

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, December 21, 2023 @ 10:00am

Board Meeting:

**[https://kcha-
org.zoom.us/j/83525090034?pwd=b8zdDoApHNXYtVaYfmWh8
k9475rwSY.1](https://kcha-org.zoom.us/j/83525090034?pwd=b8zdDoApHNXYtVaYfmWh8k9475rwSY.1)**

Meeting ID: 835 2509 0034

Passcode: 683107

Phone: 253 215 8782

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, December 21, 2023 – 10:00 am

Hillsview Apartments – 830 Township Street, Sedro-Woolley, WA 98284

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Executive Session**
 - A. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1) i))
- V. Approval of Minutes**
 - A. Board Meeting Minutes – October 19, 2023 **1**
- VI. Action Items for Discussion & Approval**
 - A. Approval of Voucher Report October 1, 2023 to November 30, 2023 **2**
 - B. **Resolution No. 490** – Approval of the SWHA Procurement Policy **3**
 - C. **Resolution No. 495** – Approval of the Inventory Policy **4**
 - D. **Resolution No. 496** – Authorizing Approval of the Comprehensive Operating Budget for Fiscal Year Beginning January 1, 2024 **5**
- VII. Reports**
 - A. Financial Report for October 2023 **6**
 - B. Housing Management Report for October/November 2023 **7**
- VIII. Adjournment**

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

Thursday, October 19, 2023

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:46a.m., on Thursday, October 19, 2023.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson, Commissioner Dona Cowan, Commissioner Katherine Olson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. August 30, 2023 - Board of Commissioners' Meeting Minutes

Commissioner Reta Stephenson moved for approval of the Minutes with the correction that Leesa was not present, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from August 30, 2023.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report August 1, 2023 to September 30, 2023

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 August 1, 2023 to September 30, 2023.

B. Resolution No. 489 – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt Of the Federal Fiscal Year 2023 Allocation of Funds from the HUD Capital Fund Program

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer explained that we need this every year in order to receive funds from HUD.

Commissioner Dona Cowan moved for approval, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 489.

C. Resolution No. 494 – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) Relating to Household Eligibility

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer

Commissioner Reta Stephenson moved for approval with correction to section 3.2 adding the words at least between held and quarterly – held *at least* quarterly, seconded by Commissioner Katherine Olson; the board unanimously approved Resolution No. 494.

D. Resolution No. 491 – Authorizing Restated and Amended By-laws of the Authority

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer gave a summary of the changes to the Bylaws.

Commissioner Reta Stephenson moved for approval with the correction to include minimum of four quarterly meetings per year, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution No. 491.

E. Resolution No. 492 – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP)

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer explained the reasoning for the entire ACOP.

Commissioner Katherine Olson moved for approval, seconded by Commissioner Dona Cowan; the board unanimously approved Resolution No. 492.

F. Resolution No. 493 – Acknowledging Receipt of Financial Statement Audit Examinations and Attestations for the period of January 1, 2022 through December 31, 2022

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer gave a summary of the Audit. This year we had a private auditor complete the audit, CohnReznick. They are a national firm that specializes in Housing Authorities. There were no findings. In the past, we have had the State Auditor's office complete our audits.

Commissioner Katherine Olson moved for approval, seconded by Commissioner Reta Stephenson; the board unanimously approved Resolution No. 493.

G. Resolution No. 490 – Adopt Procurement Policy - TABLE

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer requested that we table this item as we do not have the final drafts back yet and would like to wait until it's finalized to bring to the Commissioners to vote.

Commissioner Reta Stephenson moved to table this item, seconded by Commissioner Katherine Olson; the board unanimously votes to table Resolution 490.

VI. Reports

A. Financial Report for August 2023

Sean Lay, Senior Accountant gave a summary of the Voucher Report.

Questions of Commissioners' were answered.

B. Housing Management Report for August/September 2023

Candace Winfield, Senior Property Manager gave an overview of the report.

C. Sedro-Woolley Housing Authority Inventory Policy

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer explained that we created an inventory policy.

D. Sedro-Woolley Housing Authority Cost Allocation Plan

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer summarized how we allocate funds.

VII. Executive Session

A. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1) i))

Commissioner Reta Stephenson moved to table this item, seconded by Commissioner Katherine Olson; the board unanimously votes to table this Executive Session.

VIII. New Business

The Commissioners have decided to have a lunch for the residents after the next SWHA Board meeting on Thursday, December 21, 2023.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:27 a.m.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Alfred Dulay, Accounting Manager
DATE: December 7, 2023
RE: Approval of Vouchers October 1, 2023 to November 30, 2023

I, Alfred Dulay, 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.

