

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



TELEPHONIC MEETING OF THE BOARD OF COMMISSIONERS

Thursday, December 17, 2020

Zoom Meeting:

<https://zoom.us/j/94075869505?pwd=SkpZMhIXQ3VWNEFYUUZISCUtJjJ5QT09>

Meeting ID: 940 7586 9505

Passcode: 272047

PHONE: 253-215-8782

Meeting ID: 940 7586 9505

Passcode: 272047

ZOOM-Telephonic Meeting
Hillview Apartments
(Community Room)
830 Township Street, Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS TELEPHONIC AGENDA

Thursday, December 17, 2020
10:45 am

ZOOM Meeting
Hillsvew Apartments
(Community Room)
830 Township Street, Sedro-Woolley, WA 98284

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- | | | |
|-------|---|---|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Public Comment | |
| IV. | Approval of Minutes | |
| | A. October 15, 2020 Board of Commissioners' Meeting Minutes | 1 |
| V. | Action Items for Discussion & Approval | |
| | A. Approval of Voucher Report October 1, 2020 to October 31, 2020 | 2 |
| | B. Resolution No. 470 – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2021. | 3 |
| | C. Resolution No. 471 – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2021 Allocation of Funds From the HUD Capital Fund Program. | 4 |
| VI. | Reports | |
| | A. Financial Report for October 2020 | 5 |
| | B. Housing Management Report for October/November 2020 | 6 |
| VII. | New Business | |
| VIII. | Adjournment | |

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

Thursday, October 15, 2020

I. Call to Order

The telephonic 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, October 15, 2020, via telephone.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Dona Cowan, Commissioner Kacy Johnson.
Mayor Julia Johnson

Excused: Commissioner Lee Elliott.

III. Public Comment

No public comment.

IV. Approval of Minutes

A. August 20, 2020 Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the Minutes. Seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from August 20, 2020.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report August 1, 2020 to August 31, 2020

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for August 1, 2020 to August 31, 2020.

VI. Reports

A. Financial Report for August 2020

Tesh Assefa, Manager of Financial Planning and Reporting and Craig Violante, Director of Finance, presented the details of the August 2020 Financial Reports.

Cares Act funding – In the next round of stimulus packets, there will likely be another round after elections and Housing will most likely be funded.

Questions of Commissioners' were answered by Craig Violante.

B. Housing Management Report for August/September 2020

Mayra Jacobs, Regional Manager presented the reports to the Commissioners'.

- One vacancy we housed at Hillsvlew
- We will have one vacancy at the end of the month that is a three bedroom that will be upgraded.
- Sedro residents are in a better position than in King County. We are planning to launch a program for payment plans. The goal is to keep all of our residents housed.

Questions of Commissioners' were answered by Bill Cook.

VII. New Business

2020 -the year of compliance for HUD. HUD has given a waiver for putting in plans to December 2020. We will be bringing this to the Board in December.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:06 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: Ai Ly, Accounting Manager
DATE: December 3, 2020
RE: Approval of Vouchers October 1, 2020 to November 30, 2020

I, Ai Ly, 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.

Ai Ly  Digitally signed by Ai Ly
DN: CN=Ai Ly, E=ail@kcha.org
Reason: I am approving this document
Location: King County Housing Authority
Date: 2020.12.03 05:28:26-08'00'
Foxit Reader Version: 10.1.0

Ai Ly
Accounting Manager
December 3, 2020

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	14,919.22
Directly to Hillsview	29,455.73
Total Expenditures	\$44,374.95

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
170000	Work-In-Process	1,638.63	SHKS ARCHITECTS INC	CEDAR GROVE	10/2/2020	331512
170000	Work-In-Process	2,752.75	SHKS ARCHITECTS INC	CEDAR GROVE T/O #22	10/23/2020	331835
409003	Benefits-Uniforms	26.25	IMAGE SOURCE INC	WORK CLOTHES	10/2/2020	331550
410000	Admin Supplies	105.56	COMPLETE OFFICE	OFFICE SUPPLIES	10/2/2020	331513
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	SN RZJ27626	10/16/2020	331776
410000	Admin Supplies	5.24	ABC IMAGING	UPDATED PACKETS	10/30/2020	332002
411100	Comp Equip-Hardware	0.96	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/13/2020	332123
411100	Comp Equip-Hardware	0.34	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/20/2020	332231
411100	Comp Equip-Hardware	0.26	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/20/2020	332231
411101	Comp Equip-Software	2.44	DOCU SIGN INC	ESIGNATURE ENTERPRISE	11/6/2020	332094
411101	Comp Equip-Software	9.03	HYLAND SOFTWARE, INC	DOC KNOWLEDGE TRANS & COMP	11/6/2020	332069
411103	Comp Equip-Software Maint	83.71	MRI SOFTWARE LLC	ANNUAL SUBSCRIPTION	10/16/2020	331761
411103	Comp Equip-Software Maint	72.64	UNIT 4 BUSINESS SOFTWARE	ANNUAL MAINT	10/30/2020	331962
411103	Comp Equip-Software Maint	0.37	DOCU SIGN INC	ESIGNATURE ENTERPRISE	11/6/2020	332094
411103	Comp Equip-Software Maint	0.45	HYLAND SOFTWARE, INC	DOC KNOWLEDGE TRANS & COMP	11/6/2020	332069
411103	Comp Equip-Software Maint	7.59	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/13/2020	332123
411901	Equip-Other-Leased/Rented	1.02	CANON FINANCIAL	SN 2LP03248	10/2/2020	331531
411901	Equip-Other-Leased/Rented	1.00	CANON FINANCIAL	SN 2LP03248	10/30/2020	331991
411901	Equip-Other-Leased/Rented	0.98	CANON FINANCIAL	SN 2LP03248	11/20/2020	332297
420000	Prof Services-Legal	15.62	MONTGOMERY PURDUE BLANKINSHIP	LEGAL BILLS	11/25/2020	332360
420101	Prof Services-Auditing	516.98	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	10/2/2020	331477
420101	Prof Services-Auditing	296.63	STATE AUDITOR S OFFICE	AUDIT PERIOD 19-19	10/30/2020	331914
420908	Prof Services-Comps	3.02	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	10/9/2020	331630
420908	Prof Services-Comps	0.89	AFFIRMA CONSULTING LLC	SHAREPOINT	10/9/2020	331677
420908	Prof Services-Comps	2.76	AFFIRMA CONSULTING LLC	SUPPORT	10/16/2020	331791
420908	Prof Services-Comps	2.01	HYLAND SOFTWARE, INC	PROFESSIONAL	11/13/2020	332172
420908	Prof Services-Comps	2.49	AFFIRMA CONSULTING LLC	WORKFLOW REPLICATION	11/20/2020	332345
421904	Admin Contracts- Cloud Recovery Services	11.45	NET2VAULT LLC	MANAGED VAULTING	10/9/2020	331645
421904	Admin Contracts- Cloud Recovery Services	11.62	NET2VAULT LLC	MANAGED VAULTING	11/6/2020	332082
440011	Travel-Mileage Reimb	0.31	JONATHAN MORGAN	7/1/20 MILEAGE	10/9/2020	331662
440011	Travel-Mileage Reimb	31.74	JUDITH ANDINO	6/25-10/23 MILEAGE	11/13/2020	332196
440011	Travel-Mileage Reimb	0.41	CINDERELLA HARRINGTON	4/14-11/18/20 MILEAGE	11/20/2020	332351
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	SEPT 2020 CHGS	10/30/2020	331988
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2020 CHGS	11/20/2020	332287

