

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, April 21, 2022

Zoom Meeting:

[https://kcha-
org.zoom.us/j/81770974776?pwd=MjdqWVE2NUZEZFp3ZS9iaj
JIZU5LZz09](https://kcha-org.zoom.us/j/81770974776?pwd=MjdqWVE2NUZEZFp3ZS9iajJIZU5LZz09)

Meeting ID: 817 7097 4776

Passcode: 552460

PHONE: 253-215-8782

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, April 21, 2022 - 10:45 am

VIRTUAL/ZOOM MEETING

Hillsview Apartments - 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. February 17, 2022 Board of Commissioners' Meeting Minutes 1
 - V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report February 1, 2022 to March 31, 2022 2
 - B. Resolution No. 478 – Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) Relating to Flat Rents 3
 - C. Resolution No. 480 – Acknowledging Receipt of Financial Statement Audit Examinations and Attestations for the period January 1, 2020 through December 31, 2020 & Accountability Audit Examinations for the Period January 1, 2017 through December 31, 2019 4
 - VI. Reports
 - A. Financial Report for February 2022 5
 - B. Housing Management Report for Feb 2022/March 2022 6
 - VII. New Business
 - VIII. Adjournment

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

Thursday, February 17, 2022

I. Call to Order

The virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m., on Thursday, February 17, 2022 via zoom.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Approval of Minutes

- A. December 16, 2021 Board of Commissioners' Meeting Minutes
- B. December 23, 2021 Special Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the Minutes, seconded by Commissioner Kacy Johnson with attendance corrections on the December 23, 2021 minutes; the Board unanimously approved the Minutes from December 16, 2021 and December 23, 2021.

V. Action Items for Discussion & Approval

- A. Approval of Voucher Report December 1, 2021 to January 31, 2022

Questions of Commissioners' were answered.

Commissioner Dona Cowan moved for approval of the Voucher Report, seconded by Commissioner Reta Stephenson; the board unanimously approved the Voucher Report for December 1, 2021 to January 31, 2022.

- B. Tabled - Resolution No. 478 – Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) Relating to Flat Rents.

Resolution No. 478 has been tabled until the next meeting.

VI. Reports

A. Financial Report for December 2021

Windy Epps, Director for Finance, explained the Financial Report for December 2021.

Questions of Commissioners' were answered.

B. Housing Management Report for October/November 2021

Caprice Witherspoon, Senior Property Manager gave an overview of the report.

Correction of date on Current Applications of Wait List should be February 1, not December 1.

Questions of Commissioners' were answered.

VII. New Business

None.

VIII. Adjournment

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

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

LAURIE FELLERS, Chair
Board of Commissioners

DANIEL WATSON
Interim Executive Director

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Ai Ly, Associate Director of Finance
DATE: April 6, 2022
RE: Approval of Vouchers February 1, 2022 to March 31, 2022

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
Associate Director of Finance
April 6, 2022

