

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 16, 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, June 16, 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. April 27, 2022 Board of Commissioners' Meeting Minutes 1
 - V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report April 1, 2022 to May 31, 2022 2
 - VI. Reports
 - A. Financial Report for April 2022 3
 - B. Housing Management Report for April/May 2022 4
 - VII. New Business
 - VIII. Adjournment

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

Wednesday, April 27, 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 3:46 p.m., on Wednesday, April 27, 2022 via zoom.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Kacy Johnson and Commissioner Dona Cowan.

Absent: Commissioner Reta Stephenson (Vice-Chair)

III. Public Comment

No public comment.

IV. Approval of Minutes

A. February 17, 2022 Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes, seconded by Commissioner Kacy Johnson; the Board unanimously approved the Minutes from February 17, 2022.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report February 1, 2022 to March 31, 2022

Questions of Commissioners' were answered.

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for February 1, 2022 to March 31, 2022.

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

Corrections have been corrected.

Questions of Commissioners' were answered.

Commissioner Dona Cowan moved for approval of Resolution 478, seconded by Commissioner Kacy Johnson; the board unanimously approved Resolution 478.

- 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.

Commissioner Kacy Johnson moved for approval of Resolution 480, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution 480.

VI. Reports

- A. Financial Report for February 2022

Tesh Assefa, Financial Reporting Manager explained the Financial Report for February 2022.

Questions of Commissioners' were answered.

- B. Housing Management Report for February 2022/March 2022

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

Introduction of Francisco Flores, new Regional Manager that includes Sedro-Woolley.

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 3:58 p.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: June 3, 2022
RE: Approval of Vouchers April 1, 2022 to May 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
June 3, 2022

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	210,929.85
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	210,929.85

Directly to Hillsview	47,503.83
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>47,503.83</u>

Total Expenditures	<u><u>258,433.68</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
04/01/2022 TO 05/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
200200	Contract Retentions	194,700.00	MONTES CONSTRUCTION	BOND SECURITY-III PRJ CC2101365	5/20/2022	340436
400100	Salaries-Temporary Employees	10.43	BEACON HILL STAFFING GROUP LLC	R MCMATH 4/23/22	5/6/2022	340242
400100	Salaries-Temporary Employees	4.62	BEACON HILL STAFFING GROUP LLC	R MCMATH 4/30/22	5/13/2022	340353
400100	Salaries-Temporary Employees	5.94	BEACON HILL STAFFING GROUP LLC	R MCMATH 5/7/22	5/20/2022	340441
400100	Salaries-Temporary Employees	10.16	BEACON HILL STAFFING GROUP LLC	MCMATH - WE 05/21/22	5/27/2022	340563
400100	Salaries-Temporary Employees	10.30	BEACON HILL STAFFING GROUP LLC	R MCMATH 5/14/2022	5/27/2022	340563
400100	Salaries-Temporary Employees	10.50	ALMOND & ASSOCIATES	M AMOS 5/15/22	5/27/2022	340473
400100	Salaries-Temporary Employees	8.40	ALMOND & ASSOCIATES	M AMOS 5/1/22	5/27/2022	340473
410000	Admin Supplies	4.96	OLYMPIC PRINTERS INC	ENVELOPES	4/8/2022	339708
410000	Admin Supplies	91.25	OLYMPIC PRINTERS INC	ENVELOPES	4/8/2022	339708
410000	Admin Supplies	0.08	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/15/2022	339888
410000	Admin Supplies	0.12	CANON SOLUTIONS AMERICA INC	SN RZJ27626	5/6/2022	340227
410000	Admin Supplies	4.39	CRYSTAL & SIERRA SPRINGS	WATER - SEDRO	5/13/2022	340259
411100	Comp Equip-Hardware	6.15	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/15/2022	339823
411100	Comp Equip-Hardware	9.77	GENERAL DATATECH LP	SUPPORTEDGE	4/29/2022	340133
411102	Comp Equip-Hardware Main	4.93	GENERAL DATATECH LP	PREMIUM MAINT	5/20/2022	340443
411103	Comp Equip-Software Main	20.92	RIGHT! SYSTEMS INC	CITRIX SUB ADVANTAGE RENEWAL	4/15/2022	339874
411103	Comp Equip-Software Main	6.00	TROY MOBILITY INC	SUBSCRIPTION	4/29/2022	340115
411103	Comp Equip-Software Main	1.84	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	5/20/2022	340378
411103	Comp Equip-Software Main	0.34	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	5/20/2022	340378
411104	Comp Equip-Software as a Service Fees	0.43	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/8/2022	339718
411104	Comp Equip-Software as a Service Fees	0.43	US WELLNESS INC	MONTHLY DIGITAL MONITORING	4/15/2022	339908
411104	Comp Equip-Software as a Service Fees	0.83	DUO SECURITY LLC	DUO MFA EDITION	4/15/2022	339910
411104	Comp Equip-Software as a Service Fees	3.08	AFFIRMA CONSULTING LLC	SHAREPOINT SUBSCRIPTION	4/29/2022	340129
411104	Comp Equip-Software as a Service Fees	0.43	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	5/6/2022	340239
411901	Equip-Other-Leased/Rented	1.31	CANON FINANCIAL	SN 2LP03248	4/22/2022	339993
420000	Professional Services-Legal	15.13	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	4/29/2022	340030
420000	Professional Services-Legal	1,317.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/6/2022	340146
420000	Professional Services-Legal	25.83	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/27/2022	340454
420908	Professional Services-Comps	2.12	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	4/8/2022	339752
420908	Professional Services-Comps	2.99	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	4/15/2022	339909
420908	Professional Services-Comps	4.73	INTRADO LIFE & SAFETY INC	EN911 ERSSEF ERS ACCOUNT SET UP FEE	4/29/2022	340113
420908	Professional Services-Comps	2.21	AFFIRMA CONSULTING LLC	SHAREPOINT	5/27/2022	340562
420908	Professional Services-Comps	17.50	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/27/2022	340528
420908	Professional Services-Comps	2.09	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	5/27/2022	340562
420908	Professional Services-Comps	8.75	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/27/2022	340528
421904	Admin Contracts- Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	4/15/2022	339881