Alfred Dulay
Accounting Manager
December 7, 2023

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	14,769.31
Cedar Grove Voids	<u>-</u>
Cedar Grove Total	14,769.31
Directly to Hillsview	41,539.13
Hillsview Voids	<u>-278</u>
Hillsview Total	<u>41,261.13</u>
Total Expenditures	<u><u>56,030.44</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2023 TO 11/30/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temp Employees	20.47	ALMOND & ASSOCIATES	M AMOS 10/01/23	10/13/2023	348224
400100	Salaries-Temp Employees	11.83	BEACON HILL STAFFING GROUP LLC	C WIRE 9/30/23	10/13/2023	348302
400100	Salaries-Temp Employees	11.62	BEACON HILL STAFFING GROUP LLC	C WIRE 10/7/23	10/20/2023	348416
400100	Salaries-Temp Employees	20.60	ALMOND & ASSOCIATES	M AMOS 10/15/23	10/27/2023	348450
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 10/29/2023	11/3/2023	348558
400100	Salaries-Temp Employees	16.79	ALMOND & ASSOCIATES	M PERRY 11/12/23	11/22/2023	348885
410000	Admin Supplies	7.89	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	10/13/2023	348223
410000	Admin Supplies	0.13	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	10/20/2023	348399
410000	Admin Supplies	13.78	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	11/3/2023	348557
410000	Admin Supplies	19.50	ABC IMAGING	UPDATED PACKETS	11/17/2023	348811
410000	Admin Supplies	0.13	CANON SOLUTIONS AMERICA INC	CONTRACT RZJ27626	11/17/2023	348819
410000	Admin Supplies	30.66	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	11/17/2023	348733
411100	Computer Equip-Hardware	3.29	CERIUM NETWORKS INC	AUDIOCODES SBC	10/13/2023	348272
411100	Computer Equip-Hardware	0.39	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	11/22/2023	348937
411101	Computer Equip-Software	4.67	CERIUM NETWORKS INC	AUDIOCODES SBC	10/13/2023	348272
411101	Computer Equip-Software	2.58	CDW/COMPUTER CENTERS INC	ADO GOV ACROBAT PRO	11/9/2023	348646
411103	Computer Equip-Software Maint	0.14	EVERGREEN ID SYSTEMS	JOLLY ID FLOW PREMIER SUPPORT 1 YEAR	10/20/2023	348382
411103	Computer Equip-Software Maint	95.25	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE	10/27/2023	348496
411103	Computer Equip-Software Maint	90.88	UNIT 4 BUSINESS SOFTWARE	ENTERPRISE RESOURCE PLANNING	10/27/2023	348474
411103	Computer Equip-Software Maint	3.15	TEAMVIEWER GMBH	SUBSCRIPTION 11/23-11/24	11/9/2023	348715
411103	Computer Equip-Software Maint	39.57	HYLAND SOFTWARE, INC	SUBSCRIPTION LICENSE FEE ON BASE 12/1/23-11/30/24	11/17/2023	348798
411104	Computer Equip-Software as a Service Fees	25.98	SIRIUS COMPUTER SOLUTIONS, LLC	ORDER# SO-0203674	11/9/2023	348728
411901	Equip-Other-Leased/Rented	1.27	CANON FINANCIAL	CONTRACT 0667544-005	10/27/2023	348497
420101	Professional Services-Auditing	2,874.38	COHNREZNICK LLP	SEDRO WOOLLEY HOUSING AUTHORITY AUDITORS REPORT 2022	10/6/2023	348202
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS 10/31-11/29/23	11/9/2023	348686
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	11/3/2023	348604
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	11/9/2023	348695
440011	Travel-Mileage Reimbursement	20.04	CANDACE WINFIELD	9/28-10/11/23 MILEAGE	10/20/2023	348424
450002	Comm-Phones Lines-Service-Digital Voice	0.58	CENTURYLINK	9/23-10/23/23 CHGS	10/27/2023	348468
450002	Comm-Phones Lines-Service-Digital Voice	0.58	CENTURYLINK	9/23-10/23/23 CHGS	10/27/2023	348468
450002	Comm-Phones Lines-Service-Digital Voice	0.35	INTRADO LIFE & SAFETY INC	911 SERVICE MRC FEE COVERAGE	11/3/2023	348609
450002	Comm-Phones Lines-Service-Digital Voice	2.69	CENTURYLINK	10/25-11/25/23 CHGS	11/9/2023	348658
450002	Comm-Phones Lines-Service-Digital Voice	0.49	CENTURYLINK	10/23-11/23/23 CHGS	11/9/2023	348658
450002	Comm-Phones Lines-Service-Digital Voice	0.49	CENTURYLINK	10/23-11/23/23 CHGS	11/9/2023	348658
450002	Comm-Phones Lines-Service-Digital Voice	4.68	CENTURYLINK	9/25-10/25/23 CHGS	11/9/2023	348658
450003	Comm-Phones Lines-Security	0.35	INTRADO LIFE & SAFETY INC	911 SERVICE MRC FEE COVERAGE	10/13/2023	348284
450100	Comm-Long Distance Charges	0.24	CENTURYLINK	9/12-10/11/23 CHGS	11/3/2023	348619
452000	Comm-Advertising	27.24	SKAGIT VALLEY PUBLISHING	LEGAL/PUBLIC NOTICE - 08/31/23	11/3/2023	348554
491000	Admin Exp-Criminal/Background Checks	7.57	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/13/2023	348232
491000	Admin Exp-Criminal/Background Checks	8.05	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	11/17/2023	348758
491000	Admin Exp-Criminal/Background Checks	11.56	WASHINGTON STATE PATROL	BACKGROUD CHECK	11/22/2023	348887

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2023 TO 11/30/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	8.81	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/22/2023	348887
493000	Other Admin Exp-Postage	12.76	MAIL ADVERTISING BUREAU INC	OCTOBER 2023 STATEMENTS	10/20/2023	348332
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	SEPT POSTAGE	10/20/2023	348412
493000	Other Admin Exp-Postage	12.76	MAIL ADVERTISING BUREAU INC	NOVEMBER 2023 STATEMENTS	11/17/2023	348742
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	CUST 7900 0440 8081 6949	11/17/2023	348834
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	OCTOBER 2023 STATEMENTS	10/20/2023	348332
493100	Other Admin Exp-Mail Handling	10.39	MAIL ADVERTISING BUREAU INC	NOVEMBER 2023 STATEMENTS	11/17/2023	348742
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,497.00	SKAGIT LANDSCAPING LLC	SEPT 2023 EXT MAINT	10/20/2023	348415
660000	Occ Exp-Utilities-Water	128.87	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	94.92	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	231.94	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	82.63	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	180.40	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	103.11	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	148.20	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	82.63	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	148.20	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	77.38	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660000	Occ Exp-Utilities-Water	85.64	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	123.39	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	188.31	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	110.40	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	168.84	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	136.37	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	123.39	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	99.79	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	136.37	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	142.86	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660000	Occ Exp-Utilities-Water	142.86	PUBLIC UTILITY DISTRICT #1	WATER	11/17/2023	348790
660100	Occ Exp-Utilities-Sewer	302.88	CITY OF SEDRO WOOLLEY	SEWER	10/13/2023	348253
660100	Occ Exp-Utilities-Sewer	760.74	CITY OF SEDRO WOOLLEY	SEWER	10/13/2023	348253
660100	Occ Exp-Utilities-Sewer	454.69	CITY OF SEDRO WOOLLEY	SEWER	10/13/2023	348253
660100	Occ Exp-Utilities-Sewer	759.41	CITY OF SEDRO WOOLLEY	SEWER	11/9/2023	348678
660100	Occ Exp-Utilities-Sewer	453.74	CITY OF SEDRO WOOLLEY	SEWER	11/9/2023	348678
660100	Occ Exp-Utilities-Sewer	302.88	CITY OF SEDRO WOOLLEY	SEWER	11/9/2023	348678
660200	Occ Exp-Utilities-Electricity	58.54	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583
660200	Occ Exp-Utilities-Electricity	86.92	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583
660200	Occ Exp-Utilities-Electricity	18.80	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583
660201	Occ Exp-Utilities-Electricity-Closing Bill	18.89	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583
660201	Occ Exp-Utilities-Electricity-Closing Bill	12.22	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583
660201	Occ Exp-Utilities-Electricity-Closing Bill	15.15	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583
660201	Occ Exp-Utilities-Electricity-Closing Bill	8.79	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	11/3/2023	348583

