

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 24, 2024 @ 10:45am

Zoom:  
[https://kcha-  
org.zoom.us/j/81437781695](https://kcha-org.zoom.us/j/81437781695)

Meeting ID: 814 3778 1695

253 215 8782

Hillsview Apartments  
830 Township St  
Sedro-Woolley, WA 98284

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS AGENDA

**Thursday, October 24, 2024 - 10:45am**

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

Zoom: <https://kcha-org.zoom.us/j/81437781695>

Meeting ID: 814 3778 1695

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- I. Call to Order**
  - II. Roll Call**
  - III. Public Comment**
  - IV. Approval of Minutes**
    - A. Board Meeting Minutes – August 15, 2024 **1**
    - B. Board Meeting Minutes – Executive Session - October 4, 2024
  - V. Action Items for Discussion & Approval** **2**
    - A. Approval of Voucher Report – August 1, 2024 to September 30, 2024
  - VI. Reports**
    - A. Financial Report for August 2023 **3**
    - B. Housing Management Report for June/July 2024 **4**
  - VII. New Business**
  - VIII. Executive Session**
    - A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.  
(RCW 42.30.110 (1)(i)(iii))
  - IX. Adjournment**

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

**Wednesday, September 11, 2024**

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**I. Call to Order**

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 2:06 p.m., on Wednesday, September 11, 2024.

**II. Roll Call**

**Present:** Commissioner Laurie Fellers (Chair) (via Zoom), Commissioner Katherine Olson (via Zoom) and Commissioner Debra Lancaster (via Zoom)

**III. Public Comment**

No public comment.

**IV. Approval of Minutes**

A. June 20, 2024

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Debra Lancaster; the Board unanimously approved the Minutes from June 20, 2024.

**V. Action Items for Discussion & Approval**

A. Approval of Voucher Report June 1, 2024 to July 31, 2024

Questions of Commissioners were answered.

Commissioner Katherine Olson moved for approval of the Voucher Report, seconded by Commissioner Debra Lancaster; the board unanimously approved the Voucher Report for June 1, 2024 to July 31, 2024.

B. **Resolution 501** – Adoption of the SWHA Annual Agency Plan

Anneliese Gryta, Executive Vice President of Housing Operations/Chief Operations Officer, explained the partnership of the Moving to Work Regionalization.

Reta Stephenson moved for approval of Resolution 501, seconded by Katherine Olson; the board unanimously approved Resolution 501.

C. **Resolution 502** – A Resolution accepting the Federal Fiscal Year 2024 Award of funds from the HUD Capital Fund Program, and Approving the Revised 2022-2026 and 2023-2027 5-Year Annual Plans

Nikki Parrott, Executive Vice President of Housing Operations/Chief Operations Officer, explained the partnership of the Moving to Work Regionalization.

Reta Stephenson moved for approval of Resolution 502, seconded by Katherine Olson; the board unanimously approved Resolution 502.

## **VI. Reports**

### **A. Capital Project Planning and Implementation**

Nikki Parrott, Executive Vice President of Housing Operations/Chief Operations Officer, summarized the explained the partnership of the Moving to Work Regionalization.

### **B. Financial Report for June 2024**

Sean Lay, Temporary Financial Reporting Manager gave a summary of the Financial Report.

### **C. Housing Management Report for June/July 2024**

Candace Sullers, Senior Property Manager gave details of the report.

## **I. Executive Session**

- A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.  
(RCW 42.30.110 (2)(a)( iii))

2:30pm – Board meeting was suspended.

2:44pm – Board meeting was re-convened.

## **VIII. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 2:45pm.

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

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**LAURIE FELLERS, Chair**  
Board of Commissioners

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**ROBIN WALLS**  
President/CEO

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

Friday, October 4, 2024

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**I. Call to Order**

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 3:01 p.m., on Friday, October 4, 2024.

**II. Roll Call**

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Katherine Olson and Commissioner Debra Lancaster.

**III. Public Comment**

No public comment.

**IV. Executive Session**

A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.  
(RCW 42.30.110 (1)(i)(iii))

3:02pm – Board meeting was suspended.

3:29pm – Board meeting was re-convened.

**VI. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 3:30pm.

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

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LAURIE FELLERS, Chair  
Board of Commissioners

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ROBIN WALLS  
President/CEO

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Mary Osier, Accounting Manager  
**DATE:** October 4, 2024  
**RE:** Approval of Vouchers August 1, 2024 to September 30, 2024

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I, Mary Osier, 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.

