

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, April 17 @ 10:45am

Zoom Link:

<https://kcha-org.zoom.us/j/83640595870>

Hillview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, April 17, 2025 - 10:45am

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

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- I. Call to Order**
 - II. Roll Call**
 - III. Public Comment**
 - IV. Approval of Minutes** **1**
 - A. Board Meeting Minutes – February 27, 2025
 - V. Action Items for Discussion & Approval** **2**
 - A. Approval of Voucher Report –
February 1, 2025 to March 31, 2025
 - VI. Reports**
 - A. Financial Report for February 2025 **3**
(Sean Lay, Temp Financial Reporting Manager)
 - B. Housing Management Report for Feb/Mar 2025 **4**
(Penny Bradley, Asst VP of Property Management-Administration)
 - VII. New Business**
 - VIII. Tentative Tour of SWHA Properties**
 - A. Hillsvue
 - B. Cedar Grove
 - IX. Adjournment**

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

Thursday, February 27, 2025

I. Call to Order

The special meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:52 a.m., on Thursday, February 27, 2025.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Debra Lancaster and Commissioner Kevin Riley

Excused: Commissioner Katherine Olson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. December 2, 2024

Commissioner Debra Lancaster moved for approval of the Minutes, seconded by Commissioner Kevin Riley; the Board unanimously approved the Minutes from December 2, 2024.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report November 26, 2024 to January 31, 2025

Questions of Commissioners were answered.

Commissioner Kevin Riley moved for approval of the Voucher Report, seconded by Commissioner Debra Lancaster; the board unanimously approved the Voucher Report for November 26, 2024 to January 31, 2025.

B. Resolution 504 – Management Agreement

Questions of Commissioners were answered.

Commissioner Debra Lancaster moved, seconded by Commissioner Kevin Riley; the board unanimously approved Resolution 504.

C. Hillsview Elevator Incident Discussion

Anneliese Gryta, EVP Housing Operations explained what happened with the elevator.

The elevator at Hillsview was out of service on January 6th and was restored on January 12th. We did have staff to help residents if they needed help carrying groceries, getting garbage outside, things like that.

VI. Reports

A. Financial Report for December 2024

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

B. Housing Management Report for December 2024/January 2025

Penny Bradley, Assistant Vice President of Property Management - Administration gave details for the Housing Management Report.

VII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:48 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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KCHA President/CEO
Robin Walls

TO: Board of Commissioners

FROM: Crystal Barrow-Mendez, Accounting Manager

DATE: April 1, 2025

RE: Approval of Vouchers February 1, 2025 to March 31, 2025

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

Digitally signed by Crystal Barrow Mendez
DN: ou=Finance, o="King County Housing", cn=Crystal Barrow
Mendez, email=crystal@kchwa.org
Reason: I agree to the terms defined by the placement of my
signature in this document!
Location:
Date: 2025.04.04 09:10:08 -0700
Fossil PDF Reader Version: 2023.3.0

Crystal Barrow-Mendez
Accounting Manager
April 1, 2025

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	14,035.12
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	14,035.12

Directly to Hillsview	35,290.91
Hillsview Voids	0.00
Hillsview Total	<u>35,290.91</u>

Total Expenditures	49,326.03
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SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

