

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 17, 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
 - A. August 15, 2019 Board of Commissioners' Meeting Minutes 1
- V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report August 1, 2019 to September 30, 2019 2
 - B. Resolution No.466: Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2019 Allocation of Funds from the HUD Capital Fund Program 3
- VI. Reports
 - A. Financial Report for August 2019 4
 - B. Housing Management Report for August/September 2019 5
 - C. EPC Update
- VII. New Business
- VIII. Adjournment

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

Thursday, August 15, 2019

I. Call to Order

The regular meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Vice-Chair Reta Stephenson at 10:45 a.m., on Thursday, August 15, 2019, at Hillsvue Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

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

Excused: Commissioner Laurie Fellers (Chair) and Commissioner Dona Cowan

III. Public Comment

None.

IV. Approval of Minutes

A. June 20, 2019 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes, seconded by Commissioner Lee Elliott; the Board unanimously approved the Minutes from June 20, 2019.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report June 1, 2019 to July 31, 2019

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Reta Stephenson; the board unanimously approved the Voucher Report for June 1, 2019 to July 31, 2019.

VI. Reports

A. Financial Report for June 2019

Tesh Assefa, Manager of Financial Planning and Reporting, presented the details of the June 2019 Financial Report.

Questions of Commissioners' were answered by Tesh Assefa.

B. Housing Management Report for June/July 2019

Kimberly Sayavong, Senior Property Manager presented the report to the Commissioners'.

Flooring in the lobby – there are stains. If we could put vinyl down/LVP according to the Board.

Questions of Commissioners' were answered by Kimberly Sayavong.

VII. **New Business**

A. None.

VIII. **Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:13 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Linda Riley, Controller
DATE: October 3, 2019
RE: Approval of Vouchers August 1, 2019 to September 30, 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
October 3, 2019

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	17,393.90
Directly to Hillsview	<u>36,519.70</u>
Total Expenditures	<u><u>\$53,913.60</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
8/01/2019 TO 9/30/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
200200	Contract Retentions	5,133.95	TRANSBLUE LLC	RETENTION RELEASE SEDRO WOOLLEY	9/6/2019	324786
400100	Salaries-Temporary Employees	3.19	TERRA STAFFING GROUP	G SALINAS 9/15/19	9/27/2019	325158
409003	Benefits-Uniforms	19.25	IMAGE SOURCE INC	WORK CLOTHES	8/9/2019	324318
409003	Benefits-Uniforms	7.00	IMAGE SOURCE INC	WORK CLOTHES	9/20/2019	325054
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/9/2019	324306
410000	Admin Supplies	0.13	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/30/2019	324676
410000	Admin Supplies	22.22	COMPLETE OFFICE	PAPER	8/30/2019	324621
410000	Admin Supplies	5.34	COMPLETE OFFICE	ENVELOPES	9/13/2019	324848
410000	Admin Supplies	(5.33)	COMPLETE OFFICE	Return from PO 68078	9/13/2019	324848
410000	Admin Supplies	4.29	ABC IMAGING	UPDATED PACKET	9/27/2019	325166
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/27/2019	325173
411100	Comp Equip-Hardware	0.96	CDW/COMPUTER CENTERS INC	FUJITSU 3YR ADV EXCH	9/20/2019	324934
411100	Comp Equip-Hardware	0.74	CDW/COMPUTER CENTERS INC	CISCO ISR 4321	9/20/2019	324934
411100	Comp Equip-Hardware	0.12	CDW/COMPUTER CENTERS INC	CISCO SMARTNET	9/27/2019	325087
411101	Comp Equip-Software	0.56	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/13/2019	324816
411102	Comp Equip-Hardware Maintenance	1.63	CDW/COMPUTER CENTERS INC	FORTINET COTERM RENEWAL	9/27/2019	325087
411103	Comp Equip-Software Maintenance	2.17	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/13/2019	324816
411901	Equip-Other-Leased/Rented	0.36	KONICA MINOLTA BUS SOLUTIONS	SN A9HJ011001300	8/9/2019	324249
411901	Equip-Other-Leased/Rented	0.82	MAILFINANCE INC	SN DA1208514754 SN 4129955LD09220234	9/13/2019	324882
420101	Prof Svcs-Auditing	2,215.31	STATE AUDITOR S OFFICE	SEDRO WOOLLEY AUDIT PERIOD 18-18	9/27/2019	325072
420901	Prof Svcs-Financial & Real Estate	350.00	CHICAGO TITLE INSURANCE COMPANY	LESS 30.45 TAX	8/23/2019	324470
420908	Prof Svcs-Comps	7.97	INTEGRATED ARCHIVE SYSTEMS	PROFESSIONAL SVCS	9/13/2019	324866
421904	Admin Contracts- Cloud Recovery Svcs	6.24	NET2VAULT LLC	MANAGED VAULTING	8/23/2019	324558
421904	Admin Contracts- Cloud Recovery Svcs	6.72	NET2VAULT LLC	MANAGED VAULTING	9/27/2019	325163
440100	Travel-Non-training Related-Local-Mileage	10.08	JUDITH ANDINO	7/9-26/19 MILEAGE	8/9/2019	324320
440100	Travel-Non-training Related-Local-Mileage	11.95	KIMBERLY SAYAVONG	7/2-24/19 MILEAGE	8/16/2019	324408
440100	Travel-Non-training Related-Local-Mileage	0.12	VANESSA OWEN	1/7-6/28/19 MILEAGE	9/27/2019	325150
440100	Travel-Non-training Related-Local-Mileage	15.38	KIMBERLY SAYAVONG	8/1-8/30/19 MILEAGE	9/27/2019	325148
450001	Comm-Phones Lines-Svc-Voice	16.88	CONSOLIDATED TECH SVCS	JULY 2019 CHGS	8/23/2019	324537
450001	Comm-Phones Lines-Svc-Voice	16.87	CONSOLIDATED TECH SVCS	AUGUST 2019 CHGS	9/27/2019	325144
450002	Comm-Phones Lines-Svc-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	8/2/2019	324201
450002	Comm-Phones Lines-Svc-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	8/30/2019	324675
450002	Comm-Phones Lines-Svc-Digital Voice	0.10	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	9/20/2019	325045
452000	Comm-Advertising	32.24	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE SEDRO	9/20/2019	324928
490002	Other Admin Exp-Direct Financing Chrgs	0.16	NEOFUNDS BY NEOPOST	POSTAGE	9/6/2019	324773
491000	Admin Exp-Criminal/Background Checks	7.66	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	8/16/2019	324361
491000	Admin Exp-Criminal/Background Checks	9.33	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2019	324482
491000	Admin Exp-Criminal/Background Checks	12.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/13/2019	324818

