

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Monday, December 2, 2024 @ 10:45am

Zoom Link:

<https://kcha-org.zoom.us/j/89573237908>

Meeting ID: 895 7323 7908

Phone: 253 205 0468

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Monday, December 2, 2024 - 10:45am

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

Zoom: <https://kcha-org.zoom.us/j/89573237908>

Meeting ID: 895 7323 7908

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| I. Call to Order | |
| II. Roll Call | |
| III. Public Comment | |
| IV. Approval of Minutes | 1 |
| A. Board Meeting Minutes – October 24, 2024 | |
| V. Action Items for Discussion & Approval | |
| A. Approval of Voucher Report –
October 1, 2024 to November 25, 2024 | 2 |
| B. Resolution 503 –
Authorizing Approval of the Comprehensive
Operating Budget for Fiscal Year Beginning January 1, 2025 | 3 |
| VI. Reports | |
| A. Financial Report for October 2024 | 4 |
| B. Housing Management Report for Oct/Nov 2024 | 5 |
| VII. New Business | |
| VIII. Adjournment | |

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

Thursday, October 24, 2024

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:46 a.m., on Thursday, October 24, 2024.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Approval of Minutes

A. September 11, 2024

B. October 4, 2024 – Executive Session Only

Commissioner Debra Lancaster moved for approval of the Minutes, seconded by Commissioner Katherine Olson; the Board unanimously approved the Minutes from September 11, 2024 and October 4, 2024.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report August 1, 2024 to September 30, 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 August 1, 2024 to September 30, 2024.

VI. Reports

A. Financial Report for August 2024

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

B. Housing Management Report for August/September 2024

Sela Kennedy, Regional Manager gave details for the Housing Management Report.

VII. 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))

11:00 am – Board meeting was suspended.

11:08 am – Board meeting was re-convened.

VIII. Adjournment

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

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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**SEDRO-WOOLLEY
HOUSING AUTHORITY**

Date: November 26, 2024
To: Board of Commissioners
From: Wendy Teh, Vice President of Finance
Subject: Approval of Vouchers – October 1, 2024 – November 25, 2024

I, Wendy Teh, 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.

Expenditures to Sedro-Woolley

Directly to Hillsview	\$42,675.95
Hillsview Voids	\$0.00
Hillsview Total	\$42,675.95

SEDRO-WOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/1/2024 to 11/25/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
170000	Work-In-Process	36.00	SEATTLE MEDIUM NEWSPAPER	CEDAR GROVE ROOF REPLC	10/4/2024	353821
170000	Work-In-Process	60.90	SEATTLE DAILY JOURNAL OF COMMERC	CEDAR GROVE ROOF	10/4/2024	353789
170000	Work-In-Process	45.00	NWAW PARTNERS LLC	CEDAR GROVE ROOF REPLC	10/4/2024	353892
170000	Work-In-Process	45.00	NWAW PARTNERS LLC	CEDAR GROVE 2 BLDG C ROOF	11/22/2024	354671
170000	Work-In-Process	60.90	SEATTLE DAILY JOURNAL OF COMMERC	CEDAR GRV2 BLDG C ROOF	11/22/2024	354554
170000	Work-In-Process	117.03	ARC	CEDAR GROVE BLDGS	11/22/2024	354584
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/28/24	10/4/2024	353874
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/21/24	10/4/2024	353874
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 10/5/24	10/18/2024	354091
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 10/12/24	10/18/2024	354091
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 10/19/24	10/25/2024	354223
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 11/2/2024	11/8/2024	354428
400100	Salaries-Temporary Employees	12.92	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 11/09/24	11/22/2024	354653
410000	Administrative Supplies	20.80	ABC IMAGING	UPDATED PACKET 8/26/24	10/18/2024	354066
411103	Computer Equipment-Software Maintenance	94.97	UNIT 4 BUSINESS SOFTWARE	UNIT 4 ENTERPRISE RESOURCE PLANNING	10/25/2024	354166
411103	Computer Equipment-Software Maintenance	95.92	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE AND CLOUD FEE	10/25/2024	354191
411103	Computer Equipment-Software Maintenance	50.25	HYLAND SOFTWARE, INC	ONBASE RECURRING FEES	11/22/2024	354611
411104	Computer Equipment-Software as a Service Fees	23.06	SIRIUS COMPUTER SOLUTIONS LLC	ORDER NUMBER SO-0203675	10/18/2024	354106
411104	Computer Equipment-Software as a Service Fees	6.00	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE AND CLOUD FEE	10/25/2024	354191
411901	Equipment-Other-Leased/Rented	17.04	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	10/18/2024	354032
411901	Equipment-Other-Leased/Rented	0.29	CANON FINANCIAL	CONTRACT 0667544-005	10/25/2024	354192
411901	Equipment-Other-Leased/Rented	0.84	CANON FINANCIAL	CONTRACT 0667544-005	11/22/2024	354615
420000	Professional Services-Legal	0.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/25/2024	354126
420000	Professional Services-Legal	6.26	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/25/2024	354126
420000	Professional Services-Legal	9.60	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/15/2024	354458
420000	Professional Services-Legal	0.04	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/15/2024	354458
420101	Professional Services-Auditing	2,874.50	COHNREZNICK LLP	AUDIT STATEMENTS 12/31/2023	10/11/2024	354016
420101	Professional Services-Auditing	212.50	COHNREZNICK LLP	SVC CONNECTED WITH HUD ELECTRONIC FILING	10/11/2024	354016
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 10/31/24-11/29/24	10/11/2024	353961
420908	Professional Services-Computers	0.90	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	10/11/2024	354014
420908	Professional Services-Computers	1.32	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	11/15/2024	354536
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS 11/30-12/30/24	11/15/2024	354502
421904	Administrative Contracts- Cloud Recovery Services	13.93	NET2VAULT LLC	MANAGED VAULTING	10/11/2024	353982
421904	Administrative Contracts- Cloud Recovery Services	13.74	NET2VAULT LLC	MANAGED VAULTING	11/15/2024	354512
450002	Comms-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVCS	10/11/2024	353992
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	9/24-10/23/24 CHGS	10/11/2024	353925
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	9/24-10/23/24 CHGS	10/11/2024	353925
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	10/24-11/23/24 CHGS	11/15/2024	354476
450002	Comms-Phones Lines-Service-Digital Voice	0.29	CENTURYLINK	10/26-11/25/24 CHGS	11/15/2024	354476
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	10/24-11/23/24 CHGS	11/15/2024	354476
491000	Admin Expenses-Criminal/Background Checks	36.38	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/4/2024	353810
491000	Admin Expenses-Criminal/Background Checks	0.12	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/4/2024	353810
491000	Admin Expenses-Criminal/Background Checks	4.81	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/11/2024	353920
491000	Admin Expenses-Criminal/Background Checks	48.44	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/8/2024	354354
491000	Admin Expenses-Criminal/Background Checks	12.18	NATIONAL CREDIT REPORTING	CREDIT CHECK	11/22/2024	354586
491001	Admin Expenses-Tenant Screening	0.79	CARASOFT TECHNOLOGY CORPORATION	BACKGROUND CHECK	10/18/2024	354081
491001	Admin Expenses-Tenant Screening	3.22	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000P0T ORD 24001072 10/01/24-10/31/24	11/22/2024	354644
493000	Other Admin Exp-Postage	13.92	MAIL ADVERTISING BUREAU INC	OCTOBER 2024 STATEMENTS	10/4/2024	353791
493000	Other Admin Exp-Postage	6.62	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	10/25/2024	354218

