

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 20, 2024 @ 10:45am

Zoom Meeting:

<https://kcha-org.zoom.us/j/88136729565>

Meeting ID: 881 3672 9565

Phone: 253 215 8782

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

Thursday, June 20, 2024 – 10:45am

Hillsview 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. April 25, 2024
 - V. **Action Items for Discussion & Approval**
 - A. Approval of Voucher Report February 1, 2024 to March 31, 2024 2
 - B. **Resolution No. 500** – Authorizing Expansion of the Housing Authority’s Partnership with the King County Housing Authority 3
 - VI. **Reports**
 - A. Financial Report for February 2024 4
 - B. Housing Management Report December 2023 – February 2024 5
 - VII. **New Business**
 - VIII. **Adjournment**

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

Thursday, April 25, 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, April 25, 2024.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Dona Cowan and Commissioner Katherine Olson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. February 15, 2024

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from February 15, 2024.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report February 1, 2024 to March 31, 2024

Questions of Commissioners were answered.

Commissioner Katherine Olson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for February 1, 2024 to March 31, 2024.

B. Resolution No. 499 – Procurement Policy

This was Resolution 490 and approved January, 2024. We needed revisions to satisfy the findings to align with HUD for SWHA.

Dona Cowan moved for approval of Resolution 499, seconded by Katherine Olson; the board unanimously approved Resolution 499.

VI. Reports

A. Financial Report for February 2024

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

B. Housing Management Report for December 2023 – February 2024

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

11:08 am – Board meeting was suspended.

11:17 am – Board meeting was re-convened.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:18 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

TO: Board of Commissioners

FROM: Ai Ly, Assistant VP of Finance

DATE: June 7, 2024

RE: Approval of Vouchers April 1, 2024 to May 31, 2024

I, Ai Ly, 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.

Ai Ly

Digitally signed by Ai Ly
DN: CN=Ai Ly, E=ai@kcha.org
Reason: I am approving this document
Location: King County Housing Authority
Date: 2024.06.07 12:14:44-0700
Full PDF Render Version: 2023.3.0

Ai Ly
Assistant VP of Finance
June 7, 2024

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	11,632.77
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	11,632.77

Directly to Hillsvievw	57,698.39
Hillsvievw Voids	<u>0.00</u>
Hillsvievw Total	<u>57,698.39</u>