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
8/01/2019 TO 9/30/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	7.07	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	9/20/2019	324959
491000	Admin Exp-Criminal/Background Checks	8.05	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/27/2019	325089
493000	Other Admin Exp-Postage	11.52	MAIL ADVERTISING BUREAU INC	AUGUST 2019 STATEMENTS	8/9/2019	324224
493000	Other Admin Exp-Postage	4.85	NEOFUNDS BY NEOPOST	POSTAGE	8/23/2019	324556
493000	Other Admin Exp-Postage	9.88	NEOFUNDS BY NEOPOST	POSTAGE	9/6/2019	324773
493000	Other Admin Exp-Postage	10.10	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2019 STATEMENTS	9/6/2019	324699
493000	Other Admin Exp-Postage	10.11	MAIL ADVERTISING BUREAU INC	OCTOBER 2019 STATEMENTS	9/27/2019	325074
493100	Other Admin Exp-Mail Handling	9.16	MAIL ADVERTISING BUREAU INC	COLOR PRINT STATEMENT INSERTS	8/2/2019	324105
493100	Other Admin Exp-Mail Handling	3.46	MAIL ADVERTISING BUREAU INC	AUGUST 2019 STATEMENTS	8/9/2019	324224
493100	Other Admin Exp-Mail Handling	17.18	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2019 STATEMENTS	9/6/2019	324699
493100	Other Admin Exp-Mail Handling	3.03	MAIL ADVERTISING BUREAU INC	OCTOBER 2019 STATEMENTS	9/27/2019	325074
520104	Social Svc Contracts-Interpretation	1.98	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/2/2019	324109
520104	Social Svc Contracts-Interpretation	2.79	LANGUAGE LINE SVCS, INC	INTERPRETATION	9/6/2019	324703
520104	Social Svc Contracts-Interpretation	2.52	LANGUAGE LINE SVCS, INC	INTERPRETATION	9/27/2019	325078
620011	Occup Exp-Maint Contracts-Fire/Safety	75.00	JOHNSON CONTROLS FIRE PROTECTION	Fire Alarm, Sprinkler and Extinguisher services	8/2/2019	324102
620011	Occup Exp-Maint Contracts-Fire/Safety	75.00	JOHNSON CONTROLS FIRE PROTECTION	Fire Alarm, Sprinkler and Extinguisher services	8/2/2019	324102
620011	Occup Exp-Maint Contracts-Fire/Safety	75.00	JOHNSON CONTROLS FIRE PROTECTION	Fire Alarm, Sprinkler and Extinguisher services	8/2/2019	324102
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/27/2019	325172
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/27/2019	325172
620013	Occup Exp-Yard/Garden/Landscaping	525.71	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/27/2019	325172
660000	Occup Exp-Utilities-Water	117.04	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	127.63	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	95.84	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	175.33	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	101.13	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	90.54	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	106.44	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	127.63	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	90.54	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660000	Occup Exp-Utilities-Water	155.31	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	139.28	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	165.99	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	112.58	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	101.89	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	182.01	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	79.10	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	85.87	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	123.26	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

8/01/2019 TO 9/30/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	65.54	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660000	Occup Exp-Utilities-Water	91.21	PUBLIC UTILITY DISTRICT #1	WATER	9/20/2019	324995
660100	Occup Exp-Utilities-Sewer	278.56	CITY OF SEDRO WOOLLEY	SEWER	8/9/2019	324272
660100	Occup Exp-Utilities-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	8/9/2019	324272
660100	Occup Exp-Utilities-Sewer	696.01	CITY OF SEDRO WOOLLEY	SEWER	8/9/2019	324272
660100	Occup Exp-Utilities-Sewer	417.60	CITY OF SEDRO WOOLLEY	SEWER	9/13/2019	324858
660100	Occup Exp-Utilities-Sewer	278.57	CITY OF SEDRO WOOLLEY	SEWER	9/13/2019	324858
660100	Occup Exp-Utilities-Sewer	695.92	CITY OF SEDRO WOOLLEY	SEWER	9/13/2019	324858
660200	Occup Exp-Utilities-Electricity	59.87	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2019	324628
660200	Occup Exp-Utilities-Electricity	35.88	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2019	324628
660200	Occup Exp-Utilities-Electricity	31.32	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2019	324628
660200	Occup Exp-Utilities-Electricity	37.96	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/27/2019	325125
660200	Occup Exp-Utilities-Electricity	63.52	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/27/2019	325125
660200	Occup Exp-Utilities-Electricity	33.11	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/27/2019	325125
660300	Occup Exp-Utilities-Natural Gas	44.72	CASCADE NATURAL GAS CO	GAS	8/2/2019	324153
660300	Occup Exp-Utilities-Natural Gas	34.44	CASCADE NATURAL GAS CO	GAS	8/16/2019	324384
660300	Occup Exp-Utilities-Natural Gas	36.02	CASCADE NATURAL GAS CO	GAS	9/13/2019	324851
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	8/9/2019	324272
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	8/9/2019	324272
660500	Occup Exp-Utilities-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	8/9/2019	324272
660500	Occup Exp-Utilities-Surface Water Mgmt	35.54	CITY OF SEDRO WOOLLEY	STORM	9/13/2019	324858
660500	Occup Exp-Utilities-Surface Water Mgmt	23.71	CITY OF SEDRO WOOLLEY	STORM	9/13/2019	324858
660500	Occup Exp-Utilities-Surface Water Mgmt	59.23	CITY OF SEDRO WOOLLEY	STORM	9/13/2019	324858
660700	Occup Exp-Utilities-Garbage	163.85	CITY OF SEDRO WOOLLEY	GARBAGE	8/9/2019	324272
660700	Occup Exp-Utilities-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	8/9/2019	324272
660700	Occup Exp-Utilities-Garbage	480.86	CITY OF SEDRO WOOLLEY	GARBAGE	8/9/2019	324272
660700	Occup Exp-Utilities-Garbage	170.95	CITY OF SEDRO WOOLLEY	GARBAGE	9/13/2019	324858
660700	Occup Exp-Utilities-Garbage	163.84	CITY OF SEDRO WOOLLEY	GARBAGE	9/13/2019	324858
660700	Occup Exp-Utilities-Garbage	583.91	CITY OF SEDRO WOOLLEY	GARBAGE	9/13/2019	324858
	TOTAL CEDAR GROVE	17,393.90				
HILLSVIEW						
200200	Contract Retentions	1,999.31	TRANSBLUE LLC	RETENTION RELEASE SEDRO WOOLLEY	9/6/2019	324786
400100	Salaries-Temporary Employees	9.63	TERRA STAFFING GROUP	G SALINAS 9/15/19	9/27/2019	325158
409003	Benefits-Uniforms	57.75	IMAGE SOURCE INC	WORK CLOTHES	8/9/2019	324318
409003	Benefits-Uniforms	21.00	IMAGE SOURCE INC	WORK CLOTHES	9/20/2019	325054
410000	Admin Supplies	0.26	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/9/2019	324306
410000	Admin Supplies	0.38	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/30/2019	324676
410000	Admin Supplies	66.66	COMPLETE OFFICE	PAPER	8/30/2019	324621
410000	Admin Supplies	16.01	COMPLETE OFFICE	ENVELOPES	9/13/2019	324848