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Mary Osier  
Accounting Manager  
October 4, 2024

## **Expenditures to Sedro-Woolley**

### Operations

Directly to Cedar Grove	111,167.02
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	111,167.02

Directly to Hillsview	85,008.23
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>85,088.23</u>

<b>Total Expenditures</b>	<u><u>196,175.25</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2024 TO 9/30/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
170000	Work-In-Process	1,135.00	SHKS ARCHITECTS INC	CEDAR GROVE 1 & 2 T/O #27	8/23/2024	353239
170000	Work-In-Process	1,300.00	SHKS ARCHITECTS INC	CEDAR GROVE 1 AND 2 T/O #27	9/27/2024	353718
400100	Salaries-Temp Employees	6.70	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/3/24	8/9/2024	353052
400100	Salaries-Temp Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/10/24	8/23/2024	353280
400100	Salaries-Temp Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/17/24	8/23/2024	353280
400100	Salaries-Temp Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/24/24	8/30/2024	353375
400100	Salaries-Temp Employees	12.27	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/31/24	9/6/2024	353475
400100	Salaries-Temp Employees	10.34	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/7/24	9/20/2024	353659
400100	Salaries-Temp Employees	10.98	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/14/24	9/27/2024	353766
410000	Admin Supplies	27.00	OLYMPIC PRINTERS INC	ENVELOPES	9/20/2024	353581
411101	Computer Equip-Software	10.49	RIGHT! SYSTEMS INC	CITRIX HYBRID MULTI CLOUD SUPPORT 8/15/24-5/15/27	9/6/2024	353445
411101	Computer Equip-Software	9.46	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/20/2024	353591
411102	Computer Equip-Hardware Maint	6.16	GENERAL DATATECH LP	CISCO SMARTNET MAINT SUPPORT 6/28/24-6/28/25	8/9/2024	353055
411104	Computer Equip-Software as a Service Fees	0.51	DUO SECURITY LLC	DUO MFA EDITION	8/2/2024	352947
411104	Computer Equip-Software as a Service Fees	0.68	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/23/2024	353224
411104	Computer Equip-Software as a Service Fees	21.05	RIGHT! SYSTEMS INC	HUNTRESS LABS	9/20/2024	353636
411901	Equip-Other-Leased/Rented	0.29	CANON FINANCIAL	CONTRACT 0667544-005	8/2/2024	352915
411901	Equip-Other-Leased/Rented	0.30	CANON FINANCIAL	CONTRACT 0667544-005	8/30/2024	353346
411901	Equip-Other-Leased/Rented	1.42	QUADIANT LEASING USA INC	CUST 00904969	9/6/2024	353471
411901	Equip-Other-Leased/Rented	0.30	CANON FINANCIAL	CONTRACT 0667544-005	9/20/2024	353635
420000	Professional Services-Legal	11.94	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	9/27/2024	353687
420908	Professional Services-Computers	2.30	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	8/9/2024	353064
420908	Professional Services-Computers	8.08	CERIUM NETWORKS INC	PROFESSIONAL SVCS	8/16/2024	353164
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS	8/16/2024	353151
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCE MANAGED SERVICES 7/31-8/30/24	8/23/2024	353258
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS	9/6/2024	353439
420908	Professional Services-Computers	2.26	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	9/6/2024	353486
420999	Professional Services-Other	497.75	THE NELROD COMPANY	PUBLIC HOUSING UTILITY ALLOWANCE SURVEY STUDY 2023	8/9/2024	353068
421904	Admin - Cloud Recovery Services	13.88	NET2VAULT LLC	MANAGED VAULTING	8/9/2024	353029
421904	Admin - Cloud Recovery Services	13.91	NET2VAULT LLC	MANAGED VAULTING	9/6/2024	353453
450002	Comm-Phones Lines-Service-Digital Voice	0.36	CENTURYLINK	MONTHLY CHGS	8/16/2024	353122
450002	Comm-Phones Lines-Service-Digital Voice	0.36	CENTURYLINK	MONTHLY CHGS	8/16/2024	353122
450002	Comm-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	911 SVC FEE COVERAGE	8/30/2024	353360
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	8-24 TO 9-23 CHGS	9/20/2024	353605
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	8-24 TO 9-23 CHGS	9/20/2024	353605
450002	Comm-Phones Lines-Service-Digital Voice	0.29	CENTURYLINK	8-26 TO 9-25 CHGS	9/20/2024	353605
450100	Comm-Long Distance Charges	0.22	CENTURYLINK	6/12-7/11/24 CHGS	8/2/2024	352950
450100	Comm-Long Distance Charges	0.17	CENTURYLINK	7/12-8/11/24 CHGS	8/30/2024	353376
450100	Comm-Long Distance Charges	0.19	CENTURYLINK	8/12-9/12/24 CHGS	9/27/2024	353768
452000	Comm-Advertising	33.53	SKAGIT VALLEY PUBLISHING	ACCOUNT NO 45612	9/27/2024	353697
491000	Admin Exp-Criminal/Background Checks	9.66	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	8/9/2024	352985