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
04/01/2022 TO 05/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
421904	Admin Contracts- Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	5/6/2022	340223
440011	Travel-Mileage Reimbursement	36.27	CAPRICE WITHERSPOON	4/6-5/18/22 MILEAGE	5/27/2022	340534
450002	Comms-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHG	4/15/2022	339887
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/23-4/23/22 CHGS	4/15/2022	339841
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/23-4/23/22 CHGS	4/15/2022	339841
450002	Comms-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	3/25-4/25/22 CHGS	4/15/2022	339841
450002	Comms-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	5/13/2022	340334
450002	Comms-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	4/25-5/25/22 CHGS	5/13/2022	340281
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	4/23-5/23/22 CHGS	5/13/2022	340281
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	4/23-5/23/22 CHGS	5/13/2022	340281
450100	Comms-Long Distance Charges	0.30	CENTURYLINK	MONTHLY CHGS	4/1/2022	339697
450100	Comms-Long Distance Charges	0.02	CENTURYLINK	MONTHLY CHGS	4/29/2022	340132
450100	Comms-Long Distance Charges	0.31	CENTURYLINK	MONTHLY CHGS	5/27/2022	340564
491000	Admin Exp-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/22/2022	339954
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/22/2022	339954
491000	Admin Exp-Criminal/Background Checks	0.44	DEPARTMENT OF LICENSING	BACKGROUND CHECK	4/29/2022	340047
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	9.18	WASHINGTON STATE PATROL	BACKGROUND	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	13.67	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	12.74	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	9.79	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/29/2022	340064
491000	Admin Exp-Criminal/Background Checks	11.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/13/2022	340263
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	4/22/2022	340010
493000	Other Admin Exp-Postage	10.76	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/29/2022	340033
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	POSTAGE	5/20/2022	340439
493100	Other Admin Exp-Mail Handling	2.46	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/29/2022	340033
520104	Social Service Contracts-Interpretation	5.86	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/6/2022	340155
520104	Social Service Contracts-Interpretation	5.58	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/13/2022	340257
620012	Occ Exp- Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/1/2022	339679
620012	Occ Exp- Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/1/2022	339679
620012	Occ Exp- Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/22/2022	340000
620012	Occ Exp- Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/29/2022	340107
620012	Occ Exp- Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/29/2022	340107
620013	Occ Exp- Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LANDSCAPE MAINT	4/15/2022	339912
620016	Occ Exp- Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	4/15/2022	339843
620016	Occ Exp- Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	4/15/2022	339843
620016	Occ Exp- Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	4/15/2022	339843
660000	Occ Exp-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
04/01/2022 TO 05/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occ Exp-Utilities-Water	147.27	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	128.85	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	134.99	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	98.16	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	257.74	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	171.81	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	214.78	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	171.81	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660000	Occ Exp-Utilities-Water	81.56	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	117.49	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	222.64	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	179.34	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	210.27	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	166.97	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	136.04	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	129.86	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	123.67	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	129.86	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660000	Occ Exp-Utilities-Water	148.42	PUBLIC UTILITY DISTRICT #1	WATER	5/20/2022	340408
660100	Occ Exp-Utilities-Sewer	290.62	CITY OF SEDRO WOOLLEY	SEWER	4/15/2022	339868
660100	Occ Exp-Utilities-Sewer	435.61	CITY OF SEDRO WOOLLEY	SEWER	4/15/2022	339868
660100	Occ Exp-Utilities-Sewer	740.86	CITY OF SEDRO WOOLLEY	SEWER	4/15/2022	339868
660100	Occ Exp-Utilities-Sewer	435.74	CITY OF SEDRO WOOLLEY	SEWER	5/13/2022	340311
660100	Occ Exp-Utilities-Sewer	290.95	CITY OF SEDRO WOOLLEY	SEWER	5/13/2022	340311
660100	Occ Exp-Utilities-Sewer	734.35	CITY OF SEDRO WOOLLEY	SEWER	5/13/2022	340311
660200	Occ Exp-Utilities-Electricity	58.11	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/8/2022	339739
660200	Occ Exp-Utilities-Electricity	101.90	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/8/2022	339739
660200	Occ Exp-Utilities-Electricity	77.19	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/6/2022	340200
660200	Occ Exp-Utilities-Electricity	48.40	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/6/2022	340200
660200	Occ Exp-Utilities-Electricity	69.34	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/27/2022	340512
660200	Occ Exp-Utilities-Electricity	45.46	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/27/2022	340512
660300	Occ Exp-Utilities-Natural Gas	172.62	CASCADE NATURAL GAS CO	GAS	4/15/2022	339854
660300	Occ Exp-Utilities-Natural Gas	152.12	CASCADE NATURAL GAS CO	GAS	5/13/2022	340299
660500	Occ Exp-Utilities-Surface Water Mgmt	27.08	CITY OF SEDRO WOOLLEY	STORM	4/15/2022	339868
660500	Occ Exp-Utilities-Surface Water Mgmt	40.56	CITY OF SEDRO WOOLLEY	STORM	4/15/2022	339868
660500	Occ Exp-Utilities-Surface Water Mgmt	69.79	CITY OF SEDRO WOOLLEY	STORM	4/15/2022	339868
660500	Occ Exp-Utilities-Surface Water Mgmt	68.84	CITY OF SEDRO WOOLLEY	STORM	5/13/2022	340311

