

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, September 10, 2026
10:45am

Zoom Link:
<https://kcha-org.zoom.us/j/83696082090>

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, September 10, 2026 - 10:45am

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

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes** **1**
 - A. Board Meeting Minutes – June 11, 2026
- V. Action Items for Discussion & Approval** **2**
 - A. Approval of Voucher Report – June 1, 2026 to July 31, 2026
 - B. Resolution No. 512 –** **3**
Approving SWHA's 2026-2030 Capital Fund Program 5-Year Action Plan
 - C. Resolution No. 513 –** **4**
Acknowledging Completion of Public Participation Requirements
and SWHA Provisions in KCHA's 2027 Moving to Work Plan; and Authorizing
Submission of Form HUD-50077-CR
 - D. Resolution No. 514 –** **5**
Amendment of Bylaws
- VI. Reports**
 - A. Housing Management Report for Feb 2026/Mar 2026 **6**
 - B. Financial Report for February 2026 **7**
 - C. Federal Update
- VII. New Business**
- VIII. Adjournment**

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
SPECIAL BOARD OF COMMISSIONERS
HYBRID MEETING MINUTES
Thursday, June 11, 2026

I. Call to Order

The special virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Debra Lancaster at 10:45 a.m., on Thursday, June 11, 2026.

Introductions around the room.

II. Roll Call

Present: Commissioner Debra Lancaster (Chair), Commissioner Danielle Fontaine, Commissioner Daniel Hasenoehrl and Commissioner Mario Padilla (via Zoom).

III. Public Comment

No Public Comment.

IV. Approval of Minutes

A. April 16, 2026

Commissioner Danielle Fontaine moved for approval of the Minutes, seconded by Commissioner Daniel Hasenoehrl; the Board unanimously approved the Minutes from April 16, 2026.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report April 1, 2026 to May 31, 2026

Commissioner Daniel Hasenoehrl moved for approval of the Voucher Report, seconded by Commissioner Mario Padilla; the board unanimously approved the Voucher Report for April 1, 2026 to May 31, 2026.

VI. Reports

A. Housing Management Report for April 2026/May 2026

Michelle Davis, Senior Property Manager, gave details of the report.

B. Financial Report for April 2026

Sean Lay, Financial Reporting Manager, gave a detailed summary of the report.

Wendy Teh, Executive VP of Administration also spoke about the shortfall funding.

Sedro-Woolley was able to get funding, however, it's divided into two tiers. Tier 1 funds were awarded ½ the funding in May. The other ½ of the funding will be available once Sedro-Woolley achieves a 1.5 months of operating reserve.

C. Federal Update

Robin Walls, President/CEO gave the update.

The House of Representatives have passed the fiscal year 2027 budget, however, the Senate is still in appropriations, which will most likely be the budget. There are some changes in how federal grants could be awarded funding that is being proposed. OMB change would allow political appointees to approve all federal grants, awards, etc. We are monitoring where this rule will be and if it's enacted. It's still in the public comment period. This would be substantial and would impact all federal agencies.

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)).)

Chair Lancaster announced that the Board of Commissioners will go into Executive Session to review the performance of a public employee and will reconvene the meeting at 12:30pm.

11:25am – Board meeting was suspended.

12:20pm – Board meeting was re-convened.

VIII. New Business

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 12:21 p.m.

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

DEBRA LANCASTER, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

T A B N U M B E R

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SWHA Board of Commissioners

Laurie Fellers, *Chair*

Katherine Olson

Debra Lancaster

Kevin Riley

KCHA President/CEO

Robin Walls

TO: Board of Commissioners

FROM: Crystal Barrow-Mendez, Accounting Manager

DATE: August 31, 2026

RE: Approval of Vouchers June 1, 2026 to July 31, 2026

I, Crystal Barrow-Mendez, 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.

Crystal Barrow-Mendez
Accounting Manager
August 31, 2026

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	18,973.92
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	18,976.92

Directly to Hillsvieview	63,390.41
Hillsvieview Voids	<u>0.00</u>
Hillsvieview Total	<u>63,390.41</u>

Total Expenditures	<u><u>82,364.33</u></u>
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SEDRO-WOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2026 TO 7/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
168901	Capital Assets-Increase Suspense Account	65.26	CANON USA INC	COPIER - IF6155	7/31/2026	364286
409003	Benefits-Uniforms	58.63	IMAGE SOURCE INC	LOGO - CLOTHING	6/12/2026	363567
410000	Administrative Supplies	17.73	OLYMPIC PRINTERS INC	REPLY EPS - SEDRO WOOLLEY	6/5/2026	363364
411100	Computer Equip-Hardware	12.93	COMPUNET INC	CATO ANNUAL SUBSCRIPTION	6/26/2026	363799
411102	Computer Equip-Hardware Maintenance	3.67	CERIUM NETWORKS INC	AUDIO CODES RENEWAL 06/01/26 TO 05/31/27	6/18/2026	363653
411103	Computer Equip-Software Maintenance	27.11	RIGHT! SYSTEMS INC	ANNUAL BILLING - Y/E 05/15/27	7/24/2026	364124
411104	Computer Equip-Software as a Service Fees	176.73	COMPUNET INC	CATO ANNUAL SUBSCRIPTION	6/26/2026	363799
411104	Computer Equip-Software as a Service Fees	4.54	EXTREME NETWORKS INC	BILLING PERIOD - JUN-26	7/24/2026	364174
411104	Computer Equip-Software as a Service Fees	0.04	CDW/COMPUTER CENTERS INC	ILAND LICENSE - 69 QTY	7/24/2026	364082
411104	Computer Equip-Software as a Service Fees	4.54	EXTREME NETWORKS INC	MAY-26 BILLING	7/24/2026	364174
411104	Computer Equip-Software as a Service Fees	0.04	CDW/COMPUTER CENTERS INC	ILAND SVCS - APR-26	7/24/2026	364082
411104	Computer Equip-Software as a Service Fees	0.04	CDW/COMPUTER CENTERS INC	ILAND LICENSE/SUB	7/24/2026	364082
411104	Computer Equip-Software as a Service Fees	0.37	EXTREME NETWORKS INC	BILLING PERIOD - JUN-26	7/24/2026	364174
411901	Equipment-Other-Leased/Rented	1.37	QUADIENT LEASING USA INC	03/30/26 TO 06/29/26 LEASE PAYMENT	6/12/2026	363575
411901	Equipment-Other-Leased/Rented	0.96	CANON FINANCIAL	JUNE 2026 - LEASING	6/26/2026	363767
420000	Professional Services-Legal	0.03	MONTGOMERY PURDUE BLANKINSHIP	VARIOUS LEGAL FEES	7/17/2026	363969
420000	Professional Services-Legal	41.31	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - VARIOUS - MAR-26 BILLING	7/24/2026	364071
420000	Professional Services-Legal	48.60	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - VARIOUS - FEB-26 BILLING	7/24/2026	364071
420908	Professional Services-Computers	3.11	COMPUNET INC	SOW # 197527 - SKYPE TO TEAMS	6/18/2026	363684
420908	Professional Services-Computers	10.50	COMPUNET INC	CATO DEPLOYMENT SVC	6/18/2026	363684
420908	Professional Services-Computers	1.73	COMPUNET INC	SKYPE TO TEAMS ASSESSMENT & MIGRATION	6/18/2026	363684
420908	Professional Services-Computers	0.70	COMPUNET INC	LABOR CHARGES - JUN-26	7/24/2026	364163
420908	Professional Services-Computers	36.14	MICROSOFT CORPORATION	UNIFIED-RENEWAL - Y/E MAY-27	7/24/2026	364161
420908	Professional Services-Computers	4.54	COMPUNET INC	EXTREME SVC UNIT/1-YR - ORD 131708	7/31/2026	364277
421902	Admin Contracts-Answering Service	4.85	ABS COMMUNICATIONS, INC	46143	6/5/2026	363419
421904	Admin Contracts- Cloud Recovery Services	18.11	NET2VAULT LLC	VAULTING & DISATER RECOVERY SVC	6/12/2026	363557
421904	Admin Contracts- Cloud Recovery Services	18.11	NET2VAULT LLC	MANAGED VAULTING - RECOVERY SVC - JUN-26 BILLING	7/24/2026	364133
450002	Comm-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	46143	6/5/2026	363457
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	46143	6/12/2026	363519
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	46143	6/12/2026	363519
450002	Comm-Phones Lines-Service-Digital Voice	0.41	INTRADO LIFE & SAFETY INC	APRIL 2026 - ENTERPRISE ENDPOINT	6/18/2026	363658
450002	Comm-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	JUNE 2026 - VPN	6/26/2026	363788
450002	Comm-Phones Lines-Service-Digital Voice	0.30	CENTURYLINK	MAY 26 TO JUNE 25 2026	6/26/2026	363745
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	ACCT# 333876218 - JUN-26 BILLING	7/24/2026	364091
450002	Comm-Phones Lines-Service-Digital Voice	0.42	INTRADO LIFE & SAFETY INC	ENTERPRISE ENDPOINT - MAY-26	7/24/2026	364138
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	ACCT# 33875516 - JUN-26 BILLING	7/24/2026	364091
450002	Comm-Phones Lines-Service-Digital Voice	0.30	CENTURYLINK	ACCT# 333959781 - JUN-26 BILLING	7/24/2026	364091
450002	Comm-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	ACCT# 5JHCSJQ6K - JUL-26 BILLING	7/24/2026	364151
450100	Comm-Long Distance Charges	0.14	CENTURYLINK	46143	6/5/2026	363457
450100	Comm-Long Distance Charges	0.14	CENTURYLINK	ACCT# 90818161 - JUN-26 BILLING	7/24/2026	364151
450100	Comm-Long Distance Charges	0.13	CENTURYLINK	ACCT# 90818161 - JUL-26 BILLING	7/24/2026	364151
450100	Comm-Long Distance Charges	0.13	CENTURYLINK	ACCT# 311145 - JUN-24 BILLING	7/31/2026	364262
491000	Admin Expenses-Criminal/Background Checks	3.04	NATIONAL CREDIT REPORTING	MAY 2026 - CREDIT CHECKS	6/5/2026	363387
491000	Admin Expenses-Criminal/Background Checks	1.27	NATIONAL CREDIT REPORTING	CREDIT REPORTS - JUN-26	7/17/2026	363983