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2019 TO 9/30/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	(16.01)	COMPLETE OFFICE	Return from PO 68078	9/13/2019	324848
410000	Admin Supplies	12.96	ABC IMAGING	UPDATED PACKET	9/27/2019	325166
410000	Admin Supplies	0.31	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/27/2019	325173
411100	Comp Equip-Hardware	2.91	CDW/COMPUTER CENTERS INC	FUJITSU 3YR ADV EXCH	9/20/2019	324934
411100	Comp Equip-Hardware	2.22	CDW/COMPUTER CENTERS INC	CISCO ISR 4321	9/20/2019	324934
411100	Comp Equip-Hardware	0.36	CDW/COMPUTER CENTERS INC	CISCO SMARTNET	9/27/2019	325087
411101	Comp Equip-Software	1.68	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/13/2019	324816
411102	Comp Equip-Hardware Maintenance	4.88	CDW/COMPUTER CENTERS INC	FORTINET COTERM RENEWAL	9/27/2019	325087
411103	Comp Equip-Software Maintenance	6.52	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/13/2019	324816
411901	Equip-Other-Leased/Rented	1.10	KONICA MINOLTA BUS SOLUTIONS	SN A9HJ011001300	8/9/2019	324249
411901	Equip-Other-Leased/Rented	2.48	MAILFINANCE INC	SN DA1208514754 SN 4129955LD09220234	9/13/2019	324882
420000	Prof Svcs-Legal	2,156.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/9/2019	324222
420000	Prof Svcs-Legal	41.44	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/9/2019	324222
420000	Prof Svcs-Legal	170.40	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/30/2019	324592
420101	Prof Svcs-Auditing	6,645.91	STATE AUDITOR S OFFICE	SEDRO WOOLLEY AUDIT PERIOD 18-18	9/27/2019	325072
420901	Prof Svcs-Financial & Real Estate	350.00	CHICAGO TITLE INSURANCE COMPANY	SUBDIVISION GUARANTEE/CERTIFICATE	9/6/2019	324702
420908	Prof Svcs-Comps	23.90	INTEGRATED ARCHIVE SYSTEMS	PROFESSIONAL SVCS	9/13/2019	324866
421904	Admin Contracts- Cloud Recovery Svcs	18.73	NET2VAULT LLC	MANAGED VAULTING	8/23/2019	324558
421904	Admin Contracts- Cloud Recovery Svcs	20.15	NET2VAULT LLC	MANAGED VAULTING	9/27/2019	325163
440100	Travel-Non-training Related-Local-Mileage	30.22	JUDITH ANDINO	7/9-26/19 MILEAGE	8/9/2019	324320
440100	Travel-Non-training Related-Local-Mileage	35.83	KIMBERLY SAYAVONG	7/2-24/19 MILEAGE	8/16/2019	324408
440100	Travel-Non-training Related-Local-Mileage	46.12	KIMBERLY SAYAVONG	8/1-8/30/19 MILEAGE	9/27/2019	325148
440100	Travel-Non-training Related-Local-Mileage	0.35	VANESSA OWEN	1/7-6/28/19 MILEAGE	9/27/2019	325150
450001	Comm-Phones Lines-Svc-Voice	50.62	CONSOLIDATED TECH SVCS	JULY 2019 CHGS	8/23/2019	324537
450001	Comm-Phones Lines-Svc-Voice	50.63	CONSOLIDATED TECH SVCS	AUGUST 2019 CHGS	9/27/2019	325144
450002	Comm-Phones Lines-Svc-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	8/2/2019	324201
450002	Comm-Phones Lines-Svc-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	8/30/2019	324675
450002	Comm-Phones Lines-Svc-Digital Voice	0.29	WEST SAFETY SVCS INC	MONTHLY MAINT CHARGE	9/20/2019	325045
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	JULY 2019 CHGS	8/23/2019	324537
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECH SVCS	AUGUST 2019 CHGS	9/27/2019	325144
450100	Comm-Long Distance Chrgs	5.95	LINGO	JUL'19 CHGS	8/9/2019	324273
450100	Comm-Long Distance Chrgs	5.95	LINGO	MONTHLY CHGS	8/30/2019	324640
452000	Comm-Advertising	96.72	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE SEDRO	9/20/2019	324928
490002	Other Admin Exp-Direct Financing Chrgs	0.47	NEOFUNDS BY NEOPOST	POSTAGE	9/6/2019	324773
491000	Admin Exp-Criminal/Background Checks	23.14	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	8/16/2019	324361
491000	Admin Exp-Criminal/Background Checks	28.17	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2019	324482
491000	Admin Exp-Criminal/Background Checks	37.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/13/2019	324818
491000	Admin Exp-Criminal/Background Checks	21.36	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	9/20/2019	324959
491000	Admin Exp-Criminal/Background Checks	24.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/27/2019	325089