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2023 TO 11/30/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Computer Equip-Software Maint	272.63	UNIT 4 BUSINESS SOFTWARE	ENTERPRISE RESOURCE PLANNING	10/27/2023	348474
411103	Computer Equip-Software Maint	9.44	TEAMVIEWER GMBH	SUBSCRIPTION 11/23-11/24	11/9/2023	348715
411103	Computer Equip-Software Maint	118.72	HYLAND SOFTWARE, INC	SUBSCRIPTION LICENSE FEE ON BASE 12/1/23-11/30/24	11/17/2023	348798
411104	Computer Equip-Software as a Service Fees	77.93	SIRIUS COMPUTER SOLUTIONS, LLC	ORDER# SO-0203674	11/9/2023	348728
411901	Equip-Other-Leased/Rented	3.80	CANON FINANCIAL	CONTRACT 0667544-005	10/27/2023	348497
420000	Professional Services-Legal	715.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/6/2023	348078
420000	Professional Services-Legal	861.23	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/6/2023	348078
420101	Professional Services-Auditing	8,623.12	COHNREZNICK LLP	SEDRO WOOLLEY HOUSING AUTHORITY AUDITORS REPORT 2022	10/6/2023	348202
420908	Professional Services-Computers	26.25	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS 10/31-11/29/23	11/9/2023	348686
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	11/3/2023	348604
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	11/9/2023	348695
440011	Travel-Mileage Reimbursement	60.13	CANDACE WINFIELD	9/28-10/11/23 MILEAGE	10/20/2023	348424
450002	Comm-Phones Lines-Service-Digital Voice	1.74	CENTURYLINK	9/23-10/23/23 CHGS	10/27/2023	348468
450002	Comm-Phones Lines-Service-Digital Voice	1.74	CENTURYLINK	9/23-10/23/23 CHGS	10/27/2023	348468
450002	Comm-Phones Lines-Service-Digital Voice	1.05	INTRADO LIFE & SAFETY INC	911 SERVICE MRC FEE COVERAGE	11/3/2023	348609
450002	Comm-Phones Lines-Service-Digital Voice	8.08	CENTURYLINK	10/25-11/25/23 CHGS	11/9/2023	348658
450002	Comm-Phones Lines-Service-Digital Voice	1.47	CENTURYLINK	10/23-11/23/23 CHGS	11/9/2023	348658
450002	Comm-Phones Lines-Service-Digital Voice	1.47	CENTURYLINK	10/23-11/23/23 CHGS	11/9/2023	348658
450002	Comm-Phones Lines-Service-Digital Voice	14.03	CENTURYLINK	9/25-10/25/23 CHGS	11/9/2023	348658
450003	Comm-Phones Lines-Security	1.05	INTRADO LIFE & SAFETY INC	911 SERVICE MRC FEE COVERAGE	10/13/2023	348284
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	SEPT 2023 CHGS	11/17/2023	348801
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	SEPT 2023 CHGS	11/17/2023	0
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2023 CHGS	11/17/2023	348801
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2023 CHGS	11/17/2023	0
450100	Comm-Long Distance Charges	0.73	CENTURYLINK	9/12-10/11/23 CHGS	11/3/2023	348619
452000	Comm-Advertising	81.73	SKAGIT VALLEY PUBLISHING	LEGAL/PUBLIC NOTICE - 08/31/23	11/3/2023	348554
491000	Admin Exp-Criminal/Background Checks	22.72	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/13/2023	348232
491000	Admin Exp-Criminal/Background Checks	24.16	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	11/17/2023	348758
491000	Admin Exp-Criminal/Background Checks	34.69	WASHINGTON STATE PATROL	BACKGROUD CHECK	11/22/2023	348887
491000	Admin Exp-Criminal/Background Checks	26.44	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/22/2023	348887
493000	Other Admin Exp-Postage	38.29	MAIL ADVERTISING BUREAU INC	OCTOBER 2023 STATEMENTS	10/20/2023	348332
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	SEPT POSTAGE	10/20/2023	348412
493000	Other Admin Exp-Postage	38.29	MAIL ADVERTISING BUREAU INC	NOVEMBER 2023 STATEMENTS	11/17/2023	348742
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	CUST 7900 0440 8081 6949	11/17/2023	348834
493100	Other Admin Exp-Mail Handling	6.89	MAIL ADVERTISING BUREAU INC	OCTOBER 2023 STATEMENTS	10/20/2023	348332
493100	Other Admin Exp-Mail Handling	31.16	MAIL ADVERTISING BUREAU INC	NOVEMBER 2023 STATEMENTS	11/17/2023	348742
610008	Occ Exp-Materials-Fire/Safety	644.26	SMITH FIRE SYSTEMS INC	SVC CALL	11/17/2023	348836
620002	Occ Exp-Maint -A & E	636.00	345 CONSTRUCTION AND FLOORING CO.	CARPET/VINYL INSTALL - UNIT 1112	10/6/2023	348186
620006	Occ Exp-Maint -Floor Covering	2,532.80	345 CONSTRUCTION AND FLOORING CO.	CARPET/VINYL INSTALL - UNIT 1112	10/6/2023	348186
620007	Occ Exp-Maint -Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	11/22/2023	348915
620008	Occ Exp-Maint -Alarm Testing/Monitoring	5,240.66	SMITH FIRE SYSTEMS INC	SVC CALL	11/9/2023	348712
620008	Occ Exp-Maint -Alarm Testing/Monitoring	1,003.90	SMITH FIRE SYSTEMS INC	SVC CALL	11/9/2023	348712