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2026 TO 7/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491001	Admin Expenses-Tenant Screening	1.17	CARASOFT TECHNOLOGY CORPORATION	PO# A1B2WA000POT - ORD# 26015976	6/12/2026	363571
493000	Other Admin Exp-Postage	14.81	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# KCH426	6/12/2026	363500
493000	Other Admin Exp-Postage	14.43	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# SEDRO	6/12/2026	363500
493000	Other Admin Exp-Postage	14.43	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
493000	Other Admin Exp-Postage	14.78	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
493100	Other Admin Exp-Mail Handling	2.27	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# KCH426	6/12/2026	363500
493100	Other Admin Exp-Mail Handling	32.71	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# SEDRO	6/12/2026	363500
493100	Other Admin Exp-Mail Handling	32.71	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
493100	Other Admin Exp-Mail Handling	2.27	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
520104	Social Service Contracts-Interpretation	2.08	EFFECTIFF LLC	LANGUAGE SVCS - MAY-26	6/18/2026	363680
610009	Occ Exp-Materials-Disaster Preparedness	0.48	CELLHIRE USA LLC	MONTHLY FEE 04/10/26 TO 05/28/26	6/18/2026	363688
610009	Occ Exp-Materials-Disaster Preparedness	0.48	CELLHIRE USA LLC	MONTHLY FEE - 05/10/26 TO 06/28/26	6/18/2026	363688
610009	Occ Exp-Materials-Disaster Preparedness	0.47	CELLHIRE USA LLC	MONTHLY SVC FEE - MAY-26	7/24/2026	364167
610102	Occ Exp-Equipment-Appliances	617.00	GENERAL ELECTRIC APPLIANCES	REFRIDGE	7/2/2026	363811
620006	Occ Exp-Maint Cont-Floor Covering	4,261.90	GREAT FLOORS LLC	CARPET/VINYL INSTALL - UNIT 1415 4TH	7/2/2026	363843
620013	Occ Exp-Maint Cont-Yard/Garden/Landscaping	1,750.00	SKAGIT LANDSCAPING LLC	MAY 2026 - LAWN MAINT	6/18/2026	363667
660000	Occ Exp-Utilities-Water	194.02	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	114.69	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	171.65	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	156.73	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	186.57	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	126.90	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	109.94	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	179.11	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	179.11	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660000	Occ Exp-Utilities-Water	172.99	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	91.63	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	203.06	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	172.99	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	157.96	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	195.54	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	188.03	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	188.03	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	210.57	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	172.99	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660000	Occ Exp-Utilities-Water	225.60	PUBLIC UTILITY DISTRICT #1	WATER	7/24/2026	364112
660100	Occ Exp-Utilities-Sewer	333.45	CITY OF SEDRO WOOLLEY	SEWER	6/12/2026	363543
660100	Occ Exp-Utilities-Sewer	837.38	CITY OF SEDRO WOOLLEY	SEWER	6/12/2026	363543
660100	Occ Exp-Utilities-Sewer	499.69	CITY OF SEDRO WOOLLEY	SEWER	6/12/2026	363543
660100	Occ Exp-Utilities-Sewer	836.10	CITY OF SEDRO WOOLLEY	SEWER	7/10/2026	363909
660100	Occ Exp-Utilities-Sewer	499.69	CITY OF SEDRO WOOLLEY	SEWER	7/10/2026	363909
660100	Occ Exp-Utilities-Sewer	333.45	CITY OF SEDRO WOOLLEY	SEWER	7/10/2026	363909
660100	Occ Exp-Utilities-Sewer	836.10	CITY OF SEDRO WOOLLEY	SEWER	7/24/2026	364117
660200	Occ Exp-Utilities-Electricity	72.97	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/5/2026	363410
660200	Occ Exp-Utilities-Electricity	67.27	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/5/2026	363410

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2026 TO 7/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occ Exp-Utilities-Electricity	21.62	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/5/2026	363410
660200	Occ Exp-Utilities-Electricity	20.02	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/2/2026	363834
660200	Occ Exp-Utilities-Electricity	71.60	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/2/2026	363834
660200	Occ Exp-Utilities-Electricity	64.90	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/2/2026	363834
660201	Occ Exp-Utilities-Electricity-Closing Bill	20.70	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/5/2026	363410
660201	Occ Exp-Utilities-Electricity-Closing Bill	21.13	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/31/2026	364221
660300	Occ Exp-Utilities-Natural Gas	41.52	CASCADE NATURAL GAS CO	GAS	6/5/2026	363404
660300	Occ Exp-Utilities-Natural Gas	37.54	CASCADE NATURAL GAS CO	GAS	7/10/2026	363898
660301	Occ Exp-Utilities-Natural Gas-Closing Bill	27.23	CASCADE NATURAL GAS CO	GAS	6/12/2026	363533
660500	Occ Exp-Utilities-Surface Water Mgmt	31.44	CITY OF SEDRO WOOLLEY	STORM	6/12/2026	363543
660500	Occ Exp-Utilities-Surface Water Mgmt	47.08	CITY OF SEDRO WOOLLEY	STORM	6/12/2026	363543
660500	Occ Exp-Utilities-Surface Water Mgmt	79.14	CITY OF SEDRO WOOLLEY	STORM	6/12/2026	363543
660500	Occ Exp-Utilities-Surface Water Mgmt	31.44	CITY OF SEDRO WOOLLEY	STORM	7/10/2026	363909
660500	Occ Exp-Utilities-Surface Water Mgmt	78.95	CITY OF SEDRO WOOLLEY	STORM	7/10/2026	363909
660500	Occ Exp-Utilities-Surface Water Mgmt	47.08	CITY OF SEDRO WOOLLEY	STORM	7/10/2026	363909
660500	Occ Exp-Utilities-Surface Water Mgmt	78.95	CITY OF SEDRO WOOLLEY	STORM	7/24/2026	364117
660700	Occ Exp-Utilities-Garbage	6.76	SKAGIT COUNTY PUBLIC WORKS DEPT	Weight Station Ticket - Truck # 105934	6/5/2026	363372
660700	Occ Exp-Utilities-Garbage	347.67	CITY OF SEDRO WOOLLEY	GARBAGE	6/12/2026	363543
660700	Occ Exp-Utilities-Garbage	6.76	SKAGIT COUNTY PUBLIC WORKS DEPT	GENERAL TONNAGE	6/12/2026	363504
660700	Occ Exp-Utilities-Garbage	700.66	CITY OF SEDRO WOOLLEY	GARBAGE	6/12/2026	363543
660700	Occ Exp-Utilities-Garbage	233.44	CITY OF SEDRO WOOLLEY	GARBAGE	6/12/2026	363543
660700	Occ Exp-Utilities-Garbage	233.44	CITY OF SEDRO WOOLLEY	GARBAGE	7/10/2026	363909
660700	Occ Exp-Utilities-Garbage	347.67	CITY OF SEDRO WOOLLEY	GARBAGE	7/10/2026	363909
660700	Occ Exp-Utilities-Garbage	664.56	CITY OF SEDRO WOOLLEY	GARBAGE	7/10/2026	363909
660700	Occ Exp-Utilities-Garbage	664.56	CITY OF SEDRO WOOLLEY	GARBAGE	7/24/2026	364117
	SUBTOTAL CEDAR GROVE	18,973.92				
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	18,973.92				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
168901	Capital Assets-Increase Suspense Account	195.78	CANON USA INC	COPIER - IF6155	7/31/2026	364286
170000	Work-In-Process	1,362.50	SHKS ARCHITECTS INC	HILLSVIEW	6/5/2026	363399
170000	Work-In-Process	8,707.50	SHKS ARCHITECTS INC	HILLSVIEW- ENVELOPE & DECKS	6/5/2026	363399
170000	Work-In-Process	7,085.00	SHKS ARCHITECTS INC	HILLSVIEW - ENV. AND DECKS - TO# 38	7/10/2026	363895
170000	Work-In-Process	2,153.55	PREMIUM VALLEY CONTRACTING LLC	SEDRO-WOOLEY PAINTING	7/17/2026	364055
409003	Benefits-Uniforms	175.87	IMAGE SOURCE INC	LOGO - CLOTHING	6/12/2026	363567
410000	Administrative Supplies	53.17	OLYMPIC PRINTERS INC	REPLY EPS - SEDRO WOOLLEY	6/5/2026	363364
411100	Computer Equip-Hardware	38.79	COMPUNET INC	CATO ANNUAL SUBSCRIPTION	6/26/2026	363799
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411103	Computer Equip-Software Maintenance	81.33	RIGHT! SYSTEMS INC	ANNUAL BILLING - Y/E 05/15/27	7/24/2026	364124
411104	Computer Equip-Software as a Service Fees	530.20	COMPUNET INC	CATO ANNUAL SUBSCRIPTION	6/26/2026	363799
411104	Computer Equip-Software as a Service Fees	0.11	CDW/COMPUTER CENTERS INC	ILAND LICENSE/SUB	7/24/2026	364082

SEDRO-WOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2026 TO 7/31/2026

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411104	Computer Equip-Software as a Service Fees	13.63	EXTREME NETWORKS INC	BILLING PERIOD - JUN-26	7/24/2026	364174
411104	Computer Equip-Software as a Service Fees	0.13	CDW/COMPUTER CENTERS INC	ILAND SVCS - APR-26	7/24/2026	364082
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411104	Computer Equip-Software as a Service Fees	13.63	EXTREME NETWORKS INC	MAY-26 BILLING	7/24/2026	364174
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411901	Equipment-Other-Leased/Rented	2.87	CANON FINANCIAL	JUNE 2026 - LEASING	6/26/2026	363767
420000	Professional Services-Legal	0.10	MONTGOMERY PURDUE BLANKINSHIP	VARIOUS LEGAL FEES	7/17/2026	363969
420000	Professional Services-Legal	123.27	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - VARIOUS - MAR-26 BILLING	7/24/2026	364071
420000	Professional Services-Legal	145.03	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - VARIOUS - FEB-26 BILLING	7/24/2026	364071
420908	Professional Services-Computers	31.50	COMPUNET INC	CATO DEPLOYMENT SVC	6/18/2026	363684
420908	Professional Services-Computers	9.33	COMPUNET INC	SOW # 197527 - SKYPE TO TEAMS	6/18/2026	363684
420908	Professional Services-Computers	5.20	COMPUNET INC	SKYPE TO TEAMS ASSESSMENT & MIGRATION	6/18/2026	363684
420908	Professional Services-Computers	108.41	MICROSOFT CORPORATION	UNIFIED-RENEWAL - Y/E MAY-27	7/24/2026	364161
420908	Professional Services-Computers	2.10	COMPUNET INC	LABOR CHARGES - JUN-26	7/24/2026	364163
420908	Professional Services-Computers	13.61	COMPUNET INC	EXTREME SVC UNIT/1-YR -ORD 131708	7/31/2026	364277
421902	Admin Contracts-Answering Service	14.54	ABS COMMUNICATIONS, INC	46143	6/5/2026	363419
421904	Admin Contracts- Cloud Recovery Services	54.33	NET2VAULT LLC	VAULTING & DISATER RECOVERY SVC	6/12/2026	363557
421904	Admin Contracts- Cloud Recovery Services	54.33	NET2VAULT LLC	MANAGED VAULTING - RECOVERY SVC - JUN-26 BILLING	7/24/2026	364133
450002	Comm-Phones Lines-Service-Digital Voice	2.50	CENTURYLINK	46143	6/5/2026	363457
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	46143	6/12/2026	363519
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	46143	6/12/2026	363519
450002	Comm-Phones Lines-Service-Digital Voice	1.24	INTRADO LIFE & SAFETY INC	APRIL 2026 - ENTERPRISE ENDPOINT	6/18/2026	363658
450002	Comm-Phones Lines-Service-Digital Voice	0.90	CENTURYLINK	MAY 26 TO JUNE 25 2026	6/26/2026	363745
450002	Comm-Phones Lines-Service-Digital Voice	2.50	CENTURYLINK	JUNE 2026 - VPN	6/26/2026	363788
450002	Comm-Phones Lines-Service-Digital Voice	2.50	CENTURYLINK	ACCT# 5JHCSJQ6K - JUL-26 BILLING	7/24/2026	364151
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	ACCT# 33875516 - JUN-26 BILLING	7/24/2026	364091
450002	Comm-Phones Lines-Service-Digital Voice	0.90	CENTURYLINK	ACCT# 333959781 - JUN-26 BILLING	7/24/2026	364091
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	ACCT# 333876218 - JUN-26 BILLING	7/24/2026	364091
450002	Comm-Phones Lines-Service-Digital Voice	1.25	INTRADO LIFE & SAFETY INC	ENTERPRISE ENDPOINT - MAY-26	7/24/2026	364138
450100	Comm-Long Distance Charges	0.42	CENTURYLINK	46143	6/5/2026	363457
450100	Comm-Long Distance Charges	0.39	CENTURYLINK	ACCT# 90818161 - JUL-26 BILLING	7/24/2026	364151
450100	Comm-Long Distance Charges	0.42	CENTURYLINK	ACCT# 90818161 - JUN-26 BILLING	7/24/2026	364151
450100	Comm-Long Distance Charges	0.40	CENTURYLINK	ACCT# 311145 - JUN-24 BILLING	7/31/2026	364262
491000	Admin Expenses-Criminal/Background Checks	9.12	NATIONAL CREDIT REPORTING	MAY 2026 - CREDIT CHECKS	6/5/2026	363387
491000	Admin Expenses-Criminal/Background Checks	3.81	NATIONAL CREDIT REPORTING	CREDIT REPORTS - JUN-26	7/17/2026	363983
491001	Admin Expenses-Tenant Screening	3.50	CARAHSOFT TECHNOLOGY CORPORATION	PO# A1B2WA000P0T - ORD# 26015976	6/12/2026	363571
493000	Other Admin Exp-Postage	44.42	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# KCH426	6/12/2026	363500
493000	Other Admin Exp-Postage	43.29	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# SEDRO	6/12/2026	363500
493000	Other Admin Exp-Postage	43.29	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
493000	Other Admin Exp-Postage	44.34	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
493100	Other Admin Exp-Mail Handling	6.82	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# KCH426	6/12/2026	363500
493100	Other Admin Exp-Mail Handling	98.13	MAIL ADVERTISING BUREAU INC	PERMIT 315 - CUST# SEDRO	6/12/2026	363500
493100	Other Admin Exp-Mail Handling	6.80	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973
493100	Other Admin Exp-Mail Handling	98.13	MAIL ADVERTISING BUREAU INC	JUL-26 STATEMENTS	7/17/2026	363973