Total Expenditures	<u><u>69,331.16</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2024 TO 5/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
140000	Prepaid Insurance	10.50	RESILIENCE	RSP EDGE 1	5/3/2024	351541
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M PERRY AMOS 3/30/2024	4/5/2024	351063
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M P AMOS 4/6/24	4/12/2024	351178
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M PERRY 4/13/24	4/19/2024	351298
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M AMOS 4/20/24	4/26/2024	351422
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M AMOS 4/27/24	5/3/2024	351524
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M P AMOS 5/4/24	5/17/2024	351765
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M P AMOS 5/18/24	5/24/2024	351870
400100	Salaries-Temp Employees	13.44	BEACON HILL STAFFING GROUP LLC	M AMOS 5/11/24	5/24/2024	351870
410000	Admin Supplies	14.37	OLYMPIC PRINTERS INC	M P AMOS 5/25/24 ENVELOPES	5/31/2024	351967
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	4/5/2024	350965
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	4/19/2024	351285
410000	Admin Supplies	34.31	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	5/10/2024	351609
411102	Comp Equip-Hardware Maintenance	1.46	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	5/24/2024	351803
411102	Comp Equip-Hardware Maintenance	3.64	CERUIUM NETWORKS INC	AUDIO CODES SUPPORT RENEWAL	4/5/2024	350989
411102	Comp Equip-Hardware Maintenance	8.03	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/12/2024	351148
411901	Equip-Other-Leased/Rented	1.26	CANON FINANCIAL	CONTRACT 0667544-005	5/17/2024	351650
411901	Equip-Other-Leased/Rented	2.45	CANON FINANCIAL	CONTRACT 0667544-005	4/26/2024	351380
411901	Equip-Other-Leased/Rented	1.25	CANON FINANCIAL	CONTRACT 0667544-005	5/31/2024	351949
420908	Professional Services-Comps	9.41	HYLAND SOFTWARE, INC	CONTRACT 0667544005	5/31/2024	351949
420908	Professional Services-Comps	1.36	MARTIN S COX	ENHANCED MANAGED SVCS	4/5/2024	351026
420908	Professional Services-Comps	9.41	HYLAND SOFTWARE, INC	SHAREPOINT ACCESS POWER PLATFORM SUPPORT	5/10/2024	351634
421100	Admin Contracts-Compliance Line	4.50	SHORELINE FIRE DEPARTMENT	ENHANCED MANAGED SVCS	5/10/2024	351591
421100	Admin Contracts-Compliance Line	4.50	SHORELINE FIRE DEPARTMENT	PERMIT - ANNUAL RENEWAL	4/19/2024	351230
421902	Admin Contracts-Answering Service	5.28	ABS COMMUNICATIONS, INC	PERMIT - ANNUAL RENEWAL	4/19/2024	351230
421904	Admin Contracts- Cloud Recovery Services	13.78	NET2VAULT LLC	MONTHLY BASE RATE	4/5/2024	351020
421904	Admin Contracts- Cloud Recovery Services	13.78	NET2VAULT LLC	MANAGED VAULTING	4/5/2024	351036
440011	Travel-Mileage Reimbursement	41.01	CANDACE SULLERS	MANAGED VAULTING DISASTER RECOVERY SVCS	5/10/2024	351601
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/14-22/24 MILEAGE	4/5/2024	351065
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/23-4/23/24 CHGS	4/12/2024	351106
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/23-4/23/24 CHGS	4/12/2024	351106
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	4/23-5/23/24 CHGS	5/10/2024	351567
450002	Comm-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	4/23-5/23/24 CHGS	5/10/2024	351567
450002	Comm-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MRC FEE MARCH 1-31 2024	5/17/2024	351676
450100	Comm-Long Distance Charges	0.23	CENTURYLINK	911 SVC MINIMUM MRC FEE COVERAGE APRIL 2024	5/31/2024	351961
450100	Comm-Long Distance Charges	0.24	CENTURYLINK	3/12-4/11/24 CHGS	4/26/2024	351423
491000	Admin Expenses-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	4/12-5/11/24 CHGS	5/31/2024	351968
491000	Admin Expenses-Criminal/Background Checks	8.51	NATIONAL CREDIT REPORTING	BACK GROUND CHECK	4/5/2024	350990
491000	Admin Expenses-Criminal/Background Checks	10.03	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/12/2024	351104
493000	Other Admin Exp-Postage	12.97	MAIL ADVERTISING BUREAU INC	BACKGROUND CHECK	5/10/2024	351564
				MARCH 2024 STATEMENTS	4/5/2024	350970

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2024 TO 5/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	6.67	QUADRIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	4/19/2024	351296
493000	Other Admin Exp-Postage	6.62	QUADRIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	5/24/2024	351865
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	MARCH 2024 STATEMENTS	4/5/2024	350970
495000	Other Admin Exp-General Liability Insurance	10.50	RESILIENCE	RSP EDGE 1	5/3/2024	351541
520104	Social Service Contracts-Interpretation	6.25	LANGUAGE LINE SERVICES, INC	INTERPRETATION	4/12/2024	351091
520104	Social Service Contracts-Interpretation	4.54	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/24/2024	351798
610007	Occ Expenses-Materials-Paint	304.30	SHERWIN WILLIAMS CO	PAINT SUPPLIES	5/17/2024	351730
620011	Occ Expenses-Maint Contracts-Fire/Safety	337.35	SMITH FIRE SYSTEMS INC	SVC CALL	5/24/2024	351867
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/19/2024	351279
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/19/2024	351279
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	4/19/2024	351279
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL - DEC-23	5/24/2024	351847
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/24/2024	351847
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/24/2024	351847
620012	Occ Expenses-Maint Contracts-Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/24/2024	351847
620017	Occ Expenses-Maint Contracts-Cleaning	25.41	1-800-GOT-JUNK? OF BELLEVUE/TACOMA	FULL LOAD JUNK REMOVAL	5/3/2024	351502
640019	Occ Expenses-Maint Projects-Playground	7.20	NORTHWEST PLAYGROUND EQUIPMENT	PLAYGROUND SUPPLIES	4/26/2024	351337
640099	Occ Expenses-Maint Projects-Other	723.88	THE HOME DEPOT	MAINT SUPPLIES	5/24/2024	351794
660000	Occ Expenses-Utilities-Water	103.98	PUBLIC UTILITY DISTRICT #1	WATER	5/10/2024	351580
660000	Occ Expenses-Utilities-Water	135.34	PUBLIC UTILITY DISTRICT #1	WATER	5/10/2024	351580
660000	Occ Expenses-Utilities-Water	135.34	PUBLIC UTILITY DISTRICT #1	WATER	5/10/2024	351580
660000	Occ Expenses-Utilities-Water	83.10	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	170.50	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	204.60	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	143.23	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	162.41	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	148.88	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	170.50	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	162.41	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	129.58	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	150.04	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	121.81	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	99.67	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	209.78	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	99.67	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351663
660000	Occ Expenses-Utilities-Water	100.45	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	170.50	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	177.32	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660000	Occ Expenses-Utilities-Water	156.86	PUBLIC UTILITY DISTRICT #1	WATER	5/17/2024	351741
660100	Occ Expenses-Utilities-Sewer	314.80	CITY OF SEDRO WOOLLEY	SEWER	4/12/2024	351131
660100	Occ Expenses-Utilities-Sewer	795.03	CITY OF SEDRO WOOLLEY	SEWER	4/12/2024	351131
660100	Occ Expenses-Utilities-Sewer	471.64	CITY OF SEDRO WOOLLEY	SEWER	4/12/2024	351131

