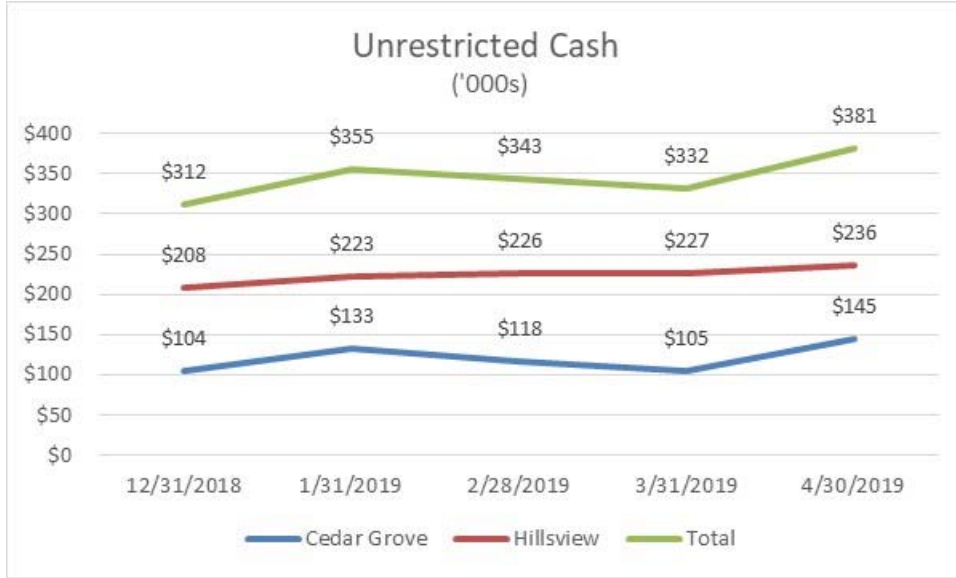
### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues are very close to target at \$170,968. The \$2,464 positive variance is predominantly attributable to greater than anticipated tenant revenues at Cedar Grove which are slightly offset by less than expected operating fund subsidy. Year-to-date operating expenses in the amount of \$121,984 are under budget by 12.1%. The primary reason for the variance is due to materials, equipment, and seasonal contracts which is typical early in the year.



**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$380,785 has increased by \$68,384 since the beginning of the year primarily due to greater operating revenues than expenses and a decrease in grant receivables carried over from the prior year.



**Sedro-Woolley Housing Authority**  
**Statements of Financial Position**  
**As of April 30, 2019**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$144,858	\$235,927	\$380,785
Cash-Designated	0	0	0
Cash-Restricted	3,800	5,250	9,050
Accounts Receivable	11	840	851
Other Short-term Assets	1,420	4,000	5,420
Long-term Receivables	0	0	0
Capital Assets	519,361	1,389,530	1,908,891
Other Assets	0	0	0
Total Assets	<u>\$669,450</u>	<u>\$1,635,547</u>	<u>\$2,304,997</u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	\$21,932	\$48,582	\$70,514
Current Portion of Long-term Debt	0	0	0
Long-term Debt	0	0	0
Other Long-term Liabilities	0	0	0
Total Liabilities	<u>21,932</u>	<u>48,582</u>	<u>70,514</u>
Equity	647,518	1,586,965	2,234,483
Total Liabilities and Equity	<u>\$669,450</u>	<u>\$1,635,547</u>	<u>\$2,304,997</u>



Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2019

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$312,401</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$71,733	\$66,708	\$5,025	7.5%
Federal Operating Support	96,699	98,780	(2,081)	-2.1%
<i>Total Rental Revenue and Federal Support</i>	168,432	165,488	2,944	1.8%
<i>Other Operating Revenue</i>				
Other Revenue	2,536	3,016	(480)	-15.9%
<i>Total Other Operating Revenue</i>	2,536	3,016	(480)	-15.9%
<b>Total Operating Revenue</b>	<b>170,968</b>	<b>168,504</b>	<b>2,464</b>	<b>1.5%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(45,713)	(48,424)	2,711	5.6%
Administrative Expenses	(30,637)	(30,759)	122	0.4%
Maintenance Expenses, Utilities, Taxes	(43,179)	(56,991)	13,812	24.2%
Other Programmatic Expenses	(2,455)	(2,647)	192	7.3%
<i>Total Operating Expenses</i>	(121,984)	(138,821)	16,837	12.1%
<b>Net Operating Income</b>	<b>48,984</b>	<b>29,683</b>	<b>19,301</b>	<b>65.0%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	38,135	31,092	7,043	22.7%
<i>Total Non Operating Income/(Expense)</i>	38,135	31,092	7,043	22.7%
<i>Capital Activity</i>				
Capital Project Expenditures	(38,135)	(31,092)	(7,043)	-22.7%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(38,135)	(31,092)	(7,043)	-22.7%
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	48,498	0	48,498	n/a
Change in Short-term Liabilities	(29,048)	0	(29,048)	n/a
<i>Change in Other Assets/Liabilities</i>	19,400	-	19,400	n/a
<b>Change in Unrestricted/Program Cash</b>	<b>68,384</b>	<b>\$29,683</b>	<b>\$38,701</b>	<b>130.4%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$380,785</b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,000</b>			
Change in Replacement Reserves	0	0	0	n/a
Change in Debt Service Reserves	0	0	0	n/a
Change in Other Reserves	50	0	50	n/a
<b>Change in Designated/Restricted Cash</b>	<b>50</b>	<b>\$0</b>	<b>\$50</b>	<b>n/a</b>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,050</b>			

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2019

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$208,246</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$54,703	\$54,596	\$107	0.2%
Federal Operating Support	58,944	60,568	(1,624)	-2.7%
<i>Total Rental Revenue and Federal Support</i>	<u>113,647</u>	<u>115,164</u>	<u>(1,517)</u>	<u>-1.3%</u>
<i>Other Operating Revenue</i>				
Other Revenue	1,737	1,924	(187)	-9.7%
<i>Total Other Operating Revenue</i>	<u>1,737</u>	<u>1,924</u>	<u>(187)</u>	<u>-9.7%</u>
<i>Total Operating Revenue</i>	<u>115,383</u>	<u>117,088</u>	<u>(1,705)</u>	<u>-1.5%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(34,123)	(36,148)	2,025	5.6%
Administrative Expenses	(23,038)	(23,076)	38	0.2%
Maintenance Expenses, Utilities, Taxes	(27,639)	(37,448)	9,809	26.2% (1)
Other Programmatic Expenses	(1,849)	(1,931)	82	4.2%
<i>Total Operating Expenses</i>	<u>(86,649)</u>	<u>(98,603)</u>	<u>11,954</u>	<u>12.1%</u>
<i>Net Operating Income</i>	<u>28,734</u>	<u>18,485</u>	<u>10,249</u>	<u>55.4%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	1,826	18,172	(16,346)	-90.0% (2)
<i>Total Non Operating Income/(Expense)</i>	<u>1,826</u>	<u>18,172</u>	<u>(16,346)</u>	<u>-90.0%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(1,826)	(18,172)	16,346	90.0% (2)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(1,826)</u>	<u>(18,172)</u>	<u>16,346</u>	<u>90.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	19,841	0	19,841	n/a (3)
Change in Short-term Liabilities	(20,895)	0	(20,895)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	<u>(1,053)</u>	<u>-</u>	<u>(1,053)</u>	<u>n/a</u>
<i>Change in Unrestricted/Program Cash</i>	<u>27,681</u>	<u>\$18,485</u>	<u>\$9,196</u>	<u>49.7%</u>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$235,927</u></b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
<b>\$5,250</b>				
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>-</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$5,250</u></b>			

- 1) Materials, equipment, and seasonal and periodic contracts are low as is typical early in the year.
- 2) Two unit upgrades were budgeted evenly throughout the year. As of the end of April, no unit upgrades have been performed, resulting in lower than budgeted capital project expenditures and 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 April 30, 2019