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/01/2023 TO 11/30/2023

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620009	Occ Exp-Maint -Painting	65.00	345 CONSTRUCTION AND FLOORING CO.	CARPET/VINYL INSTALL - UNIT 1112	10/6/2023	348186
620011	Occ Exp-Maint -Fire/Safety	548.45	SMITH FIRE SYSTEMS INC	SVC CALL	11/9/2023	348712
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,188.00	SKAGIT LANDSCAPING LLC	SEPT 2023 EXT MAINT	10/20/2023	348415
620025	Occ Exp-Maint -Fence	975.00	COMMERCIAL ENTRY SYSTEMS INC	INTERCOM REPAIR	11/9/2023	348650
660000	Occ Exp-Utilities-Water	2,222.88	PUBLIC UTILITY DISTRICT #1	WATER	11/9/2023	348673
660100	Occ Exp-Utilities-Sewer	4,466.76	CITY OF SEDRO WOOLLEY	SEWER	10/13/2023	348253
660100	Occ Exp-Utilities-Sewer	4,466.76	CITY OF SEDRO WOOLLEY	SEWER	11/9/2023	348678
660200	Occ Exp-Utilities-Electricity	693.84	PUGET SOUND ENERGY-BOT-01H	ELETRIC	10/27/2023	348476
660201	Occ Exp-Utilities-Electricity-Closing Bill	12.33	PUGET SOUND ENERGY-BOT-01H	ELETRIC	11/3/2023	348583
660201	Occ Exp-Utilities-Electricity-Closing Bill	2.25	PUGET SOUND ENERGY-BOT-01H	ELETRIC	11/9/2023	348670
660500	Occ Exp-Utilities-Surface Water Mgmt	412.93	CITY OF SEDRO WOOLLEY	STORM	10/13/2023	348253
660500	Occ Exp-Utilities-Surface Water Mgmt	412.93	CITY OF SEDRO WOOLLEY	STORM	11/9/2023	348678
660700	Occ Exp-Utilities-Garbage	1,430.09	CITY OF SEDRO WOOLLEY	GARBAGE	10/13/2023	348253
660700	Occ Exp-Utilities-Garbage	1,430.09	CITY OF SEDRO WOOLLEY	GARBAGE	11/9/2023	348678
	SUBTOTAL HILLSVIEW	41,539.13				
	VOIDS	(278.00)				
	TOTAL HILLSVIEW	41,261.13				
TOTAL SEDRO WOOLLEY		56,030.44				

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 490

APPROVAL OF THE SWHA PROCUREMENT POLICY

WHEREAS, in the course of its daily business, contracts for and acquires goods and services,
and;

WHEREAS, the Housing Authority needs a Procurement Policy that has been adopted 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:

The Procurement Policy of the Sedro-Woolley Housing Authority is hereby adopted as
attached.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN
PUBLIC MEETING THIS 21st DAY OF DECEMBER, 2023.**

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 495

APPROVAL OF THE INVENTORY POLICY

WHEREAS, the Department of Housing and Urban Development (HUD) requires that the Housing Authority of the City of Sedro-Woolley shall establish and maintain complete and accurate records of all real and personal property acquired and held for projects; and

WHEREAS, HUD further requires that federally funded equipment records shall be maintained and a physical inventory of this equipment shall be taken at least every two years and reconciled to existing equipment records; and

WHEREAS, federal requirements further provide that an appropriate control system shall be used to safeguard equipment, and equipment shall be adequately maintained; and

WHEREAS, the Housing Authority of the City of Sedro-Woolley has completed the required physical inventory for all federally funded capital assets, and now must establish an Inventory Policy to comply with the Department of Housing and Urban Development guidelines; and

WHEREAS, the Inventory Policy has been written in strict adherence to HUD guidelines and staff recommends that the Board of Commissioners adopt the Inventory Policy and all of the attachments included therein,

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

The Inventory Policy, which is attached hereto as Exhibit A and which is required by the U.S. Department of Housing and Urban Development is hereby approved and adopted and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 21st DAY OF DECEMBER, 2023.

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

Laurie Fellers, Chair
Board of Commissioners

Robin Walls
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Wendy Teh, Financial Planning Manager

DATE: December 21, 2023

RE: **Resolution No. 496:** 2024 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 2024 operating budget, compared to 2023:

Operating Budget	2023 Budget	2024 Budget	Change
Operating Revenue			
Tenant Revenue	249,049	313,090	64,041
Operating Fund Subsidy	390,157	401,281	11,124
Other Revenue	8,327	4,100	(4,226)
Total Operating Income	647,533	718,471	70,938
Operating Expense			
Salaries & Benefits	197,582	196,906	(676)
Property & Other Admin Expenses	450,217	493,283	43,066
Total Operating Expense	647,799	690,189	42,390
Net Operating Income/(Loss)	(267)	28,282	28,548

Capital projects at Hillsview and Cedar Grove are funded primarily through Capital Fund Program (CFP) grants from HUD, but can also be funded with draws from reserves. The 2024 capital budget includes CFP draws of \$163,166 for three unit upgrades, two at Cedar Grove and one at Hillsview. Below is a summary of the 2024 Capital Budget with a comparison to the 2023 budget.