2/01/2025 TO 3/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
140000	Prepaid Insurance	5.11	PARKER/SMITH/FECK	PROPERTY POLICY ILM0707706	2/7/2025	355876
411101	Computer Equip-Software	3.16	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/28/2025	356183
411102	Computer Equip-Hardware Maintenance	2.31	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL 3/31/25-3/30/26	3/21/2025	356572
411103	Computer Equip-Software Maintenance	65.56	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/21/2025	356086
411103	Computer Equip-Software Maintenance	2.53	HYLAND SOFTWARE, INC	PREMIUM SUBSCRIPTION ENTERPRISE	2/21/2025	356118
411103	Computer Equip-Software as a Service Fees	3.03	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL 3/31/25-3/30/26	3/21/2025	356572
411104	Computer Equip-Software as a Service Fees	279.48	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/21/2025	356086
411104	Computer Equip-Software as a Service Fees	13.30	RAVE MOBILE SAFETY	3 YEAR LICENSE	3/14/2025	356484
411104	Computer Equip-Software as a Service Fees	69.28	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/28/2025	356624
411901	Equip-Other-Leased/Rented	1.42	CANON FINANCIAL	CONTRACT 0667544-005	2/21/2025	356121
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST 00904969	3/14/2025	356470
411901	Equip-Other-Leased/Rented	1.37	CANON FINANCIAL	CONTRACT 0667544-005	3/28/2025	356671
420000	Professional Services-Legal	3.52	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/14/2025	355956
420101	Professional Services-Auditing	469.13	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	3/28/2025	356613
420101	Professional Services-Auditing	851.38	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	3/28/2025	356613
420908	Professional Services-Computers	112.88	HYLAND SOFTWARE, INC	ENHANCE MANAGED SERVICES JAN 2025	3/28/2025	355901
420908	Professional Services-Computers	12.17	CERIUM NETWORKS INC	PROFESSIONAL SVCS	2/21/2025	356125
420908	Professional Services-Computers	0.24	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	2/21/2025	356156
420908	Professional Services-Computers	0.70	MARTIN S COX	SHAREPOINT ACCESS POWER PLATFORM SUPPORT	3/14/2025	356485
421904	Admin Contracts- Cloud Recovery Services	15.10	NETZVAULT LLC	MANAGED VAULTING	2/14/2025	356026
421904	Admin Contracts- Cloud Recovery Services	15.22	NETZVAULT LLC	MANAGED VAULTING	3/14/2025	356445
440011	Travel-Mileage Reimbursement	0.72	AMANDA KLECAN	1/21-27/25 MILEAGE	3/6/2025	356318
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	1/24-2/25/23 CHGS	2/14/2025	355980
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	1/24-2/23/25 CHGS	2/14/2025	355980
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	MONTHLY CHGS	3/6/2025	356303
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	MONTHLY CHGS	3/6/2025	356303
450002	Comm-Phones Lines-Service-Digital Voice	0.39	INTRADO LIFE & SAFETY INC	ENTERPRISE 911	3/14/2025	356454
450100	Comm-Long Distance Charges	0.17	CENTURYLINK	1/12-2/11/25 CHGS	2/28/2025	356253
450100	Comm-Long Distance Charges	0.13	CENTURYLINK	2/12-3/12/25 CHGS	3/28/2025	356706
491000	Admin Exp-Criminal/Background Checks	13.77	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	3/14/2025	356397
491001	Admin Exp-Tenant Screening	1.10	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WAOOPOPT ORDER 25017922 JAN 2025	2/28/2025	356244
491001	Admin Exp-Tenant Screening	1.85	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WAOOPOPT ORDER 25017922 FEB 2025	3/28/2025	356693
493000	Other Admin Exp-Postage	92.02	MAIL ADVERTISING BUREAU INC	POSTAGE PRE-PAYMENT	2/6/2025	355858
493000	Other Admin Exp-Postage	14.07	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	2/7/2025	355862
493000	Other Admin Exp-Postage	13.87	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	2/28/2025	356248
493000	Other Admin Exp-Postage	14.09	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	2/28/2025	356175
493000	Other Admin Exp-Postage	15.97	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	3/21/2025	356578
493100	Other Admin Exp-Mail Handling	2.28	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	2/7/2025	355862
493100	Other Admin Exp-Mail Handling	2.31	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	2/28/2025	356175
520104	Social Service Contracts-Interpretation	3.02	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	2/28/2025	356265
520104	Social Service Contracts-Interpretation	2.29	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	2/28/2025	356265