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2024 TO 9/30/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	11.44	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	10.32	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	8.38	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	26.44	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	11.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	7.65	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	7.73	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	9.00	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	9/20/2024	353600
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/27/2024	353703
491000	Admin Exp-Criminal/Background Checks	0.67	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/27/2024	353703
491001	Admin Exp-Tenant Screening	1.40	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 24001072 8/1-31/24	9/27/2024	353759
491001	Admin Exp-Tenant Screening	0.94	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 24001072 7/1-7/31/24	9/27/2024	353759
493000	Other Admin Exp-Postage	6.62	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	8/23/2024	353277
520104	Social Service -Interpretation	0.35	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/6/2024	353401
520104	Social Service -Interpretation	2.37	EFFECTIFF LLC	KING COUNTY PROPERTY MANAGEMENT	9/20/2024	353672
620006	Occ Exp-Maint -Floor Covering	84.79	GREAT FLOORS LLC	VINYL INSTALL - UNIT 128	8/9/2024	353022
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL - JUN-24 - CG I	9/13/2024	353547
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL - JUN-24 - CG II	9/13/2024	353547
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL - JUN-24 - CG III	9/13/2024	353547
620012	Occ Exp-Maint -Pest Control	25.66	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/27/2024	353749
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/27/2024	353749
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/27/2024	353749
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	JUNE 2024 YARD CARE	8/2/2024	352948
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	JULY 2024 YARD CARE	8/9/2024	353051
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	YARD CARE MAINT AUGUST 2024	9/20/2024	353658
640009	Occ Exp-Maint Projects-Fence	5,851.75	ALL AROUND FENCE COMPANY INC	FENCE REPAIR	8/2/2024	352951
640009	Occ Exp-Maint Projects-Fence	11,185.00	ALL AROUND FENCE COMPANY INC	FENCE REPAIR	8/2/2024	352951
640009	Occ Exp-Maint Projects-Fence	2,520.00	ALL AROUND FENCE COMPANY INC	INSTALL TOP CAP FLASHING	8/2/2024	352951
640009	Occ Exp-Maint Projects-Fence	1,318.41	ALL AROUND FENCE COMPANY INC	INSTALL TOP CAP FLASHING	8/2/2024	352951
640014	Occ Exp-Maint Projects-Landscaping	2,060.00	GRAY OWL SERVICES INC	STUMP GRINDING	8/2/2024	352912
640017	Occ Exp-Maint Projects-Parking Lots	14,055.03	RAINIER ASPHALT & CONCRETE	ASPHALT	8/2/2024	352927
640017	Occ Exp-Maint Projects-Parking Lots	9,560.87	RAINIER ASPHALT & CONCRETE	ASPHALT	8/2/2024	352927
640017	Occ Exp-Maint Projects-Parking Lots	43,697.25	RAINIER ASPHALT & CONCRETE	CEDAR GOVE 1 ASPHALT REPAIR	8/30/2024	353358
660000	Occ Exp-Utilities-Water	162.41	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	103.98	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	230.07	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	99.67	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	182.71	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	115.05	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	121.81	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660000	Occ Exp-Utilities-Water	135.34	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524



SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2024 TO 9/30/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
	CEDAR GROVE VOIDS	-				
	<b>TOTAL CEDAR GROVE</b>	<b>111,167.02</b>				
<b>HILLSVIEW</b>						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temp Employees	20.11	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/3/24	8/9/2024	353052
400100	Salaries-Temp Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/17/24	8/23/2024	353280
400100	Salaries-Temp Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/10/24	8/23/2024	353280
400100	Salaries-Temp Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/24/24	8/30/2024	353375
400100	Salaries-Temp Employees	36.82	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 8/31/24	9/6/2024	353475
400100	Salaries-Temp Employees	31.01	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/7/24	9/20/2024	353659
400100	Salaries-Temp Employees	32.95	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/14/24	9/27/2024	353766
410000	Admin Supplies	62.87	CRYSTAL & SIERRA SPRINGS	water - Hillsview	8/23/2024	353223
410000	Admin Supplies	81.00	OLYMPIC PRINTERS INC	ENVELOPES	9/20/2024	353581
411101	Computer Equip-Software	29.98	RIGHT! SYSTEMS INC	CITRIX HYBRID MULTI CLOUD SUPPORT 8/15/24-5/15/27	9/6/2024	353445
411101	Computer Equip-Software	27.04	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/20/2024	353591
411102	Computer Equip-Hardware Maint	17.59	GENERAL DATATECH LP	CISCO SMARTNET MAINT SUPPORT 6/28/24-6/28/25	8/9/2024	353055
411104	Computer Equip-Software as a Service Fees	1.46	DUO SECURITY LLC	DUO MFA EDITION	8/2/2024	352947
411104	Computer Equip-Software as a Service Fees	1.95	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/23/2024	353224
411104	Computer Equip-Software as a Service Fees	60.16	RIGHT! SYSTEMS INC	HUNTRESS LABS	9/20/2024	353636
411901	Equip-Other-Leased/Rented	0.88	CANON FINANCIAL	CONTRACT 0667544-005	8/2/2024	352915
411901	Equip-Other-Leased/Rented	0.90	CANON FINANCIAL	CONTRACT 0667544-005	8/30/2024	353346
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST 00904969	9/6/2024	353471
411901	Equip-Other-Leased/Rented	0.90	CANON FINANCIAL	CONTRACT 0667544-005	9/20/2024	353635
420000	Professional Services-Legal	35.63	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	9/27/2024	353687
420908	Professional Services-Computers	6.56	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	8/9/2024	353064
420908	Professional Services-Computers	23.08	CERIUM NETWORKS INC	PROFESSIONAL SVCS	8/16/2024	353164
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS	8/16/2024	353151
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCE MANAGED SERVICES 7/31-8/30/24	8/23/2024	353258
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS	9/6/2024	353439
420908	Professional Services-Computers	6.46	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	9/6/2024	353486
420999	Professional Services-Other	1,493.25	THE NELROD COMPANY	PUBLIC HOUSING UTILITY ALLOWANCE SURVEY STUDY 2023	8/9/2024	353068
421904	Admin - Cloud Recovery Services	39.64	NET2VAULT LLC	MANAGED VAULTING	8/9/2024	353029
421904	Admin - Cloud Recovery Services	39.73	NET2VAULT LLC	MANAGED VAULTING	9/6/2024	353453
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	8/16/2024	353122
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	8/16/2024	353122
450002	Comm-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	911 SVC FEE COVERAGE	8/30/2024	353360
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	8-24 TO 9-23 CHGS	9/20/2024	353605
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	8-24 TO 9-23 CHGS	9/20/2024	353605
450002	Comm-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	8-26 TO 9-25 CHGS	9/20/2024	353605
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	JULY 2024 CHGS	8/16/2024	353155
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	TELEComm SERVICES	9/20/2024	353629