Capital Budget	2023 Budget	2024 Budget	Change
Sources			
Capital Fund Program (CFP)	155,970	163,166	7,196
Draw from Reserves	-	-	-
Total Sources	155,970	163,166	7,196
Uses			
Unit Upgrades	155,970	163,166	7,196
Maintenance & Other Special Projects	-	-	-
Total Uses	155,970	163,166	7,196
Excess/(Deficit)	-	-	-

Operating Budget Overview

OPERATING INCOME

Tenant Revenue

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

Tenant Revenue	2023 Budget	2023 Actuals¹	2024 Budget
Hillsview	184,000	202,270	201,600
Cedar Grove	61,500	108,649	107,640
Ancillary Tenant Income	3,550	22	3,850
Total Tenant Revenue	249,050	310,941	313,090

¹ November YTD actuals annualized

Tenant Rental Income at Hillsview is forecast to increase 9.6% over the 2023 budget reflecting current rents as well as the projected rise in social security benefits. Rental income at Cedar Grove is increasing to more closely match the income stream from current residents.

Operating Fund Subsidy

Eligibility for the 2024 Public Housing Operating Fund Subsidy is generally based on 2023's HUD-approved levels.

Operating Fund Subsidy	2023 Budget	2023 Actuals	2024 Budget
Hillsview	263,008	237,980	267,896
Cedar Grove	127,149	161,885	133,385
Total Operating Fund Subsidy	390,157	399,865	401,281

The 2023 prorate was budgeted at 92% while the actual prorate for 2023 was 102.49%, resulting in greater-than-budgeted subsidy payments from HUD during 2023. The 2024 budget assumes a 92% prorate and a 5.2% HUD inflation factor.

OPERATING EXPENSES

Employees

The 2024 budget includes a total of 2.02 Full Time Equivalent (FTE) employees charged to SWHA, down 0.07 FTE from 2023.

Staffing (Full Time Equivalents)	2023 Budget	2024 Budget	Change
Property Mgmt & Administration	0.88	0.78	(0.10)
Maintenance	1.00	1.00	-
Central Applications Center	0.21	0.24	0.03
Total Staffing	2.09	2.02	(0.07)

Employee Benefits

A 6.5% Cost of Living Adjustment (COLA) wage increase was awarded to all employees in November 2023, and an estimated COLA of 5.0% is included to begin November 2024.

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 and Medical Leave (PFML). For 2024, the PERS employer contribution rate remains the same as 2023 at 10.39%.

Employee Benefits	2023 Budget	2024 Budget	Change
Fixed Benefits - Medical Insurance	\$15,117	\$15,656	\$539
Variable Benefit - FICA/Medicare	7.65%	7.65%	-
Variable Benefit - WA PFML	0.15%	0.15%	-
Variable Benefit - Retirement	10.39%	10.39%	-

Other Operating Expenses

Other operating costs are forecast to increase in 2024, with projected increases in insurance, maintenance contracts and utilities.

Capital Improvements Budget

The 2024 capital improvement budget totals \$163,166 for three unit upgrades. To fund these projects, draws will be made from Capital Fund Program (CFP) grants. There is currently \$501,361 available in outstanding CFP grants, and additional grants of approximately \$325,000 are expected in 2024.

Since inception of the unit upgrade program, 42 out of SWHA's 80 units have been upgraded, 30 at Hillsvie and 12 at Cedar Grove.

Cash Reserves

Cash reserves are forecast to be approximately \$245,000 at the end of 2024. Some large and unanticipated expenses occurred in 2023 including sewer and storm drain improvements which required tenant relocation as well as abatement and decontamination in a unit at Hillsvie. HUD recommends cash reserves of four months of operating expenses, which equals approximately \$226,000.

Summary

The Sedro-Woolley Housing Authority will have sufficient revenue to meet its ongoing obligations and maintain a reserve level of approximately four months of operating expenses.

**SEDRO-WOOLLEY HOUSING AUTHORITY
2024 Budget**

EXHIBIT A

	Cedar Grove	Hillsview	2024 Proposed Combined
Beginning Balance, Unrestricted Cash	\$88,052	\$128,543	\$216,595
Revenues			
1 Tenant Revenue	107,790	205,300	313,090
2 Operating Fund Subsidy from HUD	133,385	267,896	401,281
4 Other Operating Revenue	520	3,580	4,100
Total Operating Revenues	241,695	476,776	718,471
Expenses			
5 Salaries & Benefits	(48,594)	(148,313)	(196,906)
6 Routine Maintenance, Utilities, Taxes & Insurance	(135,039)	(206,213)	(341,251)
8 Other Social Service Support Expenses & HAP	(385)	(525)	(910)
9 Administrative Support Expenses	(37,425)	(113,697)	(151,121)
Total Operating Expenses	(221,442)	(468,747)	(690,189)
Operating Net Income	20,252	8,029	28,282
10 Non-operating Revenue	123,258	39,908	163,166
11 Non-operating Expenses	0	0	0
Net Income	143,510	47,937	191,448
Other Sources/(Uses) of Cash			
Capital Projects and Acquisitions	(123,258)	(39,908)	(163,166)
32 Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(123,258)	(39,908)	(163,166)
Net Change in Unrestricted Cash	20,252	8,029	28,282
Ending Balance, Unrestricted Cash	\$108,304	\$136,572	\$244,876
Beginning Balance, Restricted Cash	3,750	5,600	9,350
Change in Restricted Cash	-	-	-
Ending Balance, Restricted Cash	\$3,750	\$5,600	\$9,350

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 496

**AUTHORIZING APPROVAL OF THE COMPREHENSIVE OPERATING
BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2024**

WHEREAS, the Executive Director has submitted a Comprehensive Operating Budget for the Calendar Year beginning January 1, 2024 (Calendar Year 2024); 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, as follows:

Section 1: Operating expenditures of \$647,533 and capital expenditures of \$155,970 are hereby authorized for the Calendar Year beginning January 1, 2024.