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2026 TO 7/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service Contracts-Interpretation	6.23	EFFECTIFF LLC	LANGUAGE SVCS - MAY-26	6/18/2026	363680
610009	Occ Exp-Materials-Disaster Preparedness	1.43	CELLHIRE USA LLC	MONTHLY FEE 04/10/26 TO 05/28/26	6/18/2026	363688
610009	Occ Exp-Materials-Disaster Preparedness	1.44	CELLHIRE USA LLC	MONTHLY FEE - 05/10/26 TO 06/28/26	6/18/2026	363688
610009	Occ Exp-Materials-Disaster Preparedness	1.42	CELLHIRE USA LLC	MONTHLY SVC FEE - MAY-26	7/24/2026	364167
620007	Occ Exp-Maint Cont-Elevator	669.00	SCHINDLER ELEVATOR CORPORATION	FEB - APRIL 2026 - PREVENTIVE MAINT	6/18/2026	363656
620008	Occ Exp-Maint Cont-Alarm Testing/Monitoring	485.00	SMITH FIRE SYSTEMS INC	ANNUAL MONITORING CHARGE - HILLSVIEW	6/18/2026	363666
620011	Occ Exp-Maint Cont-Fire/Safety	6,005.19	SMITH FIRE SYSTEMS INC	REPLACE BATTERIES, DETECTORS & SPRINKLER HEADS	6/5/2026	363452
620011	Occ Exp-Maint Cont-Fire/Safety	1,115.00	SMITH FIRE SYSTEMS INC	TO FIX MAGNET DOOR ISSUE	6/5/2026	363452
620011	Occ Exp-Maint Cont-Fire/Safety	3,514.00	SMITH FIRE SYSTEMS INC	INSPECTED & BLOW CLEAN 300 SPRINKLER HEADS	7/31/2026	364260
620012	Occ Exp-Maint Cont-Pest Control	75.00	PARATEX PEST CONTROL	PEST CONTROL - HILLSVIEW	7/31/2026	364236
620013	Occ Exp-Maint Cont-Yard/Garden/Landscaping	945.00	SKAGIT LANDSCAPING LLC	STORM CLEANUP	6/5/2026	363456
620013	Occ Exp-Maint Cont-Yard/Garden/Landscaping	1,250.00	SKAGIT LANDSCAPING LLC	MAY 2026 - LAWN MAINT	6/18/2026	363667
660000	Occ Exp-Utilities-Water	2,428.10	PUBLIC UTILITY DISTRICT #1	WATER	7/10/2026	363905
660100	Occ Exp-Utilities-Sewer	4,923.67	CITY OF SEDRO WOOLLEY	SEWER	6/12/2026	363543
660100	Occ Exp-Utilities-Sewer	4,927.06	CITY OF SEDRO WOOLLEY	SEWER	7/10/2026	363909
660100	Occ Exp-Utilities-Sewer	4,927.06	CITY OF SEDRO WOOLLEY	SEWER	7/24/2026	364117
660200	Occ Exp-Utilities-Electricity	1,356.06	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/5/2026	363410
660200	Occ Exp-Utilities-Electricity	1,293.99	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/2/2026	363834
660200	Occ Exp-Utilities-Electricity	1,579.34	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/31/2026	364221
660201	Occ Exp-Utilities-Electricity-Closing Bill	77.18	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/5/2026	363410
660500	Occ Exp-Utilities-Surface Water Mgmt	460.04	CITY OF SEDRO WOOLLEY	STORM	6/12/2026	363543
660500	Occ Exp-Utilities-Surface Water Mgmt	460.54	CITY OF SEDRO WOOLLEY	STORM	7/10/2026	363909
660500	Occ Exp-Utilities-Surface Water Mgmt	460.54	CITY OF SEDRO WOOLLEY	STORM	7/24/2026	364117
660700	Occ Exp-Utilities-Garbage	20.26	SKAGIT COUNTY PUBLIC WORKS DEPT	Weight Station Ticket - Truck # 105934	6/5/2026	363372
660700	Occ Exp-Utilities-Garbage	20.26	SKAGIT COUNTY PUBLIC WORKS DEPT	GENERAL TONNAGE	6/12/2026	363504
660700	Occ Exp-Utilities-Garbage	1,595.00	CITY OF SEDRO WOOLLEY	GARBAGE	6/12/2026	363543
660700	Occ Exp-Utilities-Garbage	1,690.57	CITY OF SEDRO WOOLLEY	GARBAGE	7/10/2026	363909
660700	Occ Exp-Utilities-Garbage	1,690.57	CITY OF SEDRO WOOLLEY	GARBAGE	7/24/2026	364117
	SUBTOTAL HILLSVIEW	63,390.41				
	VOIDS	-				
	TOTAL HILLSVIEW	63,390.41				
TOTAL SEDRO WOOLLEY		82,364.33				

T A B N U M B E R

3

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



TO: Board of Commissioners

FROM: JJ Jordan, Vice President Capital Construction & Weatherization

DATE: September 10, 2026

RE: Resolution 512 – Approving SWHA’s 2026-2030 Capital Fund Program 5-Year Action Plan

The purpose of this memorandum is to request Board approval of the Housing Authority’s Capital Fund Program 5-Year Action Plan and to outline adjustments to prior year grants for the purpose of closing them out.

Capital Fund Program 5-Year Action Plan

Adoption of this plan is required by HUD under the Public Housing Capital Fund Program and ensures that the Authority may obligate and expend funds for critical needs such as modernization, health and safety, and property improvement.

Each year, HUD provides Capital Fund grants to public housing agencies for the development, financing, and modernization of public housing properties. PHAs must submit a Capital Fund Program 5-Year Action Plan, updated annually, identifying anticipated capital needs and proposed uses of funds. The plan must be approved by the Board of Commissioners.

The SWHA’s 5-Year Plan (2026–2030) was made available for public review and comment for the HUD-required 45-day period, from July 25 to September 10, 2026. As of the writing of this memo, no comments have been received.

A public hearing will be held on September 10, 2026. Notice was published in the Skagit Valley Herald of the Public Hearing scheduled at 9:00 am on September 10, 2026, at the Hillview Apartments Community Room. The Board will be briefed on any comments received prior to voting on the resolution.

Staff recommends approval of Resolution 512.

2026-2030 Five-Year Capital Plan Highlights

The 2026-2030 Draft Plan is included in the Board materials. Highlights include:

- For each year 20% of the total grant amount is budgeted for Administration and Operations.¹

¹ Housing authorities with fewer than 250 units may use up to 100% of their Capital Fund for operations (24

- During the Plan period, the highest priority capital need in the Authority's portfolio is for a partial replacement of the Hillsvue Elevator. In current dollars, the cost estimate for this scope is \$650,000. The design of this scope is being funded within the 2024 Capital Fund Program (CFP) grant year with an additional \$105,818 allocated in the 2025 CFP grant year, so a remaining total amount of \$474,222 has been budgeted combined under the 2026 and 2027 grant years to execute this project.
- The next highest need is a full replacement and upgrade of the Hillsvue Fire Alarm System. The current system's manufacturer has gone out of business, and the system is no longer being supported. In current dollars, the cost estimate for this scope is \$400,000. We have budgeted a total of \$472,222 from the 2028 and 2029 grant years to execute this project which should cover inflation.
- Finally, Cedar Grove has three remaining buildings on two property sites (Cedar Grove I and II). In current dollars, the cost estimate for this scope is \$550,000. We have allocated \$237,111 from the 2030 grant year for this work.
- The remainder of work within the Five-Year Capital Plan allocates approximately \$50,000 per year for unit upgrade work at Hillsvue and Cedar Grove each.

Adjustments to Prior Grant Years for Close Out

The following adjustments have been made based on actual spending for prior grant years to prepare for grant close out of years 2021-2023 and to adjust 2024 to match highest needs. These adjustments have either been discussed at prior meetings or represent a transfer of budget from one grant year to another based on discrepancies in actual costs accrued.

CFP Grant Year 2021

- Fewer Unit Upgrades were completed at Cedar Grove than were budgeted.
(\$44,525)
- Cedar Grove Exterior Envelope projects were under billed from this grant year.
(\$67,391)
- One Additional Upgrade was completed at Hillsvue than was budgeted.
+ \$36,402
- Cedar Grove Parking Lots were budgeted in the 2022 grant year but pulled up into the 2021 grant.
+ \$66,074

CFP Grant Year 2022

- Hillsvue Common Area Flooring, Hillsvue Plumbing Investigation, and Cedar Grove Community Room Roof Projects all had small budget vs. actual variations.

(\$26,927)

- Cedar Grove Parking Lots were completed with 2021 grant year funds instead of 2022.
(\$70,393)
- Cedar Grove Office and Community Room Kitchen was budgeted but not performed.
(\$45,000)
- Hillsvieview Abatement in unit 231 was planned but not performed after investigation
(\$40,836)
- Hillsvieview Parking Lot was not budgeted but was paved.
+ \$34,983
- Cedar Grove Exterior Envelope Project was completed from 2022 grant instead of 2021 grant.
+ \$148,171

CFP Grant Year 2023

- Two Unit Upgrades at Hillsvieview were performed that were not budgeted.
+ \$84,609
- The Cedar Grove Roofing Projects were completed under budget.
(\$80,585)

CFP Grant Year 2024

- The Cedar Grove Remaining 3 Building Envelopes were De-prioritized for other projects.
(\$122,172)
- Cedar Grove Unit Upgrades were budgeted but will not be performed.
(\$50,000)
Hillsvieview Unit Upgrade budget has been reduced.
(\$41,758)
- Design Budgets for the Hillsvieview Envelope and Hillsvieview Elevator were obligated out of this year's funds instead of 2025.
+213,930

Capital Fund Program - Five-Year Action Plan

Status: Submitted

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HA City of Sedro Woolley		Locality (City/County & State) ☒ Original 5-Year Plan ☐ Revised 5-Year Plan (Revision No:)				
PHA Number: WA030						
A.	Development Number and Name	Work Statement for Year 1 2026	Work Statement for Year 2 2027	Work Statement for Year 3 2028	Work Statement for Year 4 2029	Work Statement for Year 5 2030
	AUTHORITY-WIDE	\$65,527.80	\$65,527.80	\$65,527.80	\$65,527.80	\$65,527.80
	HILLSVIEW (WA030000155)	\$237,111.20	\$237,111.20	\$237,111.20	\$237,111.20	\$25,000.00
	CEDAR GROVE I (WA030000103)	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$237,111.20

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$65,527.80
ID0000231	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$32,763.90
ID0000232	Operations Fees(Operations (1406))	Operations		\$32,763.90
	HILLSVIEW (WA030000155)			\$237,111.20
ID0000233	Hillsview Elevator(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Repair/Replace elevator, elevator cab, electrical components		\$212,111.20
ID0000234	Hillsview Unit Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	CEDAR GROVE 1 (WA030000103)			\$25,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000235	Cedar Grove Unit Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	Subtotal of Estimated Cost			\$327,639.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$65,527.80
ID0000236	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$32,763.90
ID0000237	Operations Fees(Operations (1406))	Operations		\$32,763.90
	HILLSVIEW (WA030000155)			\$237,111.20
ID0000238	Hillsview Unit Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
ID0000240	Hillsview Elevator(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Repair/Replace elevator, elevator cab, electrical components		\$212,111.20
	CEDAR GROVE I (WA030000103)			\$25,000.00