SEDRO-WOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/1/2024 to 11/25/2024

493000	Other Admin Exp-Postage	12.97	MAIL ADVERTISING BUREAU INC	MAY 2024 STATEMENTS	11/8/2024	354350
493000	Other Admin Exp-Postage	0.54	MAIL ADVERTISING BUREAU INC	BALLINGER HOMES MEETING SUMMARY	11/8/2024	354350
493000	Other Admin Exp-Postage	13.90	MAIL ADVERTISING BUREAU INC	SEPT 2024 STATEMENTS	11/8/2024	354350
493000	Other Admin Exp-Postage	6.67	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	11/22/2024	354650
493100	Other Admin Exp-Mail Handling	2.29	MAIL ADVERTISING BUREAU INC	OCTOBER 2024 STATEMENTS	10/4/2024	353791
493100	Other Admin Exp-Mail Handling	12.36	MAIL ADVERTISING BUREAU INC	MAY 2024 STATEMENTS	11/8/2024	354350
493100	Other Admin Exp-Mail Handling	2.71	MAIL ADVERTISING BUREAU INC	BALLINGER HOMES MEETING SUMMARY	11/8/2024	354350
493100	Other Admin Exp-Mail Handling	2.29	MAIL ADVERTISING BUREAU INC	SEPT 2024 STATEMENTS	11/8/2024	354350
499099	Other Admin Exp-Other	14.81	OLYMPIC PRINTERS INC	TENANT/BLANK STATEMENTS	11/15/2024	354455
520104	Social Service Contracts-Interpretation	1.86	EFFECTIFF LLC	TRANSLATION	10/11/2024	354019
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	147.41	SMITH FIRE SYSTEMS INC	ANNUAL INSPECTION - SEP-24	10/25/2024	354219
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	116.38	SMITH FIRE SYSTEMS INC	6-YR MAINTENANCE FIRE ALARMS - OCT-24	11/8/2024	354423
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	21.06	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR MAINT. - OCT-24	11/8/2024	354423
620012	Occupancy Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	10/4/2024	353857
620012	Occupancy Expenses-Maint Contracts-Pest Control	25.66	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/8/2024	354401
620012	Occupancy Expenses-Maint Contracts-Pest Control	25.66	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/8/2024	354401
620012	Occupancy Expenses-Maint Contracts-Pest Control	25.66	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/8/2024	354401
620013	Occupancy Expenses-Maint Contracts-Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	WEEKLY EXT MAINT SEPT 2024	10/4/2024	353873
620013	Occupancy Expenses-Maint Contracts-Yard/Garden/Landscaping	1,750.00	SKAGIT LANDSCAPING LLC	LANDSCAPE INSTALLATION	10/4/2024	353873
620013	Occupancy Expenses-Maint Contracts-Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	WEEKLY YARD CARE	11/8/2024	354427
620017	Occupancy Expenses-Maint Contracts-Cleaning	26.25	1-800-GOT-JUNK? OF BELLEVUE/TACOMA	3/4 LOAD - AUG-24	10/11/2024	353986
660000	Occupancy Expenses-Utilities-Water	108.28	PUBLIC UTILITY DISTRICT #1	W	11/15/2024	354489
660000	Occupancy Expenses-Utilities-Water	175.94	PUBLIC UTILITY DISTRICT #1	W	11/15/2024	354489
660000	Occupancy Expenses-Utilities-Water	162.41	PUBLIC UTILITY DISTRICT #1	W	11/15/2024	354489
660000	Occupancy Expenses-Utilities-Water	148.88	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660000	Occupancy Expenses-Utilities-Water	108.28	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660000	Occupancy Expenses-Utilities-Water	236.84	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660000	Occupancy Expenses-Utilities-Water	103.98	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660000	Occupancy Expenses-Utilities-Water	169.17	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660000	Occupancy Expenses-Utilities-Water	135.34	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660000	Occupancy Expenses-Utilities-Water	196.24	PUBLIC UTILITY DISTRICT #1	W	11/22/2024	354603
660100	Occupancy Expenses-Utilities-Sewer	471.64	CITY OF SEDRO WOOLLEY	SW	10/11/2024	353955
660100	Occupancy Expenses-Utilities-Sewer	791.11	CITY OF SEDRO WOOLLEY	SW	10/11/2024	353955
660100	Occupancy Expenses-Utilities-Sewer	314.80	CITY OF SEDRO WOOLLEY	SW	10/11/2024	353955
660100	Occupancy Expenses-Utilities-Sewer	793.15	CITY OF SEDRO WOOLLEY	SW	11/15/2024	354494
660100	Occupancy Expenses-Utilities-Sewer	314.80	CITY OF SEDRO WOOLLEY	SW	11/15/2024	354494
660100	Occupancy Expenses-Utilities-Sewer	471.64	CITY OF SEDRO WOOLLEY	SW	11/15/2024	354494
660200	Occupancy Expenses-Utilities-Electricity	66.78	PUGET SOUND ENERGY-BOT-01H	E	10/4/2024	353831
660200	Occupancy Expenses-Utilities-Electricity	18.79	PUGET SOUND ENERGY-BOT-01H	E	10/4/2024	353831
660200	Occupancy Expenses-Utilities-Electricity	65.75	PUGET SOUND ENERGY-BOT-01H	E	10/4/2024	353831
660300	Occupancy Expenses-Utilities-Natural Gas	42.71	CASCADE NATURAL GAS CO	GS	10/11/2024	353940
660300	Occupancy Expenses-Utilities-Natural Gas	59.22	CASCADE NATURAL GAS CO	GS	11/8/2024	354375
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	43.61	CITY OF SEDRO WOOLLEY	ST	10/11/2024	353955
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	73.42	CITY OF SEDRO WOOLLEY	ST	10/11/2024	353955
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	29.13	CITY OF SEDRO WOOLLEY	ST	10/11/2024	353955
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	73.72	CITY OF SEDRO WOOLLEY	ST	11/15/2024	354494
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	29.13	CITY OF SEDRO WOOLLEY	ST	11/15/2024	354494
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	43.61	CITY OF SEDRO WOOLLEY	ST	11/15/2024	354494
660700	Occupancy Expenses-Utilities-Garbage	328.31	CITY OF SEDRO WOOLLEY	GB	10/11/2024	353955
660700	Occupancy Expenses-Utilities-Garbage	680.70	CITY OF SEDRO WOOLLEY	GB	10/11/2024	353955
660700	Occupancy Expenses-Utilities-Garbage	220.57	CITY OF SEDRO WOOLLEY	GB	10/11/2024	353955
660700	Occupancy Expenses-Utilities-Garbage	738.05	CITY OF SEDRO WOOLLEY	GB	11/15/2024	354494