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
04/01/2022 TO 05/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660500	Occ Exp-Utilities-Surface Water Mgmt	40.58	CITY OF SEDRO WOOLLEY	STORM	5/13/2022	340311
660500	Occ Exp-Utilities-Surface Water Mgmt	27.12	CITY OF SEDRO WOOLLEY	STORM	5/13/2022	340311
660700	Occ Exp-Utilities-Garbage	913.51	CITY OF SEDRO WOOLLEY	GARBAGE	4/15/2022	339868
660700	Occ Exp-Utilities-Garbage	201.40	CITY OF SEDRO WOOLLEY	GARBAGE	4/15/2022	339868
660700	Occ Exp-Utilities-Garbage	299.96	CITY OF SEDRO WOOLLEY	GARBAGE	4/15/2022	339868
660700	Occ Exp-Utilities-Garbage	24.00	SKAGIT COUNTY PUBLIC WORKS DEPT	hazard waste disposal	4/22/2022	339933
660700	Occ Exp-Utilities-Garbage	722.85	CITY OF SEDRO WOOLLEY	GARBAGE	5/13/2022	340311
660700	Occ Exp-Utilities-Garbage	300.19	CITY OF SEDRO WOOLLEY	GARBAGE	5/13/2022	340311
660700	Occ Exp-Utilities-Garbage	206.94	CITY OF SEDRO WOOLLEY	GARBAGE	5/13/2022	340311
	SUBTOTAL CEDAR GROVE	210,929.85				
	CEDAR GROVE VOIDS	0				
	TOTAL CEDAR GROVE	210,929.85				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
200200	Contract Retentions	2.77	MORGAN MECHANICAL INC	RETAINAGE RELEASE	5/6/2022	340240
400100	Salaries-Temporary Employees	31.28	BEACON HILL STAFFING GROUP LLC	R MCMATH 4/23/22	5/6/2022	340242
400100	Salaries-Temporary Employees	13.86	BEACON HILL STAFFING GROUP LLC	R MCMATH 4/30/22	5/13/2022	340353
400100	Salaries-Temporary Employees	17.82	BEACON HILL STAFFING GROUP LLC	R MCMATH 5/7/22	5/20/2022	340441
400100	Salaries-Temporary Employees	30.49	BEACON HILL STAFFING GROUP LLC	MCMATH - WE 05/21/22	5/27/2022	340563
400100	Salaries-Temporary Employees	30.89	BEACON HILL STAFFING GROUP LLC	R MCMATH 5/14/2022	5/27/2022	340563
400100	Salaries-Temporary Employees	31.32	ALMOND & ASSOCIATES	M AMOS 5/15/22	5/27/2022	340473
400100	Salaries-Temporary Employees	25.06	ALMOND & ASSOCIATES	M AMOS 5/1/22	5/27/2022	340473
410000	Admin Supplies	14.89	OLYMPIC PRINTERS INC	ENVELOPES	4/8/2022	339708
410000	Admin Supplies	273.78	OLYMPIC PRINTERS INC	ENVELOPES	4/8/2022	339708
410000	Admin Supplies	0.25	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/15/2022	339888
410000	Admin Supplies	0.35	CANON SOLUTIONS AMERICA INC	SN RZJ27626	5/6/2022	340227
410000	Admin Supplies	13.16	CRYSTAL & SIERRA SPRINGS	WATER - SEDRO	5/13/2022	340259
411100	Comp Equip-Hardware	19.34	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/15/2022	339823
411100	Comp Equip-Hardware	30.70	GENERAL DATATECH LP	SUPPORTEDGE	4/29/2022	340133
411102	Comp Equip-Hardware Main	15.48	GENERAL DATATECH LP	PREMIUM MAINT	5/20/2022	340443
411103	Comp Equip-Software Main	65.76	RIGHT! SYSTEMS INC	CITRIX SUB ADVANTAGE RENEWAL	4/15/2022	339874
411103	Comp Equip-Software Main	18.85	TROY MOBILITY INC	SUBSCRIPTION	4/29/2022	340115
411103	Comp Equip-Software Main	5.78	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	5/20/2022	340378
411103	Comp Equip-Software Main	1.05	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	5/20/2022	340378
411104	Comp Equip-Software as a Service Fees	1.37	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/8/2022	339718
411104	Comp Equip-Software as a Service Fees	1.36	US WELLNESS INC	MONTHLY DIGITAL MONITORING	4/15/2022	339908
411104	Comp Equip-Software as a Service Fees	2.60	DUO SECURITY LLC	DUO MFA EDITION	4/15/2022	339910