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2019 TO 9/30/2019

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	34.74	MAIL ADVERTISING BUREAU INC	AUGUST 2019 STATEMENTS	8/9/2019	324224
493000	Other Admin Exp-Postage	14.65	NEOFUNDS BY NEOPOST	POSTAGE	8/23/2019	324556
493000	Other Admin Exp-Postage	30.49	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2019 STATEMENTS	9/6/2019	324699
493000	Other Admin Exp-Postage	29.86	NEOFUNDS BY NEOPOST	POSTAGE	9/6/2019	324773
493000	Other Admin Exp-Postage	30.52	MAIL ADVERTISING BUREAU INC	OCTOBER 2019 STATEMENTS	9/27/2019	325074
493100	Other Admin Exp-Mail Handling	27.61	MAIL ADVERTISING BUREAU INC	COLOR PRINT STATEMENT INSERTS	8/2/2019	324105
493100	Other Admin Exp-Mail Handling	10.43	MAIL ADVERTISING BUREAU INC	AUGUST 2019 STATEMENTS	8/9/2019	324224
493100	Other Admin Exp-Mail Handling	51.85	MAIL ADVERTISING BUREAU INC	SEPTEMBER 2019 STATEMENTS	9/6/2019	324699
493100	Other Admin Exp-Mail Handling	9.15	MAIL ADVERTISING BUREAU INC	OCTOBER 2019 STATEMENTS	9/27/2019	325074
520104	Social Svc Contracts-Interpretation	5.97	LANGUAGE LINE SVCS, INC	INTERPRETATION	8/2/2019	324109
520104	Social Svc Contracts-Interpretation	8.44	LANGUAGE LINE SVCS, INC	INTERPRETATION	9/6/2019	324703
520104	Social Svc Contracts-Interpretation	7.62	LANGUAGE LINE SVCS, INC	INTERPRETATION	9/27/2019	325078
620007	Occup Exp-Maint Contracts-Elevator	1,574.20	ELTEC SYSTEMS LLC	LESS 133.81 TAX	9/27/2019	325174
620011	Occup Exp-Maint Contracts-Fire/Safety	152.32	JOHNSON CONTROLS FIRE PROT	Fire Alarm, Sprinkler and Extinguisher services	8/2/2019	324102
620012	Occup Exp-Maint Contracts-Pest Control	225.00	SPRAGUE PEST SOLUTIONS	PEST CONTROL	8/9/2019	324260
620013	Occup Exp-Yard/Garden/Landscaping	6,200.00	GRAY OWL SVCS INC	TAKE DOWN 3 DEAD TREES	9/27/2019	325143
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/27/2019	325172
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/27/2019	325172
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/27/2019	325172
630100	Occup Exp-Fees-Permits	576.00	ELTEC SYSTEMS LLC	Q3 INSTALLMENT	8/16/2019	324426
660000	Occup Exp-Utilities-Water	1,692.77	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2019	324854
660100	Occup Exp-Utilities-Sewer	4,170.38	CITY OF SEDRO WOOLLEY	SEWER	8/9/2019	324272
660100	Occup Exp-Utilities-Sewer	4,170.37	CITY OF SEDRO WOOLLEY	SEWER	9/13/2019	324858
660200	Occup Exp-Utilities-Electricity	969.87	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2019	324628
660200	Occup Exp-Utilities-Electricity	920.04	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/27/2019	325125
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	8/9/2019	324272
660500	Occup Exp-Utilities-Surface Water Mgmt	354.93	CITY OF SEDRO WOOLLEY	STORM	9/13/2019	324858
660700	Occup Exp-Utilities-Garbage	800.64	CITY OF SEDRO WOOLLEY	GARBAGE	8/9/2019	324272
660700	Occup Exp-Utilities-Garbage	838.89	CITY OF SEDRO WOOLLEY	GARBAGE	9/13/2019	324858
	TOTAL HILLSVIEW	36,519.70				
	TOTAL SEDRO WOOLLEY	53,913.60				

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**SEDRO-WOOLLEY
HOUSING AUTHORITY**

Date: October 7, 2019
To: Board of Commissioners
From: Nikki Parrott
Director, Capital Construction and Weatherization
Subject: 2019 Capital Fund Grant--\$212,321

HUD has awarded SWHA \$212,321 in 2019 Capital Grant Program funds.

Notice has been provided that a Public Hearing will take place prior to the upcoming Board meeting (see notice attached) at which interested parties can comment on the 2019 Capital Fund Program. Included here is a copy of the proposed 5-Year Capital Fund Plan, the second year of which is 2019. The Plan describes the proposed use of the 2019 funds, as well as future capital activities based on estimates of future year's funds.

There is a document related to the 2019 Capital Grant that requires passage of a Resolution by the Board. It is the Civil Rights Certification, a copy of which is attached. The Resolution authorizing Stephen Norman to sign the Certification is also attached and will require Board action at the meeting.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-

WOOLLEY RESOLUTION NO. 466

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION
REQUIRED IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL
YEAR 2019 ALLOCATION OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM**

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

WHEREAS, the Housing Authority has been awarded \$212,321 in CFP funds for 2019; and

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

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

SECTION 1. In 2019, the public housing program will continue to be carried out in conformance with the requirements of the attached "Civil Rights Certification."