SEDRO-WOLLEY HOUSING AUTHORITY

Accounts Payable Report

10/1/2024 to 11/25/2024

660700	Occupancy Expenses-Utilities-Garbage	220.57	CITY OF SEDRO WOOLLEY	GB	11/15/2024	354494
660700	Occupancy Expenses-Utilities-Garbage	328.31	CITY OF SEDRO WOOLLEY	GB	11/15/2024	354494

Cedar Grove Subtotal 19,286.11
 Cedar Grove Voids -
Cedar Grove Total 19,286.11

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
170000	Work-In-Process	2,130.00	THE GREENBUSCH GROUP INC	HILLSVIEW APTS T/O #1	10/11/2024	353933
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/28/24	10/4/2024	353874
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 9/21/24	10/4/2024	353874
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 10/5/24	10/18/2024	354091
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 10/12/24	10/18/2024	354091
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 10/19/24	10/25/2024	354223
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 11/2/2024	11/8/2024	354428
400100	Salaries-Temporary Employees	38.76	BEACON HILL STAFFING GROUP LLC	A KUMAGAI 11/09/24	11/22/2024	354653
410000	Administrative Supplies	62.39	ABC IMAGING	UPDATED PACKET 8/26/24	10/18/2024	354066
410000	Administrative Supplies	94.30	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	10/25/2024	354149
411103	Computer Equipment-Software Maintenance	271.33	UNIT 4 BUSINESS SOFTWARE	UNIT 4 ENTERPRISE RESOURCE PLANNING	10/25/2024	354166
411103	Computer Equipment-Software Maintenance	274.06	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE AND CLOUD FEE	10/25/2024	354191
411103	Computer Equipment-Software Maintenance	143.57	HYLAND SOFTWARE, INC	ONBASE RECURRING FEES	11/22/2024	354611
411104	Computer Equipment-Software as a Service Fees	65.87	SIRIUS COMPUTER SOLUTIONS LLC	ORDER NUMBER SO-0203675	10/18/2024	354106
411104	Computer Equipment-Software as a Service Fees	17.14	MRI SOFTWARE LLC	TENMAST ANNUAL SUBSCRIPTION FEE AND CLOUD FEE	10/25/2024	354191
411901	Equipment-Other-Leased/Rented	51.12	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	10/18/2024	354032
411901	Equipment-Other-Leased/Rented	0.88	CANON FINANCIAL	CONTRACT 0667544-005	10/25/2024	354192
411901	Equipment-Other-Leased/Rented	2.51	CANON FINANCIAL	CONTRACT 0667544-005	11/22/2024	354615
420000	Professional Services-Legal	0.02	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/25/2024	354126
420000	Professional Services-Legal	18.67	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/25/2024	354126
420000	Professional Services-Legal	0.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	10/25/2024	354126
420000	Professional Services-Legal	28.65	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/15/2024	354458
420000	Professional Services-Legal	0.12	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	11/15/2024	354458
420101	Professional Services-Auditing	8,623.50	COHNREZNICK LLP	AUDIT STATEMENTS 12/31/2023	10/11/2024	354016
420101	Professional Services-Auditing	637.50	COHNREZNICK LLP	SVC CONNECTED WITH HUD ELECTRONIC FILING	10/11/2024	354016
420908	Professional Services-Computers	2.57	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	10/11/2024	354014
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 10/31/24-11/29/24	10/11/2024	353961
420908	Professional Services-Computers	3.78	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	11/15/2024	354536
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCE MANAGED SVCS 11/30-12/30/24	11/15/2024	354502
421904	Administrative Contracts- Cloud Recovery Services	39.80	NET2VAULT LLC	MANAGED VAULTING	10/11/2024	353982
421904	Administrative Contracts- Cloud Recovery Services	39.27	NET2VAULT LLC	MANAGED VAULTING	11/15/2024	354512
450002	Comms-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVCS	10/11/2024	353992
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	9/24-10/23/24 CHGS	10/11/2024	353925
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	9/24-10/23/24 CHGS	10/11/2024	353925
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	10/24-11/23/24 CHGS	11/15/2024	354476
450002	Comms-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	10/26-11/25/24 CHGS	11/15/2024	354476
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	10/24-11/23/24 CHGS	11/15/2024	354476
450003	Comms-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	Sep-24	10/18/2024	354058
450003	Comms-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	OCT 2024 CHGS	11/15/2024	354504
491000	Admin Expenses-Criminal/Background Checks	109.12	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/4/2024	353810
491000	Admin Expenses-Criminal/Background Checks	0.36	WASHINGTON STATE PATROL	BACKGROUND CHECK	10/4/2024	353810
491000	Admin Expenses-Criminal/Background Checks	14.43	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	10/11/2024	353920
491000	Admin Expenses-Criminal/Background Checks	145.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	11/8/2024	354354