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2024 TO 9/30/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comm-Long Distance Charges	0.62	CENTURYLINK	6/12-7/11/24 CHGS	8/2/2024	352950
450100	Comm-Long Distance Charges	0.47	CENTURYLINK	7/12-8/11/24 CHGS	8/30/2024	353376
450100	Comm-Long Distance Charges	0.54	CENTURYLINK	8/12-9/12/24 CHGS	9/27/2024	353768
452000	Comm-Advertising	100.59	SKAGIT VALLEY PUBLISHING	ACCOUNT NO 45612	9/27/2024	353697
491000	Admin Exp-Criminal/Background Checks	28.98	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	8/9/2024	352985
491000	Admin Exp-Criminal/Background Checks	34.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	30.97	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	25.13	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	22.95	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	79.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	33.00	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	23.18	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/23/2024	353225
491000	Admin Exp-Criminal/Background Checks	27.00	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	9/20/2024	353600
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/27/2024	353703
491000	Admin Exp-Criminal/Background Checks	2.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/27/2024	353703
491001	Admin Exp-Tenant Screening	4.20	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 24001072 8/1-31/24	9/27/2024	353759
491001	Admin Exp-Tenant Screening	2.83	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 24001072 7/1-7/31/24	9/27/2024	353759
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	8/23/2024	353277
520104	Social Service -Interpretation	1.04	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/6/2024	353401
520104	Social Service -Interpretation	7.12	EFFECTIFF LLC	KING COUNTY PROPERTY MANAGEMENT	9/20/2024	353672
610003	Occ Exp-Materials-Carpentry	(45.43)	HD SUPPLY FACILITIES MAINTENANCE	credit from Invoice #9218542509, PO 91010	9/27/2024	353696
610007	Occ Exp-Materials-Paint	61.95	SHERWIN WILLIAMS CO	PAINT SUPPLIES	8/16/2024	353130
620006	Occ Exp-Maint -Floor Covering	197.84	GREAT FLOORS LLC	VINYL INSTALL - UNIT 128	8/9/2024	353022
620007	Occ Exp-Maint -Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	8/9/2024	353031
620008	Occ Exp-Maint -Alarm Testing/Monitoring	455.70	SMITH FIRE SYSTEMS INC	HILLSVIEW WO 68212	9/27/2024	353763
620011	Occ Exp-Maint -Fire/Safety	1,018.75	SMITH FIRE SYSTEMS INC	SVC CALL	8/2/2024	352945
620011	Occ Exp-Maint -Fire/Safety	429.50	SMITH FIRE SYSTEMS INC	SVC CALL	8/16/2024	353183
620011	Occ Exp-Maint -Fire/Safety	704.42	SMITH FIRE SYSTEMS INC	SVC CALL	8/16/2024	353183
620011	Occ Exp-Maint -Fire/Safety	835.45	SMITH FIRE SYSTEMS INC	HILLSVIEW WO 68212	9/27/2024	353763
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL - JUN-24	9/13/2024	353547
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/27/2024	353749
620012	Occ Exp-Maint -Pest Control	57.74	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/27/2024	353749
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	JUNE 2024 YARD CARE	8/2/2024	352948
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	JULY 2024 YARD CARE	8/9/2024	353051
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	YARD CARE MAINT AUGUST 2024	9/20/2024	353658
620016	Occ Exp-Maint -Hazardous Material	1,920.00	ABATEMENT AND DECONTAMINATION SPECIALIST	SAMPLING	8/16/2024	353196
620016	Occ Exp-Maint -Hazardous Material	19,286.86	ABATEMENT AND DECONTAMINATION SPECIALIST	DECONTAMINATION SVCS - JUL-24	8/23/2024	353293
640017	Occ Exp-Maint Projects-Parking Lots	34,983.06	RAINIER ASPHALT & CONCRETE	HILLSVIEW ASPHALT REPAIR	8/30/2024	353358
660000	Occ Exp-Utilities-Water	2,381.82	PUBLIC UTILITY DISTRICT #1	WATER	9/13/2024	353524
660100	Occ Exp-Utilities-Sewer	4,647.15	CITY OF SEDRO WOOLLEY	SEWER	8/16/2024	353145
660100	Occ Exp-Utilities-Sewer	4,647.37	CITY OF SEDRO WOOLLEY	SEWER	9/13/2024	353530