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	42,887.17
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	42,887.17
Directly to Hillsview	35,946.03
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>35,946.03</u>
Total Expenditures	<u><u>78,833.20</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
02/01/2022 TO 03/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
170000	Work-In-Process	75.00	SUNSIGNS	SIGNAGE	2/25/2022	339122
170000	Work-In-Process	8,506.06	MONTES CONSTRUCTION	CEDAR GROVE	3/25/2022	339578
170000	Work-In-Process	13,824.94	MONTES CONSTRUCTION	CEDAR GROVE	3/25/2022	339578
200200	Contract Retentions	0.92	WASHINGTON STATE DEPT OF REVENUE	RETAINAGE FROM MORGAN Mech UBI 603-	3/18/2022	339465
200200	Contract Retentions	(425.30)	MONTES CONSTRUCTION	CEDAR GROVE	3/25/2022	339578
200200	Contract Retentions	(691.25)	MONTES CONSTRUCTION	CEDAR GROVE	3/25/2022	339578
410000	Admin Supplies	0.10	CANON SOLUTIONS AMERICA INC	SN RZJ27626	2/25/2022	339176
410000	Admin Supplies	9.15	CRYSTAL & SIERRA SPRINGS	WATER - Hillswiew	2/25/2022	339124
410000	Admin Supplies	7.13	CRYSTAL & SIERRA SPRINGS	WATER - hillsview	3/18/2022	339399
411100	Comp Equip-Hardware	1.41	DUO SECURITY LLC	DUO MFA EDITON	2/18/2022	339086
411103	Comp Equip-Software Maintenance	128.41	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/4/2022	339207
411104	Comp Equip-Software as a Service Fees	8.51	DUO SECURITY LLC	DUO MFA EDITON	2/18/2022	339086
411104	Comp Equip-Software as a Service Fees	0.49	US WELLNESS INC	DIGITAL MONITORING	3/18/2022	339475
411901	Equip-Other-Leased/Rented	1.33	CANON FINANCIAL	SN 2LP03248	3/4/2022	339249
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	SN 30215010	3/11/2022	339365
411901	Equip-Other-Leased/Rented	1.29	CANON FINANCIAL	SN 2LP03248	3/25/2022	339556
420000	Prof Services-Legal	2.15	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/18/2022	338986
420000	Prof Services-Legal	21.49	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/18/2022	338986
420000	Prof Services-Legal	10.34	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/18/2022	339382
420101	Prof Services-Auditing	550.88	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	2/11/2022	338890
420101	Prof Services-Auditing	391.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	3/18/2022	339384
420908	Prof Services-Comps	1.56	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	2/11/2022	338968
420908	Prof Services-Comps	0.34	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	2/11/2022	338936
420908	Prof Services-Comps	3.12	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/4/2022	339279
420908	Prof Services-Comps	1.18	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/4/2022	339279
420908	Prof Services-Comps	3.38	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/18/2022	339476
420908	Prof Services-Comps	1.44	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/25/2022	339591
421904	Admin Contracts- Cloud Recovery Services	12.24	NET2VAULT LLC	MANAGED VAULTING	2/11/2022	338948
421904	Admin Contracts- Cloud Recovery Services	9.61	NET2VAULT LLC	MANAGED VAULTING	3/4/2022	339256
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	1/23-2/23/22 CHGS	2/11/2022	338912
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	1/23-2/23/22 CHGS	2/11/2022	338912
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	1/25-2/25/22 CHGS	2/11/2022	338912
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHGG	2/18/2022	339069
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	3/18/2022	339464
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	2/25-3/25/22 CHGS	3/18/2022	339419
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	2/23-3/23/22 CHGS	3/18/2022	339419
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	2/23-3/23/22 CHGS	3/18/2022	339419