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
10/1/2024 to 11/25/2024

491000	Admin Expenses-Criminal/Background Checks	36.54	NATIONAL CREDIT REPORTING	CREDIT CHECK	11/22/2024	354586
491001	Admin Expenses-Tenant Screening	2.37	CARASOFT TECHNOLOGY CORPORATION	BACKGROUND CHECK	10/18/2024	354081
491001	Admin Expenses-Tenant Screening	9.66	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000P0T ORD 24001072 10/01/24-10/31/24	11/22/2024	354644
493000	Other Admin Exp-Postage	41.76	MAIL ADVERTISING BUREAU INC	OCTOBER 2024 STATEMENTS	10/4/2024	353791
493000	Other Admin Exp-Postage	19.86	QUADIANT FINANCE USA INC	ACCT 7900 0440 8081 6949	10/25/2024	354218
493000	Other Admin Exp-Postage	38.92	MAIL ADVERTISING BUREAU INC	MAY 2024 STATEMENTS	11/8/2024	354350
493000	Other Admin Exp-Postage	1.62	MAIL ADVERTISING BUREAU INC	BALLINGER HOMES MEETING SUMMARY	11/8/2024	354350
493000	Other Admin Exp-Postage	41.71	MAIL ADVERTISING BUREAU INC	SEPT 2024 STATEMENTS	11/8/2024	354350
493000	Other Admin Exp-Postage	20.00	QUADIANT FINANCE USA INC	ACCT 7900 0440 8081 6949	11/22/2024	354650
493100	Other Admin Exp-Mail Handling	6.87	MAIL ADVERTISING BUREAU INC	OCTOBER 2024 STATEMENTS	10/4/2024	353791
493100	Other Admin Exp-Mail Handling	37.08	MAIL ADVERTISING BUREAU INC	MAY 2024 STATEMENTS	11/8/2024	354350
493100	Other Admin Exp-Mail Handling	8.12	MAIL ADVERTISING BUREAU INC	BALLINGER HOMES MEETING SUMMARY	11/8/2024	354350
493100	Other Admin Exp-Mail Handling	6.86	MAIL ADVERTISING BUREAU INC	SEPT 2024 STATEMENTS	11/8/2024	354350
499099	Other Admin Exp-Other	44.21	OLYMPIC PRINTERS INC	TENANT/BLANK STATEMENTS	11/15/2024	354455
520104	Social Service Contracts-Interpretation	5.57	EFFECTIFF LLC	TRANSLATION	10/11/2024	354019
610003	Occupancy Expenses-Materials-Carpentry	627.24	HD SUPPLY FACILITIES MAINTENANCE	VERT BLINDS - 12 QTY	10/4/2024	353794
620006	Occupancy Expenses-Maint Contracts-Floor Covering	2,684.00	GREAT FLOORS LLC	CARPET/VINYL INSTALL - UNIT 345	10/18/2024	354062
620006	Occupancy Expenses-Maint Contracts-Floor Covering	1,310.00	GREAT FLOORS LLC	CARPET INSTALL - UNIT 347	11/8/2024	354394
620007	Occupancy Expenses-Maint Contracts-Elevator	209.89	SCHINDLER ELEVATOR CORPORATION	CANCELLED WORK ORDER	10/25/2024	354204
620007	Occupancy Expenses-Maint Contracts-Elevator	597.00	SCHINDLER ELEVATOR CORPORATION	QTRLY BILLING	10/25/2024	354204
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	343.95	SMITH FIRE SYSTEMS INC	ANNUAL INSPECTION - SEP-24	10/25/2024	354219
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	319.17	SMITH FIRE SYSTEMS INC	SMOKE DETECTORS - AUG-24	10/25/2024	354219
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	271.55	SMITH FIRE SYSTEMS INC	6-YR MAINTENANCE FIRE ALARMS - OCT-24	11/8/2024	354423
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	49.13	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR MAINT. - OCT-24	11/8/2024	354423
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	1,048.63	SMITH FIRE SYSTEMS INC	6-YR MAINTENANCE FIRE EXT. - OCT-24	11/8/2024	354423
620011	Occupancy Expenses-Maint Contracts-Fire/Safety	859.01	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR REPLACEMENT - OCT-24	11/8/2024	354423
620012	Occupancy Expenses-Maint Contracts-Pest Control	57.74	STOP BUGGING ME PEST CONTROL	PEST CONTROL	11/8/2024	354401
620013	Occupancy Expenses-Maint Contracts-Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	WEEKLY EXT MAINT SEPT 2024	10/4/2024	353873
620013	Occupancy Expenses-Maint Contracts-Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	WEEKLY YARD CARE	11/8/2024	354427
620017	Occupancy Expenses-Maint Contracts-Cleaning	61.25	1-800-GOT-JUNK? OF BELLEVUE/TACOMA	3/4 LOAD - AUG-24	10/11/2024	353986
620021	Occupancy Expenses-Maint Contracts-HVAC Heating, Ventilation & AC	1,606.75	TRS MECHANICAL INC	SVC CALL	10/4/2024	353854
660000	Occupancy Expenses-Utilities-Water	2,186.94	PUBLIC UTILITY DISTRICT #1	W	11/15/2024	354489
660100	Occupancy Expenses-Utilities-Sewer	4,646.77	CITY OF SEDRO WOOLLEY	SW	10/11/2024	353955
660100	Occupancy Expenses-Utilities-Sewer	4,648.28	CITY OF SEDRO WOOLLEY	SW	11/15/2024	354494
660200	Occupancy Expenses-Utilities-Electricity	871.95	PUGET SOUND ENERGY-BOT-01H	E	10/4/2024	353831
660201	Occupancy Expenses-Utilities-Electricity-Closing Bill	18.40	PUGET SOUND ENERGY-BOT-01H	E	10/4/2024	353831
660201	Occupancy Expenses-Utilities-Electricity-Closing Bill	32.87	PUGET SOUND ENERGY-BOT-01H	E	11/8/2024	354379
660201	Occupancy Expenses-Utilities-Electricity-Closing Bill	11.11	PUGET SOUND ENERGY-BOT-01H	E	11/8/2024	354379
660201	Occupancy Expenses-Utilities-Electricity-Closing Bill	37.01	PUGET SOUND ENERGY-BOT-01H	E	11/8/2024	354379
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	425.83	CITY OF SEDRO WOOLLEY	ST	10/11/2024	353955
660500	Occupancy Expenses-Utilities-Surface Water Mgmt	426.05	CITY OF SEDRO WOOLLEY	ST	11/15/2024	354494
660700	Occupancy Expenses-Utilities-Garbage	1,536.85	CITY OF SEDRO WOOLLEY	GB	10/11/2024	353955
660700	Occupancy Expenses-Utilities-Garbage	1,579.32	CITY OF SEDRO WOOLLEY	GB	11/15/2024	354494

Hillsview Subtotal	42,675.95
Hillsview Voids	-
Hillsview Total	<u>42,675.95</u>

TOTAL SEDRO-WOOLLEY	<u>61,962.06</u>
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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Shannon Nicholas, Financial Planning Manager

DATE: December 2, 2024

RE: Resolution No. **503:** 2025 Comprehensive Operating and Capital Budget

The King County Housing Authority (KCHA) has prepared this budget (see Exhibit A, page 5) for consideration by the Sedro-Woolley Housing Authority (SWHA) Board of Commissioners. This budget estimates the income and expenses that will be needed to support both operations and capital improvements.