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comm-Phones Lines-Service-Digital Voice	0.53	CENTURYLINK	9/23-10/23/20 CHGS	10/16/2020	331737
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	10/23/2020	331871
450002	Comm-Phones Lines-Service-Digital Voice	1.09	CENTURYLINK	9/23-10/23/20 CHGS	10/30/2020	331952
450002	Comm-Phones Lines-Service-Digital Voice	0.52	CENTURYLINK	10/23-11/23/20 CHGS	11/6/2020	332052
450002	Comm-Phones Lines-Service-Digital Voice	0.51	CENTURYLINK	10/23-11/23/20 CHGS	11/6/2020	332052
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHARGES	11/25/2020	332450
450100	Comm-Long Distance Charges	0.85	CENTURYLINK	9/11-9/25/20 CHGS	10/16/2020	331737
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	10/25-11/25/20 CHGS	11/13/2020	332142
491000	Admin Exp-Criminal/Background Checks	9.33	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/16/2020	331719
491000	Admin Exp-Criminal/Background Checks	7.15	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/23/2020	331819
491000	Admin Exp-Criminal/Background Checks	9.05	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/13/2020	332126
491000	Admin Exp-Criminal/Background Checks	8.14	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/13/2020	332126
491000	Admin Exp-Criminal/Background Checks	7.72	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	11/20/2020	332256
493000	Other Admin Exp-Postage	5.45	QUADIANT FINANCE USA INC	POSTAGE	10/9/2020	331669
493000	Other Admin Exp-Postage	0.05	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493000	Other Admin Exp-Postage	10.01	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493000	Other Admin Exp-Postage	0.40	QUADIANT FINANCE USA INC	POSTAGE	11/6/2020	332104
493000	Other Admin Exp-Postage	5.41	QUADIANT FINANCE USA INC	POSTAGE	11/20/2020	332340
493000	Other Admin Exp-Postage	10.03	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/20/2020	332220
493000	Other Admin Exp-Postage	10.02	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	11/20/2020	332220
493000	Other Admin Exp-Postage	6.16	MAIL ADVERTISING BUREAU INC	CORONAVIRUS LETTER MAILING	11/20/2020	332220
493000	Other Admin Exp-Postage	10.04	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	0.95	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493100	Other Admin Exp-Mail Handling	10.72	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493100	Other Admin Exp-Mail Handling	15.04	MAIL ADVERTISING BUREAU INC	CORONAVIRUS LETTER MAILING	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	10.72	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	3.29	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	10.23	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/20/2020	332220
520104	Social Service Contracts-Interpretation	2.79	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/25/2020	332369
520104	Social Service Contracts-Interpretation	2.33	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/25/2020	332369
520104	Social Service Contracts-Interpretation	3.60	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/25/2020	332369
610008	Occup Exp-Materials-Fire/Safety	0.45	ADI	INDALA CARDS	10/9/2020	331592
610008	Occup Exp-Materials-Fire/Safety	0.45	ADI	INDALA PROX CRD	11/25/2020	332379
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/9/2020	331647
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/9/2020	331647

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/9/2020	331647
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/16/2020	331773
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/23/2020	331867
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	MAINTENANCE	11/25/2020	332440
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	MAINTENANCE	11/25/2020	332440
620024	Occup Exp-Maint Contracts-Drainage	1.25	PRO-VAC	EDUCATOR & OPERATOR	11/6/2020	332107
620032	Occup Exp-Maint Contracts-Parking Lots	10.42	PRO-VAC	EDUCATOR & OPERATOR	11/6/2020	332107
660000	Occup Exp-Utilities-Water	74.89	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	133.50	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	139.07	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	100.14	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	216.93	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	239.17	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	178.00	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	105.69	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	172.44	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660000	Occup Exp-Utilities-Water	68.36	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	196.20	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	151.37	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	86.14	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	454.05	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	140.15	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	71.92	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	128.94	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	117.73	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	185.00	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660000	Occup Exp-Utilities-Water	162.57	PUBLIC UTILITY DISTRICT #1	WATER	11/20/2020	332279
660100	Occup Exp-Utilities-Sewer	433.27	CITY OF SEDRO WOOLLEY	SEWER	10/16/2020	331757
660100	Occup Exp-Utilities-Sewer	289.54	CITY OF SEDRO WOOLLEY	SEWER	10/16/2020	331757
660100	Occup Exp-Utilities-Sewer	725.95	CITY OF SEDRO WOOLLEY	SEWER	10/16/2020	331757
660100	Occup Exp-Utilities-Sewer	432.96	CITY OF SEDRO WOOLLEY	SEWER	11/13/2020	332166
660100	Occup Exp-Utilities-Sewer	727.79	CITY OF SEDRO WOOLLEY	SEWER	11/13/2020	332166
660100	Occup Exp-Utilities-Sewer	288.30	CITY OF SEDRO WOOLLEY	SEWER	11/13/2020	332166
660200	Occup Exp-Utilities-Electricity	39.26	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/2/2020	331519

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occup Exp-Utilities-Electricity	26.63	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/2/2020	331519
660200	Occup Exp-Utilities-Electricity	74.87	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/2/2020	331519
660200	Occup Exp-Utilities-Electricity	84.51	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/6/2020	332063
660200	Occup Exp-Utilities-Electricity	46.20	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/6/2020	332063
660200	Occup Exp-Utilities-Electricity	30.21	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/6/2020	332063
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.43	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/2/2020	331519
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.34	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/6/2020	332063
660201	Occup Exp-Utilities-Electricity-Closing Bill	23.22	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/20/2020	332274
660300	Occup Exp-Utilities-Natural Gas	42.99	CASCADE NATURAL GAS CO	GAS	10/16/2020	331745
660300	Occup Exp-Utilities-Natural Gas	94.00	CASCADE NATURAL GAS CO	GAS	11/13/2020	332155
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	7.28	CASCADE NATURAL GAS CO	GAS	10/16/2020	331745
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	31.74	CASCADE NATURAL GAS CO	GAS	11/13/2020	332155
660500	Occup Exp-Utilities-Surface Water Mgmt	38.88	CITY OF SEDRO WOOLLEY	STORM	10/16/2020	331757
660500	Occup Exp-Utilities-Surface Water Mgmt	25.98	CITY OF SEDRO WOOLLEY	STORM	10/16/2020	331757
660500	Occup Exp-Utilities-Surface Water Mgmt	65.14	CITY OF SEDRO WOOLLEY	STORM	10/16/2020	331757
660500	Occup Exp-Utilities-Surface Water Mgmt	38.85	CITY OF SEDRO WOOLLEY	STORM	11/13/2020	332166
660500	Occup Exp-Utilities-Surface Water Mgmt	65.31	CITY OF SEDRO WOOLLEY	STORM	11/13/2020	332166
660500	Occup Exp-Utilities-Surface Water Mgmt	25.87	CITY OF SEDRO WOOLLEY	STORM	11/13/2020	332166
660700	Occup Exp-Utilities-Garbage	282.65	CITY OF SEDRO WOOLLEY	GARBAGE	10/16/2020	331757
660700	Occup Exp-Utilities-Garbage	196.53	CITY OF SEDRO WOOLLEY	GARBAGE	10/16/2020	331757
660700	Occup Exp-Utilities-Garbage	531.96	CITY OF SEDRO WOOLLEY	GARBAGE	10/16/2020	331757
660700	Occup Exp-Utilities-Garbage	277.47	CITY OF SEDRO WOOLLEY	GARBAGE	11/13/2020	332166
660700	Occup Exp-Utilities-Garbage	563.10	CITY OF SEDRO WOOLLEY	GARBAGE	11/13/2020	332166
660700	Occup Exp-Utilities-Garbage	175.78	CITY OF SEDRO WOOLLEY	GARBAGE	11/13/2020	332166
	SUBTOTAL CEDAR GROVE	14,919.22				
	CEDAR GROVE VOIDS	0				
	TOTAL CEDAR GROVE	14,919.22				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
409003	Benefits-Uniforms	78.75	IMAGE SOURCE INC	WORK CLOTHES	10/2/2020	331550
410000	Admin Supplies	316.69	COMPLETE OFFICE	OFFICE SUPPLIES	10/2/2020	331513
410000	Admin Supplies	0.34	CANON SOLUTIONS AMERICA INC	SN RZJ27626	10/16/2020	331776
410000	Admin Supplies	232.94	COMPLETE OFFICE	OFFICE SUPPLIES	10/23/2020	331837