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$104,155</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$17,030	\$12,112	\$4,918	40.6% (1)
Federal Operating Support	37,755	38,212	(457)	-1.2%
<i>Total Rental Revenue and Federal Support</i>	54,785	50,324	4,461	8.9%
<i>Other Operating Revenue</i>				
Other Revenue	800	1,092	(292)	-26.8%
<i>Total Other Operating Revenue</i>	800	1,092	(292)	-26.8%
<b>Total Operating Revenue</b>	<b>55,585</b>	<b>51,416</b>	<b>4,169</b>	<b>8.1%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(11,590)	(12,276)	686	5.6%
Administrative Expenses	(7,598)	(7,683)	85	1.1%
Maintenance Expenses, Utilities, Taxes	(15,540)	(19,543)	4,003	20.5%
Other Programmatic Expenses	(606)	(716)	110	15.4%
<i>Total Operating Expenses</i>	(35,335)	(40,218)	4,883	12.1%
<b>Net Operating Income</b>	<b>20,250</b>	<b>11,198</b>	<b>9,052</b>	<b>80.8%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	36,308	12,920	23,388	181.0% (2)
<i>Total Non Operating Income/(Expense)</i>	36,308	12,920	23,388	181.0%
<i>Capital Activity</i>				
Capital Project Expenditures	(36,308)	(12,920)	(23,388)	-181.0% (2)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(36,308)	(12,920)	(23,388)	-181.0%
Change in Designated/Restricted Cash	(50)	0	(50)	n/a
Change in Short-term Assets	28,657	0	28,657	n/a (3)
Change in Short-term Liabilities	(8,154)	0	(8,154)	n/a (4)
<i>Change in Other Assets/Liabilities</i>	20,453	-	20,453	n/a
<b>Change in Unrestricted/Program Cash</b>	<b>40,703</b>	<b>\$11,198</b>	<b>\$29,505</b>	<b>263.5%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$144,858</b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
<b>\$3,750</b>				
Change in Other Reserves	50	0	50	n/a
<b>Change in Designated/Restricted Cash</b>	<b>\$50</b>	<b>\$0</b>	<b>\$50</b>	<b>n/a</b>
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$3,800</b>			

- 1) Dwelling rents are higher than expected. Families are aging and not receiving dependent deductions toward rent.
- 2) One unit upgrade was budgeted at the property evenly throughout the year. This unit upgrade was completed in March, resulting in higher than budgeted capital project expenditures and, as a result, higher than budgeted draw from the CFP grant.
- 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.

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### April and May 2019

#### Vacancy Report

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

#### Average Unit Turnover Rates

The 2019 Unit Turnover Rate (UTO) is 6 days.

- A Hillsview resident passed away and the keys were turned into the office in May. This vacancy was filled by another Hillsview resident, due to a Reasonable Accommodation transfer to a unit with a roll-in shower. Subsequently this vacancy is expected to house mid-June. Both units were previously upgraded.

#### Current Applications of Wait List as of June 11, 2019

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	100	87	17	117

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	35	3	38
3 Bedrooms	26	3	29
4 Bedrooms	2	0	2
Total	63	7	69

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	76	13	0	1	0	90
Cedar Grove I	22	1	0	0	0	23
Cedar Grove II	19	0	0	0	0	19
Cedar Grove III	19	0	2	0	0	21
<b>Total</b>	<b>136</b>	<b>14</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>153</b>

#### Resident Functions

A resident “coffee hour” will be held at Hillsview in July; this will be an opportunity for residents to meet the new Assistant Property Manager.

#### Staffing

The assistant property manager position was filled and starting their first day on June 10, 2019.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Previous Meeting Concerns**

- None

### **Resident Issues**

- Hillsvievw
  - We are in the legal process for one resident for nonpayment of rent. A show cause hearing is scheduled on June 21, 2019.
  - There are on-going mental health complaints concerning one resident. The police have been contacted for wellness checks. We are addressing the noise and behavior complaints through lease enforcement procedures.