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2025 TO 3/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	COMM MAINT	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	COMM MAINT	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	COMM MAINT	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/28/2025	356681
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/28/2025	356681
620012	Occ Exp-Maint Contracts-Pest Control	29.08	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/28/2025	356681
620023	Occ Exp-Maint Contracts-Doors/Cabinets	31.50	COMMERCIAL ENTRY SYSTEMS INC	INTERCOMS PEPPER TREE	2/21/2025	356090
620023	Occ Exp-Maint Contracts-Doors/Cabinets	24.09	COMMERCIAL ENTRY SYSTEMS INC	REPLACE INTERCOM	2/21/2025	356090
660000	Occ Exp-Utilities-Water	26.16	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	207.66	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	128.93	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	94.41	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	193.34	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	171.88	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	110.06	PUBLIC UTILITY DISTRICT #1	WATER	2/7/2025	355897
660000	Occ Exp-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	157.56	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	104.68	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	163.43	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	109.21	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	149.23	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	142.13	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	171.88	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	164.71	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	128.93	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	87.26	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	87.26	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	136.08	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	150.40	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	184.74	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	127.93	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	109.21	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660000	Occ Exp-Utilities-Water	220.25	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2025 TO 3/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occ Exp-Utilities-Sewer	324.33	CITY OF SEDRO WOOLLEY	SEWER	2/14/2025	356009
660100	Occ Exp-Utilities-Sewer	486.02	CITY OF SEDRO WOOLLEY	SEWER	2/14/2025	356009
660100	Occ Exp-Utilities-Sewer	814.36	CITY OF SEDRO WOOLLEY	SEWER	2/14/2025	356009
660100	Occ Exp-Utilities-Sewer	486.02	CITY OF SEDRO WOOLLEY	SEWER	3/14/2025	356433
660100	Occ Exp-Utilities-Sewer	813.23	CITY OF SEDRO WOOLLEY	SEWER	3/14/2025	356433
660100	Occ Exp-Utilities-Sewer	324.33	CITY OF SEDRO WOOLLEY	SEWER	3/14/2025	356433
660200	Occ Exp-Utilities-Electricity	22.69	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/7/2025	355894
660200	Occ Exp-Utilities-Electricity	93.97	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/7/2025	355894
660200	Occ Exp-Utilities-Electricity	104.09	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/7/2025	355894
660200	Occ Exp-Utilities-Electricity	106.21	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/6/2025	356312
660200	Occ Exp-Utilities-Electricity	23.58	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/6/2025	356312
660200	Occ Exp-Utilities-Electricity	127.75	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/6/2025	356312
660300	Occ Exp-Utilities-Natural Gas	320.38	CASCADE NATURAL GAS CO	GAS	2/7/2025	355892
660300	Occ Exp-Utilities-Natural Gas	205.43	CASCADE NATURAL GAS CO	GAS	3/14/2025	356421
660500	Occ Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	STORM	2/14/2025	356009
660500	Occ Exp-Utilities-Surface Water Mgmt	44.91	CITY OF SEDRO WOOLLEY	STORM	2/14/2025	356009
660500	Occ Exp-Utilities-Surface Water Mgmt	75.49	CITY OF SEDRO WOOLLEY	STORM	2/14/2025	356009
660500	Occ Exp-Utilities-Surface Water Mgmt	44.91	CITY OF SEDRO WOOLLEY	STORM	3/14/2025	356433
660500	Occ Exp-Utilities-Surface Water Mgmt	75.32	CITY OF SEDRO WOOLLEY	STORM	3/14/2025	356433
660500	Occ Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	STORM	3/14/2025	356433
660700	Occ Exp-Utilities-Garbage	338.15	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2025	356009
660700	Occ Exp-Utilities-Garbage	227.05	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2025	356009
660700	Occ Exp-Utilities-Garbage	678.24	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2025	356009
660700	Occ Exp-Utilities-Garbage	338.15	CITY OF SEDRO WOOLLEY	GARBAGE	3/14/2025	356433
660700	Occ Exp-Utilities-Garbage	646.39	CITY OF SEDRO WOOLLEY	GARBAGE	3/14/2025	356433
660700	Occ Exp-Utilities-Garbage	227.05	CITY OF SEDRO WOOLLEY	GARBAGE	3/14/2025	356433
	SUBTOTAL CEDAR GROVE	14,035.12				
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	14,035.12				
HILLSVIEW Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
140000	Prepaid Insurance	14.59	PARKER/SMITH/FEEK	PROPERTY POLICY ILM0707706	2/7/2025	355876
410000	Admin Supplies	93.57	CRYSTAL SPRINGS	water - Hillsview/Ballinger	3/14/2025	356385
411101	Computer Equip-Software	9.02	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/28/2025	356183
411102	Computer Equip-Hardware Maintenance	6.61	PAPERLESS PRODUCTIVITY INC	RIGHTTAX AND SONUS SUPPORT RENEWAL 3/31/25-3/30/26	3/21/2025	356572
411103	Computer Equip-Software Maintenance	187.32	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/21/2025	356086
411103	Computer Equip-Software Maintenance	7.24	HYLAND SOFTWARE, INC	PREMIUM SUBSCRIPTION ENTERPRISE	2/21/2025	356118