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

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 21st DAY OF DECEMBER, 2023.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

SEDRO-WOOLLEY HOUSING AUTHORITY		EXHIBIT A		
2024 Budget				2024 Proposed Combined
	Cedar Grove	Hillsview		
Beginning Balance, Unrestricted Cash	\$88,052	\$128,543	\$216,595	
Revenues				
1 Tenant Revenue	107,790	205,300	313,090	
2 Operating Fund Subsidy from HUD	133,385	267,896	401,281	
4 Other Operating Revenue	520	3,580	4,100	
Total Operating Revenues	241,695	476,776	718,471	
Expenses				
5 Salaries & Benefits	(48,594)	(148,313)	(196,906)	
6 Routine Maintenance, Utilities, Taxes & Insurance	(135,039)	(206,213)	(341,251)	
8 Other Social Service Support Expenses & HAP	(385)	(525)	(910)	
9 Administrative Support Expenses	(37,425)	(113,697)	(151,121)	
Total Operating Expenses	(221,442)	(468,747)	(690,189)	
Operating Net Income	20,252	8,029	28,282	
10 Non-operating Revenue	123,258	39,908	163,166	
11 Non-operating Expenses	0	0	0	
Net Income	143,510	47,937	191,448	
Other Sources/(Uses) of Cash				
Capital Projects and Acquisitions	(123,258)	(39,908)	(163,166)	
32 Changes in Receivables	0	0	0	
Total Other Sources/(Uses) of Cash	(123,258)	(39,908)	(163,166)	
Net Change in Unrestricted Cash	20,252	8,029	28,282	
Ending Balance, Unrestricted Cash	\$108,304	\$136,572	\$244,876	
Beginning Balance, Restricted Cash	3,750	5,600	9,350	
Change in Restricted Cash	-	-	-	
Ending Balance, Restricted Cash	\$3,750	\$5,600	\$9,350	

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Tesh Assefa, Financial Reporting Manager
DATE: December 21, 2023
RE: October 2023 Financial Report

Attached for your review is the unaudited financial report for October 2023. 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

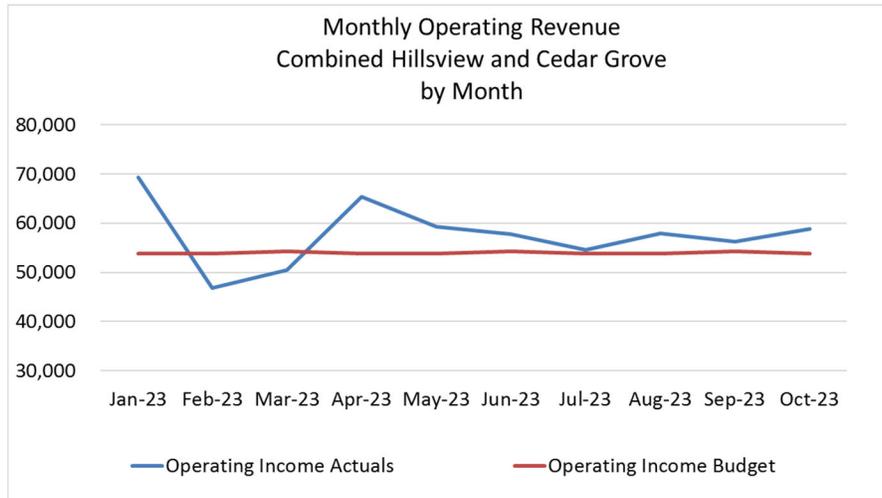
Year-to-date operating income is 6.6% over budget and operating expenses are 13.3% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$49,732	23.9%	●	Salaries and Benefits	(\$14,893)	-9.0%	●
Federal Operating Support	(14,882)	-4.6%	●	Administrative Expenses	(\$2,073)	-1.8%	●
Other Revenue	410	36.7%	●	Maintenance Expenses, Utilites, Taxes	(\$49,536)	-19.6%	●
				Other Programmatic Expenses	(\$4,711)	-620.7%	●
Total Operating Income	\$35,259	6.6%	●	Total Operating Expenses	(71,213)	-13.3%	●

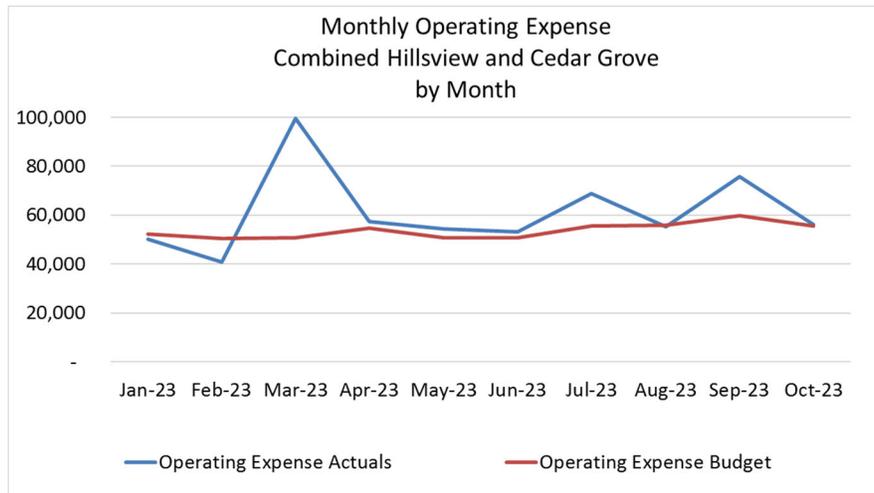
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$569,215 exceeded budget expectations, coming in over budget by \$35,259, or 6.6%. The primary driver of this variance was an increase in tenant revenue.