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
4/01/2024 TO 5/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
410000	Admin Supplies	43.10	OLYMPIC PRINTERS INC	ENVELOPES	4/5/2024	350965
410000	Admin Supplies	0.28	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	4/19/2024	351285
410000	Admin Supplies	0.33	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	5/10/2024	351609
410000	Admin Supplies	102.94	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	5/24/2024	351803
410000	Admin Supplies	38.47	CRYSTAL & SIERRA SPRINGS	WATER - SEDRO	5/24/2024	351803
411102	Comp Equip-Hardware Maintenance	4.18	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/5/2024	350989
411102	Comp Equip-Hardware Maintenance	10.39	CERIUM NETWORKS INC	AUDIO CODES SUPPORT RENEWAL	4/12/2024	351148
411102	Comp Equip-Hardware Maintenance	22.95	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	5/17/2024	351650
411901	Equip-Other-Leased/Rented	3.79	CANON FINANCIAL	CONTRACT 0667544-005	4/26/2024	351380
411901	Equip-Other-Leased/Rented	3.75	CANON FINANCIAL	CONTRACT 0667544-005	5/31/2024	351949
411901	Equip-Other-Leased/Rented	7.36	CANON FINANCIAL	CONTRACT 0667544-005	5/31/2024	351949
420908	Professional Services-Comps	26.88	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS	4/5/2024	351026
420908	Professional Services-Comps	26.88	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS	5/10/2024	351591
420908	Professional Services-Comps	3.89	MARTIN S COX	ENHANCED MANAGED SVCS	5/10/2024	351591
421100	Admin Contracts-Compliance Line	10.50	SHORELINE FIRE DEPARTMENT	SHAREPOINT ACCESS POWER PLATFORM SUPPORT	5/10/2024	351634
421100	Admin Contracts-Compliance Line	10.50	SHORELINE FIRE DEPARTMENT	PERMIT - ANNUAL RENEWAL	5/10/2024	351230
421100	Admin Contracts-Compliance Line	15.76	ABS COMMUNICATIONS, INC	PERMIT - ANNUAL RENEWAL	4/19/2024	351230
421904	Admin Contracts-Cloud Recovery Services	15.76	ABS COMMUNICATIONS, INC	PERMIT - ANNUAL RENEWAL	4/19/2024	351230
421904	Admin Contracts-Cloud Recovery Services	39.38	NET2VAULT LLC	MONTHLY BASE RATE	4/5/2024	351020
421904	Admin Contracts-Cloud Recovery Services	39.38	NET2VAULT LLC	MANAGED VAULTING	4/5/2024	351036
440011	Travel-Mileage Reimbursement	123.01	CANDACE SULLERS	MANAGED VAULTING DISASTER RECOVERY SVCS	5/10/2024	351601
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	3/14-22/24 MILEAGE	4/5/2024	351065
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	3/23-4/23/24 CHGS	4/12/2024	351106
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	3/23-4/23/24 CHGS	4/12/2024	351106
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	4/23-5/23/24 CHGS	5/10/2024	351567
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	4/23-5/23/24 CHGS	5/10/2024	351567
450002	Comm-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	ENTERPRISE 911 SVC MRC FEE MARCH 1-31 2024	5/17/2024	351676
450002	Comm-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	911 SVC MINIMUM MRC FEE COVERAGE APRIL 2024	5/31/2024	351961
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	MARCH 2024 CHGS	4/12/2024	351139
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	APRIL 2024 TELECOMMUNICATION SVCS	5/19/2024	351668
450100	Comm-Long Distance Charges	0.65	CENTURYLINK	3/12-4/11/24 CHGS	4/26/2024	351423
450100	Comm-Long Distance Charges	0.69	CENTURYLINK	4/12-5/11/24 CHGS	5/31/2024	351968
491000	Admin Expenses-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BACK GROUND CHECK	4/5/2024	350990
491000	Admin Expenses-Criminal/Background Checks	25.54	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/12/2024	351104
491000	Admin Expenses-Criminal/Background Checks	30.09	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	5/10/2024	351564
493000	Other Admin Exp-Postage	38.92	MAIL ADVERTISING BUREAU INC	MARCH 2024 STATEMENTS	4/5/2024	350970
493000	Other Admin Exp-Postage	20.00	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	4/19/2024	351296
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	5/24/2024	351865
493000	Other Admin Exp-Mail Handling	6.90	MAIL ADVERTISING BUREAU INC	MARCH 2024 STATEMENTS	4/5/2024	350970
493000	Other Admin Exp-General Liability Insurance	30.00	RESILIENCE	RSP EDGE 1	5/3/2024	351541
520104	Social Service Contracts-Interpretation	18.76	LANGUAGE LINE SERVICES, INC	INTERPRETATION	4/12/2024	351091
520104	Social Service Contracts-Interpretation	13.62	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/24/2024	351798
620007	Occ Expenses-Maint Contracts-Elevator	576.00	SCHINDLER ELEVATOR CORPORATION	SVC CALL	5/24/2024	351848
620011	Occ Expenses-Maint Contracts-Fire/Safety	1,595.71	SMITH FIRE SYSTEMS INC	SVC CALL	5/17/2024	351764