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2025 TO 3/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Computer Equip-Software Maintenance	8.66	PAPERLESS PRODUCTIVITY INC	RIGHTFAX AND SONUS SUPPORT RENEWAL 3/31/25-3/30/26	3/21/2025	356572
411104	Computer Equip-Software as a Service Fees	798.50	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	2/21/2025	356086
411104	Computer Equip-Software as a Service Fees	38.00	RAVE MOBILE SAFETY	3 YEAR LICENSE	3/14/2025	356484
411104	Computer Equip-Software as a Service Fees	197.94	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	3/28/2025	356624
411901	Equip-Other-Leased/Rented	4.25	CANON FINANCIAL	CONTRACT 0667544-005	2/21/2025	356121
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST 00904969	3/14/2025	356470
411901	Equip-Other-Leased/Rented	4.12	CANON FINANCIAL	CONTRACT 0667544-005	3/28/2025	356671
420000	Professional Services-Legal	10.51	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	2/14/2025	355956
420101	Professional Services-Auditing	1,407.37	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	3/28/2025	356613
420101	Professional Services-Auditing	2,554.12	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	3/28/2025	356613
420908	Professional Services-Computers	322.50	HYLAND SOFTWARE, INC	ENHANCE MANAGED SERVICES JAN 2025	2/7/2025	355901
420908	Professional Services-Computers	34.77	CERIUM NETWORKS INC	PROFESSIONAL SVCS	2/21/2025	356125
420908	Professional Services-Computers	0.68	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	2/21/2025	356156
420908	Professional Services-Computers	2.00	MARTIN S COX	SHAREPOINT ACCESS POWER PLATFORM SUPPORT	3/14/2025	356485
421904	Admin Contracts- Cloud Recovery Services	43.15	NET2VAULT LLC	MANAGED VAULTING	2/14/2025	356026
421904	Admin Contracts- Cloud Recovery Services	43.48	NET2VAULT LLC	MANAGED VAULTING	3/14/2025	356445
440011	Travel-Mileage Reimbursement	2.15	AMANDA KLECAN	1/21-27/25 MILEAGE	3/6/2025	356318
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	1/24-2/25/23 CHGS	2/14/2025	355980
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	1/24-2/23/25 CHGS	2/14/2025	355980
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	3/6/2025	356303
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	3/6/2025	356303
450002	Comm-Phones Lines-Service-Digital Voice	1.10	INTRADO LIFE & SAFETY INC	ENTERPRISE 911	3/14/2025	356454
450003	Comm-Phones Lines-Security	143.00	WASHINGTON TECHNOLOGY SOLUTIONS	REF INVOICE 2025010285	2/14/2025	356017
450003	Comm-Phones Lines-Security	143.00	WASHINGTON TECHNOLOGY SOLUTIONS	TECHNICAL SUPPORT	3/28/2025	356667
450100	Comm-Long Distance Charges	0.48	CENTURYLINK	1/12-2/11/25 CHGS	2/28/2025	356253
450100	Comm-Long Distance Charges	0.38	CENTURYLINK	2/12-3/12/25 CHGS	3/28/2025	356706
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491001	Admin Exp-Tenant Screening	3.29	CARAHSOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 25017922 JAN 2025	2/28/2025	356244
491001	Admin Exp-Tenant Screening	5.56	CARAHSOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 25017922 FEB 2025	3/28/2025	356693
493000	Other Admin Exp-Postage	276.07	MAIL ADVERTISING BUREAU INC	POSTAGE PRE-PAYMENT	2/6/2025	355858
493000	Other Admin Exp-Postage	42.22	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	2/7/2025	355862
493000	Other Admin Exp-Postage	41.61	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	2/28/2025	356248
493000	Other Admin Exp-Postage	42.26	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	2/28/2025	356175
493000	Other Admin Exp-Postage	47.90	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	3/21/2025	356578
493100	Other Admin Exp-Mail Handling	6.83	MAIL ADVERTISING BUREAU INC	FEBRUARY STATEMENTS	2/7/2025	355862
493100	Other Admin Exp-Mail Handling	6.94	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	2/28/2025	356175
520104	Social Service Contracts-Interpretation	9.05	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	2/28/2025	356265
520104	Social Service Contracts-Interpretation	6.87	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	2/28/2025	356265
620003	Occ Exp-Maint Contracts-Electrical	1,073.48	STEELE ELECTRIC COMPANY	ELEVATOR SHUNT TEST	2/28/2025	356260
620006	Occ Exp-Maint Contracts-Floor Covering	1,836.96	GREAT FLOORS LLC	CARPET INSTALL - UNIT 108	2/14/2025	356023
620006	Occ Exp-Maint Contracts-Floor Covering	2,554.40	GREAT FLOORS LLC	CARPET/VINYL INSTALL - UNIT 236	3/21/2025	356557
620012	Occ Exp-Maint Contracts-Pest Control	65.43	STOP BUGGING ME PEST CONTROL	COMM MAINT	2/28/2025	356234