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	49.39	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	10/23/2020	331800
410000	Admin Supplies	15.71	ABC IMAGING	UPDATED PACKETS	10/30/2020	332002
411100	Comp Equip-Hardware	3.01	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/13/2020	332123
411100	Comp Equip-Hardware	1.07	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/20/2020	332231
411100	Comp Equip-Hardware	0.83	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/20/2020	332231
411101	Comp Equip-Software	7.68	DOCU SIGN INC	ESIGNATURE ENTERPRISE	11/6/2020	332094
411101	Comp Equip-Software	28.37	HYLAND SOFTWARE, INC	DOC KNOWLEDGE TRANS & COMP	11/6/2020	332069
411103	Comp Equip-Software Maint	263.09	MRI SOFTWARE LLC	ANNUAL SUBSCRIPTION	10/16/2020	331761
411103	Comp Equip-Software Maint	228.31	UNIT 4 BUSINESS SOFTWARE	ANNUAL MAINT	10/30/2020	331962
411103	Comp Equip-Software Maint	1.15	DOCU SIGN INC	ESIGNATURE ENTERPRISE	11/6/2020	332094
411103	Comp Equip-Software Maint	1.42	HYLAND SOFTWARE, INC	DOC KNOWLEDGE TRANS & COMP	11/6/2020	332069
411103	Comp Equip-Software Maint	23.86	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/13/2020	332123
411901	Equip-Other-Leased/Rented	3.06	CANON FINANCIAL	SN 2LP03248	10/2/2020	331531
411901	Equip-Other-Leased/Rented	2.99	CANON FINANCIAL	SN 2LP03248	10/30/2020	331991
411901	Equip-Other-Leased/Rented	2.94	CANON FINANCIAL	SN 2LP03248	11/20/2020	332297
420000	Prof Services-Legal	47.11	MONTGOMERY PURDUE BLANKINSHIP	LEGAL BILLS	11/25/2020	332360
420101	Prof Services-Auditing	1,550.92	STATE AUDITOR S OFFICE	AUDIT PERIOD 17-19	10/2/2020	331477
420101	Prof Services-Auditing	889.87	STATE AUDITOR S OFFICE	AUDIT PERIOD 19-19	10/30/2020	331914
420908	Prof Services-Comps	9.49	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	10/9/2020	331630
420908	Prof Services-Comps	2.78	AFFIRMA CONSULTING LLC	SHAREPOINT	10/9/2020	331677
420908	Prof Services-Comps	8.67	AFFIRMA CONSULTING LLC	SUPPORT	10/16/2020	331791
420908	Prof Services-Comps	6.31	HYLAND SOFTWARE, INC	PROFESSIONAL	11/13/2020	332172
420908	Prof Services-Comps	7.83	AFFIRMA CONSULTING LLC	WORKFLOW REPLICATION	11/20/2020	332345
421904	Admin Contracts- Cloud Recovery Services	35.99	NET2VAULT LLC	MANAGED VAULTING	10/9/2020	331645
421904	Admin Contracts- Cloud Recovery Services	36.52	NET2VAULT LLC	MANAGED VAULTING	11/6/2020	332082
440011	Travel-Mileage Reimb	0.92	JONATHAN MORGAN	7/1/20 MILEAGE	10/9/2020	331662
440011	Travel-Mileage Reimb	11.14	TAN NGUYEN	5/1-6/1/20 MILEAGE	10/9/2020	331639
440011	Travel-Mileage Reimb	3.75	ERIN DEWEESE	6/1-9/28/20 MILEAGE	10/30/2020	332021
440011	Travel-Mileage Reimb	95.17	JUDITH ANDINO	6/25-10/23 MILEAGE	11/13/2020	332196
440011	Travel-Mileage Reimb	1.23	CINDERELLA HARRINGTON	4/14-11/18/20 MILEAGE	11/20/2020	332351
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECHNOLOGY SERVICES	SEPT 2020 CHGS	10/30/2020	331988
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2020 CHGS	11/20/2020	332287
450002	Comm-Phones Lines-Service-Digital Voice	1.65	CENTURYLINK	9/23-10/23/20 CHGS	10/16/2020	331737
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	10/23/2020	331871
450002	Comm-Phones Lines-Service-Digital Voice	3.41	CENTURYLINK	9/23-1023/20 CHGS	10/30/2020	331952

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comm-Phones Lines-Service-Digital Voice	1.64	CENTURYLINK	10/23-11/23/20 CHGS	11/6/2020	332052
450002	Comm-Phones Lines-Service-Digital Voice	1.62	CENTURYLINK	10/23-11/23/20 CHGS	11/6/2020	332052
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHARGES	11/25/2020	332450
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	SEPT 2020 CHGS	10/30/2020	331988
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2020 CHGS	11/20/2020	332287
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	10/9/2020	331627
450100	Comm-Long Distance Charges	2.67	CENTURYLINK	9/11-9/25/20 CHGS	10/16/2020	331737
450100	Comm-Long Distance Charges	0.81	CENTURYLINK	10/25-11/25/20 CHGS	11/13/2020	332142
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	11/20/2020	332281
452000	Comm-Advertising	600.00	NORTHWEST ASIAN WEEKLY	MAINT CONTRACTS	10/2/2020	331492
491000	Admin Exp-Criminal/Background Checks	27.98	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/16/2020	331719
491000	Admin Exp-Criminal/Background Checks	21.46	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/23/2020	331819
491000	Admin Exp-Criminal/Background Checks	24.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/30/2020	331932
491000	Admin Exp-Criminal/Background Checks	27.16	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/13/2020	332126
491000	Admin Exp-Criminal/Background Checks	24.41	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/13/2020	332126
491000	Admin Exp-Criminal/Background Checks	23.17	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	11/20/2020	332256
493000	Other Admin Exp-Postage	16.36	QUADIENT FINANCE USA INC	POSTAGE	10/9/2020	331669
493000	Other Admin Exp-Postage	0.14	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493000	Other Admin Exp-Postage	30.19	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493000	Other Admin Exp-Postage	1.20	QUADIENT FINANCE USA INC	POSTAGE	11/6/2020	332104
493000	Other Admin Exp-Postage	16.24	QUADIENT FINANCE USA INC	POSTAGE	11/20/2020	332340
493000	Other Admin Exp-Postage	30.26	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/20/2020	332220
493000	Other Admin Exp-Postage	30.24	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	11/20/2020	332220
493000	Other Admin Exp-Postage	18.58	MAIL ADVERTISING BUREAU INC	CORONAVIRUS LETTER MAILING	11/20/2020	332220
493000	Other Admin Exp-Postage	30.29	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	2.86	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493100	Other Admin Exp-Mail Handling	32.34	MAIL ADVERTISING BUREAU INC	OCTOBER STATEMENTS	10/16/2020	331701
493100	Other Admin Exp-Mail Handling	45.40	MAIL ADVERTISING BUREAU INC	CORONAVIRUS LETTER MAILING	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	32.36	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	9.92	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	11/20/2020	332220
493100	Other Admin Exp-Mail Handling	30.87	MAIL ADVERTISING BUREAU INC	NOVEMBER STATEMENTS	11/20/2020	332220
520104	Social Service Contracts-Interpretation	6.98	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/25/2020	332369
520104	Social Service Contracts-Interpretation	10.79	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/25/2020	332369
520104	Social Service Contracts-Interpretation	8.36	LANGUAGE LINE SERVICES, INC	INTERPRETATION	11/25/2020	332369
610008	Occup Exp-Materials-Fire/Safety	1.34	ADI	INDALA CARDS	10/9/2020	331592