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
04/01/2022 TO 05/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411104	Comp Equip-Software as a Service Fees	9.67	AFFIRMA CONSULTING LLC	SHAREPOINT SUBSCRIPTION	4/29/2022	340129
411104	Comp Equip-Software as a Service Fees	1.36	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	5/6/2022	340239
411901	Equip-Other-Leased/Rented	3.94	CANON FINANCIAL	SN 2LP03248	4/22/2022	339993
420000	Professional Services-Legal	45.15	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	4/29/2022	340030
420000	Professional Services-Legal	77.08	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/27/2022	340454
420908	Professional Services-Comps	6.65	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	4/8/2022	339752
420908	Professional Services-Comps	9.41	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	4/15/2022	339909
420908	Professional Services-Comps	14.85	INTRADO LIFE & SAFETY INC	EN911 ERSSEF ERS ACCOUNT SET UP FEE	4/29/2022	340113
420908	Professional Services-Comps	27.50	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/27/2022	340528
420908	Professional Services-Comps	6.95	AFFIRMA CONSULTING LLC	SHAREPOINT	5/27/2022	340562
420908	Professional Services-Comps	55.00	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/27/2022	340528
420908	Professional Services-Comps	6.57	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	5/27/2022	340562
421904	Admin Contracts- Cloud Recovery Services	30.01	NET2VAULT LLC	MANAGED VAULTING	4/15/2022	339881
421904	Admin Contracts- Cloud Recovery Services	30.01	NET2VAULT LLC	MANAGED VAULTING	5/6/2022	340223
440011	Travel-Mileage Reimbursement	108.81	CAPRICE WITHERSPOON	4/6-5/18/22 MILEAGE	5/27/2022	340534
450002	Comms-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT CHG	4/15/2022	339887
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	3/23-4/23/22 CHGS	4/15/2022	339841
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	3/23-4/23/22 CHGS	4/15/2022	339841
450002	Comms-Phones Lines-Service-Digital Voice	0.80	CENTURYLINK	3/25-4/25/22 CHGS	4/15/2022	339841
450002	Comms-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	5/13/2022	340334
450002	Comms-Phones Lines-Service-Digital Voice	0.79	CENTURYLINK	4/25-5/25/22 CHGS	5/13/2022	340281
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	4/23-5/23/22 CHGS	5/13/2022	340281
450002	Comms-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	4/23-5/23/22 CHGS	5/13/2022	340281
450003	Comms-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	MARCH 2022 CHGS	4/15/2022	339870
450003	Comms-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	APRIL 2022 CHGS	5/20/2022	340419
450100	Comms-Long Distance Charges	0.94	CENTURYLINK	MONTHLY CHGS	4/1/2022	339697
450100	Comms-Long Distance Charges	6.88	LINGO	3/21-4/20/22 CHGS	4/8/2022	339746
450100	Comms-Long Distance Charges	0.07	CENTURYLINK	MONTHLY CHGS	4/29/2022	340132
450100	Comms-Long Distance Charges	6.67	LINGO	4/21-5/20/22 CHGS	5/6/2022	340207
450100	Comms-Long Distance Charges	0.99	CENTURYLINK	MONTHLY CHGS	5/27/2022	340564
491000	Admin Exp-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/22/2022	339954
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/22/2022	339954
491000	Admin Exp-Criminal/Background Checks	1.33	DEPARTMENT OF LICENSING	BACKGROUND CHECK	4/29/2022	340047
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	27.54	WASHINGTON STATE PATROL	BACKGROUND	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	41.02	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	38.22	WASHINGTON STATE PATROL	BACKGROUND CHECK	4/29/2022	340046
491000	Admin Exp-Criminal/Background Checks	29.38	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/29/2022	340064