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2024 TO 9/30/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occ Exp-Utilities-Electricity	1,016.21	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/2/2024	352904
660200	Occ Exp-Utilities-Electricity	951.57	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/30/2024	353338
660201	Occ Exp-Utilities-Electricity-Closing Bill	10.56	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/2/2024	352904
660201	Occ Exp-Utilities-Electricity-Closing Bill	9.60	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/2/2024	352904
660201	Occ Exp-Utilities-Electricity-Closing Bill	15.82	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/6/2024	353430
660201	Occ Exp-Utilities-Electricity-Closing Bill	8.92	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/6/2024	353430
660201	Occ Exp-Utilities-Electricity-Closing Bill	21.25	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/27/2024	353724
660500	Occ Exp-Utilities-Surface Water Mgmt	425.89	CITY OF SEDRO WOOLLEY	STORM	8/16/2024	353145
660500	Occ Exp-Utilities-Surface Water Mgmt	425.91	CITY OF SEDRO WOOLLEY	STORM	9/13/2024	353530
660700	Occ Exp-Utilities-Garbage	1,547.46	CITY OF SEDRO WOOLLEY	GARBAGE	8/16/2024	353145
660700	Occ Exp-Utilities-Garbage	1,552.74	CITY OF SEDRO WOOLLEY	GARBAGE	9/13/2024	353530
	SUBTOTAL HILLSVIEW	85,008.23				
	VOIDS	-				
	<b>TOTAL HILLSVIEW</b>	<b>85,008.23</b>				
<b>TOTAL SEDRO WOOLLEY</b>		<b>196,175.25</b>				

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners  
**FROM:** Sean Lay, Temporary Financial Reporting Manager  
**DATE:** October 17, 2024  
**RE:** August 2024 Financial Report

Attached for your review is the unaudited financial report for August 2024. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

### EXECUTIVE SUMMARY

Year-to-date operating income is 8.1% under budget and operating expenses are 3.2% over budget.

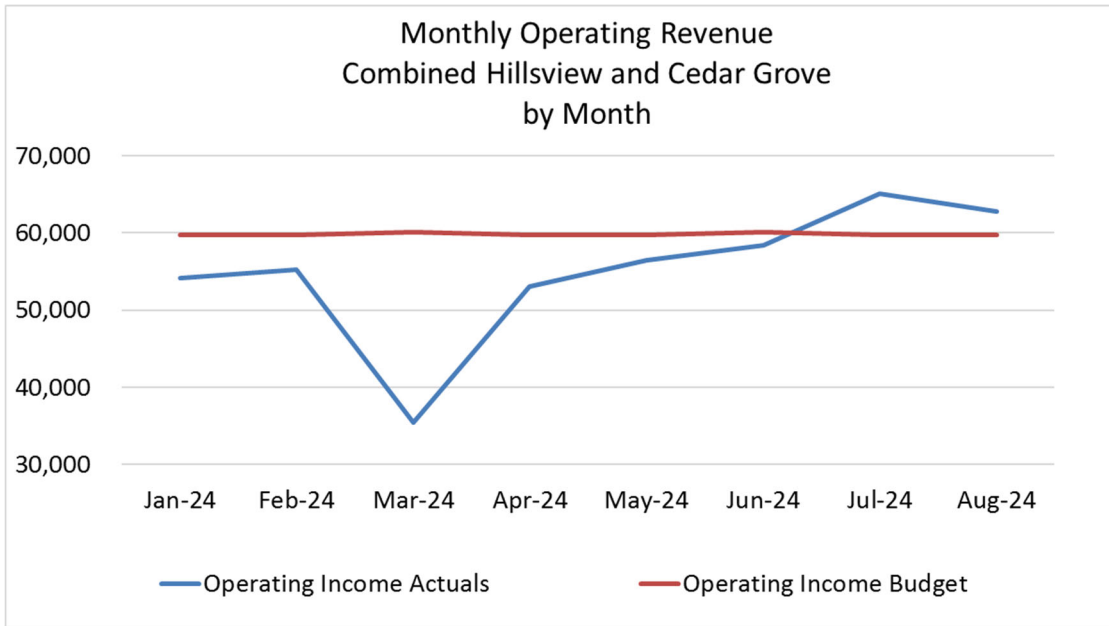
Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	(\$28,667)	-13.7%	●	Salaries and Benefits	(\$31,335)	-24.1%	●
Federal Operating Support	(10,232)	-3.8%	●	Administrative Expenses	\$24,429	24.2%	●
Other Revenue	342	43.9%	●	Maintenance Expenses, Utilities, Taxes	(\$8,147)	-3.6%	●
				Other Programmatic Expenses	\$487	80.2%	●
<b>Total Operating Income</b>	<b>(\$38,557)</b>	<b>-8.1%</b>	<b>●</b>	<b>Total Operating Expenses</b>	<b>(14,566)</b>	<b>-3.2%</b>	<b>●</b>