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2020 TO 11/30/2020

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
610008	Occup Exp-Materials-Fire/Safety	171.35	ADI	INDALA CARDS	10/9/2020	331592
610008	Occup Exp-Materials-Fire/Safety	1.34	ADI	INDALA PROX CRD	11/25/2020	332379
610015	Occup Exp-Materials-Reasonable Accom	35.98	COMPLETE OFFICE	Phone handset	11/25/2020	332408
620006	Occup Exp-Floor Covering	1,817.59	GREAT FLOORS LLC	FLOORING	10/9/2020	331638
620007	Occup Exp-Elevator	576.00	ELTEC SYSTEMS LLC	Q4 INSTALLMENT	11/13/2020	332188
620008	Occup Exp-Alarm Testing/Monitoring	3,941.50	SMITH FIRE SYSTEMS INC	NORTH INSPECTIONS	10/9/2020	331671
620008	Occup Exp-Alarm Testing/Monitoring	2,722.00	SMITH FIRE SYSTEMS INC	SVC CALL	11/20/2020	332342
620009	Occup Exp-Painting	25.00	GREAT FLOORS LLC	FLOORING	10/9/2020	331638
620011	Occup Exp-Maint Contracts-Fire/Safety	485.50	SMITH FIRE SYSTEMS INC	NORTH INSPECTIONS	10/9/2020	331671
620012	Occup Exp-Maint Contracts-Pest Control	53.91	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/9/2020	331647
620012	Occup Exp-Maint Contracts-Pest Control	53.91	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/16/2020	331773
620012	Occup Exp-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/23/2020	331867
620012	Occup Exp-Maint Contracts-Pest Control	53.91	STOP BUGGING ME PEST CONTROL	RODENT BAIT	11/25/2020	332440
620024	Occup Exp-Maint Contracts-Drainage	3.78	PRO-VAC	EDUCATOR & OPERATOR	11/6/2020	332107
620032	Occup Exp-Maint Contracts-Parking Lots	31.43	PRO-VAC	EDUCATOR & OPERATOR	11/6/2020	332107
660000	Occup Exp-Utilities-Water	1,302.92	PUBLIC UTILITY DISTRICT #1	WATER	11/13/2020	332162
660100	Occup Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	10/16/2020	331757
660100	Occup Exp-Utilities-Sewer	4,217.01	CITY OF SEDRO WOOLLEY	SEWER	11/13/2020	332166
660200	Occup Exp-Utilities-Electricity	888.79	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/2/2020	331519
660200	Occup Exp-Utilities-Electricity	725.27	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/6/2020	332063
660201	Occup Exp-Utilities-Electricity-Closing Bill	13.75	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	10/2/2020	331519
660500	Occup Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	10/16/2020	331757
660500	Occup Exp-Utilities-Surface Water Mgmt	378.42	CITY OF SEDRO WOOLLEY	STORM	11/13/2020	332166
660700	Occup Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	10/16/2020	331757
660700	Occup Exp-Utilities-Garbage	967.66	CITY OF SEDRO WOOLLEY	GARBAGE	11/13/2020	332166
	SUBTOTAL HILLSVIEW	29,455.73				
	VOIDS	0				
	TOTAL HILLSVIEW	29,455.73				
	TOTAL SEDRO WOOLLEY	44,374.95				

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Craig Violante, Finance Director
DATE: December 10, 2020
RE: Resolution No. **470:** 2021 Comprehensive Operating and Capital Budget

The King County Housing Authority (KCHA) has prepared this budget (see Exhibit A, page 5) for consideration by the Sedro-Woolley Housing Authority (SWHA) Board of Commissioners. This budget estimates the income and expenses that will be needed to support both operations and capital improvements.

Executive Summary

Operating revenues of SWHA are derived from two main sources: tenant revenues and Operating Fund Subsidy received from the Department of Housing and Urban Development (HUD). Operating expenses, such as property management services, maintenance costs, utilities, insurance, etc., are paid out of these combined revenue sources.

Below is a snapshot of the 2021 operating budget, compared to 2020:

	2020	2021	
	Budget	Budget	Change
<i>Operating Revenues</i>			
Tenant Revenues	\$215,950	\$211,775	(\$4,175)
Operating Fund Subsidy	293,662	316,568	22,906
Other Operating Revenue	1,925	3,353	1,428
Total Operating Income	511,537	531,696	20,159
<i>Operating Expenses</i>			
Salaries and Benefits	(161,448)	(172,338)	(10,890)
Property and Other Admin Expenses	(322,866)	(349,707)	(26,841)
Total Operating Expenses	(484,314)	(522,045)	(37,731)
Net Operating Income/(Loss)	\$27,223	\$9,651	(\$17,572)

Details of the Operating Budget are found below.

Capital projects at Hillsvieview and Cedar Grove are funded primarily through Capital Fund Program (CFP) grants from HUD, but can also be funded with draws from reserves. The 2021 capital budget include two draws: \$398,108 for new roofs at Cedar Grove, and \$98,679 for three unit upgrades. Below is a summary of the 2021 Capital Budget with a comparison to the 2020 budget.

	2020 Budget	2021 Budget
Sources		
CFP Used for Capital Purposes	\$93,211	\$496,787
Draw from Reserves	0	0
Total Sources	\$93,211	\$496,787
Uses		
Cedar Grove Roof Replacements	\$0	(\$398,108)
Unit Upgrades	(93,211)	(98,679)
Other Special Projects	0	0
Total Capital Budget	(496,787)	(496,787)
Excess/(Deficit)	\$0	(\$0)

Operating Budget Overview

Operating Income

TENANT REVENUES

Tenant income is comprised two separate components: monthly tenant rental income and ancillary tenant income.

	2020 Budget	2021 Budget	Change
Tenant Rental Income-Hillsvieview	\$162,100	\$170,000	\$7,900
Tenant Rental Income-Cedar Grove	48,500	38,200	(10,300)
Ancillary Tenant Income	5,350	3,575	(1,775)
	\$215,950	\$211,775	(\$4,175)

Tenant Rental Income at Hillsvieview is forecast to rise 4.9%, partially, reflecting the projected rise in social security benefits. Rental income at Cedar Grove is decreasing to more closely match the revenue stream from current residents.

OPERATING FUND SUBSIDY

Eligibility for the 2021 Public Housing Operating Fund Subsidy is generally based on 2020's HUD-approved levels.