Year-to-date operating expenses in the amount of \$607,322 are over budget by 13.3%. The primary reasons for the variance were: unplanned plumbing expenses totaling \$20K at Cedar Grove to fix a main sewer line and \$9.5K at Hillsview to repair sprinkler backflow device, increase in salaries as portfolio staff assisted in preparations for the HUD Monitoring, \$14K in abatement charges occurred due to a Hillsview unit being severely exposed to meth use. Also, unbudgeted maintenance cost totaling \$19.1k in preparation for REAC inspection.

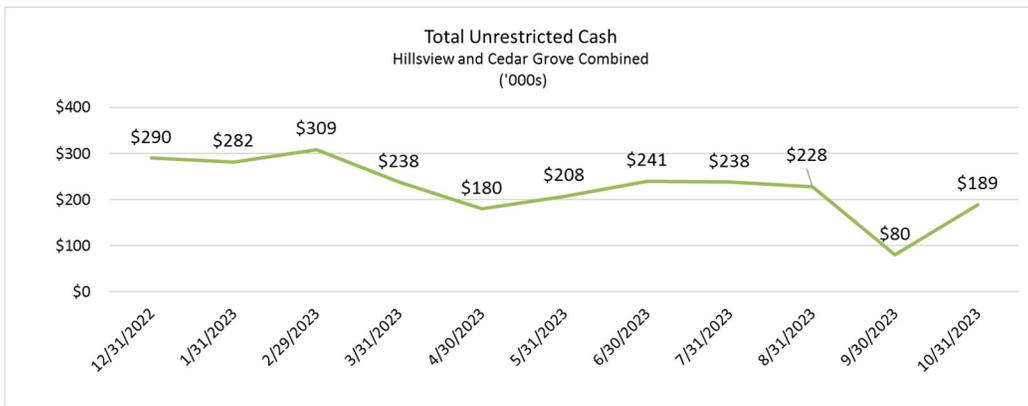


CAPITAL ACTIVITY

Capital project expenditures were under budget by 42.8% due to the timing of unit upgrades. Three unit upgrades were budgeted for the year, however two unit upgrades have been completed through October as actual timing is dependent on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$189,373 has decreased by \$62.6K since the beginning of the year. The decrease is mainly due to payment of short-term liabilities and increase in grant and other receivables.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of October 31, 2023

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$78,841	\$110,532	\$189,373
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,750	5,600	9,350
Total Cash	<u>82,591</u>	<u>116,132</u>	<u>198,723</u>
Current Assets	5,594	28,340	33,934
Long-term Assets	697,341	1,062,431	1,759,772
Total Other Assets	<u>702,935</u>	<u>1,090,771</u>	<u>1,793,706</u>
Total Assets	<u><u>785,526</u></u>	<u><u>1,206,904</u></u>	<u><u>1,992,429</u></u>
Current Liabilities	11,323	27,827	39,150
Long-Term Liabilities	-	-	-
Total Liabilities	<u>11,323</u>	<u>27,827</u>	<u>39,150</u>
Equity	774,203	1,179,077	1,953,280
Total Liabilities and Equity	<u><u>\$785,526</u></u>	<u><u>\$1,206,904</u></u>	<u><u>\$1,992,429</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended October 31, 2023

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$290,115				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,300				
Total Beginning Resources	\$299,415				
Tenant Revenue	\$257,439	\$207,708	\$49,732	23.9%	(1)
Operating Subsidy from HUD-PH	310,249	325,131	(14,882)	(4.6%)	
Other Operating Income	1,527	1,118	410	36.7%	
Total Operating Income	569,215	533,956	35,259	6.6%	
Salaries	(131,572)	(113,886)	(17,686)	(15.5%)	(2)
Benefits	(49,304)	(52,097)	2,793	5.4%	
Occupancy Expenses	(302,050)	(252,514)	(49,536)	(19.6%)	(3)
Other Social Service Expenses	(5,470)	(759)	(4,711)	(620.7%)	
Administrative Expenses	(118,926)	(116,853)	(2,073)	(1.8%)	
Total Operating Expenses	(607,322)	(536,109)	(71,213)	(13.3%)	
Operating Cash Flow	(38,107)	(2,153)	(35,954)	(1,670.2%)	
Non-Operating Income	77,610	135,672	(58,062)	(42.8%)	(4)
Non-Operating Expenses	(4,572)	-	(4,572)	n/a	
Capital Expenditures	(78,825)	(129,975)	51,150	39.4%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(50)	-	(50)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(56,797)	-	(56,797)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(62,635)	5,697	(68,332)	(1,199.5%)	
Net Change in Unrestricted Cash	(100,742)	\$3,544	(\$104,286)	(2,942.6%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$189,373				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,350				
Total Ending Resources	\$198,723				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Salaries expense was higher than budget. Staff at the portfolio office were assigned to assist in preparations for the HUD Monitoring Review
- 3) Due to unplanned plumbing expenses totalling \$20K at Cedar Grove and \$9.5K at Hillsvie. A main sewer line at Cedar Grove had a couple of line breaks and blockages that was causing backups into a unit. The sprinkler backflow device at Hillsvie needed to be replaced as directed by the utility provider. Also, Regional Maintenance Staff expense was higher than budget in preparations for REAC Inspection. In addition, \$14K in abatement charges occurred due to a Hillsvie unit being severely exposed to meth use. Slightly offset by camera installations project budgeted in 2023 but not expected to be completed until 2024.
- 4) Three unit upgrades were budgeted for 2023, but only two project was completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 5) Mainly due to decreases in accounts payable and contract retentions (\$38K), deferred rent revenue (\$12K) and increase in grant and other receivables (\$28K) offset by decrease in prepaid insurance (\$21K).