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
02/01/2022 TO 03/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comm-Long Distance Charges	0.29	CENTURYLINK	MONTHLY CHGS	2/4/2022	338876
450100	Comm-Long Distance Charges	0.67	CENTURYLINK	MONTHLY CHGS	3/4/2022	339281
493000	Other Admin Exp-Postage	6.62	QUADIENT FINANCE USA INC	POSTAGE	2/18/2022	339082
493000	Other Admin Exp-Postage	10.75	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/4/2022	339196
493000	Other Admin Exp-Postage	10.75	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	3/4/2022	339196
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	3/25/2022	339585
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	3/4/2022	339196
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/4/2022	339196
520104	Social Service Contracts-Interpretation	4.25	LANGUAGE LINE SERVICES, INC	INTERPRETATION	2/11/2022	338896
520104	Social Service Contracts-Interpretation	4.20	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/25/2022	339498
620012	Occ Expenses- -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/18/2022	339065
620012	Occ Expenses- -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/18/2022	339065
620012	Occ Expenses- -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/18/2022	339065
620012	Occ Expenses- -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/25/2022	339564
620013	Occ Expenses- -Yard/Garden/Landscaping	3,350.00	SKAGIT LANDSCAPING LLC	YARD CARE	2/11/2022	338969
620013	Occ Expenses- -Yard/Garden/Landscaping	650.00	SKAGIT LANDSCAPING LLC	SNOW REMOVAL	2/18/2022	339088
620013	Occ Expenses- -Yard/Garden/Landscaping	3,350.00	SKAGIT LANDSCAPING LLC	YARD CARE	3/11/2022	339369
620013	Occ Expenses- -Yard/Garden/Landscaping	3,350.00	SKAGIT LANDSCAPING LLC	YARD CARE	3/25/2022	339593
660000	Occ Expenses-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	128.85	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	165.68	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	128.85	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	128.85	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	104.30	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	239.33	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	214.78	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	141.12	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660000	Occ Expenses-Utilities-Water	197.90	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	173.16	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	197.90	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	154.60	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	117.49	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	142.23	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	117.49	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	117.49	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	136.04	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542
660000	Occ Expenses-Utilities-Water	75.37	PUBLIC UTILITY DISTRICT #1	WATER	3/25/2022	339542

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
02/01/2022 TO 03/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411104	Comp Equip-Software as a Service Fees	1.53	US WELLNESS INC	DIGITAL MONITORING	3/18/2022	339475
411901	Equip-Other-Leased/Rented	3.98	CANON FINANCIAL	SN 2LP03248	3/4/2022	339249
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	SN 30215010	3/11/2022	339365
411901	Equip-Other-Leased/Rented	3.87	CANON FINANCIAL	SN 2LP03248	3/25/2022	339556
420000	Prof Services-Legal	6.43	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/18/2022	338986
420000	Prof Services-Legal	64.13	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/18/2022	338986
420000	Prof Services-Legal	30.85	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	3/18/2022	339382
420101	Prof Services-Auditing	1,652.62	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	2/11/2022	338890
420101	Prof Services-Auditing	1,174.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	3/18/2022	339384
420908	Prof Services-Comps	4.91	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	2/11/2022	338968
420908	Prof Services-Comps	1.07	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	2/11/2022	338936
420908	Prof Services-Comps	9.81	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/4/2022	339279
420908	Prof Services-Comps	3.71	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/4/2022	339279
420908	Prof Services-Comps	10.64	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/18/2022	339476
420908	Prof Services-Comps	4.51	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	3/25/2022	339591
421904	Admin Contracts- Cloud Recovery Services	38.48	NET2VAULT LLC	MANAGED VAULTING	2/11/2022	338948
421904	Admin Contracts- Cloud Recovery Services	30.20	NET2VAULT LLC	MANAGED VAULTING	3/4/2022	339256
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	1/23-2/23/22 CHGS	2/11/2022	338912
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	1/23-2/23/22 CHGS	2/11/2022	338912
450002	Comm-Phones Lines-Service-Digital Voice	0.80	CENTURYLINK	1/25-2/25/22 CHGS	2/11/2022	338912
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHGG	2/18/2022	339069
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	3/18/2022	339464
450002	Comm-Phones Lines-Service-Digital Voice	0.80	CENTURYLINK	2/25-3/25/22 CHGS	3/18/2022	339419
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	2/23-3/23/22 CHGS	3/18/2022	339419
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	2/23-3/23/22 CHGS	3/18/2022	339419
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	JANUARY 2022 CHGS	2/18/2022	339053
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	FEBRUARY 2022 CHARGES	3/25/2022	339552
450100	Comm-Long Distance Charges	0.91	CENTURYLINK	MONTHLY CHGS	2/4/2022	338876
450100	Comm-Long Distance Charges	2.10	CENTURYLINK	MONTHLY CHGS	3/4/2022	339281
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	POSTAGE	2/18/2022	339082
493000	Other Admin Exp-Postage	32.24	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/4/2022	339196
493000	Other Admin Exp-Postage	32.24	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	3/4/2022	339196
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE	3/25/2022	339585
493100	Other Admin Exp-Mail Handling	6.90	MAIL ADVERTISING BUREAU INC	JANUARY STATEMENTS	3/4/2022	339196
493100	Other Admin Exp-Mail Handling	6.90	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	3/4/2022	339196
520104	Social Service Contracts-Interpretation	12.74	LANGUAGE LINE SERVICES, INC	INTERPRETATION	2/11/2022	338896
520104	Social Service Contracts-Interpretation	12.59	LANGUAGE LINE SERVICES, INC	INTERPRETATION	3/25/2022	339498
620004	Occ Expenses -Plumbing	100.00	ABOUT PLUMBING, INC.	CHECK BACKFLOW	3/4/2022	339270