SECTION 2. Stephen J. Norman, Secretary/Treasurer of the Board of Commissioners is authorized to sign the attached "Civil Rights Certification" and submit it to HUD in compliance with the requirements for receipt of CFP funds for federal fiscal year 2019.

**ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 17th DAY
OF OCTOBER, 2019.**

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

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer

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

Statement of Significant Amendment

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

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

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

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

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

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

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

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

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

PUBLIC NOTICE

The Sedro-Woolley Housing Authority will be holding a Public Hearing to review and receive comment on its Capital Fund Program (CFP) Amendment for its fiscal year beginning January 1, 2020. The CFP provides monetary assistance from the Department of Housing and Urban Development (HUD) for the purpose of assisting the Sedro-Woolley Housing Authority carry out development, capital and management activities at the existing public housing facilities in order to ensure that such facilities continue to be available to serve low-income families.

The Public Hearing will be held on Thursday, October 17, 2018 at 10:30AM at the Hillsvue Apartment's Community Center.

If you are unable to attend the hearing and wish to provide input regarding the Plan, written comments may be sent to the Sedro-Woolley Housing Authority, Attn: Andrew Urban c/o 600 Andover Park W, Seattle, WA 98188 on or prior to October 17, 2019. For more information regarding the CFP Amendment please contact Kelly Iverson at (206) 574-1218

FH/EO (logo)

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

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

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

Sedro-Woolley Housing Authority

WA030

PHA Name

PHA Number/HA Code

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

Name of Authorized Official

Stephen J. Norman

Signature

Title

Executive Director

Date

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 05/30/2019

Approved By: STEWART, HARLAN

Part I: Summary						
PHA Name : HA City of Sedro Woolley		Locality (City/County & State)				
PHA Number: WA030		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2019	Work Statement for Year 2 2020	Work Statement for Year 3 2021	Work Statement for Year 4 2022	Work Statement for Year 5 2023
	CEDAR GROVE I (WA030000103)	\$105,631.00	\$105,631.00	\$112,541.33	\$116,193.25	\$105,631.00
	HILLSVIEW (WA030000155)	\$64,226.00	\$64,226.00	\$57,315.67	\$53,663.75	\$64,226.00
	AUTHORITY-WIDE	\$42,464.00	\$42,464.00	\$42,464.00	\$42,464.00	\$42,464.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2019	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$105,631.00
ID0029	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0030	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		\$0.36
ID0031	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		\$0.32
ID0032	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$0.32
ID0033	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,630.00
	HILLSVIEW (WA030000155)			\$64,226.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2019				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0034	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$40,600.00
ID0035	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0036	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0037	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0038	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,626.00
	AUTHORITY-WIDE (NAWASD)			\$42,464.00
ID0039	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$21,232.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$105,631.00
ID0041	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0042	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0043	Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0044	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0045	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,631.00
	HILLSVIEW (WA030000155)			\$64,226.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	2	2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0046	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$40,600.00
ID0047	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0048	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0049	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0050	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,626.00
	AUTHORITY-WIDE (NAWASD)			\$42,464.00
ID0051	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$21,232.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	3	2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$112,541.33
ID0053	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0054	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0055	Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0056	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$7,041.33
ID0057	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,500.00
	HILLSVIEW (WA030000155)			\$57,315.67

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0058	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$40,600.00
ID0059	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		\$1,940.00
ID0060	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		\$10,000.00
ID0061	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$4,775.67
ID0062	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$42,464.00
ID0063	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$21,232.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$116,193.25
ID0065	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0066	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		\$3,657.00
ID0067	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0068	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		\$7,041.25
ID0069	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,495.00
	HILLSVIEW (WA030000155)			\$53,663.75

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2022			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0070	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$40,600.00
ID0071	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		\$13,063.75
ID0072	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0073	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0074	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		
	AUTHORITY-WIDE (NAWASD)			\$42,464.00
ID0075	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$21,232.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$105,631.00
ID0077	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0078	Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0079	Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0080	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0081	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,631.00
	HILLSVIEW (WA030000155)			\$64,226.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0082	Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$40,600.00
ID0083	Common Area Upgrade(Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances		
ID0084	Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Electrical)	Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures		
ID0085	Building Exteriors(Dwelling Unit-Exterior (1480)-Other)	Replace vapor barrier, air seal penetrations; insulate crawlspaces, repair wood floor structure, replace exhaust vent ducting, connections & terminations.		
ID0086	Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Lighting)	Replace lighting fixtures at yard and paved areas, replace concrete walkways & patios; resurface parking lot.		\$23,626.00
	AUTHORITY-WIDE (NAWASD)			\$42,464.00
ID0087	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$21,232.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$21,232.00
Fees & Costs(Operations (1406))	\$21,232.00
Subtotal of Estimated Cost	\$42,464.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$21,232.00
Fees & Costs(Operations (1406))	\$21,232.00
Subtotal of Estimated Cost	\$42,464.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$21,232.00
Fees & Costs(Operations (1406))	\$21,232.00
Subtotal of Estimated Cost	\$42,464.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$21,232.00
Fees & Costs(Operations (1406))	\$21,232.00
Subtotal of Estimated Cost	\$42,464.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2023
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$21,232.00
Fees & Costs(Operations (1406))	\$21,232.00
Subtotal of Estimated Cost	\$42,464.00

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

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

Attached for your review is the unaudited year-to-date financial report as of August 31, 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 5.7% over budget and operating expenses 6.0% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$9,535	7.1%	●	Salaries and Benefits	\$5,466	5.3%	●
Federal Operating Support	8,855	4.5%	●	Administrative Expenses	(2,852)	-4.2%	●
Other Revenue	920	15.3%	●	Maintenance Expenses, Utilities, Taxes	14,427	12.4%	●
				Other Programmatic Expenses	396	7.5%	●
Total Operating Revenue	\$19,310	5.7%	●	Total Operating Expenses	\$17,437	6.0%	●