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Anneliese Gryta

DATE: June 6, 2024

RE: **Resolution No. 500:** Authorizing SWHA to enter into partnership with the King County Housing Authority to form a Regional Moving to Work (MTW) Agency

As previously discussed, on April 7, 2023, HUD issued PIH Notice 2023-08 to clarify HUD policies, Federal statutes and regulations as they apply to regionalization implemented under the Moving to Work (MTW) demonstration program. In addition, the Notice provided a process through which an MTW Agency may partner with other PHAs to form a Regional MTW Agency under one of two Options.

SWHA's 80 units of public housing are administered and operated under a long-standing management agreement with the King County Housing Authority (KCHA). Because SWHA is a non-MTW Agency, its program policies and procedures must follow all HUD policies, Federal statutes and regulations. However, KCHA is a HUD designated MTW Agency. As such, KCHA has been granted the flexibility to waive certain federal program regulations and implement locally designed strategies that better respond to local conditions, increase housing choice, simplify and streamline operations, and support tenant economic self-sufficiency.

As demonstrated through SWHA's recent HUD Management Review, simultaneously operating separate PHAs with significantly different program rules, policies and procedures can be problematic. PIH Notice 2023-08 provides opportunity to address identified issues and strengthen SWHA and KCHA's operations through formation of a Regional MTW Agency under Option 2 as detailed in the PIH Notice. As proposed, KCHA will serve as MTW Agency lead and SWHA as a Partner Agency. As a Partner Agency, SWHA retains its own unique identity, yet gains access to the administrative flexibilities (i.e. statutory and regulatory waivers) granted KCHA - allowing the public housing operations of both agencies to operate, where practical, under the same set of policies and procedures. Establishing a Regional MTW Agency in this manner will allow both KCHA and SWHA to operate more efficiently and effectively - generating cost savings through implementation of activities that simplify and streamline operations, increase program access and promote resident economic self-sufficiency.

Staff recommends approval of Resolution No. 500 as described herein.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
RESOLUTION NO. 500
AUTHORIZING EXPANSION OF THE HOUSING AUTHORITY'S
PARTNERSHIP WITH THE KING COUNTY HOUSING AUTHORITY
THROUGH MOVING TO WORK (MTW) REGIONALIZATION

WHEREAS, SWHA is a Public Housing Authority (PHA) providing public housing assistance through an Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD); and

WHEREAS, through a management agreement, SWHA partners with the King County Housing Authority (KCHA) for the administration and management of its public housing inventory; and

WHEREAS, KCHA is a PHA operating under an ACC with HUD with designation as a participant in the Moving to Work (MTW) program; and

WHEREAS, as an MTW Agency, KCHA has flexibility to waive certain federal program regulations and implement locally designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families; and