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

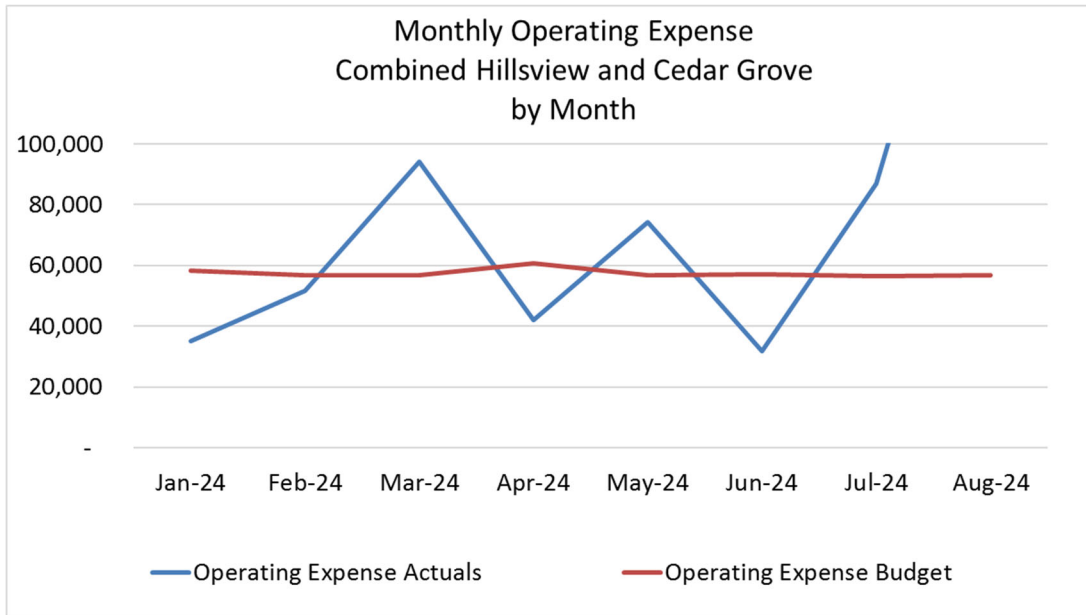
### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$438,637 came under budget expectations, coming under budget by \$38,557, or 8.1%. The primary driver of this variance was tenant revenue. There was \$23K in collection loss which came from the completion of older write-off packets.





Year-to-date operating expenses in the amount of \$474K are over budget by 3.2%. The primary reasons for the variance were: salaries expense being higher than budget due to Union negotiated contract pay increase offset by audit costs yet to be paid.

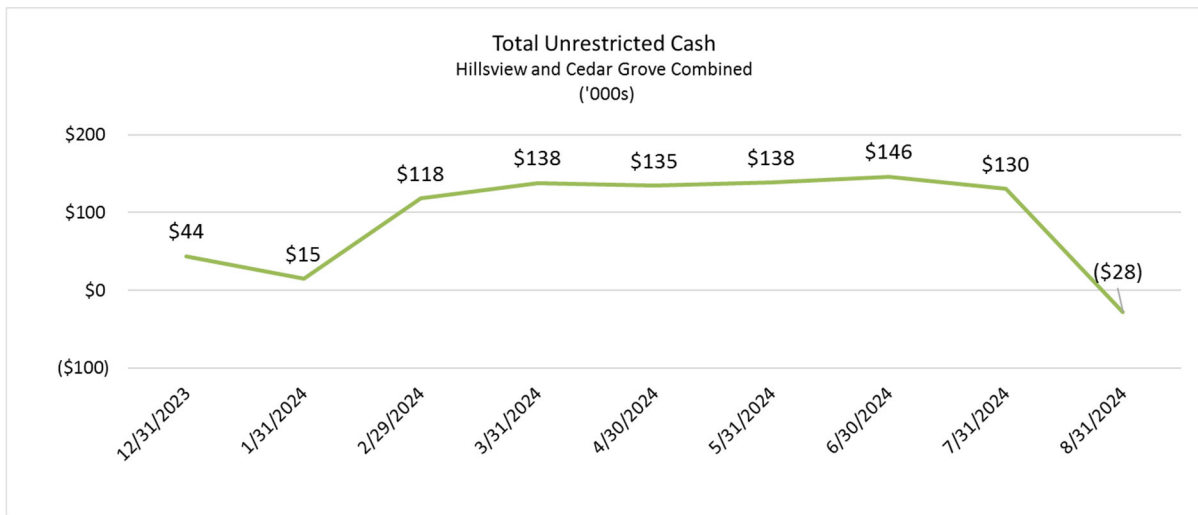


**CAPITAL ACTIVITY**

Capital project expenditures were over budget by 89% due to unbudgeted asphalt repair totaling \$102K, fence repair at Cedar Grove totaling \$21K and Waste line repair at Hillsvieiw totaling \$18K resulting in higher than budget CFP grant draw. This partially offset as less than budgeted unit upgrade projects were completed to-date. Three unit upgrades were budgeted for the year, however one has been completed. Unit upgrades depend on availability.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$(28,049) has decreased by \$71,814 since the beginning of the year. The decrease in cash balance is mainly due to timing as the housing authority received reimbursement of \$146.5K CFP grant in October for various capital projects that took place in August.