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$65,527.80
ID0000241	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$32,763.90
ID0000242	Operations Fees(Operations (1406))	Operations		\$32,763.90
	HILLSVIEW (WA030000155)			\$237,111.20
ID0000243	Hillsview Fire Alarm Upgrades(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Repair/Replace fire alarm panel, detectors, wiring, strobes.		\$212,111.20
ID0000244	Hillsview Unit Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	CEDAR GROVE 1 (WA030000103)			\$25,000.00

Work Statement for Year 3 2028

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2029				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$65,527.80
ID0000246	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$32,763.90
ID0000247	Operations Fees(Operations (1406))	Operations		\$32,763.90
	HILLSVIEW (WA030000155)			\$237,111.20
ID0000248	Hillsview Fire Alarm Upgrades(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Repair/Replace fire alarm panel, detectors, wiring, strobes.		\$212,111.20
ID0000249	Hillsview Unit Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	CEDAR GROVE 1 (WA030000103)			\$25,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2029				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000250	Cedar Grove Unit Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	Subtotal of Estimated Cost			\$327,639.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2030				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$65,527.80
ID0000252	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$32,763.90
ID0000253	Operations Fees(Operations (1406))	Operations		\$32,763.90
	HILLSVIEW (WA030000155)			\$237,111.20
ID0000254	Hillsview Unit Upgrade(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical)	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
ID0000256	Hillsview Envelope & Deck Repair(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Siding)	Replace exterior envelope, decks; recoat decks		\$212,111.20
	CEDAR GROVE I (WA030000103)			\$25,000.00

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$65,527.80
ID0000252	Admin Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)- Sundry)	Admin fees		\$32,763.90
ID0000253	Operations(Operations (1406))	Operation fees		\$32,763.90
	HILLSVIEW (WA030000155)			\$25,000.00
ID0000254	Hillsview Unit Upgrade (Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks, Bathroom Flooring (non cyclical), Electrical, Flooring (non routine), Interior Doors, Interior Painting (non routine), Kitchen Cabinets, Kitchen Sinks and Faucets, Mechanical, Other, Plumbing, Tubs and	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	CEDAR GROVE I (WA030000103)			\$237,111.20
ID0000256	Cedar Grove Envelope & Deck Repair (Dwelling Unit-Exterior (1480)-Exterior Decks and Patios, Exterior Paint and Caulking, Gutters - Downspouts, Other, Siding, Soffits, Windows)	Replace exterior envelope, decks; recoat decks		\$212,111.20
ID0000255	Cedar Grove Unit Upgrade (Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks, Bathroom Flooring (non cyclical), Electrical, Flooring (non routine), Interior Doors, Interior Painting (non routine), Kitchen Cabinets, Kitchen Sinks and Faucets, Mechanical, Other, Plumbing, Tubs	Includes repair/replacement of counters, fixtures, flooring, and paint		\$25,000.00
	Subtotal of Estimated Cost			\$327,639.00

**THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY RESOLUTION NO.
RESOLUTION NO. 512**

APPROVING SWHA's 2026-2030 CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN

WHEREAS, the United States Department of Housing and Urban Development (HUD) regulations require the Housing Authority of the City of Sedro-Woolley (SWHA) to review and update its Capital Fund Program (CFP) 5-Year Action Plan as needed (at least every five years); and

WHEREAS, the SWHA Capital Fund Program 5-Year Action Plan has been revised and updated to reflect the most recent Capital Fund Program funding allocation, capital needs and estimated project costs; and

WHEREAS, the proposed Capital Fund Program 5-Year Action Plan was made available for public review and comment for 45 days and a public hearing was held to gather public input, and any comments received were seriously considered by SWHA staff.

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

1. Adopt the SWHA'S 2026-2030 Capital Fund Program 5-Year Action Plan.
2. Authorize staff to finalize and submit the adopted Plan and necessary documents for receipt of CFP funds to HUD.
3. Authorizes the execution of the required "Civil Rights Certification" (HUD 50077-CR).

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 10th DAY OF SEPTEMBER, 2026.

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

DEBRA LANCASTER, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 09/30/2027

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 01/2026, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the Violence Against Women Act (34 U.S.C. § 12291 *et seq.*), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 *et seq.*, 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

HA City of Sedro Woolley

WA030

PHA Name

PHA Number/HA Code

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802)

Name of Executive Director: DR Robin Walls		Name of Board Chairman: Debra Lancaster	
Signature:	Date:	Signature:	Date:

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

T A B N U M B E R

4

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



TO: Board of Commissioners

FROM: Judi Jones, Senior Strategic Advisor

DATE: September 10, 2026

RE: **Resolution 513** - Acknowledging Completion of Public Participation Requirements and SWHA Provisions in KCHA's 2027 Moving to Work Plan; and Authorizing Submission of Form HUD-50077-CR.

Purpose

This memorandum briefs the Board of Commissioners on **Resolution 513 - Acknowledging Completion of Public Participation Requirements and SWHA Provisions in KCHA's 2027 Moving to Work Plan; and Authorizing Submission of Form HUD-50077-CR.**

Background

Sedro-Woolley Housing Authority (SWHA) is designated as a Qualified Public Housing Agency (Qualified PHA) by the U.S. Department of Housing and Urban Development (HUD). As such, SWHA is not required to prepare or submit an Annual PHA Plan to HUD. However, SWHA remains subject to applicable public participation requirements and must submit Form HUD-50077-CR and any related certifications required by HUD.

In 2025, HUD approved SWHA's participation in a regional Moving to Work (MTW) partnership with King County Housing Authority (KCHA). Through this partnership, SWHA continues to operate as an independent housing authority while participating in HUD's MTW program as a Regional MTW Agency Partner. The partnership gives SWHA access to MTW program flexibility, allowing SWHA to utilize HUD-approved MTW waivers and flexibilities to simplify administration, reduce barriers for applicants and residents, improve operational efficiency, and support the long-term viability of its housing programs. Current and planned uses of MTW authority for SWHA must be described in KCHA's annual MTW Plan.

Completion of Public Participation Requirements

SWHA has completed the public participation requirements applicable to its status as a Qualified Public Housing Agency and its participation in the Moving to Work (MTW) regional partnership. SWHA provided the required 45-day public notice beginning July 25, 2026, and conducted a public hearing on September 10, 2026. In addition, KCHA's proposed 2027 MTW Plan, including the provisions applicable to SWHA as a Regional MTW Agency Partner, was made available for public review beginning July 31, 2026, and was the subject of a public hearing held on August 18, 2026. As of September 1, 2026, no

comments have been received. Any comments received after that date and prior to Board action will be presented to the Board along with staff recommendations and responses, as applicable.

Moving to Work Approach

The SWHA MTW Regionalization Appendix to KCHA's proposed 2027 MTW Plan is provided as an attachment to this memo. It is important to note that inclusion of an activity in the MTW Plan authorizes SWHA to pursue the applicable MTW flexibility; implementation of specific policy changes will occur only after any required Board approval and amendment of agency policy documents.

Staff has adopted a phased approach to MTW implementation based on policy readiness, resident impact, fiscal considerations, system requirements, and organizational capacity. Initial MTW efforts, adopted by the Board in SWHA's Admissions and Continued Occupancy Policies in 2026, focused on administrative efficiencies and policy alignment opportunities. Those changes included extending the usable period for acceptable verification, excluding certain asset-related income, adding emergency provisions, and avoiding complexities associated with implementing HOTMA provisions that do not align with KCHA policies.

The next phase shifts focus to more substantive policy areas, including rent calculations, income determinations, recertification requirements, and utility allowance methodologies. Specific areas under consideration for 2027 policy development and implementation are described below.

Proposed Fiscal Year 2027 Policy Activities

(1) *Rent, income and recertification policies:*

- Evaluate KCHA's MTW rent and income options, including full, partial, or blended approaches, to simplify calculations and support resident stability and self-sufficiency. (Fall 2026)
- Revise the ACOP and related administrative documents to incorporate approved rent, income, and recertification policies. (Winter 2026-27)
- Implement streamlined processes that reduce repetitive work and resident reporting burden while supporting income growth and economic self-sufficiency. (Spring 2027)

(2) *Minimum rent and utility allowances:* Evaluate and implement MTW-based methods that simplify calculations, improve administrative efficiency and further agency goals. (TBD)

(3) *Additional streamlining:* Implement additional administrative streamlining opportunities so limited staff resources can be directed to housing operations and resident needs. (TBD-implement as identified)

(4) *Rental Assistance Demonstration (RAD):* Continue planning and implementation activities related to the conversion of SWHA's public housing portfolio under HUD's RAD program.

Requested Board Action

Staff recommends that the Board adopt Resolution 513 as detailed therein.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 513

**ACKNOWLEDGING COMPLETION OF PUBLIC PARTICIPATION
REQUIREMENTS AND SWHA PROVISIONS IN KCHA'S 2027 MOVING TO
WORK PLAN; AND AUTHORIZING SUBMISSION OF FORM HUD-50077-CR**

WHEREAS, the Housing Authority of the City of Sedro-Woolley (SWHA) is a public housing agency administering housing programs authorized under the United States Housing Act of 1937, as amended; and

WHEREAS, SWHA has been designated a Qualified Public Housing Agency (Qualified PHA) pursuant to applicable requirements of the U.S. Department of Housing and Urban Development (HUD) and is exempt from preparing and submitting an Annual PHA Plan, but remains subject to applicable public hearing requirements; and

WHEREAS, SWHA met public hearing requirements by holding a public hearing on September 10, 2026 and providing the required 45-day notice period beginning on July 25, 2026; and

WHEREAS, HUD approved SWHA's Moving to Work (MTW) regional partnership with King County Housing Authority (KCHA) in 2025, under which SWHA remains a local housing authority and participates in HUD's Moving to Work (MTW) program as KCHA's Regional MTW Agency Partner; and

WHEREAS, the MTW regionalization partnership is intended to streamline program administration, encourage economic growth, increase operational efficiency, reduce barriers for applicants and residents, and support the long-term viability of SWHA's housing programs; and

WHEREAS, as a Regional MTW Agency Partner, SWHA's ongoing and planned uses of Moving to Work flexibilities must be identified in the MTW Regionalization Appendix to KCHA's annual MTW Plan; and

WHEREAS, KCHA's proposed 2027 MTW Plan was made available for public review for the required period beginning July 31, 2026, and a public hearing was held on August 18; and

WHEREAS, the Board of Commissioners has been advised regarding the public participation processes, has considered all written and oral comments received, and has reviewed the proposals and staff recommendations; and

WHEREAS, the Board finds that the proposed actions are consistent with SWHA's mission, SWHA's Board-adopted 2026-2030 Five-Year Agency Plan, and SWHA's responsibility to administer its programs efficiently, equitably, and in compliance with law; and

WHEREAS, HUD requires SWHA, as a Qualified PHA, to submit Form HUD-50077-CR Civil Rights Certification in lieu of an Annual PHA Plan;

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

- 1. Acknowledgment of Public Participation Process.** The Board acknowledges that SWHA has completed public and resident notification and hearing requirements applicable to SWHA as a Qualified PHA and its participation as a Regional MTW Partner Agency for Fiscal Year 2027.
- 2. Consideration of Public Comments.** The Board acknowledges that all written and oral comments received during the public review and hearing period were considered before final action.
- 3. MTW Plan Acknowledgement.** The Board acknowledges the SWHA provisions outlined in KCHA's 2027 MTW Plan, substantially in the form presented to the Board, including SWHA's continued participation in the regional MTW partnership and planned exploration of MTW-authorized program and administrative flexibilities. Any policy changes requiring Board approval shall be presented to the Board at a future meeting.
- 4. Authorization to Submit Civil Rights Certification.** The Board authorizes the President/Chief Executive Officer, or designee, to execute and submit Form HUD-50077-CR Civil Rights Certification and any associated certifications or supporting documentation required by HUD for Fiscal Year 2027.

5. Authority to Implement. The President/Chief Executive Officer, or designee, is authorized to take actions necessary to submit required HUD certifications and administer activities authorized by this Resolution.

