

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 26th @ 10:45am

Zoom Link:

<https://kcha-org.zoom.us/j/85076066418>

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, June 26, 2025 - 10:45am

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

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes** **1**
 - A. Board Meeting Minutes – April 17, 2025
- V. Action Items for Discussion & Approval** **2**
 - A. Approval of Voucher Report –
April 1, 2025 to May 31, 2025
- VI. Reports**
 - A. Financial Report for April 2025 **3**
 - B. Housing Management Report for April/May 2025 **4**
- VII. New Business**
- VIII. Adjournment**

T A B N U M B E R

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, April 17, 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 11:47a.m., on Thursday, April 17, 2025.

II. Roll Call

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

Welcome to our new Sedro-Woolley Housing Authority Commissioner, Mario Padilla.

III. Public Comment

No public comment.

IV. Approval of Minutes

A. February 27, 2025

Commissioner Kevin Riley moved for approval of the Minutes, seconded by Commissioner Debra Lancaster; the Board unanimously approved the Minutes from February 27, 2025.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report February 1, 2025 to March 31, 2025

Questions of Commissioners were answered.

Commissioner Kevin Riley moved for approval of the Voucher Report, seconded by Commissioner Mario Padilla; the board unanimously approved the Voucher Report for Feb 1 to Mar 31, 2025

VI. Reports

A. Financial Report for February 2025

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

B. Housing Management Report for February/March 2025

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

VIII. New Business

Would like to add to future agendas to do a check-in of what is happening federally.

Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:26 a.m.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

T A B N U M B E R

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SWHA Board of Commissioners
Laurie Fellers, *Chair*
Katherine Olson
Debra Lancaster
Kevin Riley

KCHA President/CEO
Robin Walls

TO: Board of Commissioners

FROM: Crystal Barrow-Mendez, Accounting Manager

DATE: May 30, 2025

RE: Approval of Vouchers April 1, 2025 to May 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
Accounting Manager
May 30, 2025

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	263,844.69
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	263,844.69

Directly to Hillsvew	86,932.58
Hillsvew Voids	<u>(357.62)</u>
Hillsvew Total	<u>86,574.96</u>

Total Expenditures	<u><u>350,419.65</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2025 TO 5/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
170000	Work-In-Process	146,750.00	OLYMPIC ROOFING LLC	CEDAR GROVE ROOF REPLC	4/25/2025	357198
170000	Work-In-Process	88,000.00	OLYMPIC ROOFING LLC	CEDAR GROVE , BLDG C ROOF	4/25/2025	357198
170000	Work-In-Process	18,250.00	OLYMPIC ROOFING LLC	CEDAR GROVE ROOF REPLC	5/23/2025	357698
200200	Contract Retentions	(7,337.50)	OLYMPIC ROOFING LLC	CEDAR GROVE ROOF REPLC	4/25/2025	357198
200200	Contract Retentions	(4,400.00)	OLYMPIC ROOFING LLC	CEDAR GROVE , BLDG C ROOF	4/25/2025	357198
200200	Contract Retentions	(912.50)	OLYMPIC ROOFING LLC	CEDAR GROVE ROOF REPLC	5/23/2025	357698
410000	Admin Supplies	17.42	ABC IMAGING	UPDATED PACKET	4/11/2025	356923
410000	Admin Supplies	10.30	OLYMPIC PRINTERS INC	printing	4/25/2025	357092
411100	Computer Equip-Hardware	1.09	CDW/COMPUTER CENTERS INC	FORTICO TERM	4/4/2025	356750
411101	Computer Equip-Software	3.67	CERIUM NETWORKS INC	STANDARD SUPPORT PROGRAM 1 YEAR	4/25/2025	357176
411102	Computer Equip-Hardware Maintenance	9.78	GENERAL DATATECH LP	NETAPP SUPPORT RENEWAL	4/4/2025	356815
411102	Computer Equip-Hardware Maintenance	5.94	DELL MARKETING LP	COMPUTER SUPPLIES	4/18/2025	356996
411102	Computer Equip-Hardware Maintenance	9.04	CDW/COMPUTER CENTERS INC	CISCO SMARTNET	5/2/2025	357233
411103	Computer Equip-Software Maintenance	12.23	TROY MOBILITY INC	MOBILEIRON SECURE	5/23/2025	357684
411104	Computer Equip-Software as a Service Fees	0.60	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/18/2025	356995
411901	Equip-Other-Leased/Rented	1.42	CANON FINANCIAL	CONTRACT 0667544-005	4/25/2025	357172
420000	Professional Services-Legal	170.00	MONTGOMERY PURDUE BLANKINSHIP	legal svcs	4/11/2025	356846
420000	Professional Services-Legal	1.28	MONTGOMERY PURDUE BLANKINSHIP	legal svcs	4/11/2025	356846
420000	Professional Services-Legal	450.00	MONTGOMERY PURDUE BLANKINSHIP	legal svcs	4/11/2025	356846
420000	Professional Services-Legal	0.05	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/9/2025	357327
420000	Professional Services-Legal	550.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/9/2025	357327
420000	Professional Services-Legal	5.48	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/9/2025	357327
420101	Professional Services-Auditing	590.75	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	4/25/2025	357094
420101	Professional Services-Auditing	1,248.25	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	5/23/2025	357623
420908	Professional Services-Computers	0.64	UNIT 4 BUSINESS SOFTWARE	AD HOC CONSULTING 2025	4/4/2025	356762
420908	Professional Services-Computers	0.94	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	4/11/2025	356962
420908	Professional Services-Computers	1.02	UNIT 4 BUSINESS SOFTWARE	AD HOC CONSULTING	4/11/2025	356885
420908	Professional Services-Computers	35.00	MICROSOFT CORPORATION	UNIFIED RENEWAL	5/23/2025	357713
421000	Admin -Translations	27.93	DYNAMIC LANGUAGE CENTER LTD	TRANSLATION	5/9/2025	357378
421904	Admin - Cloud Recovery Services	15.32	NET2VAULT LLC	MANAGED VAULTING	4/11/2025	356922
421904	Admin - Cloud Recovery Services	15.25	NET2VAULT LLC	MANAGED VAULTING	5/16/2025	357563
450002	Comms-Phones Lines-Service-Digital Voice	0.39	INTRADO LIFE & SAFETY INC	NETWORK AND TELECOM COVERAGE PERIOD	4/4/2025	356798
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/24-3/23/25 CHGS	4/4/2025	356759
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/24-4/23/25 CHGS	4/4/2025	356759
450002	Comms-Phones Lines-Service-Digital Voice	0.67	CENTURYLINK	MONTHLY CHGS	5/2/2025	357299
450002	Comms-Phones Lines-Service-Digital Voice	0.47	CENTURYLINK	MONTHLY CHGS	5/2/2025	357299
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	MONTHLY CHGS	5/16/2025	357527
450002	Comms-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	MONTHLY CHGS	5/16/2025	357527
450002	Comms-Phones Lines-Service-Digital Voice	0.39	INTRADO LIFE & SAFETY INC	911 ENTERPRISE SVCS	5/23/2025	357682
450100	Comms-Long Distance Charges	0.32	CENTURYLINK	MONTHLY CHGS	4/25/2025	357201
491000	Admin Exp-Criminal/Background Checks	10.90	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	4/11/2025	356871

