ORIGINAL

HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, February 17, 2021

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, February 17, 2021, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

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

Absent:

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

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:05 a.m.

MINUTES

Commissioner Littel motioned to approve the January 20, 2021 minutes of the regular meeting, seconded by Commissioner Hull. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the January, 2021 Vouchers and found no voucher irregularities. Commissioner Littel moved to approve the consent agenda, Commissioner Hull seconded. Motion passed unanimously.

APPROVAL OF DECEMBER 2020 FINANCIAL REPORTS

Jennifer Ellis noted that the December financials were only in draft form due to incomplete information as referenced by Amy Allred of CLA in her financial report. Ellis noted that with the inclusion of the information referenced by Ms. Allred, HAKC should have final December financials for review and approval at the next board meeting. Commissioner Perkins inquired as to the delay in receipt of HAP payments for several individuals and asked if that was going to be a common occurrence. Katie Haggin responded that when individuals vacate a unit, that technically YHA, who administers the voucher, has 60 days to process the new move in per the HAP agreement. For the initial two months then, HAKC has to estimate what rent the tenant will owe and has them pay that amount until their new amount is confirmed with YHA. Commissioner Perkins asked if there was any negative impact from that situation. Haggin noted that while there are not managerial reviews like under HUD, that HAKC does quarterly reporting to the investor and when they inquire about that issue, she explains the reason for the delay (the 60 day window for processing), which has been satisfactory to the investor.

INFORMATION ITEMS

- Executive Director Report –
  Audit Updates – Ellis noted that information is still being compiled and submitted for the ongoing audit work – including audits for the year 2020, tax returns for 2020, the final cost certification and independent audit of the same, as well as the State's accountability audit. Ellis noted that all of these processes are under strict deadlines and are all interconnected and reliant upon each other as HAKC moves through the process so HAKC is trying to be as timely as possible to keep everything moving forward.

Operations and Maintenance: HAKC continues to operate under its action plan with its office still closed to the public, but fully staffed. The "placed in service" process with Washington State Housing Finance Commission is still ongoing and Operations Supervisor Katie Haggin has been working to complete their checklist and they are now waiting on the cost certification so that they can issue the IRS Form 8609s that allocate tax credits to the properties. Haggin noted that they had received positive feedback from WSHFC regarding the submittal and reporting that had been submitted, with only a few minor corrections that were required.

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.

Alder Terrace, donation: Ellis noted that as a part of the conversion of Alder Terrace and the "placed in service" requirements that Alder Terrace would be making a donation to a local, non-profit organization that has low income housing programs. Ellis noted that we had originally planned to donate to the FISH food bank as they provide a service utilized by many of HAKC's tenants, but that HAKC's understanding was that the program had to specifically be a local, non-profit low income housing program. Ellis noted that staff was looking at other entities that may be eligible including Habitat for Humanity, but that HAKC was confirming that their program would meet the criteria. Commissioner Rhodes asked if HAKC had considered Comprehensive Mental Health. Commissioner Little asked if HAKC had considered the Apoyo Food Bank as they also provide housing assistance as a subcontractor of Hopesource. Ellis noted that HAKC would look into both of those entities to see if they would meet the criteria. Chairperson Smith asked if the donation could be split amongst more than one agency. Ellis noted that her understanding was that it could be split, but that each donee would be required to complete an acceptance letter outlining how the funds would be used and would also have to complete a Certification, which would be required of HAKC for each donation.

Construction Update: Haggin noted that construction was completed and that there is some subsequent warranty work that will continue but that she is meeting with construction regarding the same. Landscaping was scheduled to be doing additional work, but the weather did not allow for that last week so that will happen at a later date and time.

Personnel Manual: Ellis stated that she would be bringing some additional information back to the Board regarding sick leave carryover in the personnel manual after concern was expressed at the minimum 40 hours that had taken place in the 2019 revision. Ellis noted that there had been discussion prior to the presentation of the personal manual in January, but that she had overlooked addressing the same. Ellis noted that she had discussed the matter with staff with the main goal to assure that there was an adequate safety net for staff in the event sick leave were needed, keeping in mind that any carry over needs to be mindful of the remaining leave policies, the Washington State Paid Family and Medical Leave act as well as the mandatory sick leave that accrues each week.

Bender Road – Ellis asked for guidance regarding the Bender Road property, noting that an RFP or RFQ for architect or engineer for the project will help move it forward considering the timeline HAKC is on and the complexity of new construction. Commissioner Hull noted that there are varying issues that can all impact the footprint of the project and that an architect could bring in an engineer to deal with any of the environmental issues, space allocation and storm water. Commissioner Hull offered to work with Ellis in reviewing information on the property and providing insight into moving forward. Ellis also noted that she had reached out to Jim Brawner regarding any feedback or insight as to the property. Commissioner Perkins noted it would be good for Ellis and Hull to discuss and asked if there had been any Brawner feedback. Ellis noted that she had just recently reached out and had not yet heard back.

LAP loan funding for Pine Terrace – It appears as though USDA RD has approved the LAP loan documents and Ellis signed the USDA subordination documentation so that the closing and funding for the loan can occur. Ellis noted that it will now go back to WSHFC so hopefully there will be a time frame for closing within the next 15-30 days so those funds can be used for work needed at the property. Additionally, Ellis stated that HAKC's accountant suggested that Pine Terrace's fiscal year be changed to mirror HAKC's for reporting purposes and having the budget

completed within the same timeline. There has been communication with Pine Terrace's management, AdWest, who has recommended accounting firms who can prepare the audit and assist in the process required by USDA RD. Ellis noted that an accounting firm will be procured to move that forward.

Having no further business Commissioner Hull moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:45 a.m.

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

Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith, Chair

Jennifer Ellis, Secretary