6. Effective Date. This Resolution takes effect immediately upon adoption.

**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 10th DAY OF SEPTEMBER, 2026.**

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

DEBRA LANCASTER, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

MTW Regionalization Overview

A. GENERAL OVERVIEW OF THE REGIONAL MTW AGENCY AND A DESCRIPTION OF PLANNED REGIONAL INITIATIVES.

KCHA has a long-standing contract to manage and assist the Sedro-Woolley Housing Authority (SWHA) in the administration of their 80-unit Public Housing inventory. In 2025, HUD approved KCHA's partnership with the Sedro-Woolley Housing Authority (SWHA) to create a Regional MTW Agency through an updated and revised management agreement. Becoming a regional MTW Agency Partner allows SWHA and its clients to benefit from regulatory flexibility provided under the MTW program to increase housing choice, support economic self-sufficiency of SWHA households and simplify and streamline programs – allowing both KCHA and SWHA to operate more efficiently and effectively in support of affordable housing in the region. This is particularly essential for SWHA as a very small housing authority with limited resources. This attachment to KCHA's MTW Plan outlines SWHA's planned use of MTW flexibilities.

B. SPECIFIC MTW FLEXIBILITIES UTILIZED AND ANY ADDITIONAL PLANNED MTW FLEXIBILITIES FOR THE UPCOMING FISCAL YEAR.

SWHA will take advantage of several of KCHA's existing MTW activities to facilitate streamlined operations and capacity to meet the needs of the Sedro-Woolley community. Below is a list of specific MTW initiatives SWHA may implement in 2027, which are further described below.

Activity #	MTW Activity	Statutory Objective
2014-2	Revised Definition of "Family"	Housing Choice
2008-10 & 2008-11	EASY and WIN Rent Policies	Cost-effectiveness
2008-21	Public Housing Utility Allowances	Cost-effectiveness
2007-14	Enhanced Transfer Policy	Cost-effectiveness
2004-7	Streamlining Public Housing Forms and Data Processing	Cost-effectiveness

SWHA may also leverage MTW flexibilities to effectively respond to economic/financial conditions and help ensure short and long-term program viability.

SWHA regularly assesses the impacts of regulatory and other HUD changes, including final regulations implementing HOTMA Sections 102 and 104, on the agency's existing policies. While the agency undertakes analysis, SWHA leverages its authority as an MTW Partner Agency and previously approved activities to maintain existing policies.

2014-2: Definition of a Family

SWHA may utilize authority as an MTW Agency Partner to modify the eligibility standards outlined in the Public Housing Admissions and Continued Occupancy Policy (ACOP). Mirroring policy adopted by KCHA in 2014, SWHA may limit eligible households to those that include at least one elderly member, person with a disability, or a minor/dependent child. Policy changes will direct SWHA's limited resources to populations facing the greatest need: elderly and near-elderly households; people with disabilities; families with children; and heads of household designated as emancipated minors (aged 16 and above) pursuant to Washington State regulations. This would apply only to admissions and does not affect the eligibility of households currently receiving assistance.

2008-10 and 2008-11: EASY and WIN Rent Policies

SWHA may implement two rent reform policies previously instituted by KCHA, or portions thereof. The first, EASY Rent, simplifies rent calculations and recertifications for households headed by a senior or person with a disability who derive 90% of their income from a fixed source (such as Social Security, Supplemental Security Income, or pension benefits). Rents are calculated at an alternative percentage of adjusted income. EASY Rent streamlines operations and simplifies the burden placed on residents by reducing recertification reviews to a three-year cycle and placing rent adjustments based on COLA increases in Social Security and SSI payments on an annual cycle.

The second policy, WIN Rent, encourages increased economic self-sufficiency among households where individuals are able to work. WIN Rent is calculated based on a series of income bands and the tenant's share of the rent is calculated at a set percentage of the lower end of each income band. This tiered system is designed to incentivize increases in earnings, as the tenant's rent does not change until household income increases to the next band level. Additionally, recertifications are conducted biennially instead of annually, allowing households to retain all increases in earnings during that time period without an accompanying increase to the tenant's share of rent. In addition to changes to the recertification cycle, WIN Rent also streamlines processing and reviews. For example, the number of tenant-requested reviews to reduce rent is limited to two (2) occurrences in a two-year period in the WIN Rent program.

Under both rent structures - EASY and WIN Rent - income include amounts anticipated to be received and adjusted only by deductions for eligible childcare, medical and disability-related expenses in bands, up to a cap of \$10,000. Both rent structures also eliminate flat rents, income disregards, and all other deductions/allowances and they exclude the employment income of household members under age 21. Households with little or no income are given a six-month reprieve during which they are able to pay a lower rent or, in some cases, receive a credit payment.

Following this period, household rent will be set at a minimum monthly payment which may differ between WIN Rent and EASY Rent, regardless of income calculation.

SWHA may implement rent reform policies designed to simplify and streamline the rent calculation process and incentivize income growth and savings for household. Modeling after KCHA's Easy and Win Rent policies, SWHA implement alternatives to the HUD standard of annual recertifications that set rent at 30% of adjusted income. instituted by KCHA, or portions thereof. For example, EASY Rent, simplifies rent calculations and the burden placed on residents by reducing recertification reviews to a three-year cycle. Rents are calculated at an alternative percentage of adjusted income with streamlined processing of increases resulting from annual COLA increases in Social Security and SSI payments.

WIN Rent utilizes a series of income bands – setting the tenant's rent at a percentage of the lower end of each income band. This tiered system is designed to incentivize increases in earnings, as the tenant's rent does not change until household income increases to the next band level. Recertifications are conducted biennially instead of annually, allowing households to retain all increases in earnings during that time period without an accompanying increase to the tenant's share of rent. Both structures streamline processing of tenant-requested interim reviews and, in addition to changes to the recertification cycle, WIN Rent also streamlines processing and reviews. For example, the number of tenant-requested reviews to reduce rent is limited to two (2) occurrences in a two-year period in the WIN Rent program.

Under both rent structures anticipated income is adjusted only by deductions for eligible childcare, medical and disability-related expenses in bands up to a cap of \$10,000. Additionally, both rent structures include streamlined processing of interim reviews, eliminating flat rents and income disregards, and excluding the employment income of household members under age 21 from the rent calculation. Households with little or no income are given a six-month reprieve during which they are able to pay a lower rent or, in some cases, receive a credit payment. Following this period, household is set at a minimum monthly payment which may differ between WIN Rent and EASY Rent, regardless of income calculation. A Hardship Policy is included to address documented urgent.

SWHA will look at each of these models – in whole, in part or through a blended approach - to develop and implement an MTW-based rent policy that addresses the need to streamline and simplify operations while encouraging economic self-sufficiency for residents.

2008-21: Public Housing Utility Allowances

This activity simplifies the HUD rules on Public Housing Utility Allowances by applying a single methodology that reflects local consumption patterns and costs. For the non-MTW Agency, allowances are calculated for individual units and households using different rules under the various HUD programs. Additionally, HUD requires tracking of rate changes and immediate update of the allowances with each cumulative 10% rate increase by utility companies. In FY 2026, SWHA may implement changes previously implemented by KCHA - its MTW Regionalization Lead Agency.

Working with data from a Seattle City Light study completed in late 2009, KCHA identified key factors in household energy use and developed average consumption levels for various types of units in the Puget Sound region. This information was used to create a new utility schedule that considers multiple factors: type of unit (single vs. multi-family); size of unit; high-rise vs. low-rise units; and the utility provider. In addition, the revised policy provides for allowance adjustment based upon a cumulative change of more than 10% in the Consumer Price Index, rather than every time an adjustment is made to the utility equation. The Policy will also allow SWHA to respond to unique household or property circumstances and documented cases of financial hardship.

2007-14: Enhanced Transfer Policy

This activity allows households to transfer between subsidized housing programs and provides expedited access to Uniform Federal Accessibility Standards (UFAS)-rated units for mobility-impaired households. The policy also supports transfers to appropriately sized units when household composition changes, improving occupancy efficiency, and helping ensure households are matched with housing that meets their current needs. The policy includes tools to encourage transfers when appropriately sized units become available. SWHA may implement KCHA's Enhanced Transfer policy as a whole, or in part as determined necessary to meet local needs. Streamlining the transfer process provides greater flexibility for SWHA residents.

2004-7: Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing

Duplicative recertifications, complex income calculations, and strict timing rules cause unnecessary and regular intrusions into the lives of the residents we serve. These processes often require limited resources on work that does not support program goals. Through the use of lean engineering techniques, SWHA will review office workflow and identify ways that tasks can be accomplished more efficiently and intrude less into the lives of program participants, while still assuring program integrity and quality control. Under this initiative, SWHA will apply a number of changes to our business practices and processes for verifying and calculating tenant income and rent as follows:

Changes to Business Processes:

- Allow applicant households to self-certify membership in the family at the time of admission.
- Households to qualify for a preference when household income is below 30% of AMI.
- Streamline procedures for processing interim rent changes resulting from wholesale reductions in state entitlement programs.
- Modify the HUD-required inspection process to allow streamlined processing of inspections and related data.
- Establish a local release form that replaces HUD Form 9886 — clearly defining verifications that could be obtained and extending authorization for use to 40 months.

Changes to Verification and Income Calculation Processes:

- Extend to 180 days the term over which verifications are considered valid.
- Modify the definition of "income" to exclude income from assets with a value less than \$50,000 and income from Resident Service Stipends, if applicable, less than a maximum amount established in the ACOP.

SWHA is in the process of transitioning to a new housing management software platform in 2026. As work moves forward, the agency will continue to explore and may implement further streamlining policies that take advantage of the new software functionality and reduce administrative burdens.

C. COST AND PROGRAM IMPLICATIONS

The above activities are intended to reduce administrative burden for residents and applicants without dramatic changes to their experience with SWHA's affordable housing. They are also designed to be more cost-effective for SWHA, particularly by mirroring KCHA policies, making it more feasible for KCHA as the management agent to operate within SWHA's limited funding. Administrative efficiencies are unlikely, however, to sufficiently make up for the growing gap between public housing funding and SWHA's operating costs and significant capital repair needs. The agency will explore alternative funding solutions including conversion to Section 8 funding and debt financing.

D. ADDITIONAL INFORMATION

None.

T A B N U M B E R

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Kami Robinson, Executive Assistant to the CEO

DATE: September 1, 2026

RE: **Resolution No. 514** - Approval of proposed changes to the Sedro-Woolley Housing Authority's (SWHA's) By-Laws

Here are the proposed changes to the SWHA By-Laws to help clarify governing rules:

- Changing the title of Executive Director to President/CEO throughout document.
- **Article II, Section 2: Chair:** Removed second sentence.
- **Article III, Section 2 – Regular Meetings:** Changed back to bi-monthly, not quarterly.
- **Article III, Section 4 – Attendance by Telephone/Video/Virtual Meeting:** Added this Section to the By-Laws, as they were not specified before.
- **Article III, Sections 5 – Quorum:** Revised section number
- **Article III, Section 6 – Order of Business:** Revised section number and added language as well as adding items, Public Comment, changed Financial Report to Voucher Report and added Financial Report and President/CEO Report to the order of business.
- **Article III, Section 7 – Manner of Voting:** Revised section number
- **Article III, Section 8 – Public Comments:** Added this section
- **Article III, Section 9 – Authority Business Conducted by Board:** Added this section
- **Article III, Section 10 – Executive Session:** Added this section

Amended and Restated By-Laws of

The Housing Authority of the

City of Sedro-Woolley

Revised September 10, 2026

~~October 19, 2023~~

**Amended and Restated By-Laws of
The Housing Authority of the City of Sedro-Woolley**

**Article I
The Authority**

Section 1: Name of Authority. The Name of the Authority shall be “The Housing Authority of the City of Sedro-Woolley”.

Section 2: Office of Authority. The offices of the Authority shall be at Hillsvew, 830 Township Street, in the City of Sedro-Woolley, State of Washington.

**Article II
Officers**

Section 1: Officers. The Officers of the Authority shall be a Chair, Vice-Chair and a Secretary-Treasurer, who shall be the **President/Chief Executive Officer (CEO)**.