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2025 TO 5/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	7.35	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	5/16/2025	357522
491000	Admin Exp-Criminal/Background Checks	15.08	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA JAN 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	21.63	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA APRIL 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	16.35	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA MARCH 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK SEDRO WOOLLEY APRIL 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	11.25	WASHINGTON STATE PATROL	BACKGROUND CHECK SEDRO WOOLLEY JAN 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	2.75	WASHINGTON STATE PATROL	BACKGROUND CHECK SEDRO WOOLLEY FEB 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	18.61	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA FEB 2025	5/23/2025	357635
491001	Admin Exp-Tenant Screening	0.34	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000P0T ORD 25017922 MARCH 2025	4/25/2025	357190
491001	Admin Exp-Tenant Screening	1.55	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000P0T ORDER 25017922 4/1-30/25	5/16/2025	357577
493000	Other Admin Exp-Postage	14.11	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS 2025	4/11/2025	356850
493000	Other Admin Exp-Postage	14.13	MAIL ADVERTISING BUREAU INC	MAY 2025 STATEMENTS	5/2/2025	357226
493000	Other Admin Exp-Postage	12.74	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	5/23/2025	357696
493100	Other Admin Exp-Mail Handling	2.32	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS 2025	4/11/2025	356850
493100	Other Admin Exp-Mail Handling	2.32	MAIL ADVERTISING BUREAU INC	MAY 2025 STATEMENTS	5/2/2025	357226
520104	Social Service -Interpretation	2.23	EFFECTIFF LLC	TRANSLATION	4/18/2025	357081
520104	Social Service -Interpretation	2.41	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	5/2/2025	357312
520104	Social Service -Interpretation	2.26	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	5/16/2025	357603
620011	Occ Exp-Maint -Fire/Safety	327.00	SMITH FIRE SYSTEMS INC	ANNUAL FIRE EXTINGUISHER INSPECTION - JAN-25	4/4/2025	356809
620011	Occ Exp-Maint -Fire/Safety	814.99	SMITH FIRE SYSTEMS INC	FIRE EXTINGUISHER MAINTENANCE - MAR-25	5/2/2025	357294
620012	Occ Exp-Maint -Pest Control	29.08	STOP BUGGING ME PEST CONTROL	Pest Control	5/2/2025	357279
620012	Occ Exp-Maint -Pest Control	29.08	STOP BUGGING ME PEST CONTROL	Pest Control	5/23/2025	357679
620012	Occ Exp-Maint -Pest Control	29.08	STOP BUGGING ME PEST CONTROL	Pest Control	5/23/2025	357679
620012	Occ Exp-Maint -Pest Control	29.08	STOP BUGGING ME PEST CONTROL	Pest Control	5/23/2025	357679
620012	Occ Exp-Maint -Pest Control	0.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/23/2025	357679
620012	Occ Exp-Maint -Pest Control	65.43	STOP BUGGING ME PEST CONTROL	Pest Control	5/30/2025	357769
620012	Occ Exp-Maint -Pest Control	29.08	STOP BUGGING ME PEST CONTROL	Pest Control	5/30/2025	357769
620012	Occ Exp-Maint -Pest Control	29.08	STOP BUGGING ME PEST CONTROL	Pest Control	5/30/2025	357769
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	LANDSCAPING	4/11/2025	356948
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	LANDSCAPING SVCS	4/11/2025	356948
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	YARD CARE	4/25/2025	357199
660000	Occ Exp-Utilities-Water	198.95	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	109.21	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	248.65	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	109.21	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	135.04	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	191.84	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	142.13	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	177.64	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	120.83	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660000	Occ Exp-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2025 TO 5/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occ Exp-Utilities-Water	87.26	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	193.34	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	87.26	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	171.88	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	186.19	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	179.03	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	150.40	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660000	Occ Exp-Utilities-Water	171.88	PUBLIC UTILITY DISTRICT #1	WATER	5/30/2025	357758
660100	Occ Exp-Utilities-Sewer	813.23	CITY OF SEDRO WOOLLEY	SEWER	4/18/2025	357030
660100	Occ Exp-Utilities-Sewer	486.02	CITY OF SEDRO WOOLLEY	SEWER	4/18/2025	357030
660100	Occ Exp-Utilities-Sewer	324.33	CITY OF SEDRO WOOLLEY	SEWER	4/18/2025	357030
660100	Occ Exp-Utilities-Sewer	324.33	CITY OF SEDRO WOOLLEY	SEWER	5/16/2025	357546
660100	Occ Exp-Utilities-Sewer	816.64	CITY OF SEDRO WOOLLEY	SEWER	5/16/2025	357546
660100	Occ Exp-Utilities-Sewer	486.02	CITY OF SEDRO WOOLLEY	SEWER	5/16/2025	357546
660200	Occ Exp-Utilities-Electricity	21.41	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/4/2025	356771
660200	Occ Exp-Utilities-Electricity	87.28	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/4/2025	356771
660200	Occ Exp-Utilities-Electricity	83.20	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/4/2025	356771
660200	Occ Exp-Utilities-Electricity	72.71	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/2/2025	357255
660200	Occ Exp-Utilities-Electricity	20.32	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/2/2025	357255
660200	Occ Exp-Utilities-Electricity	75.54	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/2/2025	357255
660200	Occ Exp-Utilities-Electricity	70.69	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/30/2025	357751
660200	Occ Exp-Utilities-Electricity	70.45	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/30/2025	357751
660200	Occ Exp-Utilities-Electricity	19.25	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/30/2025	357751
660300	Occ Exp-Utilities-Natural Gas	169.88	CASCADE NATURAL GAS CO	GAS	4/11/2025	356890
660300	Occ Exp-Utilities-Natural Gas	110.53	CASCADE NATURAL GAS CO	GAS	5/9/2025	357361
660301	Occ Exp-Utilities-Natural Gas-Closing Bill	442.41	CASCADE NATURAL GAS CO	GAS	5/2/2025	357251
660301	Occ Exp-Utilities-Natural Gas-Closing Bill	366.26	CASCADE NATURAL GAS CO	GAS	5/2/2025	357251
660500	Occ Exp-Utilities-Surface Water Mgmt	75.32	CITY OF SEDRO WOOLLEY	STORM	4/18/2025	357030
660500	Occ Exp-Utilities-Surface Water Mgmt	44.91	CITY OF SEDRO WOOLLEY	STORM	4/18/2025	357030
660500	Occ Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	STORM	4/18/2025	357030
660500	Occ Exp-Utilities-Surface Water Mgmt	29.99	CITY OF SEDRO WOOLLEY	STORM	5/16/2025	357546
660500	Occ Exp-Utilities-Surface Water Mgmt	75.82	CITY OF SEDRO WOOLLEY	STORM	5/16/2025	357546
660500	Occ Exp-Utilities-Surface Water Mgmt	44.91	CITY OF SEDRO WOOLLEY	STORM	5/16/2025	357546
660700	Occ Exp-Utilities-Garbage	646.39	CITY OF SEDRO WOOLLEY	GARBAGE	4/18/2025	357030
660700	Occ Exp-Utilities-Garbage	338.15	CITY OF SEDRO WOOLLEY	GARBAGE	4/18/2025	357030
660700	Occ Exp-Utilities-Garbage	227.05	CITY OF SEDRO WOOLLEY	GARBAGE	4/18/2025	357030
660700	Occ Exp-Utilities-Garbage	227.05	CITY OF SEDRO WOOLLEY	GARBAGE	5/16/2025	357546
660700	Occ Exp-Utilities-Garbage	742.25	CITY OF SEDRO WOOLLEY	GARBAGE	5/16/2025	357546
660700	Occ Exp-Utilities-Garbage	338.15	CITY OF SEDRO WOOLLEY	GARBAGE	5/16/2025	357546
	SUBTOTAL CEDAR GROVE	263,844.69				