SWHA HUD Operating Fund Subsidy			
	Cedar Grove	Hillsview	Total
2020 Budgeted Subsidy	\$120,630	\$173,032	\$293,662
2020 Actual Subsidy*	\$122,584	\$192,725	\$315,309
2021 Budgeted Subsidy	\$130,653	\$185,915	\$316,568

* Excluding CARES Act funding

Key assumptions used in the creation of the 2021 subsidy budget include:

- The estimated utility expense component of the Operating Subsidy formula for Cedar Grove is substantially higher than used in the 2020 calculation, resulting in an elevated subsidy projection for 2021.
- The 2020 prorate was budgeted at 90% while the actual prorate has been 96.2% through November, resulting in greater-than-budgeted subsidy payments from HUD during 2020. The 2021 budget once again assumes a 90% prorate.

Operating Expenses

EMPLOYEES

The 2021 budget includes a total of 1.83 Full Time Equivalent (FTE) employees charged to SWHA, unchanged from 2020.

Staffing Comparisons-Full-Time Equivalents (FTEs)		
	2020 Budget	2021 Budget
Property Management & Administration	0.70	0.70
Maintenance Staff	1.00	1.00
Central Applications Center	0.13	0.13
Total	1.83	1.83

EMPLOYEE BENEFITS

A 1.9% Cost of Living Adjustment (COLA) wage increase was awarded to all employees in November 2020, and an estimated COLA of 2.5% is included to begin November 2021.

Fixed employee benefits include medical, dental and life insurance and are charged to each property based upon their number of employees. Variable benefits include FICA, Medicare, worker's compensation, contributions to the state Public Employees Retirement System (PERS), and a tax to fund Washington State's new paid Family Medical Leave Act (FMLA). The PERS rate is scheduled to fall to 10.25% in July of 2021 from the current level of 12.97% for a blended 2021 rate of 11.61%. Due to the pandemic, confidence is not high that this change will actually be implemented, so the budget has been prepared using the current, higher rate. In practice, SWHA will only be charged for actual rates imposed by the State.

Employee Benefits		
	2020 Budget	2021 Budget
Fixed Benefits	\$14,556	\$14,993
Variable Benefits-FICA/Medicare	7.65%	7.65%
Variable Benefits-New FMLA WA State	0.15%	0.15%
Variable Benefits-Retirement	12.86%	12.97%

OTHER OPERATING COSTS

Other operating costs are forecast to increase in 2021, with projected increases in insurance and utilities accounting for the bulk of the rise. Insurance is reflecting the largest increase, with property insurance rising from approximately \$6,000 in 2020 to \$14,000 in 2021, while liability insurance is projected to go from approximately \$6,800 to \$17,900. The reasons for these proposed increases will be more fully explained at the budget briefing in December by representatives of the risk management department, but the main drivers are a recommended increase in liability coverage from \$3 million to \$5 million, and the proposed addition of content loss, rental loss, and replacement value to the property insurance.

The increase in utilities is primarily related to projected bumps in water and sewer costs.

Capital Improvements Budget

The 2021 capital improvement budget totals \$496,787 and includes new roofs at Cedar Grove (\$398,108) and three unit upgrades (\$98,679). To fund these projects, draws will be made from Capital Fund Program (CFP) grants. There is currently \$487,000 available in outstanding CFP grants, and additional grants of approximately \$230,000 are expected in 2021.

Since inception of the unit upgrade program, 36 out of SWHA's 80 units have been upgraded, 27 at Hillsvew and 9 at Cedar Grove.

Cash Reserves

Cash reserves are forecast to be approximately \$439,000 at the end of 2021. Minimum HUD-required cash reserves are equal to six months of operating expenses. Using the HUD-prescribed formula, this equates to a balance of \$259,000.

Summary

The Sedro-Woolley Housing Authority continues to have sufficient revenue to meet its ongoing obligations and maintain a reserve level of greater than six months of operating expenses.

SEDRO-WOOLLEY HOUSING AUTHORITY
2021 Budget

EXHIBIT A

	Cedar Grove	Hillsview	2021 Proposed Combined
<i>Beginning Balance, Unrestricted Cash</i>	\$163,178	\$273,145	\$436,323
<i>Revenues</i>			
Tenant Revenue	38,725	173,050	211,775
Operating Fund Subsidy from HUD	130,653	185,915	316,568
Other Operating Revenue	1,002	2,351	3,353
Total Operating Revenues	170,380	361,316	531,696
<i>Expenses</i>			
Salaries & Benefits	(43,651)	(128,687)	(172,338)
Routine Maintenance, Utilities, Taxes & Insurance	(79,131)	(142,171)	(221,302)
Other Social Service Support Expenses & HAP	(50)	(400)	(450)
Administrative Support Expenses	(31,003)	(96,953)	(127,955)
Total Operating Expenses	(153,835)	(368,211)	(522,045)
Operating Net Income	16,545	(6,895)	9,651
Non-operating Revenue	454,781	42,006	496,787
Non-operating Expenses	0	0	0
Net Income	471,326	35,111	506,438
<i>Other Sources/(Uses) of Cash</i>			
Capital Projects and Acquisitions	(440,114)	(56,673)	(496,787)
Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(440,114)	(56,673)	(496,787)
Net Change in Unrestricted Cash	31,212	(21,562)	9,651
<i>Ending Balance, Unrestricted Cash</i>	<u>\$194,390</u>	<u>\$251,583</u>	<u>\$445,974</u>

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 470

**AUTHORIZING APPROVAL OF THE COMPREHENSIVE OPERATING
BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2021**

WHEREAS, the Executive Director has submitted a Comprehensive Operating Budget for the Calendar Year beginning January 1, 2021 (Calendar Year 2021); and

WHEREAS, the Board of Commissioners has determined that the proposed expenditures are necessary for the efficient and economical operations of the Housing Authority for the purpose of serving low-income families; and

WHEREAS, the budget indicates sources of funding adequate to cover all proposed expenditures; and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of the Washington State Housing Authority law (RCW 35.82) and the Annual Contributions Contract (where applicable); and

WHEREAS, the Authority hereby certifies that no employee of the Housing Authority is serving in a variety of positions which will exceed 100% of his/her time. This certification includes the proration of an employee's time between the various programs administered by the Housing Authority of the City of Sedro-Woolley; and

WHEREAS, the Authority certifies that a drug-free workplace is provided to employees as required by the Drug-Free Workplace Act of 1988; and

WHEREAS, the Authority certifies that no Federally appropriated funds will be paid on behalf of the Housing Authority to any persons for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any

Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement; and,

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

Section 1: Operating expenditures of \$522,045 and capital expenditures of \$496,787 are hereby authorized for the Calendar Year beginning January 1, 2021.

Section 2: Full property budgets as found in Exhibit A are incorporated into this resolution and hereby adopted.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THE 17TH DAY OF DECEMBER 2020.