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
2/01/2025 TO 3/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620012	Occ Exp-Maint Contracts-Pest Control	65.43	STOP BUGGING ME PEST CONTROL	PEST CONTROL	2/28/2025	356234
620012	Occ Exp-Maint Contracts-Pest Control	65.43	STOP BUGGING ME PEST CONTROL	PEST CONTROL	3/28/2025	356681
620023	Occ Exp-Maint Contracts-Doors/Cabinets	73.50	COMMERCIAL ENTRY SYSTEMS INC	INTERCOMS PEPPERTREE	2/21/2025	356090
620023	Occ Exp-Maint Contracts-Doors/Cabinets	56.21	COMMERCIAL ENTRY SYSTEMS INC	REPLACE INTERCOM	2/21/2025	356090
620025	Occ Exp-Maint Contracts-Fence	1,750.00	COMMERCIAL ENTRY SYSTEMS INC	INTERCOM REPAIR	3/28/2025	356632
660000	Occ Exp-Uilities-Water	4,512.86	PUBLIC UTILITY DISTRICT #1	WATER	3/21/2025	356540
660100	Occ Exp-Uilities-Sewer	4,789.76	CITY OF SEDRO WOOLLEY	SEWER	2/14/2025	356009
660100	Occ Exp-Uilities-Sewer	4,790.70	CITY OF SEDRO WOOLLEY	SEWER	3/14/2025	356433
660200	Occ Exp-Uilities-Electricity	2,643.22	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/6/2025	356312
660201	Occ Exp-Uilities-Electricity-Closing Bill	35.32	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/7/2025	355894
660201	Occ Exp-Uilities-Electricity-Closing Bill	23.98	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/7/2025	355894
660201	Occ Exp-Uilities-Electricity-Closing Bill	57.53	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	2/21/2025	356108
660201	Occ Exp-Uilities-Electricity-Closing Bill	32.93	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/6/2025	356312
660201	Occ Exp-Uilities-Electricity-Closing Bill	179.75	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/6/2025	356312
660201	Occ Exp-Uilities-Electricity-Closing Bill	18.71	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	3/21/2025	356534
660500	Occ Exp-Uilities-Surface Water Mgmt	438.74	CITY OF SEDRO WOOLLEY	STORM	2/14/2025	356009
660500	Occ Exp-Uilities-Surface Water Mgmt	438.88	CITY OF SEDRO WOOLLEY	STORM	3/14/2025	356433
660700	Occ Exp-Uilities-Garbage	1,572.22	CITY OF SEDRO WOOLLEY	GARBAGE	2/14/2025	356009
660700	Occ Exp-Uilities-Garbage	1,598.76	CITY OF SEDRO WOOLLEY	GARBAGE	3/14/2025	356433
	SUBTOTAL HILLSVIEW VOIDS	35,290.91				
	TOTAL HILLSVIEW	35,290.91				
TOTAL SEDRO WOOLLEY		49,326.03				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: April 17, 2025
RE: February 2025 Financial Report