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2025 TO 5/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	263,844.69				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
410000	Admin Supplies	42.97	CRYSTAL SPRINGS	WATER - HILLSVIEW	4/4/2025	356749
410000	Admin Supplies	70.84	CRYSTAL SPRINGS	water - Ballinger	4/4/2025	356749
410000	Admin Supplies	52.27	ABC IMAGING	UPDATED PACKET	4/11/2025	356923
410000	Admin Supplies	30.89	OLYMPIC PRINTERS INC	printing	4/25/2025	357092
410000	Admin Supplies	86.71	CRYSTAL SPRINGS	water - Sedro & Ballinger	5/2/2025	357232
410000	Admin Supplies	90.42	CRYSTAL SPRINGS	WATER - Sedro/Ballinger	5/30/2025	357735
411100	Computer Equip-Hardware	3.12	CDW/COMPUTER CENTERS INC	FORTICO TERM	4/4/2025	356750
411101	Computer Equip-Software	10.48	CERIUM NETWORKS INC	STANDARD SUPPORT PROGRAM 1 YEAR	4/25/2025	357176
411102	Computer Equip-Hardware Maintenance	27.95	GENERAL DATATECH LP	NETAPP SUPPORT RENEWAL	4/4/2025	356815
411102	Computer Equip-Hardware Maintenance	16.97	DELL MARKETING LP	COMPUTER SUPPLIES	4/18/2025	356996
411102	Computer Equip-Hardware Maintenance	25.83	CDW/COMPUTER CENTERS INC	CISCO SMARTNET	5/2/2025	357233
411103	Computer Equip-Software Maintenance	34.94	TROY MOBILITY INC	MOBILEIRON SECURE	5/23/2025	357684
411104	Computer Equip-Software as a Service Fees	1.72	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/18/2025	356995
411901	Equip-Other-Leased/Rented	4.25	CANON FINANCIAL	CONTRACT 0667544-005	4/25/2025	357172
420000	Professional Services-Legal	50.00	MONTGOMERY PURDUE BLANKINSHIP	legal svcs	4/11/2025	356846
420000	Professional Services-Legal	85.00	MONTGOMERY PURDUE BLANKINSHIP	legal svcs	4/11/2025	356846
420000	Professional Services-Legal	3.82	MONTGOMERY PURDUE BLANKINSHIP	legal svcs	4/11/2025	356846
420000	Professional Services-Legal	0.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/9/2025	357327
420000	Professional Services-Legal	0.14	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/9/2025	357327
420000	Professional Services-Legal	16.37	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/9/2025	357327
420101	Professional Services-Auditing	1,772.25	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	4/25/2025	357094
420101	Professional Services-Auditing	3,744.75	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-23	5/23/2025	357623
420908	Professional Services-Computers	1.84	UNIT 4 BUSINESS SOFTWARE	AD HOC CONSULTING 2025	4/4/2025	356762
420908	Professional Services-Computers	2.68	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	4/11/2025	356962
420908	Professional Services-Computers	2.91	UNIT 4 BUSINESS SOFTWARE	AD HOC CONSULTING	4/11/2025	356885
420908	Professional Services-Computers	100.00	MICROSOFT CORPORATION	UNIFIED RENEWAL	5/23/2025	357713
421000	Admin -Translations	83.80	DYNAMIC LANGUAGE CENTER LTD	TRANSLATION	5/9/2025	357378
421904	Admin - Cloud Recovery Services	43.77	NET2VAULT LLC	MANAGED VAULTING	4/11/2025	356922
421904	Admin - Cloud Recovery Services	43.58	NET2VAULT LLC	MANAGED VAULTING	5/16/2025	357563
450002	Comms-Phones Lines-Service-Digital Voice	1.10	INTRADO LIFE & SAFETY INC	NETWORK AND TELECOM COVERAGE PERIOD	4/4/2025	356798
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	3/24-3/23/25 CHGS	4/4/2025	356759
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	3/24-4/23/25 CHGS	4/4/2025	356759
450002	Comms-Phones Lines-Service-Digital Voice	1.90	CENTURYLINK	MONTHLY CHGS	5/2/2025	357299
450002	Comms-Phones Lines-Service-Digital Voice	1.34	CENTURYLINK	MONTHLY CHGS	5/2/2025	357299
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	5/16/2025	357527
450002	Comms-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	5/16/2025	357527
450002	Comms-Phones Lines-Service-Digital Voice	1.10	INTRADO LIFE & SAFETY INC	911 ENTERPRISE SVCS	5/23/2025	357682