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
04/01/2022 TO 05/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	33.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/13/2022	340263
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE	4/22/2022	340010
493000	Other Admin Exp-Postage	32.28	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/29/2022	340033
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	POSTAGE	5/20/2022	340439
493100	Other Admin Exp-Mail Handling	7.37	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS	4/29/2022	340033
520104	Social Service Contracts-Interpretation	17.59	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/6/2022	340155
520104	Social Service Contracts-Interpretation	16.75	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/13/2022	340257
610008	Occ Exp-Materials-Fire/Safety	218.87	ADI	INDALA PROX CRD	4/29/2022	340051
620006	Occ Exp- Floor Covering	2,469.71	GREAT FLOORS LLC	FLOORING	4/1/2022	339673
620006	Occ Exp- Floor Covering	2,314.02	GREAT FLOORS LLC	FLOORING	4/29/2022	340100
620007	Occ Exp- Elevator	5,967.09	SCHINDLER ELEVATOR CORPORATION	SVC CALL	4/1/2022	339680
620007	Occ Exp- Elevator	7,711.62	SCHINDLER ELEVATOR CORPORATION	SVC CALL	4/29/2022	340109
620007	Occ Exp- Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	5/13/2022	340330
620011	Occ Exp- Fire/Safety	410.00	SMITH FIRE SYSTEMS INC	SVC CALL	4/1/2022	339695
620012	Occ Exp- Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/22/2022	340000
620012	Occ Exp- Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/20/2022	340426
620012	Occ Exp- Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/27/2022	340543
620013	Occ Exp- Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LANDSCAPE MAINT	4/15/2022	339912
620018	Occ Exp- Building Security	1,625.00	COMMERCIAL ENTRY SYSTEMS INC	CAMERA REPAIR	4/1/2022	339619
620020	Occ Exp- Roofing	2,275.00	AXIOM DIVISION 7, INC.	AXIOM D7 REPAIRS	5/13/2022	340338
620021	Occ Exp- HVAC Heating, Ventilation & AC	3,779.00	HANDY'S HEATING INC	AMANA PACKAGED TERMINAL	5/27/2022	340561
630100	Occ Exp-Fees-Permits	163.40	DEPARTMENT OF LABOR & INDUSTRIES	RENEWAL ANNUAL OPERATING CERT	5/6/2022	340147
660000	Occ Exp-Utilities-Water	2,030.18	PUBLIC UTILITY DISTRICT #1	WATER	5/13/2022	340306
660100	Occ Exp-Utilities-Sewer	4,291.60	CITY OF SEDRO WOOLLEY	SEWER	4/15/2022	339868
660100	Occ Exp-Utilities-Sewer	4,294.33	CITY OF SEDRO WOOLLEY	SEWER	5/13/2022	340311
660200	Occ Exp-Utilities-Electricity	1,167.06	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/8/2022	339739
660200	Occ Exp-Utilities-Electricity	947.83	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/6/2022	340200
660200	Occ Exp-Utilities-Electricity	829.13	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/27/2022	340512
660500	Occ Exp-Utilities-Surface Water Mgmt	396.17	CITY OF SEDRO WOOLLEY	STORM	4/15/2022	339868
660500	Occ Exp-Utilities-Surface Water Mgmt	396.57	CITY OF SEDRO WOOLLEY	STORM	5/13/2022	340311
660700	Occ Exp-Utilities-Garbage	1,296.69	CITY OF SEDRO WOOLLEY	GARBAGE	4/15/2022	339868
660700	Occ Exp-Utilities-Garbage	72.00	SKAGIT COUNTY PUBLIC WORKS DEPT	hazard waste disposal	4/22/2022	339933
660700	Occ Exp-Utilities-Garbage	1,366.15	CITY OF SEDRO WOOLLEY	GARBAGE	5/13/2022	340311
	SUBTOTAL HILLSVIEW	47,503.83				
	VOIDS	0				
	TOTAL HILLSVIEW	47,503.83				
	TOTAL SEDRO WOOLLEY	258,433.68				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Director of Finance
DATE: June 8, 2022
RE: April 2022 Financial Report