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended October 31, 2023

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$101,111				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,900				
Total Beginning Resources	\$105,011				
Tenant Revenue	\$85,614	\$51,416	\$34,198	66.5%	(1)
Operating Subsidy from HUD-PH	125,806	105,958	19,848	18.7%	(2)
Other Operating Income	532	398	135	33.9%	
Total Operating Income	211,952	157,771	54,181	34.3%	
Salaries	(34,983)	(28,147)	(6,836)	(24.3%)	(3)
Benefits	(13,122)	(13,283)	161	1.2%	
Occupancy Expenses	(124,563)	(106,448)	(18,115)	(17.0%)	(4)
Other Social Service Expenses	(5,371)	(321)	(5,050)	(1,572.6%)	(5)
Administrative Expenses	(27,658)	(29,075)	1,417	4.9%	
Total Operating Expenses	(205,696)	(177,274)	(28,423)	(16.0%)	
Operating Cash Flow	6,256	(19,502)	25,758	132.1%	
Non-Operating Income	4,204	99,334	(95,130)	(95.8%)	(6)
Non-Operating Expenses	(1,143)	-	(1,143)	n/a	
Capital Expenditures	(9,901)	(97,174)	87,273	89.8%	(6)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	150	-	150	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(21,835)	-	(21,835)	n/a	(7)
Non Operating Net Sources (Uses) of Cash	(28,525)	2,160	(30,685)	(1,420.6%)	
Net Change in Unrestricted Cash	(\$22,270)	(\$17,342)	(\$4,927)	(28.4%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$78,841				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,750				
Total Ending Resources	\$82,591				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) The operating subsidy funding through October exceeded target due to higher utility expense level than anticipated in the budget. Operating subsidy funding depends on actual utility expense incurred.
- 3) Salaries expense was higher than budget. Staff at the portfolio office were assigned to assist in preparations for the HUD Monitoring Review.
- 4) Due to unplanned plumbing expenses totaling \$20K. A main sewer line at one of the sites had a couple of line breaks and blockages that was causing backups into a unit. Slightly offset by camera installations project budgeted in 2023 but not expected to be completed until 2024.
- 5) Unbudgeted relocation expense for a family that was displaced when the sewer line broke and sewage was backing up.
- 6) Two unit upgrades that were budgeted evenly for 2023, but none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 7) Mainly due to decreases in accounts payable and deferred rent revenue offset by decrease in prepaid insurance.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended October 31, 2023

	2023 YTD Actual	2023 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$189,004				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,400				
Total Beginning Resources	\$194,404				
Tenant Revenue	\$171,825	\$156,292	\$15,534	9.9%	
Operating Subsidy from HUD-PH	184,443	219,173	(34,730)	(15.8%)	(1)
Other Operating Income	995	720	275	38.2%	
Total Operating Income	357,264	376,185	(18,921)	-5.0%	
Salaries	(96,589)	(85,739)	(10,850)	(12.7%)	(2)
Benefits	(36,182)	(38,814)	2,632	6.8%	
Occupancy Expenses	(177,488)	(146,067)	(31,421)	(21.5%)	(3)
Other Social Service Expenses	(99)	(438)	339	77.3%	
Administrative Expenses	(85,497)	(87,777)	2,280	2.6%	
Total Operating Expenses	(395,855)	(358,835)	(37,020)	(10.3%)	
Operating Cash Flow	(38,591)	17,350	(55,941)	(322.4%)	
Non-Operating Income	73,406	36,338	37,068	102.0%	(4)
Non-Operating Expenses	(3,429)	-	(3,429)	n/a	
Capital Expenditures	(68,924)	(32,801)	(36,123)	(110.1%)	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(40,733)	-	(40,733)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(39,881)	3,537	(43,417)	(1,227.6%)	
Net Change in Unrestricted Cash	(\$78,472)	\$20,886	(\$99,358)	(475.7%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$110,532				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,600				
Total Ending Resources	\$116,132				

- 1) The operating subsidy funding through October was below target due to utility expense level lower than anticipated in the budget. Operating subsidy funding depends on actual utility expense incurred.
- 2) Salaries expense was higher than budget. Staff at the portfolio office were assigned to assist in preparations for the HUD Monitoring Review.
- 3) Plumbing expense was higher than budget due to the sprinkler backflow device for the building needing to be replaced as directed by the utility provider. Also, Regional Maintenance Staff expense was higher than budget in preparations for REAC Inspection. In addition, \$14K in abatement charges occurred due to a unit being severely exposed to meth use.
- 4) One unit upgrade was budgeted evenly throughout the year but two units upgrades were completed resulting in higher capital expenditures. Unit upgrades depend on availability.
- 5) Mainly due to a decrease in accounts payable (\$18K), deferred rent revenue(\$6.3K) and increase in grant and other receivables (\$30K) offset by decrease in prepaid Insurance (\$14K).

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

October 2023 -December 2023

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 12 days.

- Hillsview
 - Unit 353 Housed 11/15/2023
 - Unit 341 on Notice for 2/1/2024
 - Unit 113 on Notice and moving forward with eviction 01/24
- Cedar Grove
 - Cedar Grove III 628 Jennings: In Upgrade, flooring completed 12/9
 - Cedar Grove II Unit 1419 4th –On Notice, moving forward with eviction

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	49	11	1	2	0	63
Cedar Grove I	9	11	0	0	0	20
Cedar Grove II	15	8	0	1	0	24
Cedar Grove III	5	3	0	0	0	8
Cedar Grove (all sites)	29	22	0	1	0	52
Total	107	55	1	2	0	167

Resident Functions

SWHA lunch With Commissioners for residents 12/21/2023 (Today)

Staffing

Update: Luca Caci has been promoted to Assistant Property Manager

Previous Meeting Concerns

- None

Resident Issues

- Management is working through the eviction process with legal for Hillsview #341. We are now moving forward with a proposed settlement for vacate on 2/1/2024.
- We are moving forward with issues of unit abandonment for Hillsview 113 and Cedar Grove II Unit 1419 4th

Building Issues

The Hillsview project regarding the DHP unit that cools the Elevator has been completed. The Fire panel replacement project is awaiting 2024 budget. Hillsview is experiencing a significant plumbing pipe system deterioration, we are working with capital construction on options. Cedar Grove still has issues with Tree root encroachment, this has been indicated in the contract bid from Skagit Landscaping. The Skagit landscaping contract has been approved.