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2025 TO 5/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450003	Comms-Phones Lines-Security	143.00	WASHINGTON TECHNOLOGY SOLUTIONS	ORDER ACTIVITY	4/11/2025	356909
450003	Comms-Phones Lines-Security	135.00	WASHINGTON TECHNOLOGY SOLUTIONS	TECHNOLOGY SVCS	5/16/2025	357552
450100	Comms-Long Distance Charges	0.92	CENTURYLINK	MONTHLY CHGS	4/25/2025	357201
491000	Admin Exp-Criminal/Background Checks	32.69	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	4/11/2025	356871
491000	Admin Exp-Criminal/Background Checks	22.05	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	5/16/2025	357522
491000	Admin Exp-Criminal/Background Checks	45.24	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA JAN 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	64.90	WASHINGTON STATE PATROL	BACKGROUND KCHA APRIL 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	49.04	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA MARCH 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	24.75	WASHINGTON STATE PATROL	BACKGROUND CHECK SEDRO WOOLLEY APRIL 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	33.75	WASHINGTON STATE PATROL	BACKGROUND CHECK SEDRO WOOLLEY JAN 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	8.25	WASHINGTON STATE PATROL	BACKGROUND CHECK SEDRO WOOLLEY FEB 2025	5/23/2025	357635
491000	Admin Exp-Criminal/Background Checks	55.84	WASHINGTON STATE PATROL	BACKGROUND CHECK KCHA FEB 2025	5/23/2025	357635
491001	Admin Exp-Tenant Screening	1.01	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORD 25017922 MARCH 2025	4/25/2025	357190
491001	Admin Exp-Tenant Screening	4.65	CARASOFT TECHNOLOGY CORPORATION	PO A1B2WA000POT ORDER 25017922 4/1-30/25	5/16/2025	357577
493000	Other Admin Exp-Postage	42.33	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS 2025	4/11/2025	356850
493000	Other Admin Exp-Postage	42.39	MAIL ADVERTISING BUREAU INC	MAY 2025 STATEMENTS	5/2/2025	357226
493000	Other Admin Exp-Postage	38.23	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	5/23/2025	357696
493100	Other Admin Exp-Mail Handling	6.96	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS 2025	4/11/2025	356850
493100	Other Admin Exp-Mail Handling	6.96	MAIL ADVERTISING BUREAU INC	MAY 2025 STATEMENTS	5/2/2025	357226
520104	Social Service -Interpretation	6.70	EFFECTIFF LLC	TRANSLATION	4/18/2025	357081
520104	Social Service -Interpretation	7.22	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	5/2/2025	357312
520104	Social Service -Interpretation	6.77	EFFECTIFF LLC	KING COUNTY PROPERTY MGMT	5/16/2025	357603
610003	Occ Exp-Materials-Carpentry	357.62	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	4/11/2025	356854
610003	Occ Exp-Materials-Carpentry	357.62	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	4/11/2025	0
610006	Occ Exp-Materials-Windows	63.91	HD SUPPLY FACILITIES MAINTENANCE	maintenance supplies	4/18/2025	356988
620006	Occ Exp-Maint -Floor Covering	1,849.96	GREAT FLOORS LLC	CARPET INSTALL - UNIT 228	4/4/2025	356788
620006	Occ Exp-Maint -Floor Covering	3,849.00	GREAT FLOORS LLC	VINYL INSTALL - UNIT 105	5/23/2025	357672
620007	Occ Exp-Maint -Elevator	20,000.00	SCHINDLER ELEVATOR CORPORATION	DOOR OPERATOR UPGRADE	5/23/2025	357680
620007	Occ Exp-Maint -Elevator	2,260.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	5/30/2025	357770
620011	Occ Exp-Maint -Fire/Safety	23,191.44	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR REPLACEMENT - APR-25	5/16/2025	357584
620011	Occ Exp-Maint -Fire/Safety	1,088.49	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR MAINTENANCE - FEB-25	5/23/2025	357697
620012	Occ Exp-Maint -Pest Control	65.43	STOP BUGGING ME PEST CONTROL	Pest Control	5/23/2025	357679
620012	Occ Exp-Maint -Pest Control	65.43	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/23/2025	357679
620012	Occ Exp-Maint -Pest Control	2.31	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/23/2025	357679
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	LANDSCAPING	4/11/2025	356948
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	LANDSCAPING SVCS	4/11/2025	356948
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	YARD CARE	4/25/2025	357199
620023	Occ Exp-Maint -Doors/Cabinets	875.00	COMMERCIAL ENTRY SYSTEMS INC	KEY CARDS	5/2/2025	357238
620023	Occ Exp-Maint -Doors/Cabinets	1,215.00	COMMERCIAL ENTRY SYSTEMS INC	INSTALL KEYSKAN	5/16/2025	357517
660000	Occ Exp-Utilities-Water	2,366.70	PUBLIC UTILITY DISTRICT #1	WATER	5/16/2025	357541
660100	Occ Exp-Utilities-Sewer	4,795.49	CITY OF SEDRO WOOLLEY	SEWER	4/18/2025	357030
660100	Occ Exp-Utilities-Sewer	4,789.65	CITY OF SEDRO WOOLLEY	SEWER	5/16/2025	357546