WHEREAS, on April 7, 2023, HUD issued PIH Notice 2023-08 to (1) clarify HUD policies, Federal statutes and regulations that apply to regionalization implemented under the Moving to Work (MTW) demonstration program, and (2) provide a process through which an MTW Agency may partner with other PHA's to form a Regional MTW Agency; and

WHEREAS, such partnership between KCHA and SWHA will extend MTW administrative flexibilities (i.e. statutory and regulatory waivers, but not fiscal fungibility) within SWHA's jurisdiction - increasing housing choice, operational efficiency and resident economic self-sufficiency to the benefit of both agencies and the communities they serve;

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

- (1.) The Board of Commissioners approves actions necessary to expand the partnership between SWHA and KCHA to establish a Regional MTW Agency under Option 2 as detailed in PIH Notice 2023-08; and
- (2.) Authorizes the President/CEO to enter into a Management Agreement with KCHA on behalf of the SWHA that meets the requirements of PIH Notice 2023-08.

ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 20TH DAY OF JUNE 2024.

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: June 20, 2024
RE: April 2024 Financial Report

Attached for your review is the unaudited financial report for April 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.

EXECUTVE SUMMARY

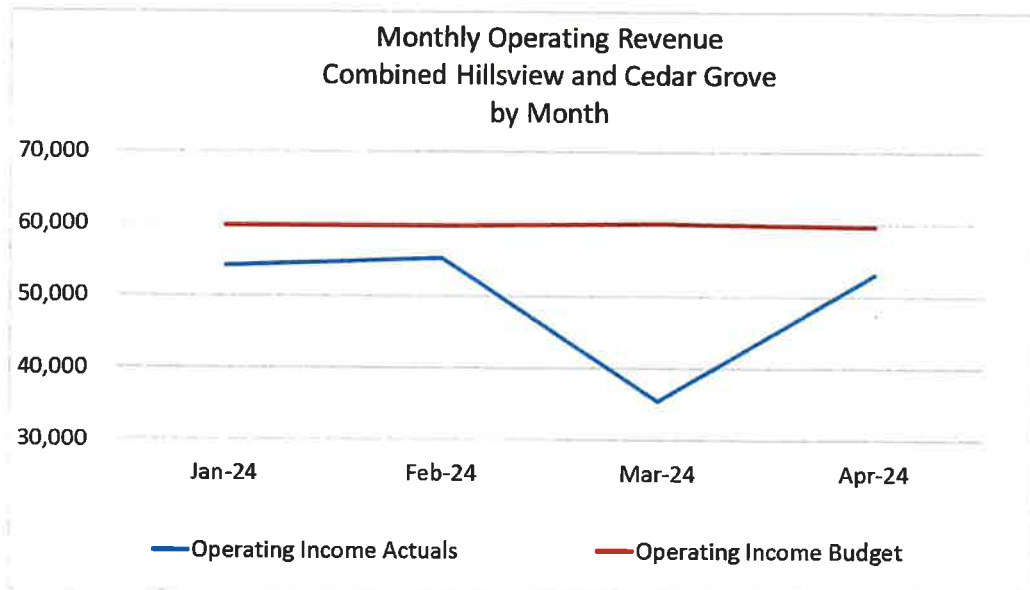
Year-to-date operating income is 17.3% under budget and operating expenses are 4.4% over budget.

Operating Revenue	Favorable (Unfavorable)		Operating Expenses	Favorable (Unfavorable)	
	\$ Variance	% Variance		\$ Variance	% Variance
Tenant Revenue	(\$24,733)	-23.7%	Salaries and Benefits	(\$13,861)	-20.7%
Federal Operating Support	(16,535)	-12.4%	Administrative Expenses	\$14,281	27.9%
Other Revenue	(36)	-9.2%	Maintenance Expenses, Utilites, Taxes	\$9,479	8.3%
			Other Programmatic Expenses	\$226	74.3%
Total Operating Income	(\$41,304)	-17.3%	Total Operating Expenses	10,125	4.4%