Attached for your review is the unaudited financial report for February 2025. 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

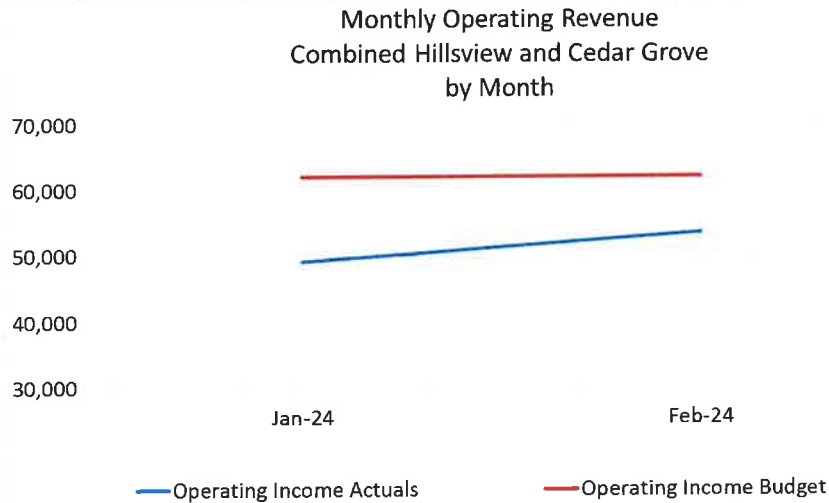
Year-to-date operating income was 13.8% under budget and operating expenses were 26.4% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$1,423	2.6%		Salaries and Benefits	\$4,798	11.2%	
Federal Operating Support	(18,707)	-26.9%		Administrative Expenses	\$3,652	14.4%	
Other Revenue	122	49.7%		Maintenance Expenses, Utilities, Taxes	\$24,455	43.2%	
				Other Programmatic Expenses	\$129	82.4%	
Total Operating Income	(\$17,161)	-13.8%		Total Operating Expenses	33,033	26.4%	

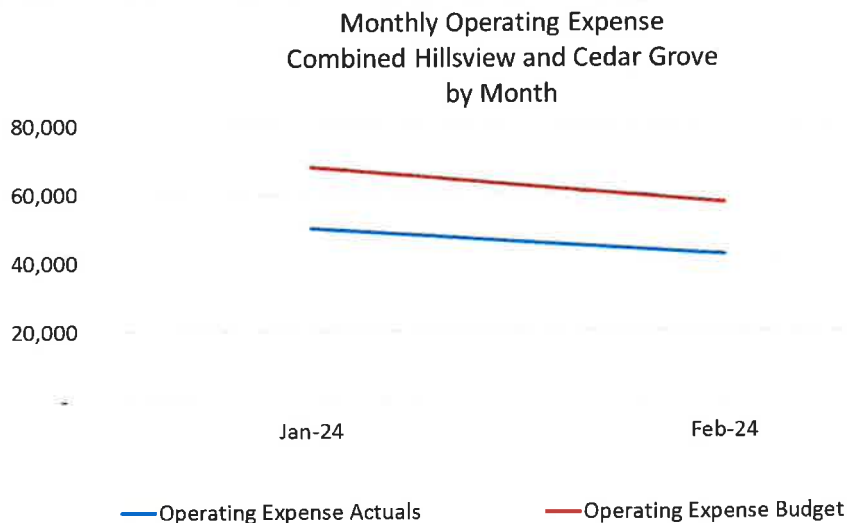
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$107,000 came under budget expectations by \$17,161, or 13.8%. The primary drivers of this variance was operating fund subsidy. The budget for Hillsvieview assumed a higher utility cost than actuals used for operating subsidy request.