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
02/01/2022 TO 03/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620006	Occ Expenses -Floor Covering	1,614.77	GREAT FLOORS LLC	FLOORING	3/18/2022	339453
620007	Occ Expenses -Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	2/18/2022	339066
620011	Occ Expenses -Fire/Safety	1,793.00	SMITH FIRE SYSTEMS INC	SVC CALL	3/25/2022	339588
620012	Occ Expenses -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/18/2022	339065
620012	Occ Expenses -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/25/2022	339564
620016	Occ Expenses -Hazardous Material	10,366.31	SUPERIOR CLEANING AND RESTORATION	WATER MITIGATION	3/25/2022	339503
620030	Occ Expenses -Rec Room/Common Areas	1,320.00	LYNDALE GLASS INC	WINDOW GLASS	3/18/2022	339447
660000	Occ Expenses-Utilities-Water	1,817.65	PUBLIC UTILITY DISTRICT #1	WATER	3/18/2022	339436
660100	Occ Expenses-Utilities-Sewer	4,289.15	CITY OF SEDRO WOOLLEY	SEWER	2/18/2022	339044
660100	Occ Expenses-Utilities-Sewer	4,289.72	CITY OF SEDRO WOOLLEY	SEWER	3/18/2022	339441
660200	Occ Expenses-Utilities-Electricity	1,468.72	PUGET SOUND ENERGY-BOT-01H	ELETRIC	2/4/2022	338831
660200	Occ Expenses-Utilities-Electricity	975.57	PUGET SOUND ENERGY-BOT-01H	ELETRIC	3/4/2022	339235
660201	Occ Expenses-Utilities-Electricity-Closing Bill	8.58	PUGET SOUND ENERGY-BOT-01H	ELETRIC	3/11/2022	339333
660500	Occ Expenses-Utilities-Surface Water Mgmt	395.81	CITY OF SEDRO WOOLLEY	STORM	2/18/2022	339044
660500	Occ Expenses-Utilities-Surface Water Mgmt	395.89	CITY OF SEDRO WOOLLEY	STORM	3/18/2022	339441
660700	Occ Expenses-Utilities-Garbage	1,227.67	CITY OF SEDRO WOOLLEY	GARBAGE	2/18/2022	339044
660700	Occ Expenses-Utilities-Garbage	1,243.60	CITY OF SEDRO WOOLLEY	GARBAGE	3/18/2022	339441
	SUBTOTAL HILLSVIEW	35,946.03				
	VOIDS	0				
	TOTAL HILLSVIEW	35,946.03				
TOTAL SEDRO WOOLLEY		78,833.20				

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Bill Cook

DATE: April 21, 2022

RE: **Resolution 478:** Changes to the Sedro-Woolley Housing Authority's (SWHA's) Admissions and Continued Occupancy Policy (ACOP) Exhibit D - Flat Rents

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

All Public Housing residents may choose to have their rent calculated based on their income or pay a flat rent amount based on their bedroom size. HUD has mandated changes to the flat rent program have resulted in increases for all bedroom sizes flat rents that residents have the option of paying. These rents are listed below:

Unit Size	Proposed Flat Rent	Energy Cost Adjustment	Net Rent Charge per month
1 Bedroom	\$828	\$52	\$776
2 Bedroom	\$1,046	\$102	\$944
3 Bedroom	\$1,486	\$129	\$1,357
4 Bedroom	\$1,741	\$146	\$1,595

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

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 478

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

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

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

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

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

- (1.) The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached; and
- (2.) Authorizes the Housing Authority to take the necessary steps to implement these revisions effective April 21, 2022.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 21ST DAY OF APRIL, 2022.