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2025 TO 5/31/2025

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occ Exp-Utilities-Electricity	1,682.39	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/4/2025	356771
660200	Occ Exp-Utilities-Electricity	1,522.07	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/2/2025	357255
660200	Occ Exp-Utilities-Electricity	1,193.76	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/30/2025	357751
660201	Occ Exp-Utilities-Electricity-Closing Bill	42.17	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/4/2025	356771
660201	Occ Exp-Utilities-Electricity-Closing Bill	18.40	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/4/2025	356771
660201	Occ Exp-Utilities-Electricity-Closing Bill	16.41	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/25/2025	357155
660201	Occ Exp-Utilities-Electricity-Closing Bill	11.20	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/25/2025	357155
660201	Occ Exp-Utilities-Electricity-Closing Bill	4.30	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/25/2025	357155
660201	Occ Exp-Utilities-Electricity-Closing Bill	68.11	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/2/2025	357255
660201	Occ Exp-Utilities-Electricity-Closing Bill	19.17	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/2/2025	357255
660500	Occ Exp-Utilities-Surface Water Mgmt	439.58	CITY OF SEDRO WOOLLEY	STORM	4/18/2025	357030
660500	Occ Exp-Utilities-Surface Water Mgmt	438.72	CITY OF SEDRO WOOLLEY	STORM	5/16/2025	357546
660700	Occ Exp-Utilities-Garbage	1,733.61	CITY OF SEDRO WOOLLEY	GARBAGE	4/18/2025	357030
660700	Occ Exp-Utilities-Garbage	1,569.03	CITY OF SEDRO WOOLLEY	GARBAGE	5/16/2025	357546
	SUBTOTAL HILLSVIEW	86,932.58				
	VOIDS	(357.62)				
	TOTAL HILLSVIEW	86,574.96				
TOTAL SEDRO WOOLLEY		350,419.65				