Attached for your review is the unaudited financial report for April 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

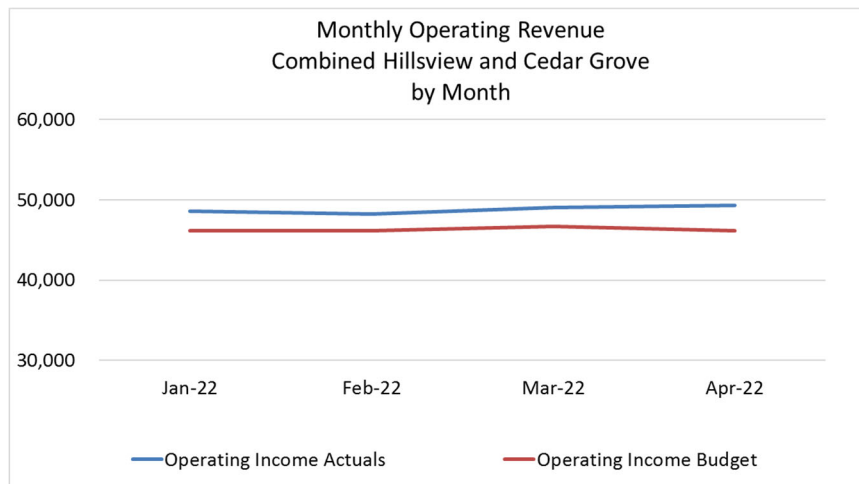
Year-to-date operating income is 5.5% over budget and operating expenses are 14.5% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$7,042	9.6%	●	Salaries and Benefits	(\$7,104)	-11.6%	●
Federal Operating Support	3,129	2.8%	●	Administrative Expenses	(\$2,026)	-6.0%	●
Other Revenue	(92)	-18.5%	●	Maintenance Expenses, Utilities, Taxes	(\$17,032)	-20.1%	●
				Other Programmatic Expenses	\$124	74.3%	●
Total Operating Income	\$10,079	5.5%	●	Total Operating Expenses	(26,039)	-14.5%	●

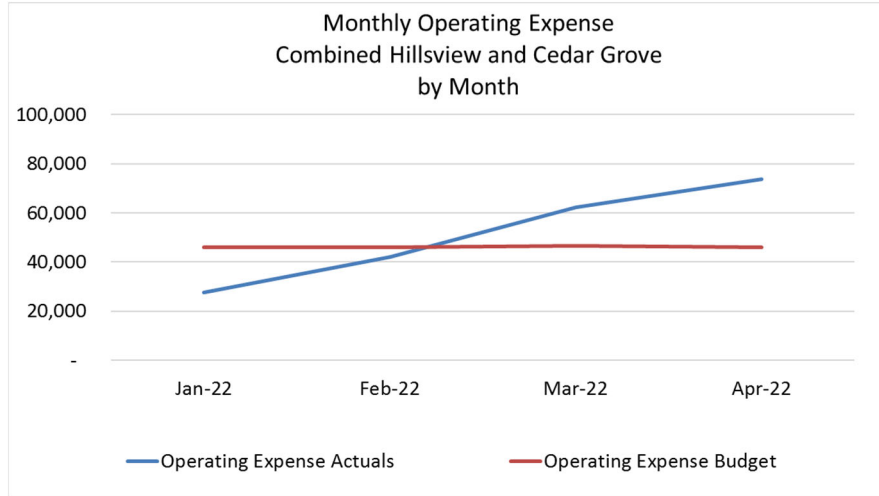
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$194,939 were very close to budget expectations, coming in over budget by \$10,079, or 5.5%. 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 April was 95%.



Year-to-date operating expenses in the amount of \$205,752 are over budget by 14.5%. The primary reasons for the variance were unexpected water mitigation expenses and higher than budgeted elevator maintenance costs at Hillsvieview. Additionally, April had three pay days within the month, so salaries were higher than target. Salaries are budgeted evenly throughout the year, however twice a year payroll costs will be higher than budget due to the occurrence of three pay days.