Executive Summary

Operating revenues of SWHA are derived from two main sources: tenant revenues and Operating Fund Subsidy received from the Department of Housing and Urban Development (HUD). Operating expenses, such as property management services, maintenance costs, utilities, insurance, etc., are paid out of these combined revenue sources.

Below is a snapshot of the 2025 operating budget, compared to 2024:

Operating Budget	2024 Budget	2025 Budget	Change
Operating Revenue			
Tenant Revenue	313,090	325,400	12,310
Operating Fund Subsidy	401,281	417,830	16,549
Other Revenue	1,560	1,475	(85)
Total Operating Income	715,931	744,705	28,774
Operating Expense			
Salaries & Benefits	196,906	223,022	26,115
Property & Other Admin Expenses	493,283	485,495	(7,788)
Total Operating Expense	690,189	708,516	18,327
Net Operating Income/(Loss)	25,742	36,188	10,447

Capital projects at Hillsview and Cedar Grove are funded primarily through Capital Fund Program (CFP) grants from HUD but can also be funded with draws from reserves. The 2025 capital budget includes CFP draws of \$56,067 for one unit upgrade at Cedar Grove and \$419,081 for the capital construction project to replace roofs at Cedar Grove. Below is a summary of the 2025 Capital Budget with a comparison to the 2024 budget.

Capital Budget	2024 Budget	2025 Budget	Change
Sources			
Capital Fund Program (CFP)	163,166	475,148	311,982
Draw from Reserves	-	-	-
Total Sources	163,166	475,148	311,982
Uses			
Capital Construction Projects	-	419,081	419,081
Unit Upgrades	163,166	56,067	(107,099)
Maintenance & Other Special Projects	-	-	-
Total Uses	163,166	475,148	311,982
Excess/(Deficit)	-	-	-

Operating Budget Overview

OPERATING INCOME

Tenant Revenue

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

Tenant Revenue	2024 Budget	2024 Actuals¹	2025 Budget
Hillsview	201,600	213,360	212,500
Cedar Grove	107,640	107,011	107,000
Ancillary Tenant Income	3,850	18,195	5,900
Total Tenant Revenue	313,090	338,566	325,400

¹ Based on November actuals

Tenant Rental Income at Hillsview is forecast to increase 5.4% over the 2024 budget reflecting current rents as well as the projected rise in social security benefits. Rental income at Cedar Grove is decreasing slightly to more closely match the income stream from current residents.

Operating Fund Subsidy

Eligibility for the 2025 Public Housing Operating Fund Subsidy is generally based on 2024's HUD-approved levels.

Operating Fund Subsidy	2024 Budget	2024 Actuals	2025 Budget
Hillsview	267,896	226,285	310,267
Cedar Grove	133,385	133,461	107,563
Total Operating Fund Subsidy	401,281	359,746	417,830

The 2024 prorated was budgeted at 92% while the actual prorated for 2024 was 96.97%. The 2025 budget assumes a 90% prorated and a 0.62% HUD inflation factor.

OPERATING EXPENSES

Employees

The 2025 budget includes a total of 2.09 Full Time Equivalent (FTE) employees charged to SWHA, up 0.07 FTE from 2024.

Staffing (Full Time Equivalents)	2024 Budget	2025 Budget	Change
Property Mgmt & Administration	0.78	0.85	0.07
Maintenance	1.00	1.00	-
Central Applications Center	0.24	0.24	-
Total Staffing	2.02	2.09	0.07

Employee Benefits

A 4.2% Cost of Living Adjustment (COLA) wage increase was awarded to all employees in August 2024.

Fixed employee benefits include medical, dental and life insurance and are charged to each property based upon their number of employees. Variable benefits include

FICA, Medicare, worker's compensation, contributions to the state Public Employees Retirement System (PERS), and a tax to fund Washington State's new Paid Family and Medical Leave (PFML). For 2025, the PERS employer contribution rate remains the same as 2024 at 10.39%.

Employee Benefits	2024 Budget	2025 Budget	Change
Fixed Benefits - Medical Insurance	\$15,656	\$16,810	\$1,154
Variable Benefit - FICA/Medicare	7.65%	7.65%	-
Variable Benefit - WA PFML	0.15%	0.15%	-
Variable Benefit - Retirement	10.39%	10.39%	-

Other Operating Expenses

Other operating costs are forecast to increase in 2025, with projected increases in insurance, maintenance contracts and utilities.

Capital Improvements Budget

The 2025 capital improvement budget totals \$475,148 for one unit upgrade and roof replacement for buildings one and two at Cedar Grove. To fund these projects, draws will be made from Capital Fund Program (CFP) grants.

Since the inception of the unit upgrade program, 44 out of SWHA's 80 units have been upgraded, 32 at Hillview and 12 at Cedar Grove.

Cash Reserves

Cash reserves are forecast to be approximately \$241,000 at the end of 2025. Some large and unanticipated expenses occurred in 2024 at Hillview including floor coverings, safety and security systems and abatement and decontamination. HUD recommends cash reserves of four months of operating expenses, which equals approximately \$240,000.

Summary

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

SEDRO-WOOLLEY HOUSING AUTHORITY
2025 Budget

EXHIBIT A

	Cedar Grove	Hillsview	2025 Proposed Combined
<i>Beginning Balance, Unrestricted Cash</i>	\$107,737	\$53,951	\$161,688
<i>Revenues</i>			
1 Tenant Revenue	107,600	217,800	325,400
2 Operating Fund Subsidy from HUD	107,563	310,267	417,830
4 Other Operating Revenue	420	1,055	1,475
Total Operating Revenues	215,583	529,122	744,705
<i>Expenses</i>			
5 Salaries & Benefits	(56,372)	(166,649)	(223,022)
6 Routine Maintenance, Utilities, Taxes & Insurance	(126,346)	(213,132)	(339,479)
8 Other Social Service Support Expenses & HAP	(385)	(550)	(935)
9 Administrative Support Expenses	(39,996)	(105,084)	(145,081)
Total Operating Expenses	(223,100)	(485,416)	(708,516)
Operating Net Income	(7,518)	43,706	36,188
10 Non-operating Revenue	487,867	30,473	518,339
11 Non-operating Expenses	0	0	0
Net Income	480,349	74,179	554,528
<i>Other Sources/(Uses) of Cash</i>			
Capital Projects and Acquisitions	(473,430)	(1,718)	(475,148)
32 Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(473,430)	(1,718)	(475,148)
Net Change in Unrestricted Cash	6,919	72,461	79,379
<i>Ending Balance, Unrestricted Cash</i>	\$114,656	\$126,412	\$241,068