**Sedro-Woolley Housing Authority**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	(\$26,649)	(\$1,400)	(\$28,049)
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,400	9,100
Total Cash	<u>(22,949)</u>	<u>4,000</u>	<u>(18,949)</u>
Current Assets	114,089	33,708	147,797
Long-term Assets	680,979	1,022,316	1,703,295
Total Other Assets	<u>795,068</u>	<u>1,056,024</u>	<u>1,851,092</u>
<b>Total Assets</b>	<b><u><u>772,119</u></u></b>	<b><u><u>1,060,024</u></u></b>	<b><u><u>1,832,143</u></u></b>
Current Liabilities	11,785	29,266	41,051
Long-Term Liabilities	-	-	-
Total Liabilities	<u>11,785</u>	<u>29,266</u>	<u>41,051</u>
Equity	760,335	1,030,757	1,791,092
<b>Total Liabilities and Equity</b>	<b><u><u>\$772,119</u></u></b>	<b><u><u>\$1,060,024</u></u></b>	<b><u><u>\$1,832,143</u></u></b>

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Combined Operations**  
**For the Period Ended August 31, 2024**

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$43,765				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,075				
<b>Total Beginning Resources</b>	<b>\$52,840</b>				
Tenant Revenue	\$180,227	\$208,894	(\$28,667)	(13.7%)	(1)
Operating Subsidy from HUD-PH	257,288	267,521	(10,232)	(3.8%)	
Other Operating Income	1,122	780	342	43.9%	
<b>Total Operating Income</b>	<b>438,637</b>	<b>477,194</b>	<b>(38,557)</b>	<b>-8.1%</b>	
Salaries	(119,510)	(89,604)	(29,906)	(33.4%)	(2)
Benefits	(41,766)	(40,337)	(1,429)	(3.5%)	
Occupancy Expenses	(235,816)	(227,669)	(8,147)	(3.6%)	
Other Social Service Expenses	(120)	(607)	487	80.2%	
Administrative Expenses	(76,665)	(101,094)	24,429	24.2%	(3)
<b>Total Operating Expenses</b>	<b>(473,878)</b>	<b>(459,312)</b>	<b>(14,566)</b>	<b>(3.2%)</b>	
Operating Cash Flow	(35,241)	17,882	(53,123)	(297.1%)	
Non-Operating Income	186,627	110,471	76,157	68.9%	(4,5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(205,269)	(108,777)	(96,492)	(88.7%)	(4,5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(25)	-	(25)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(17,906)	-	(17,906)	n/a	(6)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>(36,573)</b>	<b>1,693</b>	<b>(38,266)</b>	<b>(2,259.8%)</b>	
<b>Net Change in Unrestricted Cash</b>	<b>(71,814)</b>	<b>\$19,576</b>	<b>(\$91,389)</b>	<b>(466.9%)</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$28,049)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,100				
<b>Total Ending Resources</b>	<b>(\$18,949)</b>				

- 1) Due to high collection loss (\$23K) due to completions of older write-off packets.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Mainly due to audit costs (\$20K) were budgeted evenly across the whole year, however, actuals are expected to occur in the 4th quarter.
- 4) Three unit upgrades were budgeted for 2024, but only one was completed at Hillsview as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 5) Asphalt repair totaling \$102k at both properties, \$21K in fence repair at Cedar Grove, and cleaning, inspecting, and spot repairs for the main waste lines at Hillsview totaling \$18K resulting in higher than budgeted CFP grant draw.
- 6) Mainly due to increase in grant receivable and decrease in accounts payable.

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Cedar Grove**  
**For the Period Ended August 31, 2024**

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$17,543				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,500				
<b>Total Beginning Resources</b>	<b>\$21,043</b>				
Tenant Revenue	\$59,322	\$71,918	(\$12,595)	(17.5%)	(1)
Operating Subsidy from HUD-PH	95,450	88,923	6,527	7.3%	
Other Operating Income	366	260	106	40.8%	
<b>Total Operating Income</b>	<b>155,138</b>	<b>161,101</b>	<b>(5,963)</b>	<b>-3.7%</b>	
Salaries	(30,265)	(21,861)	(8,404)	(38.4%)	(2)
Benefits	(10,770)	(10,202)	(569)	(5.6%)	
Occupancy Expenses	(86,928)	(90,093)	3,165	3.5%	
Other Social Service Expenses	(30)	(257)	227	88.3%	
Administrative Expenses	(19,492)	(25,038)	5,546	22.2%	(3)
<b>Total Operating Expenses</b>	<b>(147,485)</b>	<b>(147,451)</b>	<b>(34)</b>	<b>(0.0%)</b>	
Operating Cash Flow	7,653	13,650	(5,997)	(43.9%)	
Non-Operating Income	125,224	82,172	43,052	52.4%	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(128,223)	(82,172)	(46,051)	(56.0%)	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(48,646)	-	(48,646)	n/a	(5)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>(51,845)</b>	<b>-</b>	<b>(51,845)</b>	<b>n/a</b>	
<b>Net Change in Unrestricted Cash</b>	<b>(\$44,192)</b>	<b>\$13,650</b>	<b>(\$57,842)</b>	<b>(423.8%)</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$26,649)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
<b>Total Ending Resources</b>	<b>(\$22,949)</b>				

- 1) High collection loss (\$3.9K) due to completions of older write-off packets. In addition, dwelling rent was lower than budget due to vacancies earlier in the year, delinquencies, and late rents.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Audit costs (\$5K) were budgeted evenly across the whole year, however, actuals are expected to occur in the 4th quarter.
- 4) Unbudgeted asphalt repair totalling \$67K and fence repair of \$21K resulting in higher than target CFP grant draw. This is partially offset as the budgeted two unit upgrades have yet to be completed. Unit upgrades depend on availability.
- 5) Mainly due to increase in grant receivable and decrease in accounts payable.