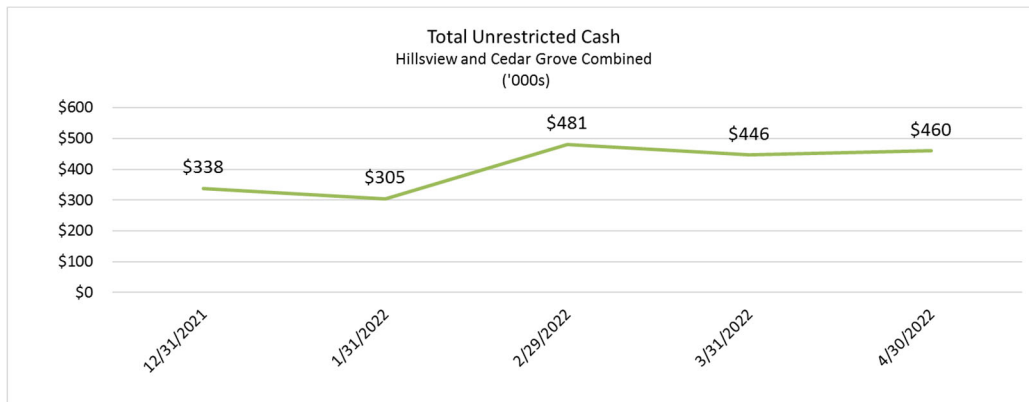
CAPITAL ACTIVITY

Capital project expenditures were under budget by 7.8% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, however no unit upgrades have been completed through April as actual timing is dependent on unit availability. This variance was partially offset by capital construction costs related to the Cedar Grove envelope and roof project, which was budgeted to be completed during the prior year but was delayed due to the weather conditions and the availability of materials.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$459,595 includes an adjustment to the beginning balance in the amount of \$194,700 that was received in the prior year as a refundable deposit but was applied incorrectly. The error was identified and corrected during our year-end process. In addition, the full amount has been refunded to the contractor in May.

Since the beginning of the year, unrestricted cash increased by \$121,762 primarily due to the receipt of capital grant receivables that were outstanding at year-end. This amount was partially offset by the payments of short-term liabilities.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of April 30, 2022

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$297,381	\$162,214	\$459,595
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,375	9,075
Total Cash	<u>301,081</u>	<u>167,589</u>	<u>468,670</u>
Current Assets	6,000	9,740	15,740
Long-term Assets	744,977	1,176,602	1,921,579
Total Other Assets	<u>750,977</u>	<u>1,186,342</u>	<u>1,937,319</u>
Total Assets	<u><u>1,052,058</u></u>	<u><u>1,353,931</u></u>	<u><u>2,405,989</u></u>
Current Liabilities	214,171	24,800	238,971
Long-Term Liabilities	-	-	-
Total Liabilities	<u>214,171</u>	<u>24,800</u>	<u>238,971</u>
Equity	837,887	1,329,131	2,167,018
Total Liabilities and Equity	<u><u>\$1,052,058</u></u>	<u><u>\$1,353,931</u></u>	<u><u>\$2,405,989</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$337,833				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,050				
Total Beginning Resources	\$346,883				
Tenant Revenue	\$80,674	\$73,632	\$7,042	9.6%	
Operating Subsidy from HUD-PH	113,857	110,728	3,129	2.8%	
Other Operating Income	408	500	(92)	(18.5%)	
Total Operating Income	194,939	184,860	10,079	5.5%	
Salaries	(50,162)	(42,207)	(7,955)	(18.8%)	(1)
Benefits	(18,098)	(18,948)	851	4.5%	
Occupancy Expenses	(101,810)	(84,778)	(17,032)	(20.1%)	(2)
Other Social Service Expenses	(43)	(167)	124	74.3%	
Administrative Expenses	(35,640)	(33,614)	(2,026)	(6.0%)	
Total Operating Expenses	(205,752)	(179,713)	(26,039)	(14.5%)	
Operating Cash Flow	(10,813)	5,147	(15,960)	(310.1%)	
Non-Operating Income	37,793	42,713	(4,920)	(11.5%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,136)	(42,454)	3,319	7.8%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(25)	-	(25)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	133,943	-	133,943	n/a	(4)
Non Operating Net Sources (Uses) of Cash	132,574	258	132,316	51,221.8%	
Net Change in Unrestricted Cash	\$121,762	\$5,405	\$116,357	2,152.8%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$459,595				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,075				
Total Ending Resources	\$468,670				