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 503

**AUTHORIZING APPROVAL OF THE COMPREHENSIVE OPERATING
BUDGET FOR FISCAL YEAR BEGINNING JANUARY 1, 2025**

WHEREAS, the Executive Director has submitted a Comprehensive Operating Budget for the Calendar Year beginning January 1, 2025 (Calendar Year 2025); and

WHEREAS, the Board of Commissioners has determined that the proposed expenditures are necessary for the efficient and economical operations of the Housing Authority for the purpose of serving low-income families; and

WHEREAS, the budget indicates sources of funding adequate to cover all proposed expenditures; and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of the Washington State Housing Authority law (RCW 35.82) and the Annual Contributions Contract (where applicable); and

WHEREAS, the Authority hereby certifies that no employee of the Housing Authority is serving in a variety of positions which will exceed 100% of his/her time. This certification includes the proration of an employee's time between the various programs administered by the Housing Authority of the City of Sedro-Woolley; and

WHEREAS, the Authority certifies that a drug-free workplace is provided to employees as required by the Drug-Free Workplace Act of 1988; and

WHEREAS, the Authority certifies that no Federally appropriated funds will be paid on behalf of the Housing Authority to any persons for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any

Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement; and,

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

Section 1: Operating expenditures of \$708,516 and capital expenditures of \$475,148 are hereby authorized for the Calendar Year beginning January 1, 2025.

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

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 2nd DAY OF DECEMBER, 2024.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

SEDRO-WOLLEY HOUSING AUTHORITY		EXHIBIT A	
2025 Budget			
	Cedar Grove	Hillsview	2025 Proposed Combined
<i>Beginning Balance, Unrestricted Cash</i>	\$107,737	\$53,951	\$161,688
<i>Revenues</i>			
1 Tenant Revenue	107,600	217,800	325,400
2 Operating Fund Subsidy from HUD	107,563	310,267	417,830
4 Other Operating Revenue	420	1,055	1,475
Total Operating Revenues	215,583	529,122	744,705
<i>Expenses</i>			
5 Salaries & Benefits	(56,372)	(166,649)	(223,022)
6 Routine Maintenance, Utilities, Taxes & Insurance	(126,346)	(213,132)	(339,479)
8 Other Social Service Support Expenses & HAP	(385)	(550)	(935)
9 Administrative Support Expenses	(39,996)	(105,084)	(145,081)
Total Operating Expenses	(223,100)	(485,416)	(708,516)
Operating Net Income	(7,518)	43,706	36,188
10 Non-operating Revenue	487,867	30,473	518,339
11 Non-operating Expenses	0	0	0
Net Income	480,349	74,179	554,528
<i>Other Sources/(Uses) of Cash</i>			
Capital Projects and Acquisitions	(473,430)	(1,718)	(475,148)
32 Changes in Receivables	0	0	0
Total Other Sources/(Uses) of Cash	(473,430)	(1,718)	(475,148)
Net Change in Unrestricted Cash	6,919	72,461	79,379
<i>Ending Balance, Unrestricted Cash</i>	\$114,656	\$126,412	\$241,068

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: December 2, 2024
RE: October 2024 Financial Report

Attached for your review is the unaudited financial report for October 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

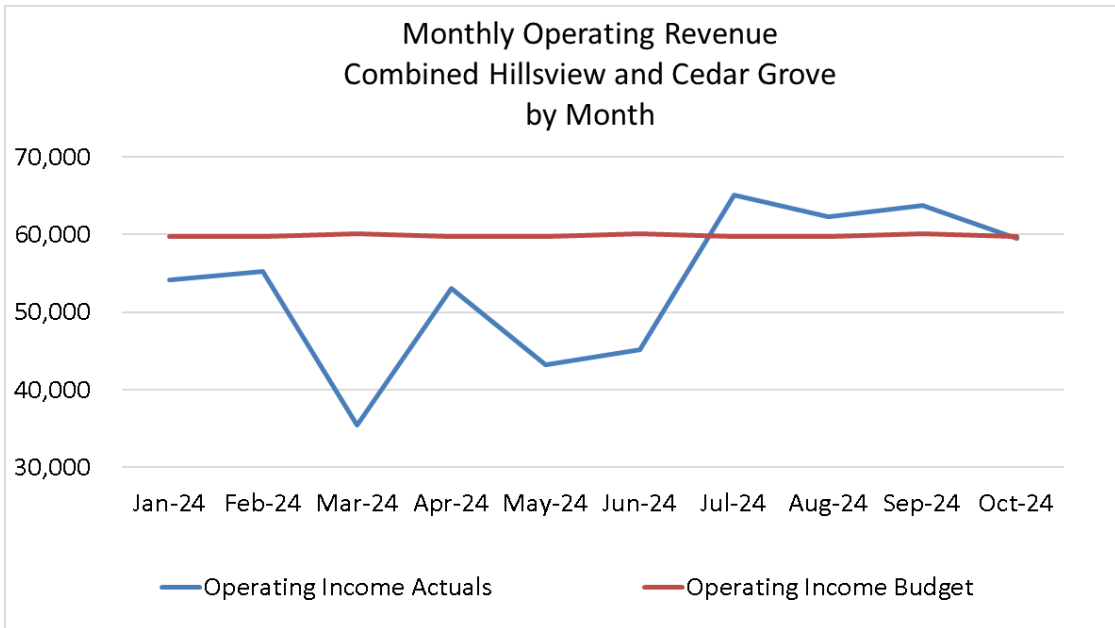
Year-to-date operating income was 10.2% under budget and operating expenses were 4.3% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	(\$26,286)	-10.1%	●	Salaries and Benefits	(\$29,748)	-18.0%	●
Federal Operating Support	(34,617)	-10.4%	●	Administrative Expenses	\$12,864	10.2%	●
Other Revenue	(48)	-4.1%	●	Maintenance Expenses, Utilities, Taxes	(\$8,392)	-2.9%	●
				Other Programmatic Expenses	\$621	81.8%	●
Total Operating Income	(\$60,951)	-10.2%	●	Total Operating Expenses	(24,656)	-4.3%	●