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

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer

SEDRO-WOOLLEY HOUSING AUTHORITY
2021 Budget

EXHIBIT A

	Cedar Grove	Hillsview	2021 Proposed Combined
<i>Beginning Balance, Unrestricted Cash</i>	\$163,178	\$273,145	\$436,323
<i>Revenues</i>			
Tenant Revenue	38,725	173,050	211,775
Operating Fund Subsidy from HUD	130,653	185,915	316,568
Other Operating Revenue	1,002	2,351	3,353
Total Operating Revenues	170,380	361,316	531,696
<i>Expenses</i>			
Salaries & Benefits	(43,651)	(128,687)	(172,338)
Routine Maintenance, Utilities, Taxes & Insurance	(79,131)	(142,171)	(221,302)
Other Social Service Support Expenses & HAP	(50)	(400)	(450)
Administrative Support Expenses	(31,003)	(96,953)	(127,955)
Total Operating Expenses	(153,835)	(368,211)	(522,045)
Operating Net Income	16,545	(6,895)	9,651
Non-operating Revenue	454,781	42,006	496,787
Non-operating Expenses	0	0	0
Net Income	471,326	35,111	506,438
<i>Other Sources/(Uses) of Cash</i>			
Capital Projects and Acquisitions	(440,114)	(56,673)	(496,787)
Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(440,114)	(56,673)	(496,787)
Net Change in Unrestricted Cash	31,212	(21,562)	9,651
<i>Ending Balance, Unrestricted Cash</i>	<u>\$194,390</u>	<u>\$251,583</u>	<u>\$445,974</u>

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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
PHA Name

WA030
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 Laurie Fellers	Title Chair, Board of Commissioners
Signature	Date

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 09/16/2020

Approved By: EPIC SYSTEM

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 2020	Work Statement for Year 2 2021	Work Statement for Year 3 2022	Work Statement for Year 4 2023	Work Statement for Year 5 2024
	CEDAR GROVE I (WA030000103)	\$196,070.30	\$196,070.30	\$196,070.30	\$196,070.30	\$196,070.50
	HILLSVIEW (WA030000155)	\$40,600.70	\$40,600.70	\$40,600.70	\$40,600.70	\$40,600.50

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2020			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$196,070.30
ID0001	Cedar Grove 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	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0002	Cedar Grove 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.10
ID0003	Cedar Grove 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		\$0.10
ID0004	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$114,070.00
ID0005	Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
	HILLSVIEW (WA030000155)			\$40,600.70

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0027	Hillsview 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
ID0028	Hillsview Common Area Upgrade(Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Appliances,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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.20
ID0029	Hillsview 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		\$0.20
ID0030	Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$0.10
ID0031	Hillsview Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
ID0054	Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs.		\$0.10
	Subtotal of Estimated Cost			\$236,671.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$196,070.30
ID0006	Cedar Grove 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	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0007	Cedar Grove 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.10
ID0008	Cedar Grove 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		\$0.10
ID0009	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Exterior Doors)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$114,070.00
ID0010	Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
	HILLSVIEW (WA030000155)			\$40,600.70

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0033	Hillsview 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
ID0034	Hillsview 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.20
ID0035	Hillsview 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		\$0.20
ID0036	Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$0.10
ID0037	Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
ID0055	Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs.		\$0.10
	Subtotal of Estimated Cost			\$236,671.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	3	2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$196,070.30
ID0011	Cedar Grove 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	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0012	Cedar Grove 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.10
ID0013	Cedar Grove 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		\$0.10
ID0014	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$114,070.00
ID0015	Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
	HILLSVIEW (WA030000155)			\$40,600.70

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	3	2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0038	Hillsview 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
ID0039	Hillsview 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.20
ID0040	Hillsview 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		\$0.20
ID0041	Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Exterior Doors)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$0.10
ID0042	Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
ID0056	Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs.		\$0.10
	Subtotal of Estimated Cost			\$236,671.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$196,070.30
ID0017	Cedar Grove 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	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0018	Cedar Grove 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.10
ID0019	Cedar Grove 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		\$0.10
ID0020	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$114,070.00
ID0021	Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
	HILLSVIEW (WA030000155)			\$40,600.70

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0043	Hillsview 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
ID0044	Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs.		\$0.20
ID0045	Hillsview 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		\$0.20
ID0046	Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$0.10
ID0047	Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
ID0053	Hillsview 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.10
	Subtotal of Estimated Cost			\$236,671.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE I (WA030000103)			\$196,070.50
ID0022	Cedar Grove 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	Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures.		\$82,000.00
ID0023	Cedar Grove 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.20
ID0024	Cedar Grove Building Systems(Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical)	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		\$0.10
ID0025	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$114,070.00
ID0026	Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.20
	HILLSVIEW (WA030000155)			\$40,600.50

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0048	Hillsview 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
ID0049	Hillsview 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)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area)	Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances.		\$0.10
ID0050	Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Exterior Doors)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.)		\$0.10
ID0051	Hillsview 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		\$0.10
ID0052	Hillsview Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing.		\$0.10
ID0057	Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs.		\$0.10
	Subtotal of Estimated Cost			\$236,671.00

**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.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-

WOOLLEY RESOLUTION NO. 471

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION
REQUIRED IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL
YEAR 2021 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 \$236,671 in CFP funds for 2021; 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 2021, 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 2021.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING
THIS 17th DAY OF DECEMBER, 2020.**

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

Laurie Fellers, Chair
Board of Commissioners

Stephen J. Norman
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners

FROM: Windy Epps, Assistant Director of Finance

DATE: December 7, 2020

RE: October 2020 Financial Report

Attached for your review is the unaudited year-to-date financial report as of October 31, 2020. 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 13.7% over budget and operating expenses 0.9% under budget.

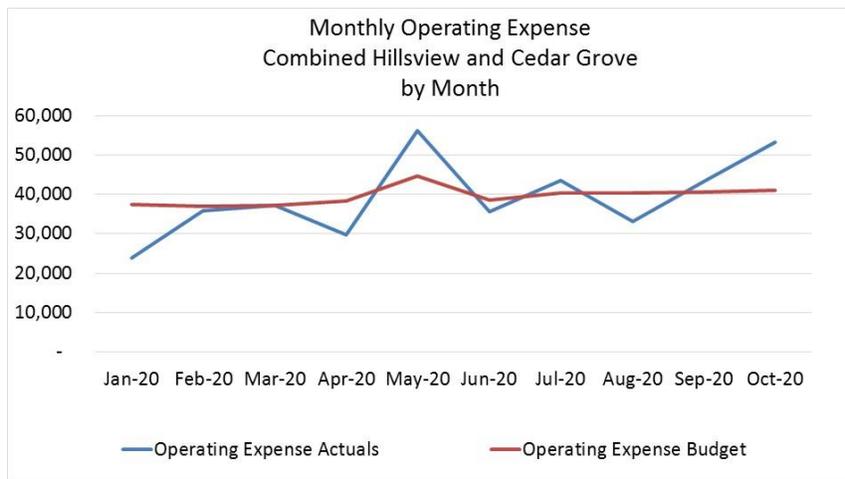
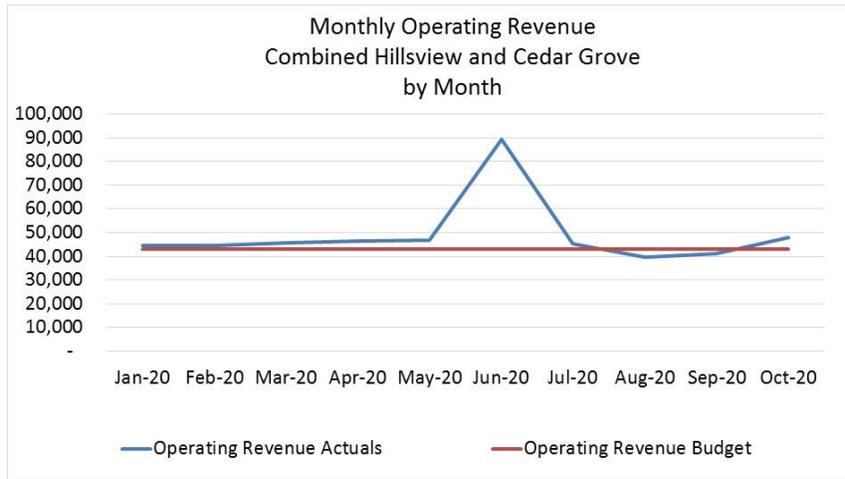
Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$3,741	2.1%	●	Salaries and Benefits	(\$23,528)	-18.1%	●
Federal Operating Support	59,358	24.3%	●	Administrative Expenses	3,169	3.5%	●
Other Revenue	(3,785)	-52.5%	●	Maintenance Expenses, Utilities, Taxes	23,531	14.1%	●
				Other Programmatic Expenses	496	7.6%	●
Total Operating Revenue	\$59,314	13.7%	●	Total Operating Expenses	\$3,668	0.9%	●

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

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$491,350 exceeded budget expectations by 13.7%, with most of this positive variance coming from \$49,001 in additional funding from the federal CARES Act that was awarded in April. The remaining \$10,313 positive variance is primarily due to better than expected operating fund subsidy. The budget assumed 90% proration, while the interim prorate through August was 97.2%. Tenant revenues were also greater than anticipated at Hillview.