T A B N U M B E R

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: June 26, 2025
RE: April 2025 Financial Report

Attached for your review is the unaudited financial report for April 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

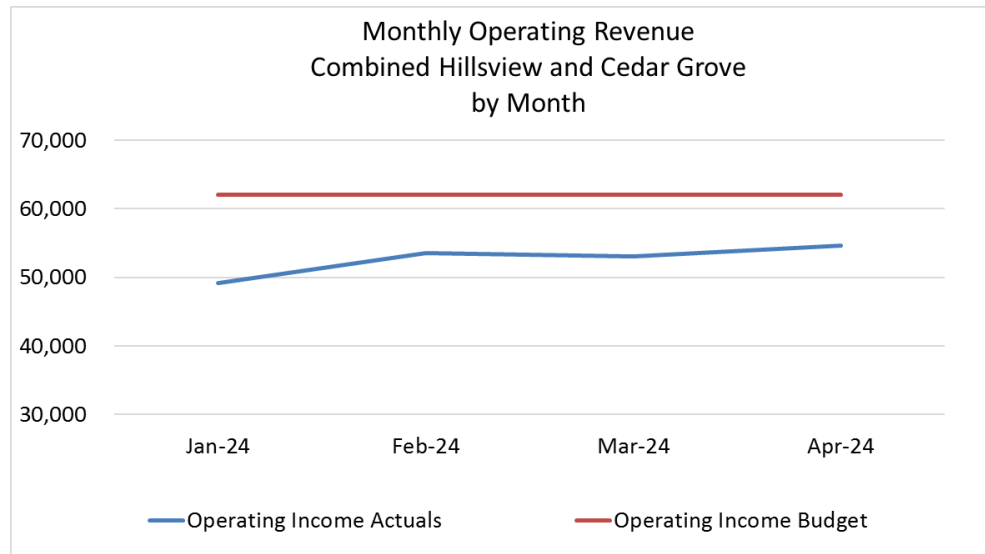
Year-to-date operating income was 15% under budget and operating expenses were 8.3% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$4,968	4.6%	●	Salaries and Benefits	\$5,075	6.6%	●
Federal Operating Support	(42,096)	-30.2%	●	Administrative Expenses	(\$847)	-1.7%	●
Other Revenue	(124)	-25.1%	●	Maintenance Expenses, Utilities, Taxes	\$15,473	13.7%	●
				Other Programmatic Expenses	\$276	88.4%	●
Total Operating Income	(\$37,251)	-15.0%	●	Total Operating Expenses	19,977	8.3%	●

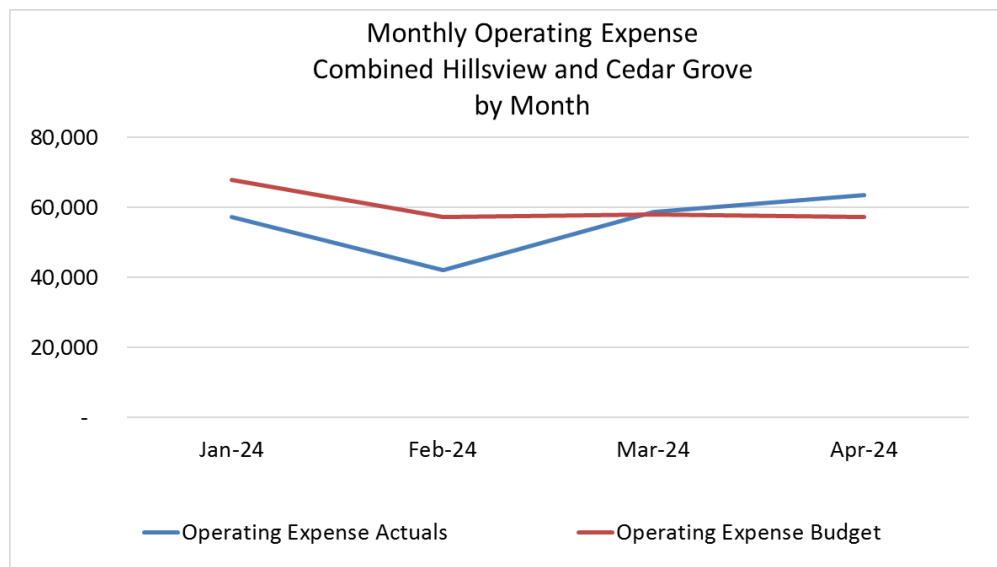
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$211,000 came under budget expectations by \$37,300, or 15%. The primary drivers of this variance was operating fund subsidy. The budget for Hillsvie assumed a higher funding amount.



Year-to-date operating expenses in the amount of \$220K were under budget by 8.3%. The primary reason for the variance is due to benefits being under budget by approximately \$10K. This was offset by several instances of overtime pay to catch up on administrative tasks as well as a lease signing and legals to serve past normal hours at Hillsvie. In addition, invoices for sewer and garbage only include three months of service as April has not yet been billed. Also, seasonal and periodic contracts are low as is typical early in the year.