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

LAURIE FELLERS, Chair
Board of Commissioners

DANIEL WATSON
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

Date: April 12, 2022

To: Board of Commissioners

From: Windy Epps, Interim Director of Finance

Subject: Resolution No. 480: Acceptance of Washington State Auditor’s Office Report on Financial Statements Audit (No. 1030021) for the Period January 1, 2020 through December 31, 2020, and the Accountability Audit Report (No. 1028079) for the Period January 1, 2017 through December 31, 2019

On March 14, 2022 the Washington State Auditor’s Office (SAO) issued Financial Statements Audit Report Number 1030021 for the period January 1, 2020 through December 31, 2020, and on April 5, 2022 the Accountability Audit Report Number 1028079 was issued for the period January 1, 2017 through December 31, 2019.

The Financial Statements Audit Report covers the Authority’s financial statements and related disclosures. A federal “Single Audit” was not required this year. The Accountability Audit Report reports on the Authority’s compliance with State laws and regulations and its own policies and procedures.

There were no findings in this year’s Financial Statements Audit Report or Accountability Audit Report, and there were no management letter items.

The auditors expressed in their written opinion that the financial statements present fairly, in all material respects, the financial position of the Housing Authority of the City of Sedro-Woolley.

An exit conference with the SAO took place on March 14, 2022 and was attended by several staff members. The SAO expressed their appreciation for the responsiveness of staff toward the SAO audit staff.

When the Board formally accepts the SAO reports via resolution, this signifies the Board’s review and approval of the information contained within the reports.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 480

ACKNOWLEDGING RECEIPT OF FINANCIAL STATEMENT AUDIT EXAMINATIONS AND ATTESTATIONS FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020 AND ACCOUNTABILITY AUDIT EXAMINATION FOR THE PERIOD JANUARY 1, 2017 THROUGH DECEMBER 31, 2019

WHEREAS, the State of Washington, Office of the State Auditor, Division of Audit Services, has conducted a fiscal audit of the Housing Authority of the City of Sedro-Woolley for the period January 1, 2020 through December 31, 2020 and an accountability audit of the Housing Authority of the City of Sedro-Woolley for the period January 1, 2017 through December 31, 2019, and has transmitted same to the Housing Authority; and

WHEREAS, a formal acceptance of the Audit is required by the Board of Commissioners;

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

Receipt of the official examination, Financial Statements Audit Report No. 1030021 and Attestation Report No. 1029859 for the period January 1, 2020 through December 31, 2020, and Accountability Audit Report No. 1030163 for the period January 1, 2017 through December 31, 2019 of the Housing Authority of the City of Sedro-Woolley prepared and transmitted for filing by the State Auditor's Division of Municipal Corporations pursuant to RCW 43.09.260, is hereby acknowledged and formally accepted by the Board of Commissioners of the Housing Authority of the City of Sedro-Woolley.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 21ST DAY OF APRIL 2022.