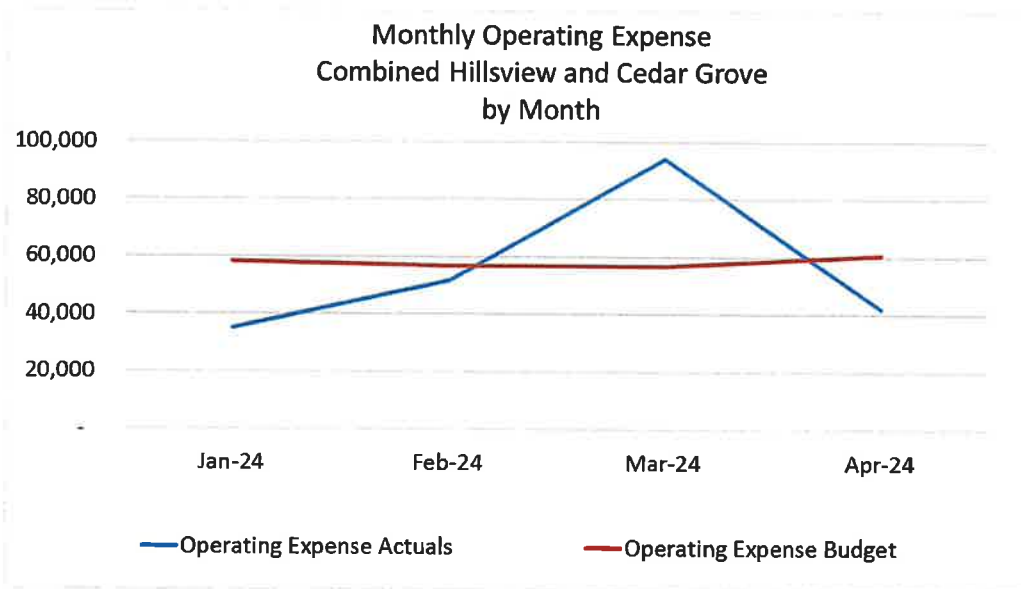
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$197,293 came under budget expectations, coming in under budget by \$41,304, or 17.3%. The primary drivers of this variance were tenant revenue and operating subsidy. Operating subsidy funding through April was below target due to lower prorated level. The budget assumed a 92% prorated, whereas the interim prorated through February was 87%. There was also \$20K in collection loss which came from the completions of older write-off packets.



Year-to-date operating expenses in the amount of \$222K are under budget by 4.4%. The primary reasons for the variance were: administrative expenses and salaries. Various categories were under target (Professional Services and Other Admin Expenses), but expected to increase later in the year as more invoices are received and processed. These were offset by salaries expense higher than budget due to Union negotiated contract pay increase.

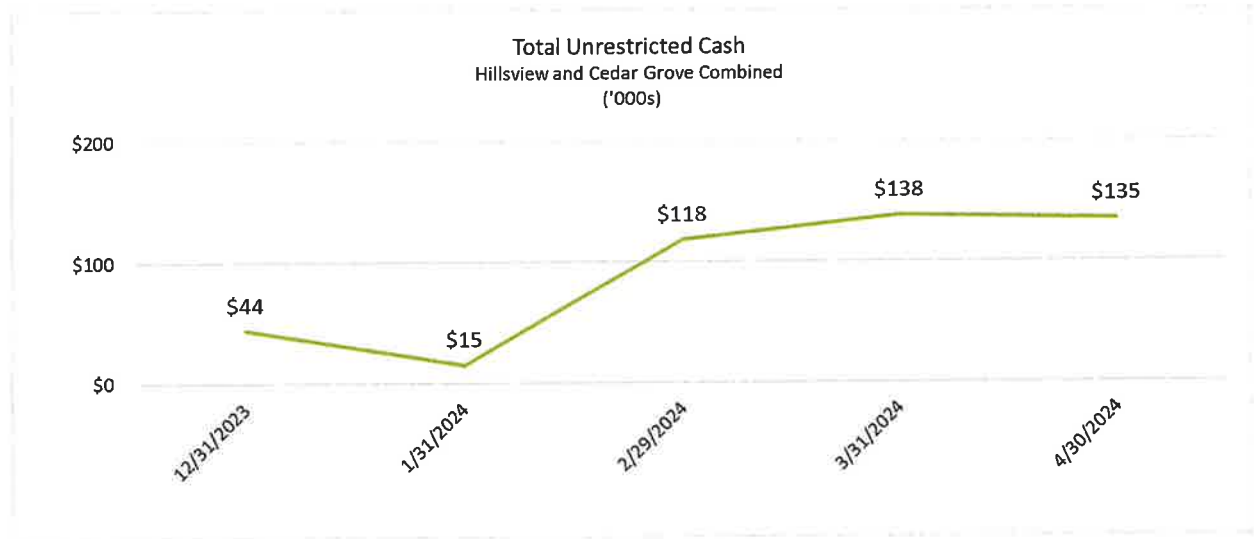


CAPITAL ACTIVITY

Capital project expenditures were under budget by 59% due to the timing of unit upgrades. Three unit upgrades were budgeted for the year, however none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant. This was offset by cleaning, inspecting, and spot repairs for the main waste lines at Hillsview totaling \$18K.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$134,534 has increased by \$90,770 since the beginning of the year. This increase is mainly due to a decrease in grant and tenant receivables, slightly offset by a decrease in accounts payable.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of April 30, 2024