Year-to-date operating expenses in the amount of \$391,843 are under budget by 0.9%. Salaries and benefits are greater than expected due to cleaning and disinfecting efforts associated with the COVID-19 pandemic. This overage is offset by lower maintenance expenses as non-emergency work orders and inspections have been canceled for the rest of year, which is also the result of the COVID-19 pandemic.



CAPITAL ACTIVITY

Capital project expenditures were under budget by 9.2% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, but actual timing is dependent on unit availability. One unit upgrade each was completed at both Hillsview and Cedar Grove.

NON-OPERATING REVENUE AND EXPENSE

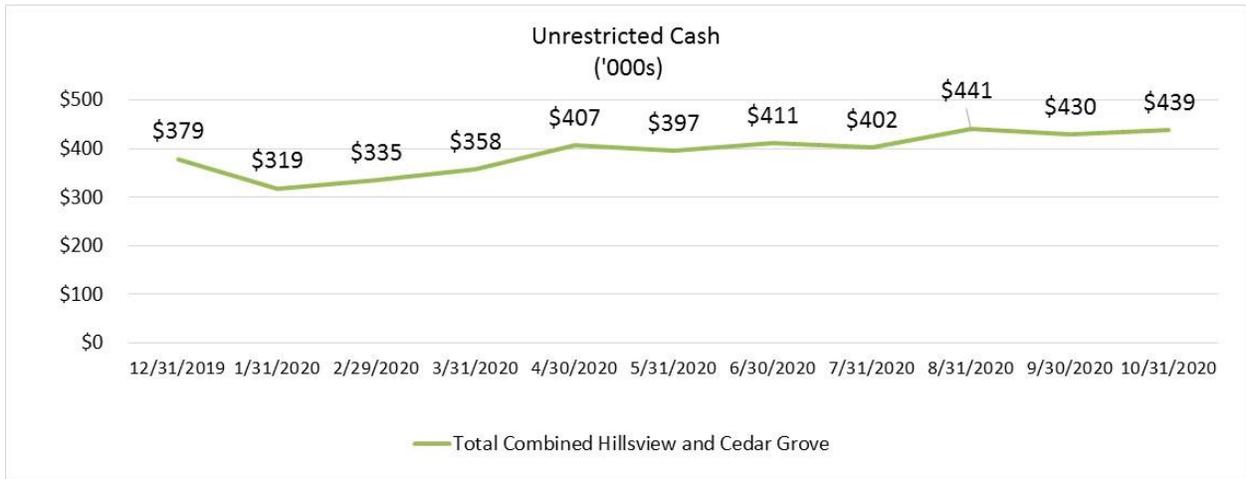
Net non-operating revenues and expenses were better than planned by 19.9%. The favorable variance is caused by a draw from the Capital Fund Program (CFP) Grant.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$438,912 has increased by \$59,747 since the beginning of the year primarily due to net operating income, offset by the EPC settlement payment at the beginning of the year.

Sedro-Woolley Housing Authority

December 17, 2020



Sedro-Woolley Housing Authority
Statements of Financial Position
As of October 31, 2020

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Assets			
Cash-Unrestricted	\$160,338	\$278,570	\$438,909
Cash-Restricted	3,550	5,375	8,925
Accounts Receivable	36,780	26,238	63,018
Other Short-term Assets	463	1,917	2,380
Capital Assets	<u>484,052</u>	<u>1,281,695</u>	<u>1,765,747</u>
Total Assets	<u><u>\$685,183</u></u>	<u><u>\$1,593,795</u></u>	<u><u>\$2,278,978</u></u>
Liabilities and Equity			
Short-term Liabilities	<u>\$7,133</u>	<u>\$16,009</u>	<u>\$23,142</u>
Total Liabilities	7,133	16,009	23,142
Equity	678,050	1,577,786	2,255,836
Total Liabilities and Equity	<u><u>\$685,183</u></u>	<u><u>\$1,593,795</u></u>	<u><u>\$2,278,978</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through October 31, 2020

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$379,163			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$183,851	\$180,110	\$3,741	2.1%
Federal Operating Support	304,078	244,720	59,358	24.3%
<i>Total Rental Revenue and Federal Support</i>	<u>487,929</u>	<u>424,830</u>	<u>63,099</u>	<u>14.9%</u>
<i>Other Operating Revenue</i>				
Other Revenue	3,421	7,206	(3,785)	-52.5%
<i>Total Other Operating Revenue</i>	<u>3,421</u>	<u>7,206</u>	<u>(3,785)</u>	<u>-52.5%</u>
<i>Total Operating Revenue</i>	<u>491,350</u>	<u>432,036</u>	<u>59,314</u>	<u>13.7%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(153,873)	(130,345)	(23,528)	-18.1%
Administrative Expenses	(88,137)	(91,306)	3,169	3.5%
Maintenance Expenses and Utilities	(143,761)	(167,292)	23,531	14.1%
Other Programmatic Expenses	(6,072)	(6,568)	496	7.6%
<i>Total Operating Expenses</i>	<u>(391,843)</u>	<u>(395,511)</u>	<u>3,668</u>	<u>0.9%</u>
<i>Net Operating Income</i>	<u>99,507</u>	<u>36,525</u>	<u>62,982</u>	<u>172.4%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	98,675	82,300	16,375	19.9%
<i>Total Non Operating Income/(Expense)</i>	<u>98,675</u>	<u>82,300</u>	<u>16,375</u>	<u>19.9%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(74,707)	(82,300)	7,593	9.2%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(74,707)</u>	<u>(82,300)</u>	<u>7,593</u>	<u>9.2%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	150	-	150	n/a
Change in Short-term Assets	31,821	43,906	(12,085)	-27.5%
Change in Short-term Liabilities	(95,699)	-	(95,699)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(63,728)</u>	<u>43,906</u>	<u>(107,634)</u>	<u>-245.1%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>59,747</u>	<u>80,431</u>	<u>(\$20,684)</u>	<u>-25.7%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$438,912</u>			

BEGINNING DESIGNATED/RESTRICTED CASH	\$9,075			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(150)	-	(150)	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$ (150)</u>	<u>\$ -</u>	<u>\$ (150)</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$8,925</u>			

- 1) The operating subsidy exceeded budget due to additional funding from the CARES Act. Additionally, the interim prorate was higher than anticipated. The budget assumed 90.0% while the actual interim prorate was 97.2%.
- 2) Salaries expense are higher than budgeted due to COVID-related cleaning and disinfecting activities.
- 3) Maintenance expenses are expected to be low for the remainder of the year as non-emergency work orders and inspections have been canceled for the rest of year.
- 4) Draw from the 2018 Capital Fund Program (CFP) grant.
- 5) Mainly due to an increase in CFP grant receivable, offset by decrease in tenant receivable and prepaid insurance.
- 6) Decrease in short-term liabilities due to settlement payment of EPC program and other accounts payables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through October 31, 2020