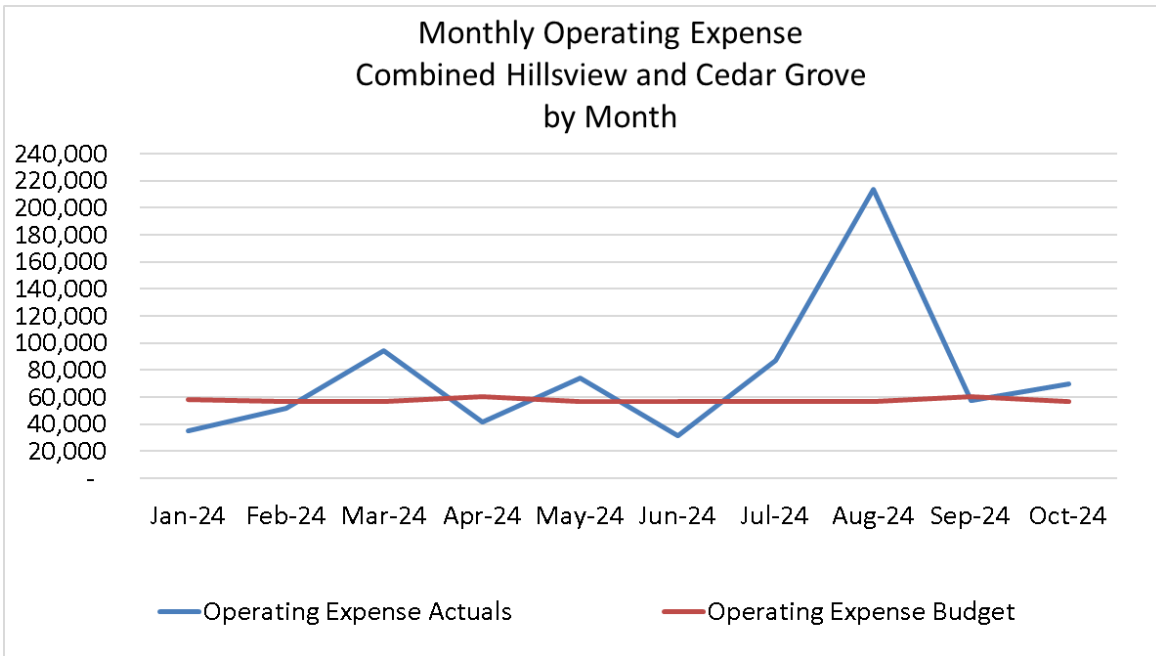
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$535,737 came under budget expectations by \$60,951, or 10.2%. The primary driver of this variance were tenant revenue and operating fund subsidy. 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 \$601K were over budget by 4.3%. The primary reason for the variance was due to salaries being higher than budget due to a union negotiated contract pay increase that took effect in August. This was offset by audit costs that have been budgeted evenly throughout the year but will not be paid until the fourth quarter.

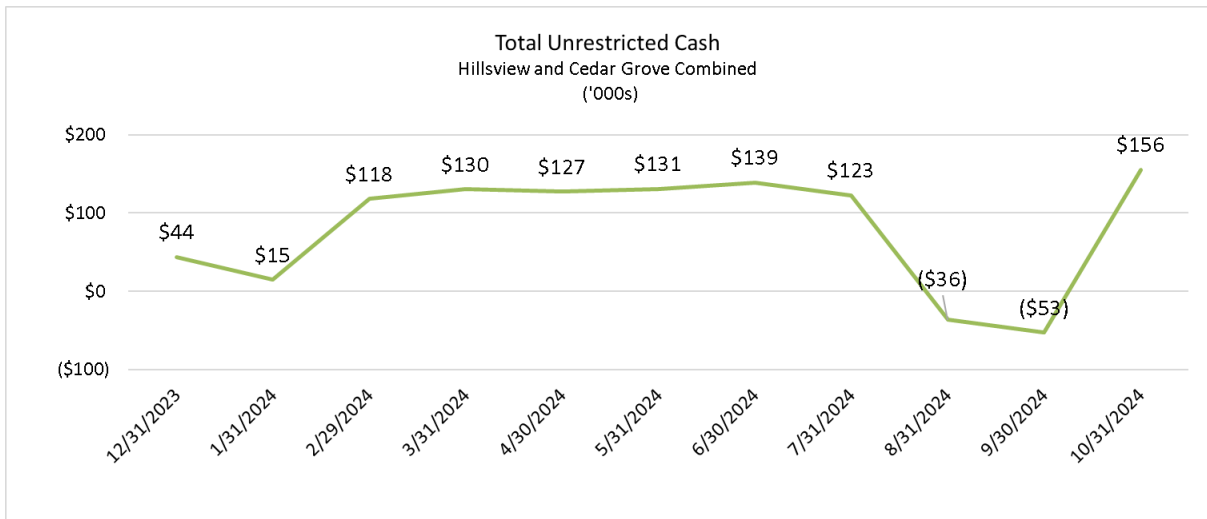


CAPITAL ACTIVITY

Capital project expenditures were over budget by 78 percent due to unbudgeted asphalt repair totaling \$102K at both buildings, fence repair at Cedar Grove totaling \$21K, roof repair at Cedar Grove totaling \$23K, and waste line repair at Hillsview totaling \$18K. These unbudgeted capital expenses were all funded with Capital Funds which resulted in a higher than budget CFP grant draw. This was partially offset by lower than budget unit upgrade projects completed to-date. Three unit upgrades were budgeted for the year, however only one has been completed through the third quarter. Unit upgrades depend on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$155,659 increased by \$111,894 since the beginning of the year. The increase in cash balance was mainly due to increases in accounts payable and decrease in prepaid insurance, grant receivable, and tenant receivables.



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

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$103,999	\$51,659	\$155,659
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,300	9,000
Total Cash	<u>107,699</u>	<u>56,959</u>	<u>164,659</u>
Current Assets	9,279	24,777	34,056
Long-term Assets	694,655	1,018,548	1,713,203
Total Other Assets	<u>703,934</u>	<u>1,043,325</u>	<u>1,747,259</u>
Total Assets	<u><u>811,633</u></u>	<u><u>1,100,284</u></u>	<u><u>1,911,917</u></u>
Current Liabilities	38,302	83,379	121,682
Long-Term Liabilities	-	-	-
Total Liabilities	<u>38,302</u>	<u>83,379</u>	<u>121,682</u>
Equity	773,331	1,016,905	1,790,236
Total Liabilities and Equity	<u><u>\$811,633</u></u>	<u><u>\$1,100,284</u></u>	<u><u>\$1,911,917</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended October 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				
Total Beginning Resources	\$52,840				
Tenant Revenue	\$234,831	\$261,117	(\$26,286)	(10.1%)	(1)
Operating Subsidy from HUD-PH	299,784	334,401	(34,617)	(10.4%)	(2)
Other Operating Income	1,122	1,170	(48)	(4.1%)	
Total Operating Income	535,737	596,688	(60,951)	-10.2%	
Salaries	(144,699)	(114,082)	(30,617)	(26.8%)	(3)
Benefits	(50,470)	(51,339)	868	1.7%	
Occupancy Expenses	(292,978)	(284,586)	(8,392)	(2.9%)	
Other Social Service Expenses	(138)	(759)	621	81.8%	
Administrative Expenses	(112,923)	(125,787)	12,864	10.2%	(4)
Total Operating Expenses	(601,209)	(576,553)	(24,656)	(4.3%)	
Operating Cash Flow	(65,471)	20,135	(85,607)	(425.2%)	
Non-Operating Income	227,271	138,088	89,183	64.6%	(5,6)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(241,410)	(135,972)	(105,439)	(77.5%)	(5,6)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	75	-	75	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	191,429	-	191,429	n/a	(7)
Non Operating Net Sources (Uses) of Cash	177,365	2,117	175,249	8,279.3%	
Net Change in Unrestricted Cash	111,894	\$22,252	\$89,642	402.8%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$155,659				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,000				
Total Ending Resources	\$164,659				