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

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

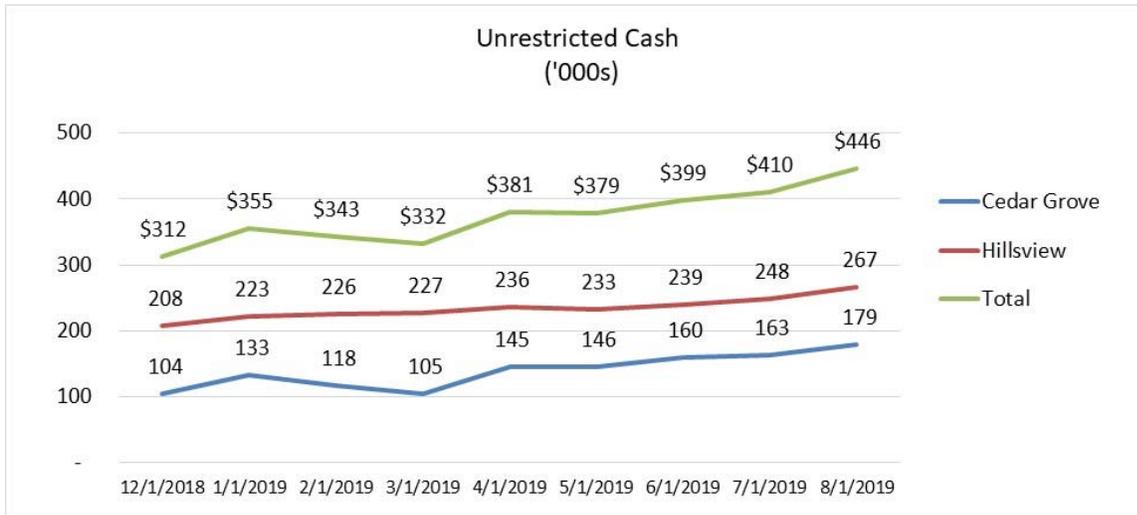
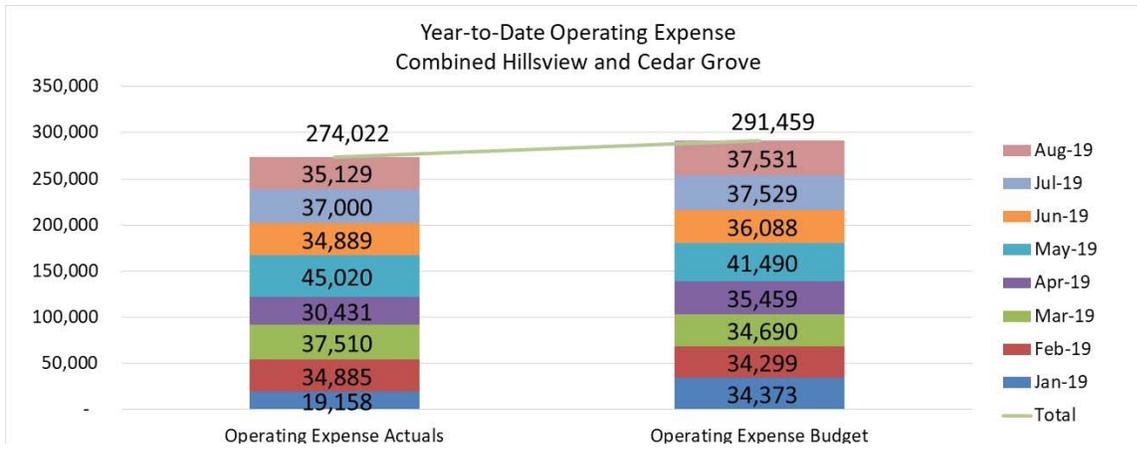
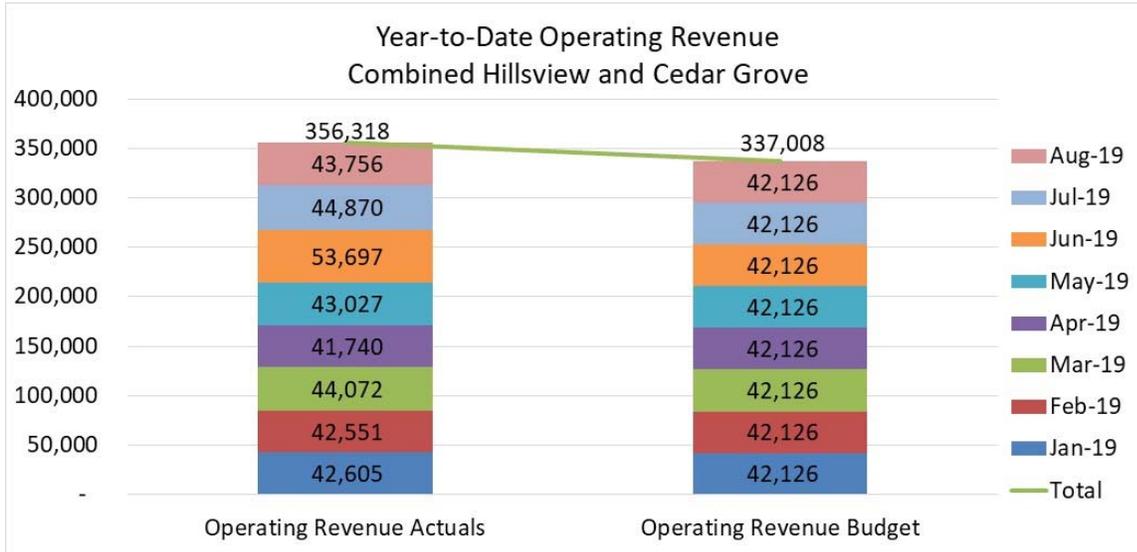
OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues are exceeding budget expectations at \$356,318. The \$19,310 increase is attributable to better than expected operating fund subsidy (Subsidy). The budget assumed 90% proration, while the interim prorate through August was 97.2%. Additionally, Cedar Grove has continued to receive greater than anticipated tenant revenues. This positive revenue variance is slightly offset by different assumptions in the Subsidy budget than the actual request for Hillview.