Section 2: Chair. The Chair shall preside at all meetings of the Authority. ~~Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority.~~ At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3: Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4: Secretary-Treasurer. The Secretary-Treasurer shall be the **President/CEO** of the Authority. The position of Secretary-Treasurer shall not hold a voting position on the Board of Commissioners and as such shall not participate in the voting to approve or deny any resolutions brought before the Board. The Secretary-Treasurer shall have general supervision over the administration of the Board’s business and affairs, subject to the direction of the Authority. The Secretary-Treasurer shall be charged with the management of the housing projects of the Authority.

As Secretary-Treasurer, the **President/CEO** shall keep all records of the Authority, shall act as secretary of the meetings of the Authority and record all votes and shall keep a record of the

proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to this office.

As Secretary-Treasurer, the **President/CEO** shall have the custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. As Secretary-Treasurer, the **President/CEO** shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. As Secretary-Treasurer, the **President/CEO** shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often when requested) an account of these transactions and also of the financial condition of the Authority. As Secretary-Treasurer, the **President/CEO** shall give such bond for the faithful performance of their duties as the Authority may determine.

In the event of a vacancy in this position, the **Executive Vice President of Housing Operations/Chief Operations Officer (COO)** shall serve as Secretary-Treasurer, exercising all the obligations and duties thereof, until such time as a replacement is appointed.

Section 5: Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws, rules and regulations of the Authority.

Section 6: Election or Appointment. The Chair and Vice-Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for two years or until their successors are elected and qualified.

The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Section 7: Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 8: Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities Law of Washington and all other laws of the State of Washington applicable

thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the State of Washington.

Article III Meetings

Section 1: Annual Meetings. The Annual Meeting of the Authority shall be held on the same day, and at the same time in February, as the Regular Board meeting.

Section 2: Regular Meetings. Bi-monthly meetings, unless otherwise directed by the Authority, shall be held without notice at the Hillview Apartments in the City of Sedro-Woolley, on the third Thursday (bi-monthly) beginning at 10:45 am.

Meetings shall be held, without notice at the Hillview Apartments in the City of Sedro-Woolley on the third Thursday of each designated month beginning at 10:45 am or at such other time and place as may be designated by or at the direction of the Chair upon such notice as may be required by law; provided however, that in the event that the Chair determines that the business of the Authority may be accomplished at a special meeting or meetings, he/she may cancel any regular meeting. No notice of cancellation of a regular meeting shall be required. At the Board's discretion, meetings may be conducted telephonically, electronically or through other available media. **No Notice of cancellation of a regular meeting shall be required.**

Section 3: Special Meetings. The Chair of the Authority may, when they deem it expedient, and shall, upon the written request of two Commissioners of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each Commissioner of the Authority in person **or electronically** or may be mailed to the business or home address of each Commissioner of the Authority at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4: Attendance by Telephone/Video/Virtual Meeting. Any Commissioner may attend any meeting of the Board of Commissioners by telephone/video/virtual meeting, as long as all other persons present at the meeting (including those attending telephonically or through video/virtual means) can hear all comments made and questions asked by all other persons speaking at the Meeting.

Section 5: Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a small number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, either in person or telephonically, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 6: Order of Business. At the regular meetings of the Authority the following shall be the order of business. **The Board of Commissioners may curtail, enlarge or modify this order.**

- (1) Call to Order
- (2) Roll Call
- (3) **Public Comment**
- (4) Approval of the Minutes of the Previous Meeting
- (5) **Voucher Report**
- (6) Resolution(s) for Discussion
- (7) Housing Management Report
- (8) **Financial Report(s)**
- (9) **President/CEO Report**
- (10) New Business
- (11) Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 7: Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the ayes and noes shall be entered upon the minutes of such meeting.

Section 8: Public Comment. Public Comments shall be provided within guidelines of the Authority's Public Expression Policy as adopted by the Commissioners, as the same may be amended from time to time.

Section 9: Authority Business Conducted by Board. All business of the Authority conducted by the Board of Commissioners shall be accomplished by the adoption of a resolution, the approval of a staff report, or passage of a motion of a Commissioner. All resolutions and reports on which actions is taken shall be in writing and a copy of each report and resolution must be

submitted prior to adoption or approval to each of the Commissioners present at the meeting considering adoption or approval. Adopted reports and resolutions shall be included in the minutes of the Authority. Meetings will be conducted in accordance with “Roberts Rules of Order” as modified by the Commissioners.

Section 10: Executive Session. The Commissioners may go into executive session on a majority vote of the Commissioners present. Before convening into the executive session, the Chair will publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The Commissioners may enter executive session only for discussion of specific matters as allowable under the Washington State Open Public Meetings Act, Chapter 42.30 RCW, as it may be amended from time to time, or any statutes that are successors thereto. The executive session may be extended to a later time by announcement of the Chair.

Article IV Amendments

Section 1: Amendment to By-Laws. The By-Laws of the Authority shall be amended only with the approval of at least three Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days’ written notice thereof has been previously given to all Commissioners. The substance of the proposed amendment must be sent to each Commissioner as part of the notice. The approved Bylaws will supersede all previous Bylaws.

ADOPTED AT A SPECIAL MEETING BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 10th DAY OF SEPTEMBER, 2026.

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

DEBRA LANCASTER, Chair
Board of Commissioners

ROBIN WALLS
Secretary

-end--



Housing Authority of the City of Sedro-Woolley

Public Expression Policy

The Housing Authority of Sedro-Woolley (“SWHA”) Board of Commissioners (“Board”) encourages public participation in its meetings and appreciates hearing from any members of the public about their interests or concerns regarding SWHA’s business or its communities. In order to facilitate the public comment process and preserve order and decorum at the Board’s public meetings, the Board adopts this Public Expression Policy.

Section 1. Opportunity for Public Comment.

A. Individuals who wish to address the Board may have the opportunity to do so at the Board’s regular monthly meetings during the “Public Comment” portion of the meeting. At the option of the Board, special meetings may also include “Public Comment” portions. Public comment must be made in such a manner as to comply with the requirements imposed by the Chair of the Board and this Public Expression Policy.

B. Public comments may address any item or topic that is scheduled for discussion by the Board on that meeting’s agenda or any matter of interest or concern regarding SWHA business. Public comments will only be heard during the “Public Comment” portion of the meeting as noted on the agenda. Other opportunities for public comment may be provided at the discretion of the Board Chair or a majority vote of the Board. To preserve order and decorum and in the interest of efficiency, the Board or its Chair may impose time and subject matter limits on public comment or testimony beyond the limits addressed in this policy.

C. Public comments may be required to be submitted in writing, unless otherwise required by law.

Section 2. Submission of Written Comments or Materials. Any written comments or other materials for the Board’s consideration at an upcoming meeting should be submitted at least three days before the meeting or such other deadline as the Board Chair may set. Materials received after the submission deadline might not be considered by the Board. Written comments and materials can be delivered in hard copy to the Board Secretary at Office of the President/CEO, King County Housing Authority, 600 Andover Park W., Tukwila, WA 98188-3326, or sent via email to the contact provided on the meeting agenda or posted on KCHA’s webpage regarding Board meetings.

Section 3. Requests for Accommodation. An individual who cannot address the Board in person due to a disability, limited mobility, or other reason deemed valid by the Board Chair may request to address the Board telephonically or by virtual/remote means by making a request to the Board Secretary or Board coordinator. Requests must be made at least three days prior to the meeting and directed to the contact provided on the meeting agenda or posted on KCHA’s webpage regarding Board meetings.



Housing Authority of the City of Sedro-Woolley

Section 4. Speaker Sign-Up. Individuals wishing to speak during Public Comment shall sign up with the Board coordinator prior to the start of the meeting and provide their name, affiliation (if relevant). Providing a contact address, phone number and/or e-mail address is optional.

Section 5. Materials for the Board. Materials to be provided to the Board members at the meeting shall be handed to the Secretary or Board coordinator. Speakers are encouraged, however, to provide any such materials several days in advance of the meeting by submitting them as directed in Section 2.

Section 6. Time for Public Comment. At the beginning of the Board's regular monthly meeting, an open session not to exceed 20 minutes will be held to hear from any interested members of the public ("Public Comment"). Individuals will be provided up to three minutes to address the Board. The Chair may limit the time per speaker to less than three minutes or may limit the subject matter to meeting agenda items, depending on the number of individuals present who wish to speak. If a representative is proposed to speak on behalf of a group present at the meeting, the Chair may approve an increased time allotment for that representative. Speakers shall begin their comments by stating their name and address for the record. Remarks shall end when a speaker's allotted time has expired.

Section 7. Disruptions of Board Meetings Prohibited.

- A. Engaging in speech or conduct that interrupts, delays, or otherwise disrupts the orderly conduct of any meeting is prohibited. Disruptions include, but are not limited to:
- (1) Speech by an individual after expiration of the time allotted for the speaker's public comment or testimony;
 - (2) Speech by an individual who has not been recognized by the Chair for public comment and is speaking in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other, or whose speech is audible by others;
 - (3) Comments or testimony that does not comply with Section 1;
 - (4) Standing, except when: entering or leaving the meeting room, providing comment or public testimony after being called on by the Chair, or as necessary to obtain a copy of meeting materials;
 - (5) Holding or placing a banner or sign during a meeting in a way that may endanger other individuals or that obstructs the free passage or view of others attending or viewing the meeting;
 - (6) Whistling, handclapping, stamping of feet, making noise or waving arms; or



Housing Authority of the City of Sedro-Woolley

- (7) Activities by an individual that, in the reasonable determination of the Chair, disrupt the meeting.
- B. If an individual engages in disruption of the meeting, including but not limited to any of the actions described in subsection A, the Chair may: (1) order the individual to leave the meeting; (2) order the individual to cease the activity; and/or (3) impose other reasonable conditions for the individual's continued presence at the meeting. If the individual does not immediately comply with the Chair's order, the Chair may direct the removal of the individual from the meeting.
- C. Unless otherwise ordered by the Chair, any individual ordered to be removed from a meeting is excluded from returning to that meeting, unless the decision of the Chair is overruled by a majority vote of Commissioners in attendance. Any two Commissioners may place before the Board the question of whether to permit the individual to return to the same meeting.
- D. If an individual has been removed from two or more consecutive Board meetings, the Chair may exclude the individual from participation in public comment or testimony periods at future Board meetings.
- (1) The Chair shall notify the individual in writing of the type of exclusion, the specific reasons for the exclusion, and the specific terms and length of the exclusion.
- (2) The notice of exclusion shall advise that the individual may submit written comments for distribution to Board members at future public comment or testimony periods.
- (3) At the direction of the Chair, the Board coordinator shall: post the notice of exclusion on the door to SWHA's main offices at Hillview Apartments and on SWHA's Board meetings webpage; provide a copy of the notice to the Commissioners; and mail the notice to the excluded individual's last known address, if any. The notice is effective when posted on the door to SWHA's main office at Hillview Apartments. The exclusion order shall remain posted for the duration of the exclusion period.
- (4) In determining the scope and length of an individual's exclusion, the Chair may consider the seriousness of the disruptions to the orderly conduct of the meeting, the number of disruptions in which the individual participated, and other criteria deemed relevant by the Chair. The Chair may issue an exclusion from future participation at Board meetings, including public comment or testimony periods for up to sixty calendar days.
- (5) At the next regular meeting of the Board following the posting of an exclusion notice, the exclusion order may be overruled or modified by a majority vote of



Housing Authority of the City of Sedro-Woolley

Commissioners in attendance. Any two Commissioners may place before the Board the question of whether to overrule or modify the exclusion decision.

- (6) Any individual excluded from participation at Board meetings may appeal the exclusion by submitting a written appeal to the Board Chair within five calendar days after the exclusion notice is posted. The Board Secretary shall distribute copies of the appeal to all Board members. The Board shall consider the appeal at the next regularly scheduled Board meeting if any two members place it before the Board. The individual's exclusion from public comment or testimony periods shall remain in effect during the Board's consideration of the appeal. The individual may continue to submit written comments on agenda items coming before the Board for action.

