ORIGINAL

HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, April 21, 2021

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, March 17, 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

Absent:
David Hull, Commissioner
Carole 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 7:00 a.m.

MINUTES

Commissioner Perkins motioned to approve the March 17, 2021 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the March, 2021 Vouchers and March 2021 Project and Activity Status Reports and found no voucher irregularities or other irregularities. Commissioner Littel moved to approve the consent agenda, Commissioner Perkins seconded. Motion passed unanimously.

JANUARY 2021 AND FEBRUARY 2021 FINANCIAL REPORTS

Ellis noted that she had emailed corrected February financials this morning, noting that financials remain in draft form until our 2020 audit is completed so that if there are adjustments, those can happen in draft rather than after finalized submission. Ellis noted that finals of the audits were circulated by our auditor yesterday afternoon so those were on the cusp of finalization. Ellis also noted that she and Haggin had met with CLA to discuss any concerns they had with the approved budgets and any adjustments that might need to be made. It appeared that there were some allocation questions that needed to be resolved. Amy from CLA was going into more in depth review of HAKC's budget information and after that review found that some of the original concerns were not as significant, but that there were a few issues that may need to be addressed in an amended budget that will come back before the Board.

INFORMATION ITEMS

- Executive Director Report –
  Audit Updates/Placed in Service – Ellis noted that HAKC had received additional finalized documents for review and for distribution to CREA that were also being circulated to CLA so that they could tie in their figures. HAKC is continuing to work to assure that it is meeting its reporting requirements and placed in service requirements for WSHFC so that WSHFC can issue the IRS form 8609s that allocate tax credits to the properties.

  Operations and Maintenance: There was no update as to operations and maintenance, current modes of operation continue.

  Alder Terrace donations: Ellis noted that donations had been finalized and that she was working with Comprehensive's communications coordinator about issuing a statement regarding the same

after confirmation from WSHFC.

Policy updates – Ellis noted that HAKC was updating it's admission and occupancy guidebook (ACOP) per tax credit regulations to reflect our current policies moving forward and that the adoption of the same would be back before the Board for approval.

Bender Road – The RFP for the preliminary study by the civil engineering firm is in progress.

Website – A local firm, NWMedia Group was selected to design and implement the website and HAKC will schedule a meeting to start the initial planning. Commissioner Perkins asked if the firm had done website work before and Ellis noted that it had not, but had reviewed other housing authority websites. Ellis noted the goal of the website will be to provide more information to the public, including prospective and current tenants and showcase properties and services available.

LAP loan funding for Pine Terrace – The closing of the loan is still on with a date down endorsement having been received by the title company handling the closing. Process is still moving forward.

Having no further business Commissioner Littel moved to adjourn and Commissioner Perkins seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:18 a.m.

Next Meeting: May 19, 2021, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith, Chair

Jennifer Ellis, Secretary