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

Laurie Fellers, Chair
Board of Commissioners

Daniel Watson
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Director of Finance
DATE: April 12, 2022
RE: February 2022 Financial Report

Attached for your review is the unaudited financial report for February 2022. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

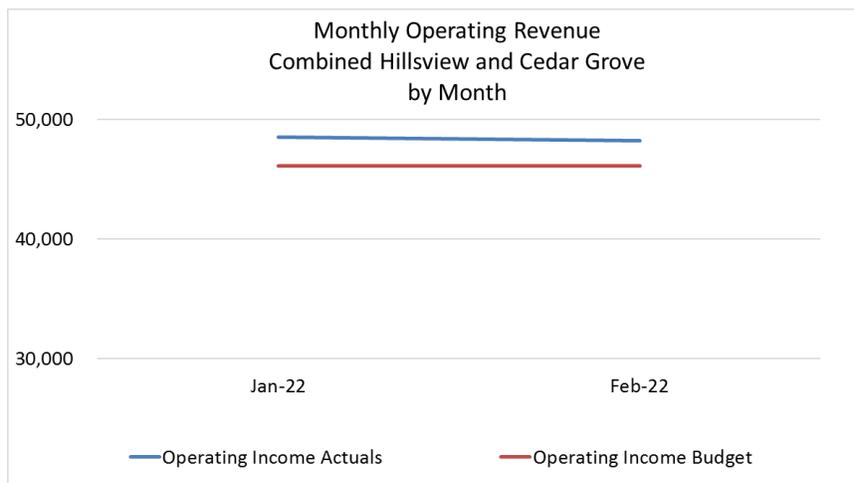
Year-to-date operating income is 5.0% over budget and operating expenses are 22.1% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$3,369	9.1%	●	Salaries and Benefits	(\$281)	-0.9%	●
Federal Operating Support	1,216	2.2%	●	Administrative Expenses	\$334	2.0%	●
Other Revenue	-	n/a	●	Maintenance Expenses, Utilities, Taxes	\$19,736	46.6%	●
				Other Programmatic Expenses	\$57	68.7%	●
Total Operating Income	\$4,585	5.0%	●	Total Operating Expenses	19,848	22.1%	●

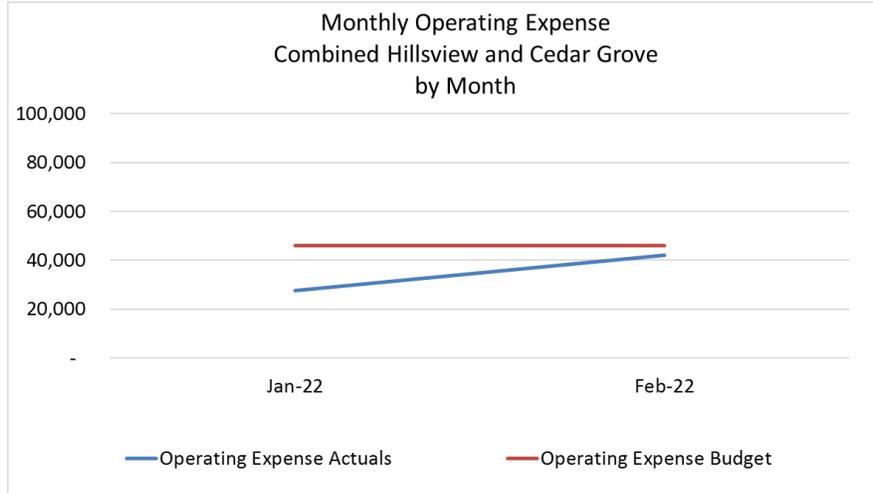
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$96,765 were very close to budget expectations, coming in over budget by \$4,585, or 5%. The primary driver of this variance was an increase in tenant revenue. The Operating Subsidy was also better than expected. The budget assumed a 92% prorate, whereas the interim prorate through February was 95.3%.



Year-to-date operating expenses in the amount of \$69,831 are under budget by 22.1%. The primary reason for the variance is due utilities; which are under budget due to timing of invoices. Invoices are typically expensed one month in arrears, however invoices received in January are expensed in the period in which they were incurred. This results in lower utility costs in the beginning of the year. Additionally, seasonal contracts are also lower than estimated, which is typical early in the year.