Adopted by the Board of Commissioners

September 10, 2026



Sedro-Woolley Housing Authority

Board of Commissioners' Meeting

Public Comment Request Sign Up Sheet

If you wish to make public comments at a Board of Commissioners' meeting, you are required to complete this form and read the attached Housing Authority Public Expression Policy. If you wish to speak during the "public comment" section of the meeting agenda, this form must be completed and handed to the Board coordinator before the meeting begins. By signing this form, you are also acknowledging that you have read the Policy and have agreed to adhere to its guidelines during the Board of Commissioners' meeting. Only persons who have completed this form prior to the meeting convening will be allowed to speak. It is the policy of the Board of Commissioners to allow public comment that will not exceed three (3) minutes per individual at each meeting.

All remarks shall be made to the Board as a body and not to an individual Board member. Board members will not engage in a dialog with the speaker. Board members will not pursue discussion or action based upon public expression at the meeting, but rather will take such public comments under advisement.

If you are called upon to speak during the Public Comment period of the meeting, state your name and address for the record. If you have materials for the Board, hand them to the Secretary of the Board, not to Board members.

By signing this form, you are acknowledging that you have read the attached Public Expression Policy and have agreed to adhere to its guidelines during the Board of Commissioners' meeting.

Today's Date: _____ **Board Mtg Date for Public Comment:** _____

Name: _____

Address: _____ **City:** _____

Phone#: _____ **Email:** _____

Group/Organization you represent, if any: _____

Subject about which you will speak: _____

How will you be presenting: In Person _____ Via Phone: _____ Other: _____

Signature: _____

When complete, return this form to the Board coordinator prior to the start of the meeting.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
RESOLUTION NO. 514
AUTHORIZING RESTATED AND AMENDED BY-LAWS OF THE AUTHORITY

WHEREAS, the Housing Authority of the City of Sedro-Woolley (SWHA) is a public body corporate and politic duly organized and existing pursuant to the Housing Authorities Law of the State of Washington, Chapter 35.82 RCW, and is authorized to exercise the powers and perform the duties provided therein; and

WHEREAS, SWHA operates a public housing program pursuant to an Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD); and

WHEREAS, governing rules for the SWHA Board of Commissioners are established under By-laws adopted by the Board; and

WHEREAS, HUD's Management Review highlighted the need for clarification of the By-laws regarding (1) frequency of regular meetings of the Board and (2) the role of the Secretary-Treasurer of the Board; and

WHEREAS, the Board periodically reviews and updates the By-laws to ensure they remain current, accurately reflect the Authority's governance practices, and support effective administration of SWHA; and

WHEREAS, any amendments to the By-laws must be approved by the Board of Commissioners before becoming effective.

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

- (1.) The Board of Commissioners hereby approves the Amended and Restated By-laws as attached.

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 10th DAY OF SEPTEMBER, 2026.

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

DEBRA LANCASTER, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

T A B N U M B E R

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

June 2026 to July 2026

VACANCIES

Vacant Units

Total vacant units as of the last day of the reporting period: 1

Hillsvieview – 0
Cedar Grove - 0

Unit Turn Over

Unit turnover during the reporting period

	Vacates	Housings	Completed Upgrades
Hillsvieview	0	0	0
Cedar Grove	0	0	0

YTD Average Unit Turnover Rate:

Hillsvieview – 4 days
Cedar Grove – 6 days

APPLICATIONS

Number of applicants by property, bedroom size and admissions preference* claimed by applicant as of the last day of the reporting period:

Hillsvieview	Preference	Non-Preference	Total
1 Bedroom	110 (53elderly/disabled)	42	152

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	297	29	326
3 Bedrooms	69	19	88
4 Bedrooms	15	2	17
Total	381	50	431

*Preferences:

- *Rent burden – person is paying more than 50% of income in rent*
- *Family lives in substandard housing - homeless or condition of unit substandard*
- *Involuntary displacement – disaster, government action, owner action, domestic violence, etc.*
- *Extremely low-income – below 30% area median income*

WORK ORDERS

Work orders completed during the reporting period

	Preventive	Inspection	Emergency	Vacate	RA	Tenant Request	Total
Hillsvview	3	14	1	0	0	8	26
Cedar Grove	0	2	0	0	0	5	7
Total	3	16	1	0	0	13	33

RA=Reasonable Accommodation

UPDATES

Previous Meeting Follow Up: No pending follow-up items.

Staffing: Assistant Property Manager, Andreea Florescu started August 31. This is a promotion for Andreea from a Property Specialist at another King County Housing Authority portfolio. Andreea has a lot of experience and is known for being great with residents and extremely knowledgeable. She is a wonderful addition to the Sedro-Wooley Housing Authority team.

Resident Engagement: Still working to get senior/disabled activities in the community room.

Resident Issues: No new resident issues.

Building Issues:

- RAD - There is ongoing pre-work being done for RAD conversion such as checking walls beneath the stucco to determine the underlying product.
- Cedar Grove – no new issues at this time.
- Hillsvview – HUD’s NSPIRE inspection was completed on July 10, final score was a 96. We had zero life-threatening issues, four severe (all were hot water needing new pipe), 1 moderate and 1 low.

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: September 10, 2026
RE: June 2026 Financial Report

Attached for your review is the unaudited financial report for June 2026. 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 was 7% over budget and operating expenses were 12.6% under budget.

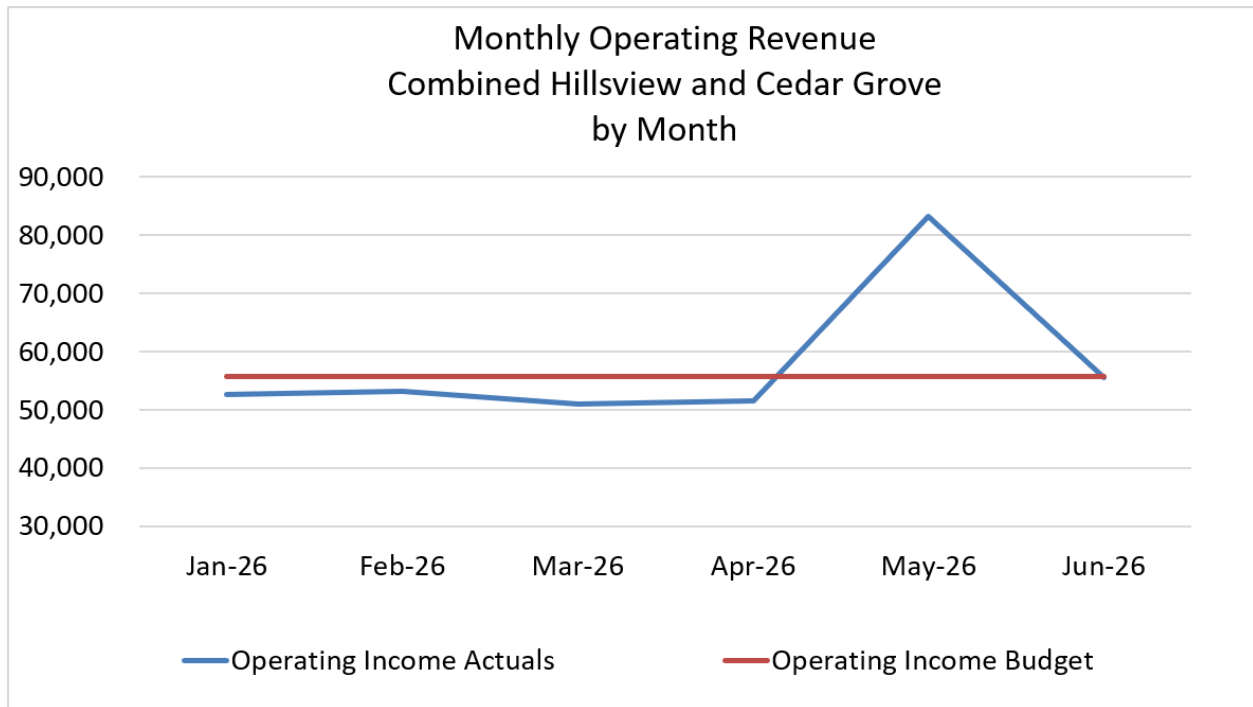
Operating Revenue	Favorable (Unfavorable)		
	\$ Variance	% Variance	
Tenant Revenue	(\$351)	-0.2%	●
Federal Operating Support	23,333	13.7%	●
Other Revenue	442	58.6%	●
Total Operating Income	\$23,424	7.0%	●

Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance	
Salaries and Benefits	\$7,287	6.1%	●
Administrative Expenses	\$5,875	7.8%	●
Maintenance Expenses, Utilities, Taxes	\$30,238	19.8%	●
Other Programmatic Expenses	\$270	78.9%	●
Total Operating Expenses	43,670	12.6%	●

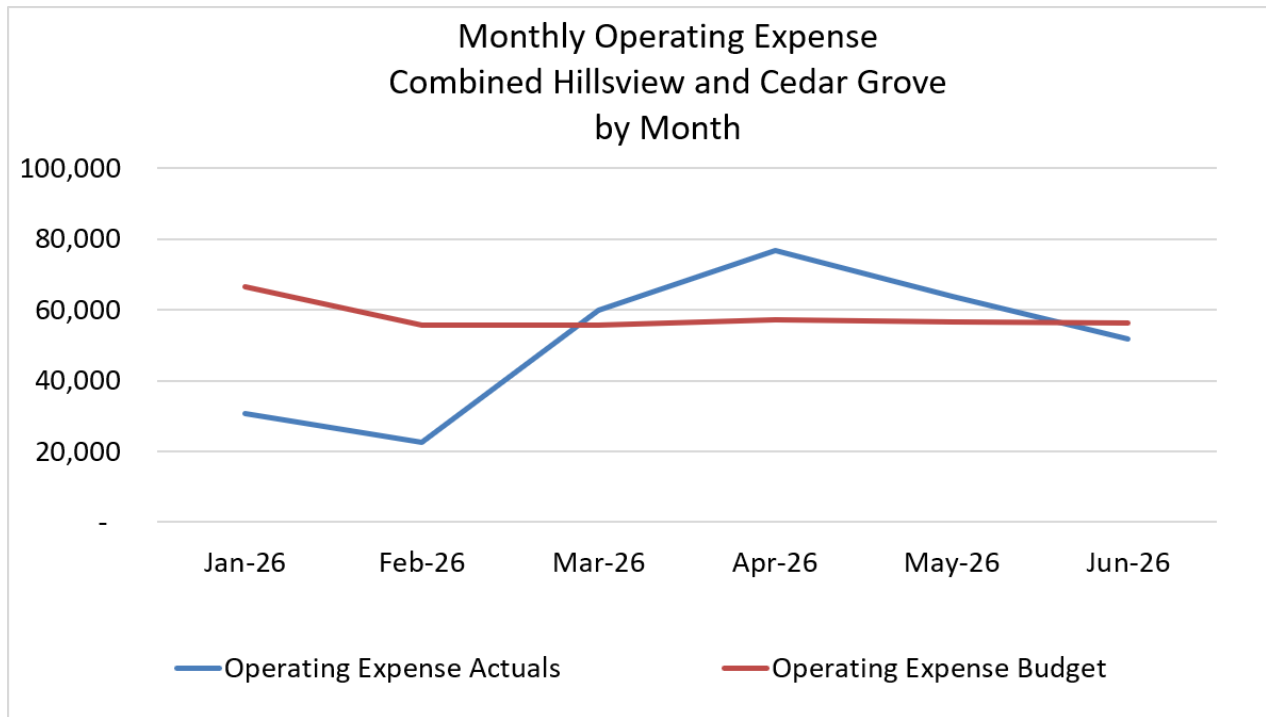
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$358K came over budget by \$23.4K, or 7% mainly due to receipt of shortfall funding from HUD in the amount of \$31.5K.



Year-to-date operating expenses totaled \$304.2K and were 12.6% under budget. The primary drivers were lower-than-anticipated occupancy, salary, and benefit expenses. A \$20K vendor reimbursement related to an advance payment for an elevator project was received. Also, due to timing of utility invoices. Occupancy expenses are expected to increase as the year progresses.