Year-to-date operating expenses in the amount of \$274,022 are under budget by 6.0%. The primary reason for the positive variance is due to timing of unit upgrades which are dependent on availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$445,632 has increased by \$133,231 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 August 31, 2019

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Assets			
Cash-Unrestricted	\$178,627	\$267,004	\$445,631
Cash-Restricted	3,800	5,250	9,050
Accounts Receivable	(7)	(1,419)	(1,426)
Other Short-term Assets	386	1,529	1,915
Capital Assets	510,075	1,365,854	1,875,929
Total Assets	<u>\$682,304</u>	<u>\$1,623,042</u>	<u>\$2,305,346</u>
Liabilities and Equity			
Short-term Liabilities	\$21,932	\$48,582	\$70,514
Total Liabilities	<u>21,932</u>	<u>48,582</u>	<u>70,514</u>
Equity	660,372	1,574,460	2,234,832
Total Liabilities and Equity	<u>\$682,304</u>	<u>\$1,623,042</u>	<u>\$2,305,346</u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2019

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$312,401			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$142,951	\$133,416	\$9,535	7.1%
Federal Operating Support	206,415	197,560	8,855	4.5%
<i>Total Rental Revenue and Federal Support</i>	<u>349,366</u>	<u>330,976</u>	<u>18,390</u>	<u>5.6%</u>
<i>Other Operating Revenue</i>				
Other Revenue	6,952	6,032	920	15.3%
<i>Total Other Operating Revenue</i>	<u>6,952</u>	<u>6,032</u>	<u>920</u>	<u>15.3%</u>
Total Operating Revenue	356,318	337,008	19,310	5.7%
<i>Operating Expenses</i>				
Salaries and Benefits	(97,404)	(102,870)	5,466	5.3%
Administrative Expenses	(70,218)	(67,366)	(2,852)	-4.2%
Maintenance Expenses, Utilities, Taxes	(101,502)	(115,929)	14,427	12.4%
Other Programmatic Expenses	(4,898)	(5,294)	396	7.5%
<i>Total Operating Expenses</i>	<u>(274,022)</u>	<u>(291,459)</u>	<u>17,437</u>	<u>6.0%</u>
Net Operating Income	82,296	45,549	36,747	80.7%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	38,135	62,184	(24,049)	-38.7%
<i>Total Non Operating Income/(Expense)</i>	<u>38,135</u>	<u>62,184</u>	<u>(24,049)</u>	<u>-38.7%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(38,135)	(62,184)	24,049	38.7%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(38,135)</u>	<u>(62,184)</u>	<u>24,049</u>	<u>38.7%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(50)	-	(50)	n/a
Change in Short-term Assets	54,280	-	54,280	n/a
Change in Other Assets	25,753	-	25,753	n/a
Change in Short-term Liabilities	(29,048)	-	(29,048)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>50,935</u>	<u>-</u>	<u>50,935</u>	<u>n/a</u>
Change in Unrestricted/Program Cash	133,231	\$45,549	\$87,682	192.5%
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$445,632</u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$9,000			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	50	-	50	n/a
Change in Designated/Restricted Cash	50	\$0	\$50	n/a
ENDING DESIGNATED/RESTRICTED CASH	<u>\$9,050</u>			

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2019

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$208,246			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$110,096	\$109,192	\$904	0.8%
Federal Operating Support	121,638	121,136	502	0.4% (1)
<i>Total Rental Revenue and Federal Support</i>	<u>231,734</u>	<u>230,328</u>	<u>1,406</u>	<u>0.6%</u>
<i>Other Operating Revenue</i>				
Federal Support for HCV Program	0	0	0	n/a
Other Revenue	4,735	3,848	887	23.0%
<i>Total Other Operating Revenue</i>	<u>4,735</u>	<u>3,848</u>	<u>887</u>	<u>23.0%</u>
<i>Total Operating Revenue</i>	<u>236,468</u>	<u>234,176</u>	<u>2,292</u>	<u>1.0%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(72,317)	(76,776)	4,459	5.8%
Administrative Expenses	(54,600)	(50,664)	(3,936)	-7.8%
Maintenance Expenses, Utilities, Taxes	(65,964)	(76,196)	10,232	13.4% (2)
Management Fees Charged to Properties and Programs	0	0	0	n/a
HCV Housing Assistance Payments to Landlords	0	0	0	n/a
Other Programmatic Expenses	(3,683)	(3,862)	179	4.6%
Other Expenses	0	0	0	n/a
Transfers Out for Operating Purposes	0	0	0	n/a
<i>Total Operating Expenses</i>	<u>(196,563)</u>	<u>(207,498)</u>	<u>10,935</u>	<u>5.3%</u>
<i>Net Operating Income</i>	<u>39,906</u>	<u>26,678</u>	<u>13,228</u>	<u>49.6%</u>
<i>Non Operating Income/(Expense)</i>				
Interest Income from Loans	0	0	0	n/a
Interest Expense	0	0	0	n/a
Other Non-operating Income/(Expense)	1,826	36,344	(34,518)	-95.0% (3)
<i>Total Non Operating Income/(Expense)</i>	<u>1,826</u>	<u>36,344</u>	<u>(34,518)</u>	<u>-95.0%</u>
<i>Capital Activity</i>				
Capital Project Funding, Excluding Debt Issuance	0	0	0	n/a
Capital Project Expenditures	(1,826)	(36,344)	34,518	95.0% (3)
Grant Revenue-Capital	0	0	0	n/a
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(1,826)</u>	<u>(36,344)</u>	<u>34,518</u>	<u>95.0%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	0	0	0	n/a
Change in Short-term Assets	24,571	-	24,571	n/a (4)
Change in Long-term Receivables	0	0	0	n/a
Change in Other Assets	15,176	-	15,176	n/a (5)
Change in Short-term Liabilities	(20,895)	-	(20,895)	n/a (6)
Change in Long-term Debt	0	0	0	n/a
Change in Other Liabilities	0	0	0	n/a
Change in Equity	0	0	0	n/a
<i>Change in Other Assets/Liabilities</i>	<u>18,853</u>	<u>-</u>	<u>18,853</u>	<u>n/a</u>
<i>Change in Unrestricted/Program Cash</i>	<u>58,758</u>	<u>\$26,678</u>	<u>\$32,080</u>	<u>120.3%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$267,004</u>			
<i>BEGINNING DESIGNATED/RESTRICTED CASH</i>				
<i>Change in Replacement Reserves</i>	-	-	-	n/a
<i>Change in Debt Service Reserves</i>	-	-	-	n/a
<i>Change in Other Reserves</i>	-	-	-	n/a
<i>Change in Designated/Restricted Cash</i>	<u>-</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$5,250</u>			