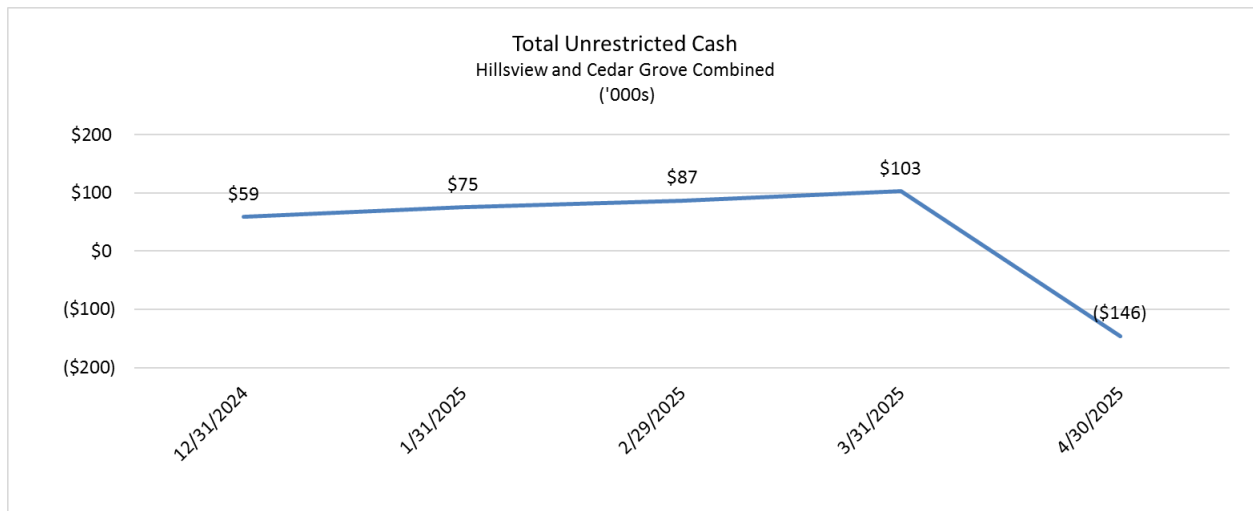


CAPITAL ACTIVITY

Capital project expenditures were under budget by 19.1% primarily due to the roof project at Cedar Grove being under budget. This is offset by an unbudgeted \$64K in unit upgrades at Hillsvue. \$369K was budgeted for roof repair through April at Cedar Grove but only approximately \$251K will be spent. The project is complete and awaiting final payout. This resulted in a lower draw from the CFP grant.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of -\$145,595 decreased by \$204K since the beginning of the year. The decrease in cash balance was mainly due to an increase in grant receivable, which was slightly offset by decreases in accounts payable and deferred revenue. This negative balance will be offset by a \$228K draw from the CFP grant in May.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of April 30, 2025

	Cedar Grove	Hillsview	Combined
Cash-Unrestricted	(\$128,610)	(\$16,985)	(\$145,595)
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,800	5,075	8,875
Total Cash	(124,810)	(11,910)	(136,720)
Current Assets	235,887	14,889	250,776
Long-term Assets	951,527	983,965	1,935,492
Total Other Assets	1,187,414	998,854	2,186,268
Total Assets	1,062,604	986,944	2,049,548
Current Liabilities	25,573	34,670	60,242
Long-Term Liabilities	-	-	-
Total Liabilities	25,573	34,670	60,242
Equity	1,037,032	952,274	1,989,305
Total Liabilities and Equity	\$1,062,604	\$986,944	\$2,049,548

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended April 30, 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	\$113,522	\$108,553	\$4,968	4.6%	
Operating Subsidy from HUD-PH	97,181	139,277	(42,096)	(30.2%)	(1)
Other Operating Income	368	492	(124)	(25.1%)	
Total Operating Income	211,071	248,322	(37,251)	-15.0%	
Salaries	(59,134)	(53,886)	(5,248)	(9.7%)	(2)
Benefits	(12,974)	(23,297)	10,323	44.3%	(2)
Occupancy Expenses	(97,770)	(113,244)	15,473	13.7%	(3)
Other Social Service Expenses	(36)	(312)	276	88.4%	
Administrative Expenses	(50,397)	(49,550)	(847)	(1.7%)	
Total Operating Expenses	(220,311)	(240,288)	19,977	8.3%	
Operating Cash Flow	(9,240)	8,034	(17,273)	(215.0%)	
Non-Operating Income	272,503	403,148	(130,645)	(32.4%)	(4)
Non-Operating Expenses	(1,021)	-	(1,021)	n/a	
Capital Expenditures	(315,714)	(390,278)	74,564	19.1%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(25)	-	(25)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(150,857)	-	(150,857)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(195,114)	12,870	(207,984)	(1,616.1%)	
Net Change in Unrestricted Cash	(204,353)	\$20,904	(\$225,257)	(1,077.6%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$145,595)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	8,875				
Total Ending Resources	(\$136,720)				

