ORIGINAL

HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, January 20, 2021

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, January 20, 2021, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson via Zoom
John Littel, Commissioner via Zoom
Rob Perkins, Vice Chairperson via Zoom
David Hull, Commissioner via Zoom

Absent:
Carol Rhodes, Commissioner

Staff Present:
Jennifer Ellis, Executive Director
Katie Haggin, Operations Supervisor

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:01 a.m.

MINUTES

Commissioner Littel motioned to approve the December 16, 2020 minutes of the regular meeting and the December 30, 2020 minutes of the special meeting, seconded by Commissioner Hull. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the December, 2020 Vouchers and found no voucher irregularities. Commissioner Perkins moved to approve the consent agenda, Commissioner Hull seconded. Motion passed unanimously.

APPROVAL OF NOVEMBER 2020 FINANCIAL REPORTS

Commissioner Hull moved to approve the financials for November, 2020 Commissioner Littel seconded. Motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

Election of Officers – Chairperson Smith opened the floor for nominations for office elections. Chairperson Smith noted that the tax credit conversion process is still ongoing with the construction being substantially completed, but that the final close out activities would be ongoing for a few more months. Commissioner Littel noted, as a point of order, that the nominations should be opened and closed for the Chair position before a vote, as well as opened and closed for the Vice Chair position before a vote. With the floor open for chairperson nominations, Commissioner Rob Perkins moved to nominated Nicalee Smith to act as Chairperson for the year 2021. The motion was seconded by Commissioner Hull. Motion passed unanimously.

Chairperson Smith then opened the floor for nominations for Vice Chair. Commissioner Littel moved to nominated Rob Perkins as Vice Chair. Commissioner Hull seconded the motion. Motion passed unanimously.

Nicalee Smith was elected as Chairperson for the Board of Commissioners for 2021. Rob Perkins was elected as Vice Chairperson for the Board of Commissioners for 2021.

Ellis presented information related to Resolution 21-976, Resolution Adopting Housing Authority of Kittitas County. Ellis noted that the policy is comprised of information taken from the former personnel manual

that spoke to the role and responsibilities of management, as opposed to employees. Commissioner Littel noted that he had reviewed the proposed manual and found it satisfactory. Commissioner Perkins noted that he had reviewed the manual and inquired if there was any information missing from the manual or anything that should be added or corrected. Ellis noted that the manual included the language previously included in the personnel manual and that language was only added upon for clarification, not removed and that the management policy could be expanded in the future if necessary or if more tasks were delegated by the Executive Director and more framework was appropriate. Commissioner Littel moved to approve the motion. Commissioner Perkins seconded. Motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –
  Financials – Ellis noted the submittal of financials for November, 2020 that incorporate the income and expense information for the two LLLPs and the overall HAKC entity itself, which includes Pine Terrace. Ellis confirmed HAKC's 18 month audit submission to investors as well as HUD and outlined the current submissions for ongoing audits and reports due in the new year, including submissions for the 2020 tax returns, and additional audits required through our partnership agreements as well as through the LIHTC program. Ellis noted that HAKC is still working with CLA and Novogradac for the reports, audits and returns required. Ellis spoke to the final cost certification and the required independent audit of the same that is required before WSHFC can issue the IRS form 8609s that establish the housing credit allocation for the buildings in the project. HAKC is also still in full swing with their accountability audit from the State Auditor's office that is covering the period from the last audit through December 31, 2019, which includes specific accountability review relating to payroll and HAKC's compliance with applicable state laws, regs, policies and procedures to safeguard public resources from fraud and non-compliance. SAO is also reviewing the financial statements and audit prepared by Novogradac.

  Operations and Maintenance: Executive Director Ellis gave an update as to operations and maintenance, noting that all continues in accordance with Phase 1 of the State's Healthy Washington Recovery plan. HAKC's administrative office is still closed to the public and any in-person contact with tenants is minimized. Maintenance still only enters into units that are either vacant or to deal with emergent work orders. HAKC is currently interviewing for the maintenance technician position in order to have the maintenance department fully staffed.

  Construction Update: Katie Haggin, Operations Supervisor, gave an update to construction and its schedule. Haggin noted that construction was substantially completed and the remainder of work was related to playground structures at various complexes, some exterior painting work and responding to construction related work-orders that will likely continue over the next few months, which is typical for this type of project. Ellis noted that Jim Brawner and Jack Brawner will also plan to be present for a final close out presentation of the projects, including a look at the final financial outcome as well as the final construction outcome at either the March or April, 2021 meetings, depending on the closeout process.

  Bender Road – Ellis noted that after a conversation with the individual who is performing the wetland delineation, he had suggested looking into irrigation ditch re-routing on the project before the completion of the study to address the irrigation ditches that run along and into the property so that it not an issue. Ellis will follow up with the irrigation company as to what companies may provide that work and will prepare an RFP as well, if appropriate.

  LAP loan funding for Pine Terrace – HAKC has received the subordination agreement from our vendor at Pine Terrace so that it will subordinate it's interest to WSHFC. The information is still being circulated amongst USDA RD, but provided there are no questions or issues there, it should be set to close and fund.

Having no further business Commissioner Hull moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:35 a.m.

Next Meeting: February 17, 2021, 7 A.M. Regular Meeting

Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith, Chair