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$80,498	\$54,037	\$134,534
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,400	9,100
Total Cash	<u>84,198</u>	<u>59,437</u>	<u>143,634</u>
Current Assets	9,345	31,175	40,520
Long-term Assets	678,795	1,045,586	1,724,381
Total Other Assets	<u>688,139</u>	<u>1,076,762</u>	<u>1,764,901</u>
Total Assets	<u><u>772,337</u></u>	<u><u>1,136,198</u></u>	<u><u>1,908,535</u></u>
Current Liabilities	11,772	29,228	41,000
Long-Term Liabilities	-	-	-
Total Liabilities	<u>11,772</u>	<u>29,228</u>	<u>41,000</u>
Equity	760,565	1,106,970	1,867,535
Total Liabilities and Equity	<u><u>\$772,337</u></u>	<u><u>\$1,136,198</u></u>	<u><u>\$1,908,535</u></u>

**Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended April 30, 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	<u>\$52,840</u>				
Tenant Revenue	\$79,714	\$104,447	(\$24,733)	(23.7%)	(1)
Operating Subsidy from HUD-PH	117,225	133,760	(16,535)	(12.4%)	(2)
Other Operating Income	354	390	(36)	(9.2%)	
Total Operating Income	<u>197,293</u>	<u>238,597</u>	<u>(41,304)</u>	<u>-17.3%</u>	
Salaries	(59,622)	(46,187)	(13,435)	(29.1%)	(3)
Benefits	(21,206)	(20,780)	(426)	(2.0%)	
Occupancy Expenses	(104,355)	(113,834)	9,479	8.3%	
Other Social Service Expenses	(78)	(304)	226	74.3%	
Administrative Expenses	(36,952)	(51,234)	14,281	27.9%	(4)
Total Operating Expenses	<u>(222,213)</u>	<u>(232,338)</u>	<u>10,125</u>	<u>4.4%</u>	
Operating Cash Flow	<u>(24,920)</u>	<u>6,259</u>	<u>(31,179)</u>	<u>(498.2%)</u>	
Non-Operating Income	22,177	55,235	(33,058)	(59.8%)	(5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(22,161)	(54,389)	32,228	59.3%	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(25)	-	(25)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	115,699	-	115,699	n/a	(6)
Non Operating Net Sources (Uses) of Cash	<u>115,690</u>	<u>847</u>	<u>114,843</u>	<u>13,564.0%</u>	
Net Change in Unrestricted Cash	<u>90,770</u>	<u>\$7,105</u>	<u>\$83,664</u>	<u>1,177.5%</u>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$134,534				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,100				
Total Ending Resources	<u>\$143,634</u>				

- 1) Due to high collection loss due to completions of older write-off packets.
- 2) The operating subsidy funding through April was below target as the interim prorated level was 87% while the budget assumed funding at 92%.
- 3) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 4) Various categories were under target (Professional Services and Other Admin Expenses), but expected to increase later in the year as more invoices are received and processed.
- 5) Three unit upgrades were budgeted for 2024, but none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant. Offset with cleaning, inspecting, and spot repairs for the main waste lines at Hillsvieview totaling \$18K.
- 6) Mainly due to a decrease in grant and tenant receivables. Offset by a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended April 30, 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	<u>\$21,043</u>				
Tenant Revenue	\$25,948	\$35,959	(\$10,011)	(27.8%)	(1)
Operating Subsidy from HUD-PH	43,111	44,462	(1,351)	(3.0%)	
Other Operating Income	94	130	(36)	(27.9%)	
Total Operating Income	<u>69,153</u>	<u>80,550</u>	<u>(11,397)</u>	<u>-14.1%</u>	
Salaries	(15,119)	(11,282)	(3,837)	(34.0%)	(2)
Benefits	(5,573)	(5,255)	(318)	(6.1%)	
Occupancy Expenses	(42,135)	(45,046)	2,912	6.5%	
Other Social Service Expenses	(20)	(128)	109	84.8%	
Administrative Expenses	(9,653)	(12,691)	3,038	23.9%	
Total Operating Expenses	<u>(72,499)</u>	<u>(74,402)</u>	<u>1,903</u>	<u>2.6%</u>	
Operating Cash Flow	<u>(3,346)</u>	<u>6,148</u>	<u>(9,494)</u>	<u>(154.4%)</u>	
Non-Operating Income	259	41,086	(40,827)	(99.4%)	(2)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(7)	(41,086)	41,079	100.0%	(2)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	66,248	-	66,248	n/a	(3)
Non Operating Net Sources (Uses) of Cash	<u>66,301</u>	<u>-</u>	<u>66,301</u>	<u>n/a</u>	
Net Change in Unrestricted Cash	<u>\$62,954</u>	<u>\$6,148</u>	<u>\$56,806</u>	<u>924.0%</u>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$80,498				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	<u>\$84,198</u>				