- 1) Three pay days occurred during the month of April, resulting in higher than budgeted salaries expense.
- 2) Unexpected water mitigation expenses totaling \$10.4k and higher than planned elevator maintenance costs at Hillsvie totaling \$14k.
- 3) Three unit upgrades were budgeted evenly over the year, but no projects have yet to begin as unit upgrades depend on availability. Also, the budgeted Hillsvie office remodeling and common area furniture update have yet to occur. These variances were partially offset by the Cedar Grove envelope and roof project that was budgeted in 2021 but was not completed until February 2022 due to the weather conditions and the availability of materials. In aggregate, these variances have resulted in a less than budgeted draw from the CFP grant.
- 4) Decrease in grant receivables offset by decreases in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$184,899				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,600				
Total Beginning Resources	\$188,499				
Tenant Revenue	\$18,137	\$14,562	\$3,576	24.6%	
Operating Subsidy from HUD-PH	42,022	40,516	1,506	3.7%	
Other Operating Income	124	63	61	98.0%	
Total Operating Income	60,283	55,140	5,143	9.3%	
Salaries	(12,889)	(10,552)	(2,338)	(22.2%)	
Benefits	(4,682)	(5,461)	778	14.3%	
Occupancy Expenses	(32,664)	(35,584)	2,920	8.2%	
Other Social Service Expenses	(11)	(17)	6	35.8%	
Administrative Expenses	(7,637)	(8,104)	467	5.8%	
Total Operating Expenses	(57,884)	(59,718)	1,833	3.1%	
Operating Cash Flow	2,399	(4,578)	6,977	152.4%	
Non-Operating Income	37,676	28,070	9,606	34.2%	(1)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,136)	(27,999)	(11,137)	(39.8%)	(1)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(100)	-	(100)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	111,642	-	111,642	n/a	(2)
Non Operating Net Sources (Uses) of Cash	110,083	71	110,011	154,250.3%	
Net Change in Unrestricted Cash	\$112,481	(\$4,506)	\$116,988	2,596.0%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$297,381				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$301,081				

- 1) The Cedar Grove envelope and roof project was budgeted in 2021. Weather related delays as well as the availability of materials delayed the project until February of this year. This was partially offset by two unit upgrades that were budgeted evenly throughout the year but have yet to begin as unit upgrades depend on availability. Combined, these variances have resulted in a greater draw from the CFP grant.
- 2) Decrease in grant receivable offset by decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended April 30, 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	\$62,537	\$59,071	\$3,466	5.9%	
Operating Subsidy from HUD-PH	71,835	70,212	1,623	2.3%	
Other Operating Income	284	438	(154)	(35.1%)	
Total Operating Income	134,656	129,720	4,936	3.8%	
Salaries	(37,272)	(31,655)	(5,617)	(17.7%)	(1)
Benefits	(13,415)	(13,487)	72	0.5%	
Occupancy Expenses	(69,145)	(49,193)	(19,952)	(40.6%)	(2)
Other Social Service Expenses	(32)	(150)	118	78.6%	
Administrative Expenses	(28,003)	(25,510)	(2,493)	(9.8%)	
Total Operating Expenses	(147,868)	(119,996)	(27,872)	(23.2%)	
Operating Cash Flow	(13,212)	9,724	(22,936)	(235.9%)	
Non-Operating Income	116	14,643	(14,526)	(99.2%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	-	(14,456)	14,456	100.0%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	75	-	75	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	22,301	-	22,301	n/a	(4)
Non Operating Net Sources (Uses) of Cash	22,492	187	22,305	11,927.7%	
Net Change in Unrestricted Cash	\$9,280	\$9,911	(\$631)	(6.4%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$162,214				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,375				
Total Ending Resources	\$167,589				

- 1) Three pay days occurred during the month of April, resulting in higher than budgeted salaries expense.
- 2) Unexpected water mitigation expenses totaling \$10.4k and higher than planned elevator maintenance costs at Hillsview totaling \$14k.
- 3) One unit upgrade plus an office remodeling/common area furniture update project were budgeted evenly throughout the year, but have yet to begin, resulting in less than budgeted draw from the CFP grant. Unit upgrades depend on availability.
- 4) Decrease in grant receivable offset by decrease in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

April 2022 - May 2022

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 10.5 days.

- Hillsview
 - 340 Housed 4/6
 - 109 Moved out 6/3
 - 339 On Notice (will transfer to 109)
 - 108 On Notice
- Cedar Grove
 - Nothing to Report

Current Applications of Wait List as of May 31, 2022

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	113	91	44	157

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	134	22	156
3 Bedrooms	22	6	28
4 Bedrooms	2	0	2
Total	158	28	186

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.

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	68	2	3	1	0	74
Cedar Grove I	23	5	1	0	0	29
Cedar Grove II	18	0	0	0	0	18
Cedar Grove III	15	0	0	0	0	15
Cedar Grove (all sites)	56	5	1	0	0	62
Total	124	7	4	1	0	136

Resident Functions

There are no resident functions.

Staffing

The Assistant Property Manager position has been filled by Candace Winfield.

Previous Meeting Concerns

-

Resident Issues

-

Building Issues

- Final tasks related to the Cedar Grove Weatherization project should be done by July 28th. One unit will need to be temporarily relocated for about 3 weeks.