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$234,965			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$145,685	\$138,780	\$6,905	5.0%
Federal Operating Support	185,855	144,190	41,665	28.9%
<i>Total Rental Revenue and Federal Support</i>	<u>331,540</u>	<u>282,970</u>	<u>48,570</u>	<u>17.2%</u>
<i>Other Operating Revenue</i>				
Other Revenue	2,268	4,814	(2,546)	-52.9%
<i>Total Other Operating Revenue</i>	<u>2,268</u>	<u>4,814</u>	<u>(2,546)</u>	<u>-52.9%</u>
<i>Total Operating Revenue</i>	<u>333,808</u>	<u>287,784</u>	<u>46,024</u>	<u>16.0%</u>
<i>Operating Expenses</i>				
Salaries and Benefits	(115,577)	(97,311)	(18,266)	-18.8%
Administrative Expenses	(67,140)	(68,968)	1,828	2.7%
Maintenance Expenses, Utilities, Taxes	(99,000)	(108,657)	9,657	8.9%
Other Programmatic Expenses	(4,554)	(4,778)	224	4.7%
<i>Total Operating Expenses</i>	<u>(286,271)</u>	<u>(279,714)</u>	<u>(6,557)</u>	<u>-2.3%</u>
<i>Net Operating Income</i>	<u>47,538</u>	<u>8,071</u>	<u>39,467</u>	<u>489.0%</u>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	62,321	47,270	15,051	31.8%
<i>Total Non Operating Income/(Expense)</i>	<u>62,321</u>	<u>47,270</u>	<u>15,051</u>	<u>31.8%</u>
<i>Capital Activity</i>				
Capital Project Expenditures	(29,839)	(47,270)	17,431	36.9%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(29,839)</u>	<u>(47,270)</u>	<u>17,431</u>	<u>36.9%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	(100)	-	(100)	n/a
Change in Short-term Assets	32,773	32,929	(156)	-0.5%
Change in Short-term Liabilities	(69,083)	-	(69,083)	n/a
<i>Change in Other Assets/Liabilities</i>	<u>(36,410)</u>	<u>32,929</u>	<u>(69,339)</u>	<u>-210.6%</u>
<i>Change in Unrestricted/Program Cash</i>	<u>43,609</u>	<u>\$41,000</u>	<u>\$2,609</u>	<u>6.4%</u>
ENDING UNRESTRICTED/PROGRAM CASH	<u>\$278,574</u>			
BEGINNING DESIGNATED/RESTRICTED CASH				
\$5,275				
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	100	-	100	n/a
<i>Change in Designated/Restricted Cash</i>	<u>\$ 100</u>	<u>\$ -</u>	<u>\$ 100</u>	<u>n/a</u>
ENDING DESIGNATED/RESTRICTED CASH	<u>\$5,375</u>			

- 1) Operating subsidy exceeded target due to additional operating subsidy received under the CARES Act. Also, regular operating subsidy funding exceeded target due to higher interim prorata. The budget assumed 90.0% while the actual interim prorata was 97.2%.
- 2) Salaries and benefits are higher than budgeted due to COVID-related cleaning and disinfecting activities.
- 3) Draw from the 2018 Capital Fund Program (CFP) grant.
- 4) One unit upgrade has been completed as of October 31st. Two were budgeted for the year.
- 5) Decrease in short-term liabilities due to settlement payment of EPC program and other accounts payables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through October 31, 2020

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
BEGINNING UNRESTRICTED/PROGRAM CASH	\$144,199			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$38,166	\$41,330	(\$3,164)	-7.7%
Federal Operating Support	118,223	100,530	17,693	17.6%
<i>Total Rental Revenue and Federal Support</i>	156,389	141,860	14,529	10.2%
<i>Other Operating Revenue</i>				
Other Revenue	1,153	2,391	(1,238)	-51.8%
<i>Total Other Operating Revenue</i>	1,153	2,391	(1,238)	-51.8%
Total Operating Revenue	157,542	144,251	13,291	9.2%
<i>Operating Expenses</i>				
Salaries and Benefits	(38,296)	(33,034)	(5,261)	-15.9%
Administrative Expenses	(20,997)	(22,338)	1,341	6.0%
Maintenance Expenses, Utilities, Taxes	(44,761)	(58,635)	13,874	23.7%
Other Programmatic Expenses	(1,518)	(1,790)	272	15.2%
<i>Total Operating Expenses</i>	(105,572)	(115,797)	10,226	8.8%
Net Operating Income	51,970	28,454	23,516	82.6%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	36,355	35,030	1,325	3.8%
<i>Total Non Operating Income/(Expense)</i>	36,355	35,030	1,325	3.8%
<i>Capital Activity</i>				
Capital Project Expenditures	(44,868)	(35,030)	(9,838)	-28.1%
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(44,868)	(35,030)	(9,838)	-28.1%
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	250	-	250	n/a
Change in Short-term Assets	(953)	10,976	(11,929)	-108.7%
Change in Short-term Liabilities	(26,615)	-	(26,615)	n/a
<i>Change in Other Assets/Liabilities</i>	(27,318)	10,976	(38,295)	-348.9%
Change in Unrestricted/Program Cash	16,139	\$39,430	(\$23,291)	-59.1%
ENDING UNRESTRICTED/PROGRAM CASH	\$160,338			

BEGINNING DESIGNATED/RESTRICTED CASH	\$3,800			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(250)	-	(250)	n/a
Change in Designated/Restricted Cash	\$ (250)	\$ -	\$ (250)	n/a
ENDING DESIGNATED/RESTRICTED CASH	\$3,550			

- 1) Due to additional operating subsidy received under the CARES Act.
- 2) Salaries and benefits are higher than budgeted due to COVID-related cleaning and disinfecting activities.
- 3) Maintenance expenses are expected to be low for the remainder of the year as non-emergency work orders and inspections have been canceled for the rest of year.
- 4) A&E costs associated with an envelope and roof project slated for 2021.
- 5) Mainly due to an increase in CFP grant receivable, offset by decrease in tenant receivable and prepaid insurance.
- 6) Decrease in short-term liabilities due to settlement payment of EPC program and other accounts payables.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

October and November 2020

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 8 days.

- Hillsview
 - N/A
- Cedar Grove
 - The three-bedroom unit upgrade was completed and housed in October.

Current Applications of Wait List as of December 1, 2020

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	165	138	27	192

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	81	13	94
3 Bedrooms	47	3	50
4 Bedrooms	2	0	2
Total	130	16	146

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	59	0	10	0	0	69
Cedar Grove I	12	0	1	1	0	14
Cedar Grove II	12	0	4	0	0	16
Cedar Grove III	12	0	1	0	0	13
Total	95	0	16	1	0	112

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Resident Functions

There are none planned at this time due to COVID-19. A survey was sent out to see if residents had access to the internet and if they would be interested in a ZOOM meeting.

Staffing

There are no staff vacancies.

Previous Meeting Concerns

- The landscaping contract was awarded to Skagit Landscaping. An initial one-time landscaping clean-up was completed in November before starting their weekly service in December.
- Flooring materials arrived in mid-November and installation began on December 2, 2020. The installation is expected to be completed December 16, 2020.

Resident Issues

- Property management met with the Chief of Police to discuss law enforcement response to resident calls regarding mental health.