CAPITAL ACTIVITY

Capital project expenditures were under budget by 37.5% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, however no unit upgrades have been completed through February as actual timing is dependent on unit availability. This is offset by capital construction costs on the Cedar Grove envelope and roof project, which was delayed due to availability of materials.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$289,617 has increased by \$146,484 since the beginning of the year. The increase is mainly due to receipt of a capital grant receivable that was outstanding at year-end which was partially offset by the payment short-term liabilities.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of February 28, 2022

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$100,757	\$188,861	\$289,617
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,600	5,450	9,050
Total Cash	<u>104,357</u>	<u>194,311</u>	<u>298,667</u>
Current Assets	16,309	15,641	31,950
Long-term Assets	724,313	1,188,697	1,913,011
Total Other Assets	<u>740,622</u>	<u>1,204,338</u>	<u>1,944,960</u>
Total Assets	<u><u>844,978</u></u>	<u><u>1,398,649</u></u>	<u><u>2,243,628</u></u>
Current Liabilities	18,355	24,725	43,080
Long-Term Liabilities	-	-	-
Total Liabilities	<u>18,355</u>	<u>24,725</u>	<u>43,080</u>
Equity	826,623	1,373,924	2,200,547
Total Liabilities and Equity	<u><u>\$844,978</u></u>	<u><u>\$1,398,649</u></u>	<u><u>\$2,243,628</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended February 28, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$143,133				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,050				
Total Beginning Resources	\$152,183				
Tenant Revenue	\$40,185	\$36,816	\$3,369	9.1%	
Operating Subsidy from HUD-PH	56,580	55,364	1,216	2.2%	
Other Operating Income	-	-	-	n/a	
Total Operating Income	96,765	92,180	4,585	5.0%	
Salaries	(22,623)	(21,103)	(1,520)	(7.2%)	
Benefits	(8,285)	(9,524)	1,239	13.0%	
Occupancy Expenses	(22,656)	(42,393)	19,736	46.6%	(1)
Other Social Service Expenses	(26)	(83)	57	68.7%	
Administrative Expenses	(16,241)	(16,575)	334	2.0%	
Total Operating Expenses	(69,831)	(89,679)	19,848	22.1%	
Operating Cash Flow	26,933	2,501	24,432	976.9%	
Non-Operating Income	13,321	21,356	(8,036)	(37.6%)	(2)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(13,271)	(21,227)	7,956	37.5%	(2)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	119,501	-	119,501	n/a	(3)
Non Operating Net Sources (Uses) of Cash	119,551	129	119,421	92,460.1%	
Net Change in Unrestricted Cash	\$146,484	\$2,630	\$143,854	5,469.3%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$289,617				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,050				
Total Ending Resources	\$298,667				

- 1) Timing of invoicing; only one month of sewer and garbage service has been billed and no water bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) At Hillview, two unit upgrades as well as an office remodeling and common area furniture update were budgeted evenly over the year, but projects have yet to start. Unit upgrades depend on availability. This is partially offset by the Cedar Grove envelope and roof project which was delayed due to timing of materials. This has resulted in a less than budgeted draw from the capital fund grant.
- 3) Decrease in grant and tenant receivables offset by decrease in accounts payable and deferred revenues.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended February 28, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	(\$9,801)			
Beginning Cash Balance-Designated	0			
Beginning Cash Balance-Restricted	3,600			
Total Beginning Resources	(\$6,201)			
Tenant Revenue	\$10,030	\$7,281	\$2,750	37.8%
Operating Subsidy from HUD-PH	20,979	20,258	721	3.6%
Other Operating Income	-	-	-	n/a
Total Operating Income	31,009	27,539	3,471	12.6%
Salaries	(5,788)	(5,276)	(512)	(9.7%)
Benefits	(2,157)	(2,730)	573	21.0%
Occupancy Expenses	(8,785)	(17,793)	9,008	50.6% (1)
Other Social Service Expenses	(7)	(8)	2	21.9%
Administrative Expenses	(3,964)	(3,994)	30	0.7%
Total Operating Expenses	(20,701)	(29,802)	9,101	30.5%
Operating Cash Flow	10,308	(2,263)	12,572	555.5%
Non-Operating Income	13,296	14,035	(739)	(5.3%)
Non-Operating Expenses	-	-	-	n/a
Capital Expenditures	(13,271)	(13,999)	728	5.2%
Change in Designated Cash	-	-	-	n/a
Change in Restricted Cash	-	-	-	n/a
Transfers In/Out	-	-	-	n/a
Others Sources/(Uses of Cash)	100,224	-	100,224	n/a (2)
Non Operating Net Sources (Uses) of Cash	100,249	36	100,213	281,024.0%
Net Change in Unrestricted Cash	\$110,557	(\$2,228)	\$112,785	5,063.2%
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$100,757			
Ending Cash Balance-Designated	0			
Ending Cash Balance-Restricted	3,600			
Total Ending Resources	\$104,357			