Year-to-date operating expenses in the amount of \$92,028K were under budget by 26.4%. The primary reason for the variance was due to occupancy expenses. Because of timing of invoicing, only one month of sewer and garbage service has been billed. Also, seasonal and periodic contracts are low as is typical early in the year.



CAPITAL ACTIVITY

Capital project expenditures were under budget by 84.6%. While there was \$24K in unbudgeted unit upgrades that occurred at Hillsview, the roof repair project at Cedar Grove was delayed due to adverse weather conditions. \$238K was budgeted through February for the roof project. Combined, this resulted in a lower draw from the CFP grant.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$93,169 increased by \$34,410 since the beginning of the year. The increase in cash balance was mainly due to decreases in grant and tenant receivables, which was slightly offset by decreases in accounts payable and deferred revenue.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of February 28, 2025

	Cedar Grove	Hillsvew	Combined
Cash-Unrestricted	\$89,208	\$3,961	\$93,169
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,150	8,850
Total Cash	92,908	9,111	102,019
Current Assets	14,503	48,888	63,391
Long-term Assets	718,555	1,007,235	1,725,790
Total Other Assets	733,058	1,056,123	1,789,181
Total Assets	825,967	1,065,234	1,891,200
Current Liabilities	15,140	39,582	54,722
Long-Term Liabilities	-	-	-
Total Liabilities	15,140	39,582	54,722
Equity	810,827	1,025,651	1,836,478
Total Liabilities and Equity	\$825,967	\$1,065,234	\$1,891,200

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended February 28, 2025

	2025 YTD Actual	2025 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$58,759				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	8,850				
Total Beginning Resources	\$67,609				
Tenant Revenue	\$55,700	\$54,277	\$1,423	2.6%	
Operating Subsidy from HUD-PH	46,980	69,638	(22,658)	(32.5%)	(1)
Other Operating Income	368	246	122	49.7%	
Total Operating Income	103,048	124,161	(21,113)	-17.0%	
Salaries	(37,292)	(29,917)	(7,375)	(24.7%)	
Benefits	(6,916)	(12,925)	6,009	46.5%	
Occupancy Expenses	(32,167)	(56,622)	24,455	43.2%	(2)
Other Social Service Expenses	(27)	(156)	129	82.4%	
Administrative Expenses	(21,789)	(25,441)	3,652	14.4%	
Total Operating Expenses	(98,192)	(125,062)	26,869	21.5%	
Operating Cash Flow	4,856	(901)	5,756	639.1%	
Non-Operating Income	36,967	255,018	(218,051)	(85.5%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(38,420)	(248,963)	210,544	84.6%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	31,008	-	31,008	n/a	(4)
Non Operating Net Sources (Uses) of Cash	29,555	6,055	23,500	388.1%	
Net Change in Unrestricted Cash	34,410	\$5,154	\$29,256	567.6%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$93,169				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	8,850				
Total Ending Resources	\$102,019				

- 1) Operating fund subsidy was below target for Hillsvew as the budget assumed a higher utility cost than actuals used for operating subsidy request.
- 2) Timing of invoicing; only one month of sewer and garbage service has been billed. Also, seasonal and periodic contracts are low as is typical early in the year.
- 3) Mainly due to \$24K in unit upgrades at Hillsvew. Unbudgeted. \$238K was budgeted for roof repair at Cedar Grove through February. The project has experienced delays due to adverse weather conditions.
- 4) Mainly due to decreases in grant and tenant receivables. Slightly offset by decreases in accounts payable and deferred revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended February 28, 2025