- 1) High collection loss due to completions of older write-off packets.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Two unit upgrades that were budgeted evenly for 2024, but none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 4) Mainly due to a decrease in grant and tenant receivables. Offset by a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended April 30, 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	<u>\$31,796</u>				
Tenant Revenue	\$53,766	\$68,488	(\$14,722)	(21.5%)	(1)
Operating Subsidy from HUD-PH	74,114	89,299	(15,185)	(17.0%)	(2)
Other Operating Income	260	260	0	0.1%	
Total Operating Income	<u>128,140</u>	<u>158,047</u>	<u>(29,907)</u>	<u>-18.9%</u>	
Salaries	(44,502)	(34,905)	(9,597)	(27.5%)	(3)
Benefits	(15,633)	(15,525)	(108)	(0.7%)	
Occupancy Expenses	(62,221)	(68,788)	6,567	9.5%	
Other Social Service Expenses	(59)	(175)	117	66.6%	
Administrative Expenses	(21,529)	(38,543)	17,014	44.1%	(4)
Total Operating Expenses	<u>(143,943)</u>	<u>(157,936)</u>	<u>13,993</u>	<u>8.9%</u>	
Operating Cash Flow	<u>(15,803)</u>	<u>111</u>	<u>(15,914)</u>	<u>(14,353.5%)</u>	
Non-Operating Income	21,918	14,149	7,769	54.9%	(5)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(22,154)	(13,303)	(8,851)	(66.5%)	(5)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	175	-	175	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	43,679	-	43,679	n/a	(6)
Non Operating Net Sources (Uses) of Cash	<u>43,619</u>	<u>847</u>	<u>42,772</u>	<u>5,051.7%</u>	
Net Change in Unrestricted Cash	<u>\$27,816</u>	<u>\$958</u>	<u>\$26,858</u>	<u>2,804.9%</u>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$54,037				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,400				
Total Ending Resources	<u>\$59,437</u>				

- 1) High collection loss due to completion of older write-off packets.
- 2) The operating subsidy funding through April was below target as the interim prorata level was 87% while the budget assumed funding at 92%.
- 3) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 4) Various categories were under target (Professional Services and Other Admin Expenses), but expected to increase later in the year as more invoices are received and processed.
- 5) Cleaning, inspecting, and spot repairs for the main waste lines at Hillsview totaling \$18K. Unbudgeted.
- 6) Mainly due to decreases in grant and tenant receivables. Offset by decreases in accounts payable and deferred rent revenue.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

March 2023- May 2024

Vacancy Report

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

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 14 days.

- Hillsview
- Unit 231-Decontamination
- Unit 339 Housed 6/11/2024
- Cedar Grove
No Vacancies

Work Orders

	Preventative	Inspection	Emergency	Vacate	RA	Tenant Requested	Total
Hillsview	27	23	0	6	0	36	92
Cedar Grove I	7	13	0	0	0	10	30
Cedar Grove II	6	15	0	0	0	7	28
Cedar Grove III	2	2	0	0	0	3	7
Cedar Grove (all sites)	15	30	0	0	0	20	65
Total	57	83	0	6	0	68	162

Resident Functions

Nothing to Report

Staffing

Nothing new to report

Previous Meeting Concerns

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Skagit PUD water bill issue has been resolved, PUD has credited the account \$15, 729.53. I have requested this credit be distributed back to SWHA in a check.

Resident Issues

Nothing to report

Building Issues

No Issues to report.

Hillview and Cedar Grove Properties have projects going on including, fencing, sidewalks, and parking lot updates .

Current Applications of Wait List as of June 1, 2024

Hillview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	90	71	71	161

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	220	30	250
3 Bedrooms	25	15	40
4 Bedrooms	4	0	4
Total	249	45	294

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.