**Sedro-Woolley Housing Authority**  
**Cash Reconciliation Report**  
**Hillsview**  
**For the Period Ended August 31, 2024**

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$26,221				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,575				
<b>Total Beginning Resources</b>	<b>\$31,796</b>				
Tenant Revenue	\$120,905	\$136,976	(\$16,072)	(11.7%)	(1)
Operating Subsidy from HUD-PH	161,839	178,597	(16,759)	(9.4%)	
Other Operating Income	756	520	236	45.4%	
<b>Total Operating Income</b>	<b>283,499</b>	<b>316,094</b>	<b>(32,594)</b>	<b>-10.3%</b>	
Salaries	(89,246)	(67,743)	(21,503)	(31.7%)	(2)
Benefits	(30,996)	(30,136)	(860)	(2.9%)	
Occupancy Expenses	(148,889)	(137,576)	(11,313)	(8.2%)	
Other Social Service Expenses	(90)	(350)	260	74.3%	
Administrative Expenses	(62,648)	(76,056)	13,408	17.6%	(3)
<b>Total Operating Expenses</b>	<b>(331,868)</b>	<b>(311,861)</b>	<b>(20,007)</b>	<b>(6.4%)</b>	
Operating Cash Flow	(48,369)	4,233	(52,601)	(1,242.8%)	
Non-Operating Income	61,403	28,299	33,105	117.0%	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(77,046)	(26,605)	(50,441)	(189.6%)	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	175	-	175	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	36,215	-	36,215	n/a	(5)
<b>Non Operating Net Sources (Uses) of Cash</b>	<b>20,747</b>	<b>1,693</b>	<b>19,054</b>	<b>1,125.2%</b>	
<b>Net Change in Unrestricted Cash</b>	<b>(\$27,621)</b>	<b>\$5,926</b>	<b>(\$33,547)</b>	<b>(566.1%)</b>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$1,400)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,400				
<b>Total Ending Resources</b>	<b>\$4,000</b>				

- 1) High collection loss (\$19K) due to completion of older write-off packets.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Audit costs (\$15K) were budgeted evenly across the whole year, however, actuals are expected to occur in the 4th quarter.
- 4) \$35K of asphalt repair performed. In addition, cleaning, inspecting, and spot repairs for the main waste lines at Hillsview totaling \$18K resulting in higher than budgeted CFP grant draw. This is slightly offset by one unit upgrade currently in process. Unit upgrades depend on unit availability.
- 5) Mainly due to decreases in grant and tenant receivables and prepaid insurance. Slightly offset by decreases in accounts payable.

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### August 2024 – September 2024

#### **Vacancy Report**

	Vacates	Housings	Completed Upgrades
Hillsview	3	3	0
Cedar Grove	0	0	0

#### **Average Unit Turnover Rates**

Current Unit Turnover Rate (UTO) is 34.8 days.

- Hillsview
  - Unit 228 - housed on 8/15/2024
  - Unit 198 - housed on 8/15/2024
  - Unit 345 - housed on 9/11/2024
  - Unit 231 – Decontamination complete, upgrade complete, processing applicants.
  - Unit 347 – Moved out on 9/26/2024, unit being turned by KCHA staff.
  - Unit 236 – Moved out on 9/30/2024 - Currently testing for possible decontamination.
- Cedar Grove
  - No Vacancies

#### **Work Orders**

Building	Preventative	Inspection	Emergency	Vacate	RA	Tenant Requested	Total
Hillsview	0	52	0	39	0	8	99
Cedar Grove I	0	18	0	0	0	0	18
Cedar Grove II	0	0	0	0	0	0	0
Cedar Grove III	0	4	0	0	0	0	4
Cedar Grove (combined)	0	12	0	0	0	9	22
Total	0	64	0	39	0	17	121

#### **Current Applications on Waiting List as of October 1, 2024**

##### **Hillsview**

Bedrooms	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	65	57	78	143

##### **Cedar Grove**

Bedrooms	Preference	Non-Preference	Total
2 Bedroom	232	30	262



SEDRO-WOOLLEY HOUSING AUTHORITY  
Housing Management Report

3 Bedroom	32	18	50
4 Bedroom	7	0	7
Total	271	48	319

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing – homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc

**Resident Functions**

- Nothing to report

**Staffing**

- The Maintenance Mechanic is out on leave, Ballinger based staff will cover unit turns, work orders and emergencies etc.

**Previous Meeting Concerns**

- Nothing to report

**Resident Issues**

- Nothing to Report.

**Building Issues**

- Hillsvew air purifier has been purchased, the electrician installed the outlet, staff will install in October.