- 1) Due to high collection loss (\$23K) due to completions of older write-off packets.
- 2) Operating fund subsidy was below target for Hillsvie as the budget assumed a higher utility cost than used for operating subsidy request.
- 3) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 4) Mainly due to audit costs (\$20K) were budgeted evenly across the whole year, however, actuals are expected to occur in the 4th quarter.
- 5) Three unit upgrades were budgeted for 2024, but only one was completed at Hillsvie as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 6) Asphalt repair totaling \$102k at both properties, \$21K in fence repair at Cedar Grove, \$23K in roof repair at Cedar Grove, and cleaning, inspecting, and spot repairs for the main waste lines at Hillsvie totaling \$18K resulting in higher than budgeted CFP grant draw. Slightly offset as the budgeted two unit upgrades have yet to be completed. Unit upgrades depend on availability.
- 7) Mainly due to increases in accounts payable and decrease in prepaid insurance, grant receivable, and tenant receivables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended October 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				
Total Beginning Resources	\$21,043				
Tenant Revenue	\$78,297	\$89,897	(\$11,600)	(12.9%)	(1)
Operating Subsidy from HUD-PH	111,215	111,154	61	0.1%	
Other Operating Income	366	390	(24)	(6.1%)	
Total Operating Income	189,879	201,441	(11,562)	-5.7%	
Salaries	(36,572)	(27,853)	(8,719)	(31.3%)	(2)
Benefits	(12,946)	(12,983)	37	0.3%	
Occupancy Expenses	(106,130)	(112,616)	6,486	5.8%	
Other Social Service Expenses	(35)	(321)	287	89.2%	
Administrative Expenses	(28,741)	(31,153)	2,412	7.7%	
Total Operating Expenses	(184,424)	(184,926)	503	0.3%	
Operating Cash Flow	5,455	16,515	(11,059)	(67.0%)	
Non-Operating Income	137,300	102,715	34,585	33.7%	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(144,156)	(102,715)	(41,441)	(40.3%)	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	88,056	-	88,056	n/a	(4)
Non Operating Net Sources (Uses) of Cash	81,001	-	81,001	n/a	
Net Change in Unrestricted Cash	\$86,456	\$16,515	\$69,941	423.5%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$103,999				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$107,699				

- 1) High collection loss due to completions of older write-off packets. In addition, dwelling rent was lower than budget due to vacancies, delinquencies, and late rents.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Unbudgeted asphalt repair totalling \$67K, fence repair of \$21K, and roof repair of \$23K 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.
- 4) Mainly due to increases in accounts payable and decrease in prepaid insurance, grant receivable and tenant receivables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended October 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				
Total Beginning Resources	\$31,796				
Tenant Revenue	\$156,534	\$171,220	(\$14,686)	(8.6%)	
Operating Subsidy from HUD-PH	188,568	223,247	(34,679)	(15.5%)	(1)
Other Operating Income	756	780	(24)	(3.1%)	
Total Operating Income	345,859	395,247	(49,388)	-12.5%	
Salaries	(108,127)	(86,229)	(21,898)	(25.4%)	(2)
Benefits	(37,525)	(38,355)	831	2.2%	
Occupancy Expenses	(186,848)	(171,970)	(14,878)	(8.7%)	
Other Social Service Expenses	(104)	(438)	334	76.3%	
Administrative Expenses	(84,182)	(94,634)	10,452	11.0%	(3)
Total Operating Expenses	(416,785)	(391,626)	(25,159)	(6.4%)	
Operating Cash Flow	(70,926)	3,621	(74,547)	(2,058.9%)	
Non-Operating Income	89,971	35,373	54,597	154.3%	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(97,254)	(33,257)	(63,998)	(192.4%)	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	275	-	275	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	103,373	-	103,373	n/a	(5)
Non Operating Net Sources (Uses) of Cash	96,364	2,117	94,248	4,452.6%	
Net Change in Unrestricted Cash	\$25,438	\$5,737	\$19,701	343.4%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$51,659				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,300				
Total Ending Resources	\$56,959				

- 1) Operating fund subsidy was below target as the budget assumed a higher utility cost than used for operating subsidy request.
- 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, the remainder of the expenses are expected to occur in December.
- 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.
- 5) Mainly due to increases in accounts payable and decrease in prepaid insurance, grant receivable and tenant receivables.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

October 2024- November 2024

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	2	1	0
Cedar Grove	2	0	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 14 days.

- Hillsview
 - Unit 223 Housing appointment 11/27/2024
 - Unit 236 Vacant and Cleared with Decontamination testing on 11/20/24
 - Unit 347 Housed 11/21/2024
- Cedar Grove
 - 624 Jennings Housing Appointment 11/27/2024
 - 818 Bingham Place Vacant- Site Staff currently facilitating site turn

Work Orders

	Preventative	Inspection	Emergency	Vacate	RA	Tenant Requested	Total
Hillsview	5	2	3	5	1	24	39
Cedar Grove I	2	1	0	1	0	8	12
Cedar Grove II	4	2	0	1	0	2	11
Cedar Grove III	2	2	0	0	0	5	9
Cedar Grove (all sites)	8	8	0	2	0	11	29
Total	21	15	3	9	0	50	100

Resident Functions

Nothing to Report

Staffing

Site-Based Maintenance Mechanic position has been posted, Jeff Severson will retire as of January 2, 2025

Previous Meeting Concerns - Nothing to report

Resident Issues - Nothing to report

Building Issues - Nothing to report

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

Current Applications of Wait List as of November 21, 2024

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	42	23	15	57

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	239	29	268
3 Bedrooms	33	19	52
4 Bedrooms	6	1	7
Total	278	49	327

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.