- 1) Operating fund subsidy was below target for Hillsvie as the budget assumed a higher funding amount.
- 2) Salaries were over budget due to several instances of overtime to catch up on administrative tasks as well as a lease signing and legals to serve past normal hours at Hillsvie. This was offset by benefits being under budget, resulting in a favorable \$5,000 variance.
- 3) Timing of invoicing; three months of sewer and garbage service has been billed. Also, seasonal and periodic contracts are low as is typical early in the year.
- 4) Mainly due to \$64K in unit upgrades at Hillsvie. Unbudgeted. \$369K was budgeted for roof repair through April. Project is complete and awaiting final payout. In addition, the project also came under budget. This resulted in a lower draw from the CFP grant.
- 5) Mainly due to the increase in grant receivable. Offset by increase in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended April 30, 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	\$42,590	\$35,895	\$6,695	18.7%	(1)
Operating Subsidy from HUD-PH	33,258	35,854	(2,596)	(7.2%)	
Other Operating Income	162	140	22	15.9%	
Total Operating Income	76,010	71,890	4,121	5.7%	
Salaries	(13,806)	(13,575)	(230)	(1.7%)	
Benefits	(3,246)	(5,944)	2,698	45.4%	
Occupancy Expenses	(31,487)	(42,148)	10,660	25.3%	(2)
Other Social Service Expenses	(9)	(128)	119	92.9%	
Administrative Expenses	(12,600)	(13,628)	1,029	7.5%	
Total Operating Expenses	(61,148)	(75,424)	14,276	18.9%	
Operating Cash Flow	14,863	(3,534)	18,397	520.6%	
Non-Operating Income	239,054	392,991	(153,936)	(39.2%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(250,895)	(388,560)	137,666	35.4%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(100)	-	(100)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	(200,429)	-	(200,429)	n/a	(4)
Non Operating Net Sources (Uses) of Cash	(212,370)	4,430	(216,800)	(4,893.6%)	
Net Change in Unrestricted Cash	(\$197,507)	\$896	(\$198,404)	(22,137.1%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$128,610)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,800				
Total Ending Resources	(\$124,810)				

- 1) Dwelling Rent was higher than budget due to higher income from residents.
- 2) Timing of invoicing; three months of sewer and garbage service has been billed. Also, seasonal and periodic contracts are low as is typical early in the year.
- 3) \$369K was budgeted for roof repair through April. Project is complete and awaiting final payout. In addition, the project also came under budget. This results in a lower draw from the CFP grant.
- 4) Mainly due to the increase in grant receivable. Offset by increase in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended April 30, 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	\$70,932	\$72,658	(\$1,726)	(2.4%)	
Operating Subsidy from HUD-PH	63,923	103,422	(39,499)	(38.2%)	(1)
Other Operating Income	206	352	(146)	(41.4%)	
Total Operating Income	135,061	176,432	(41,371)	-23.4%	
Salaries	(45,328)	(40,311)	(5,018)	(12.4%)	(2)
Benefits	(9,728)	(17,353)	7,625	43.9%	(2)
Occupancy Expenses	(66,283)	(71,096)	4,813	6.8%	
Other Social Service Expenses	(27)	(183)	156	85.1%	
Administrative Expenses	(37,797)	(35,921)	(1,875)	(5.2%)	
Total Operating Expenses	(159,163)	(164,865)	5,701	3.5%	
Operating Cash Flow	(24,102)	11,568	(35,670)	(308.4%)	
Non-Operating Income	33,449	10,158	23,291	229.3%	(3)
Non-Operating Expenses	(1,021)	-	(1,021)	n/a	
Capital Expenditures	(64,819)	(1,718)	(63,101)	(3,672.7%)	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	75	-	75	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	49,572	-	49,572	n/a	(4)
Non Operating Net Sources (Uses) of Cash	17,256	8,440	8,817	104.5%	
Net Change in Unrestricted Cash	(\$6,846)	\$20,007	(\$26,853)	(134.2%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$16,985)				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,075				
Total Ending Resources	(\$11,910)				

- 1) Operating fund subsidy was below budget as the budget assumed a higher funding amount.
- 2) Salaries were over budget due to several instances of overtime to catch up on administrative tasks as well as a lease signing and legals to serve past normal hours. This was offset by benefits being under budget, resulting in a favorable \$2,600 variance.
- 3) Mainly due to \$64K in unit upgrades. Unbudgeted.
- 4) Mainly due to the decrease in accounts payable. Offset by decrease in grant receivable.

T A B N U M B E R

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SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

April to May 2025

VACANCIES

Vacant Units

Total vacant units as of the last day of the reporting period: 0

Hillsvieview – 0

Cedar Grove - 0

Unit Turn Over

Unit turnover during the reporting period

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

YTD Average Unit Turnover Rate: 36 days (not including upgraded units) 48 days, including upgraded units)

Hillsvieview - 38 days (excluding upgrades days of 226)

Cedar Grove – 27 days

APPLICATIONS

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

Hillsvieview	Preference	Non-Preference	Total
1 Bedroom	66 (21 elderly/disabled)	27	93

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	256	28	284
3 Bedrooms	41	19	60
4 Bedrooms	9	2	11
Total	306	49	355

*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

Work orders completed during the reporting period

	Preven- tive	Inspec- tion	Emer- gency	Vacate	RA	Tenant Request	Total
Hillsvview	6	12	0	2	0	9	29
Cedar Grove I	1	0	0	0	0	3	4
Cedar Grove II	1	0	0	0	0	1	2
Cedar Grove III	0	0	0	0	0	0	0
Cedar Grove (total)	2	0	0	0	0	4	6
Total	8	12	0	2	0	13	35

RA=Reasonable Accommodation

UPDATES

Staffing:

- Senior Ballinger Property Manager hired. Starting June 2, 2025.
- North Regional Manager Nancy Cibrian-Perry will start June 16, 2025.
- Oliver Hunt is the new Site Based Maintenance Mechanic.