- Operating subsidy exceeded target due to higher than anticipated interim prorate. The budget assumed 90 percent while the actual interim prorate was 97.2 percent. This positive revenue variance is offset by different assumptions in the subsidy budget than the actual request.
- Materials, equipment, and seasonal and periodic contracts are low target but expected to increase as the year progresses. Monthly landscaping invoices for the last few months have just been received and were paid in September.
- Two unit upgrades were budgeted evenly throughout the year. As of the end of August, 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.
- The change in short-term assets is mainly due to a decrease in grant receivables carried over from the previous year.
- Increase in suspense account due to technical accounting entry to record the September operating subsidy revenues. The suspense account was cleared in September.
- The change in short-term liabilities is due to a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 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	\$32,855	\$24,224	\$8,631	35.6% (1)
Federal Operating Support	84,777	76,424	8,353	10.9% (2)
<i>Total Rental Revenue and Federal Support</i>	<u>117,632</u>	<u>100,648</u>	<u>16,984</u>	<u>16.9%</u>
<i>Other Operating Revenue</i>				
Other Revenue	2,217	2,184	33	1.5%
<i>Total Other Operating Revenue</i>	<u>2,217</u>	<u>2,184</u>	<u>33</u>	<u>1.5%</u>
Total Operating Revenue	<u>119,850</u>	<u>102,832</u>	<u>17,018</u>	<u>16.5%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(25,087)	(26,094)	1,007	3.9%
Administrative Expenses	(15,618)	(16,702)	1,084	6.5%
Maintenance Expenses, Utilities, Taxes	(35,538)	(39,733)	4,195	10.6%
Other Programmatic Expenses	(1,216)	(1,432)	216	15.1%
<i>Total Operating Expenses</i>	<u>(77,459)</u>	<u>(83,961)</u>	<u>6,502</u>	<u>7.7%</u>
Net Operating Income	<u>42,390</u>	<u>18,871</u>	<u>23,519</u>	<u>124.6%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	36,308	25,840	10,468	40.5% (3)
<i>Total Non Operating Income/(Expense)</i>	<u>36,308</u>	<u>25,840</u>	<u>10,468</u>	<u>40.5%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(36,308)	(25,840)	(10,468)	-40.5% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(36,308)</u>	<u>(25,840)</u>	<u>(10,468)</u>	<u>-40.5%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(50)	-	(50)	n/a
Change in Short-term Assets	29,708	-	29,708	n/a (4)
Change in Other Assets	10,577	-	10,577	n/a (5)
Change in Short-term Liabilities	(8,154)	-	(8,154)	n/a (6)
<i>Change in Other Assets/Liabilities</i>	<u>32,082</u>	<u>-</u>	<u>32,082</u>	<u>n/a</u>
Change in Unrestricted/Program Cash	<u>74,472</u>	<u>\$18,871</u>	<u>\$55,601</u>	<u>294.6%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$178,627</u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$3,750			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	50	-	50	n/a
Change in Designated/Restricted Cash	<u>\$50</u>	<u>\$0</u>	<u>\$50</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$3,800</u>			

- 1) Dwelling rents are higher than expected. Families are aging and not receiving dependent deductions toward rent. Two oversized families were recently transferred to their correct unit size, lowering the energy assistance supplement applied towards their rent.
- 2) Operating subsidy exceeded target due to higher than anticipated interim prorate. The budget assumed 90 percent while the actual interim prorate was 97.2 percent.
- 3) 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.
- 4) The change in short-term assets is mainly due to a decrease in grant receivables carried over from the previous year.
- 5) Increase in suspense account due to technical accounting entry to record the September operating subsidy revenues. The suspense account was cleared in September.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

August and September 2019

Vacancy Report

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

Average Unit Turnover Rates

The 2019 Unit Turnover Rate (UTO) is 12.75 days.

- A Cedar Grove resident moved out of the state to live with family. This vacant unit was housed by a Cedar Grove household transferring from a 4 bedroom unit to a 2 bedroom unit. This was a site-based turn of 23 days, which included the abatement of the bathroom for repairs.
- The vacant Cedar Grove 4-bedroom unit will be upgraded.
- Hillsview has two notice to vacates in the month of November – one will be upgraded.

Current Applications of Wait List as of October 3, 2019

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	118	105	25	143

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	44	3	47
3 Bedrooms	36	3	39
4 Bedrooms	1	0	1
Total	81	6	87

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	84	10	2	0	0	96
Cedar Grove I	19	4	0	0	0	23
Cedar Grove II	16	1	0	1	0	18
Cedar Grove III	13	0	1	0	0	14
Total	132	15	3	1	0	151

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

Community Action is scheduled to come to Hillsview in October to complete energy assistance applications.

Staffing

There are no staff vacancies.

Previous Meeting Concerns

- The maintenance department has started the process to procure a new landscaping contract.

Resident Issues

- Hillsview
 - A 10 Day Warning notice was served for violation of a stipulation agreement.
 - An informal hearing was held for the resident served with a 30 Day Notice to Terminate Tenancy. The resident was given the opportunity to work with the resident services coordinator to maintain their housing. Upon receiving the coordinator's status update, it was determined that the termination notice will be upheld.