- 1) Timing of invoicing; only one month of sewer and garbage service has been billed and no water bills have been received. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Decrease in grant receivable offset by decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended February 28, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$152,934				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,450				
Total Beginning Resources	\$158,384				
Tenant Revenue	\$30,154	\$29,535	\$619	2.1%	
Operating Subsidy from HUD-PH	35,601	35,106	495	1.4%	
Other Operating Income	-	-	-	n/a	
Total Operating Income	65,755	64,641	1,114	1.7%	
Salaries	(16,835)	(15,827)	(1,008)	(6.4%)	
Benefits	(6,128)	(6,794)	666	9.8%	
Occupancy Expenses	(13,871)	(24,600)	10,729	43.6%	(1)
Other Social Service Expenses	(20)	(75)	55	73.9%	
Administrative Expenses	(12,277)	(12,581)	305	2.4%	
Total Operating Expenses	(49,130)	(59,877)	10,747	17.9%	
Operating Cash Flow	16,625	4,764	11,861	249.0%	
Non-Operating Income	25	7,321	(7,297)	(99.7%)	(2)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	-	(7,228)	7,228	100.0%	(2)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	19,277	-	19,277	n/a	(3)
Non Operating Net Sources (Uses) of Cash	19,302	94	19,208	20,543.6%	
Net Change in Unrestricted Cash	\$35,927	\$4,858	\$31,069	639.6%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$188,861				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,450				
Total Ending Resources	\$194,311				

- 1) Timing of invoicing of utility bills; only one month of sewer service has been billed and none for electricity and water yet. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) Two unit upgrades as well as an office remodeling and common area furniture update were budgeted evenly over the year, but projects have yet to start resulting in less than budgeted draw from the capital fund grant. Unit upgrades depend on availability.
- 3) Decrease in grant receivable offset by decrease in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

February 2022 - March 2022

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	0	2	0
Cedar Grove	0	0	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 10.5 days.

- Hillsview
 - Nothing to Report
- Cedar Grove
 - Nothing to Report

Current Applications of Wait List as of March 31, 2022

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	114	93	45	159

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	135	21	156
3 Bedrooms	20	7	27
4 Bedrooms	2	0	2
Total	157	28	185

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	64	13	2	1		80
Cedar Grove I	11	4				15
Cedar Grove II			1			1
Cedar Grove III	2					2
Cedar Grove (all sites)	28					28
Total	105	17	3	1		126

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Resident Functions

There are no resident functions.

Staffing

The Assistant Property Manager position is currently vacant. The new Regional Manager Francisco Flores started on 4/11, Al Khalaf will continue to support the Region until Francisco is up to speed.

Previous Meeting Concerns

-

Resident Issues

-

Building Issues

- Repairs will be made to the Hillview roof where shingles have fallen off along one of the ridge lines.