	2025 YTD Actual	2025 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$68,898				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,700				
Total Beginning Resources	\$72,598				
Tenant Revenue	\$20,120	\$17,948	\$2,172	12.1%	
Operating Subsidy from HUD-PH	16,078	17,927	(1,849)	(10.3%)	
Other Operating Income	162	70	92	131.7%	
Total Operating Income	36,360	35,945	415	1.2%	
Salaries	(8,244)	(7,548)	(696)	(9.2%)	
Benefits	(1,711)	(3,297)	1,586	48.1%	
Occupancy Expenses	(10,705)	(21,074)	10,369	49.2%	(1)
Other Social Service Expenses	(7)	(64)	57	89.3%	
Administrative Expenses	(5,415)	(6,981)	1,566	22.4%	
Total Operating Expenses	(26,082)	(38,965)	12,883	33.1%	
Operating Cash Flow	10,278	(3,020)	13,298	440.4%	
Non-Operating Income	7,032	249,939	(242,907)	(97.2%)	(2)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(7,522)	(247,819)	240,298	97.0%	(2)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	8,678	-	8,678	n/a	(3)
Non Operating Net Sources (Uses) of Cash	8,188	2,120	6,068	286.2%	
Net Change in Unrestricted Cash	\$18,466	(\$900)	\$19,366	2,152.5%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$87,364				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$91,064				

- 1) Timing of invoicing; only one month of sewer and garbage service has been billed. Also, seasonal and periodic contracts are low as is typical early in the year.
- 2) \$238K was budgeted for roof repair through February. The project has experienced delays due to adverse weather conditions.
- 3) Mainly due to decreases in grant and tenant receivables. Slightly offset by a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended February 28, 2025

	2025 YTD Actual	2025 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	(\$10,139)				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,150				
Total Beginning Resources	(\$4,989)				
Tenant Revenue	\$35,580	\$36,329	(\$749)	(2.1%)	
Operating Subsidy from HUD-PH	30,902	51,711	(20,809)	(40.2%)	(1)
Other Operating Income	206	176	30	17.1%	
Total Operating Income	66,688	88,216	(21,529)	-24.4%	
Salaries	(29,048)	(22,369)	(6,679)	(29.9%)	
Benefits	(5,205)	(9,628)	4,423	45.9%	
Occupancy Expenses	(21,462)	(35,548)	14,086	39.6%	(2)
Other Social Service Expenses	(21)	(92)	71	77.6%	
Administrative Expenses	(16,374)	(18,460)	2,086	11.3%	
Total Operating Expenses	(72,110)	(86,097)	13,987	16.2%	
Operating Cash Flow	(5,423)	2,119	(7,542)	(355.9%)	
Non-Operating Income	29,935	5,079	24,856	489.4%	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(30,898)	(1,144)	(29,754)	(2,600.3%)	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	-	-	-	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	18,378	-	18,378	n/a	(4)
Non Operating Net Sources (Uses) of Cash	17,415	3,935	13,481	342.6%	
Net Change in Unrestricted Cash	\$11,992	\$6,054	\$5,939	98.1%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$1,853				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,150				
Total Ending Resources	\$7,003				

- 1) Operating fund subsidy was below target as the budget assumed a higher utility cost than actuals used for operating subsidy request.
- 2) Timing of invoicing; only one month of sewer and garbage service has been billed. Also, seasonal and periodic contracts are low as is typical early in the year.
- 3) Mainly due to \$24K in unit upgrades. Unbudgeted.
- 4) Mainly due to decreases in grant and tenant receivables. Slightly offset by a decrease in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

February to March 2025

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsvieiw	3	2	1
Cedar Grove	0	0	0

Unit Turnover Rates

The YTD Average Unit Turnover Rate is 47 days, 32 days not including upgrades.

- Hillsvieiw – 50 days, 33 days not including upgrades
- Cedar Grove – 30 days

Applications on Waiting List as of March 31, 2025

Number of applicants by property, bedroom size and admissions preference claimed by applicant*

Hillsvieiw	Preference	Non-Preference	Total
1 Bedroom	70 (21 elderly/disabled)	27	97

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	248	29	277
3 Bedrooms	39	19	58
4 Bedrooms	8	1	9
Total	295	49	344

*Preferences:

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

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Work Orders

	Preven- tive	Inspec- tion	Emer- gency	Vacate	RA	Tenant Request	Total
Hillsvew	4	1	0	1	0	4	10
Cedar Grove I	0	0	1	0	0	2	3
Cedar Grove II	0	0	0	0	0	0	0
Cedar Grove III	0	0	0	0	0	0	0
Cedar Grove (total)	0	0	1	0	0	2	3
Total	4	1	1	1	0	6	13

RA=Reasonable Accommodation