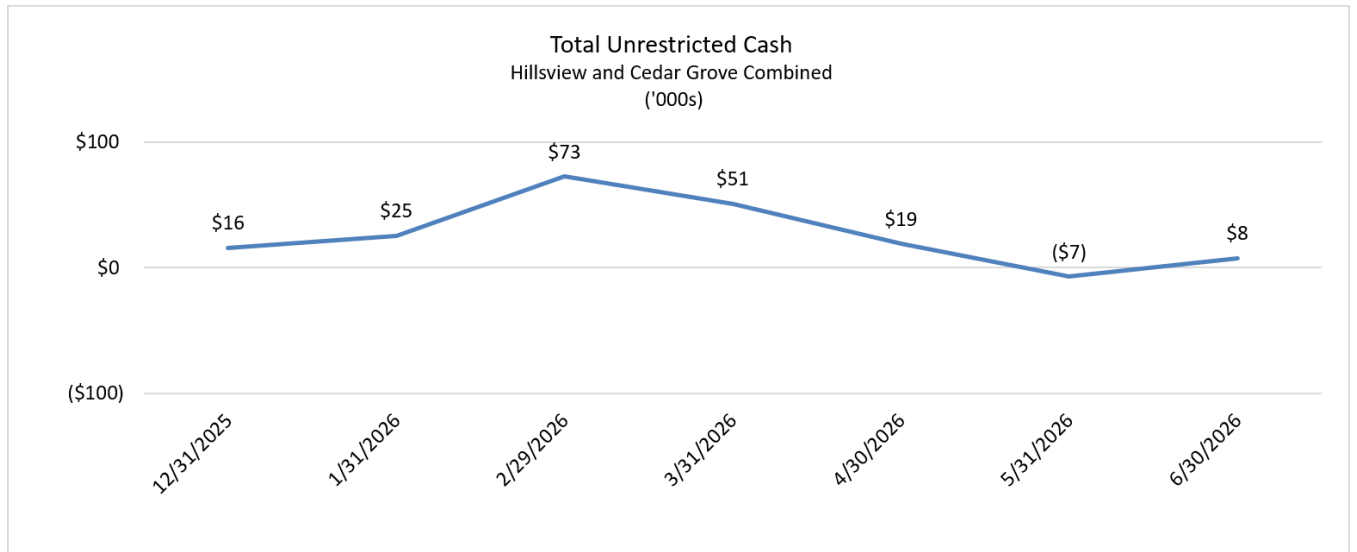


CAPITAL ACTIVITY

Capital project expenditures totaling \$83.4K exceeded the budget of \$28.7K by 190%, primarily due to unbudgeted elevator door refurbishment, envelope and balconies costs totaling \$30K at Hillsview. One unit upgrade at Cedar Grove was budgeted for the year and has been completed. This resulted in capital expenditure to be greater than budget.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$7.6K decreased by \$8.3K from the beginning of the year. The decrease is primarily due to timing in collection of outstanding tenant rent receivables and receipt of CFP grant receivables. Also, due to payments to vendors that were temporarily delayed in the previous month.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of June 30, 2026

	Cedar Grove	Hillsview	Combined
Cash-Unrestricted	\$53,641	(\$46,031)	\$7,610
Cash-Held by Management Agent	-	-	-
Cash-Designated	9,723	21,776	31,499
Cash-Restricted	6,550	10,450	17,000
Total Cash	69,914	(13,805)	56,109
Other Current Assets	\$35,199	\$16,024	51,223
Long-term Assets	\$954,444	\$946,300	1,900,744
Total Other Assets	989,643	962,324	1,951,967
Total Assets	1,059,556	948,519	2,008,075
Current Liabilities	45,436	33,917	79,353
Long-Term Liabilities	-	-	-
Total Liabilities	45,436	33,917	79,353
Equity	1,014,120	914,602	1,928,722
Total Liabilities and Equity	\$1,059,556	\$948,519	\$2,008,075

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended June 30, 2026

	2026 YTD Actual	2026 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$15,926				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	17,975				
Total Beginning Resources	\$33,901				
Tenant Revenue	\$163,029	\$163,381	(\$351)	(0.2%)	
Operating Subsidy from HUD-PH	193,974	170,641	23,333	13.7%	(1)
Other Operating Income	1,196	754	442	58.6%	
Total Operating Income	358,200	334,776	23,424	7.0%	
Salaries	(83,520)	(86,004)	2,484	2.9%	
Benefits	(28,210)	(33,013)	4,803	14.5%	
Occupancy Expenses	(122,627)	(152,865)	30,238	19.8%	(2)
Other Social Service Expenses	(72)	(343)	270	78.9%	
Administrative Expenses	(69,802)	(75,677)	5,875	7.8%	
Total Operating Expenses	(304,231)	(347,901)	43,670	12.6%	
Operating Cash Flow	53,968	(13,125)	67,094	511.2%	
Non-Operating Income	71,354	60,987	10,366	17.0%	(3)
Non-Operating Expenses	(1,337)	-	(1,337)	n/a	
Capital Expenditures	(83,418)	(28,707)	(54,710)	(190.6%)	(3)
Change in Designated Cash	(31,499)	-	(31,499)	n/a	(4)
Change in Restricted Cash	975	-	975	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(18,360)	-	(18,360)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(62,285)	32,280	(94,565)	(293.0%)	
Net Change in Unrestricted Cash	(8,316)	\$19,154	(\$27,471)	(143.4%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$7,610				
Ending Cash Balance-Designated	31,499				
Ending Cash Balance-Restricted	17,000				
Total Ending Resources	\$56,109				

- 1) Operating fund subsidy was above target due to shortfall funding received in May 2026. Unbudgeted.
- 2) A \$20K vendor reimbursement related to an advance payment for an elevator project was received. Also, due to timing of utility invoices. Occupancy expenses are expected to increase as the year progresses.
- 3) Elevator door refurbishment and envelope and balconies repair costs totaling \$30K were incurred at Hillview. Unbudgeted. At Cedar Grove, one unit upgrade project cost was budgeted evenly throughout the year. As the upgrade is completed in the first of the year, the related CFP capital draw exceeded target.
- 4) Funding of operating reserve from the shortfall funding proceeds. Unbudgeted. See note 1
- 5) Mainly due to timing of CFP Grant receipts and decrease in accounts payable.

Sedro-Woolley Housing Authority
Combined Operations
Rolling 12 Months Revenues and Expenditures

	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2025	February 2025	March 2026	April 2026	May 2026	June 2026	Total
Total Operating Income													
Actual	59,149	60,723	54,588	54,252	53,792	52,999	49,361	53,687	52,608	53,434	85,524	57,931	688,047
Budget	62,081	62,081	62,081	62,081	62,081	61,819	62,081	62,081	55,796	55,796	55,796	55,796	719,567
Variance	(2,932)	(1,357)	(7,493)	(7,829)	(8,288)	(8,820)	(12,720)	(8,393)	(3,188)	(2,362)	29,728	2,135	(31,519)
Total Operating Expenses													
Actual	50,424	67,963	76,590	83,980	47,915	97,647	54,810	40,494	59,784	76,758	62,526	51,767	770,657
Budget	57,210	65,791	57,203	57,894	57,926	57,444	67,810	57,251	55,565	57,230	56,459	56,431	704,216
Variance	(6,787)	2,172	19,387	26,085	(10,012)	40,203	(13,001)	(16,758)	4,218	19,528	6,067	(4,664)	66,441
Total Capital Expenditures													
Actual	3,219	24,445	21,146	16,857	-	231	28,306	10,115	2,778	20,108	31,927	13,644	172,775
Budget	9,720	9,720	9,720	9,720	9,720	9,720	124,482	124,482	4,785	4,785	4,785	4,785	326,421
Variance	(6,501)	14,725	11,426	7,137	(9,720)	(9,488)	(96,176)	(114,367)	(2,007)	15,323	27,142	8,860	(153,645)

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended June 30, 2026

	2026 YTD Actual	2026 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$77,097				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	7,375				
Total Beginning Resources	\$84,472				
Tenant Revenue	\$51,793	\$54,594	(\$2,801)	(5.1%)	
Operating Subsidy from HUD-PH	59,873	54,212	5,661	10.4%	(1)
Other Operating Income	488	332	156	47.0%	
Total Operating Income	112,153	109,138	3,016	2.8%	
Salaries	(21,414)	(22,055)	641	2.9%	
Benefits	(7,182)	(8,534)	1,352	15.8%	
Occupancy Expenses	(53,835)	(51,136)	(2,699)	(5.3%)	
Other Social Service Expenses	(18)	(118)	100	84.6%	
Administrative Expenses	(17,280)	(19,355)	2,075	10.7%	
Total Operating Expenses	(99,729)	(101,197)	1,469	1.5%	
Operating Cash Flow	12,424	7,940	4,484	56.5%	
Non-Operating Income	47,464	36,777	10,686	29.1%	(2)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(52,892)	(28,707)	(24,185)	(84.2%)	(2)
Change in Designated Cash	(9,723)	-	(9,723)	n/a	(3)
Change in Restricted Cash	825	-	825	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(21,554)	-	(21,554)	n/a	(4)
Non Operating Net Sources (Uses) of Cash	(35,881)	8,070	(43,951)	(544.6%)	
Net Change in Unrestricted Cash	(\$23,457)	\$16,010	(\$39,467)	(246.5%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$53,641				
Ending Cash Balance-Designated	9,723				
Ending Cash Balance-Restricted	6,550				
Total Ending Resources	\$69,914				

- 1) Operating fund subsidy was above target due to shortfall funding received in May 2026. Unbudgeted.
- 2) One unit upgrade costs was budgeted evenly throughout the year. As the upgrade is completed in the first of the year, the related CFP capital draw exceeded target.
- 3) Funding of operating reserve from the shortfall funding proceeds. Unbudgeted. See note 1
- 4) Mainly due to timing of CFP Grant receipts and decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended June 30, 2026

	2026 YTD Actual	2026 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	(\$61,171)				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	10,600				
Total Beginning Resources	(\$50,571)				
Tenant Revenue	\$111,237	\$108,787	\$2,450	2.3%	
Operating Subsidy from HUD-PH	134,101	116,429	17,672	15.2%	(1)
Other Operating Income	709	422	286	67.8%	
Total Operating Income	246,046	225,638	20,408	9.0%	
Salaries	(62,106)	(63,949)	1,843	2.9%	
Benefits	(21,028)	(24,478)	3,451	14.1%	
Occupancy Expenses	(68,792)	(101,729)	32,937	32.4%	(2)
Other Social Service Expenses	(54)	(225)	171	75.9%	
Administrative Expenses	(52,522)	(56,322)	3,800	6.7%	
Total Operating Expenses	(204,503)	(246,704)	42,202	17.1%	
Operating Cash Flow	41,544	(21,066)	62,610	297.2%	
Non-Operating Income	23,890	24,210	(320)	(1.3%)	
Non-Operating Expenses	(1,337)	-	(1,337)	n/a	
Capital Expenditures	(30,525)	-	(30,525)	n/a	(3)
Change in Designated Cash	(21,776)	-	(21,776)	n/a	(4)
Change in Restricted Cash	150	-	150	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	3,195	-	3,195	n/a	
Non Operating Net Sources (Uses) of Cash	(26,404)	24,210	(50,614)	(209.1%)	
Net Change in Unrestricted Cash	\$15,140	\$3,144	\$11,996	381.5%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$46,031)				
Ending Cash Balance-Designated	21,776				
Ending Cash Balance-Restricted	10,450				
Total Ending Resources	(\$13,805)				

- 1) Operating fund subsidy was above target due to shortfall funding received in May 2026. Unbudgeted.
- 2) A \$20K vendor reimbursement related to an advance payment for an elevator project was received. Also, due to timing of utility invoices. Occupancy expenses are expected to increase as the year progresses.
- 3) Elevator door refurbishment, envelope and balconies projects totaling \$30K were incurred. Unbudgeted.
- 4) Funding of the operating reserve from the shortfall funding proceeds. Unbudgeted. See note 1