HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, May 19, 2021

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, May 19, 2021, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

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

Absent:
David Hull, 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 April 21, 2021 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

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

MARCH 2021 FINANCIAL REPORTS

Jennifer Ellis noted that the March financials were still in draft form. The financial statements for both the tax credit properties, Alder Terrace and Kittitas RAD, were finalized and submitted to CREA in early May, however in the course of finalizing those audits there were adjustments made by CLA, who is now working on getting the December 2020 and year to date 2021 financials updated and reviewed for submittal through the final review process. In communication with Amy Allred, she is currently going back through the four months, plus April to work on closing that out and making sure everything ties out properly before it is sent for final review.

Ellis also noted that one of the controllers at CLA who had been working with HAKC had an unexpected leave of absence and additionally one of the main accountants who works with HAKC is out on leave until September, so there will be additional staff coming in to assist, but are less familiar with housing authorities, so they will require additional training and support so that will be a timing consideration as well.

Commissioner Perkins asked about the financials, noting that there appeared to be variances and figures that do not seem to comply with HAKC's budget. Ellis and Katie Haggin, Operations Supervisor, noted that there have been additional conversations with CLA regarding the variances and clarification as to the figures utilized and the budget. There will likely be some budget adjustments to come back to the board for review and there have been some categorization/classification changes on CLAs end.

INFORMATION ITEMS

- Executive Director Report –

  Tax Credits – Alder Terrace and Kittitas RAD – Ellis noted that HAKC continues to try to meet its reporting requirements for both Chase and CREA as well as the placed in service requirements of WSHFC and keeping all processes moving forward as smoothly as possible. HAKC remains diligent on staying on top of its requirements as well as continuing to learn more about the process and all of its moving parts. The 2nd equity installments for the tax credit properties were received from CREA per our partnership agreements with the third and fourth installments set to occur in October, 2021. There are four installments.

  Placed in Service –Haggin stated that all necessary documentation had been uploaded per WSHFC's requirements for placed in service and that they have been given access. Haggin noted that it could be up to 90 days for the issuance of the 8609s that allocate the tax credits to the properties, but the hope is that it will take less time than that.

  Operations and Maintenance: Ellis noted that given the current status, she will be reviewing the action plan to determine if there are any adjustments that need to be made as well as coordinating with the local public health department. Otherwise, the office remains open by appointment only and all other operations continue.

  Bender Road – Based upon the proposals received in response to the RFP sent out, the PBS firm was selected to prepare the preliminary study on the Bender Road property. The PBS firm, who has also assisted on a previous HAKC project, is currently reviewing the information regarding the property from all applicable overlays as well as taking into consideration any restrictions HAKC may be dealing with in order to provide site evaluation and additional due diligence on the property, including assessment and evaluation of all infrastructure and access needs for the property. Ellis anticipates having this information back for the board's review by the next meeting as their anticipated turn-around time was three weeks. Ellis noted that this will give the Board an opportunity to discuss its intentions regarding the development of the property for low income housing, noting that given the type of covenant on the property, there are many different ways to provide housing that meets the requirements and criteria.

  Pine Terrace –With regard to the LAP loan, WSHFC has forwarded their subordination agreement to USDA RD, who provided comments back to WSHFC. With the finalization and signing of that document, all other documents are ready for closing and WSHFC has communicated that it should be able to close within a weeks' time after approval. Additionally, the accounting firm Novogradac is performing an audit for Pine Terrace as well as assisting us on getting the Pine Terrace year end moved from March 31 to December 31 so that it will be in line and in sync with HAKC's year end, which should be smoother for budgeting and accounting purposes.

  Construction – Haggin noted that there are still on-going warranty related items occurring with construction, including flooring and door replacements. The landscaping company was also back to address some water line leaks and following up regarding some plants that needed to be replaced. The painting crew will also need to be back to address some painting touch up needed at Trinal Manor that was done during the colder months.

Commissioner Rhodes inquired regarding some large recreational vehicles that she had seen parked on Alder Street near the Alder Terrace complex. Haggin noted that those vehicles had been reported by HAKC to the City code enforcement, but that they could not be traced back to an Alder Terrace resident. Haggin noted that the vehicles were closer to Crestview at this point but that HAKC would keep an eye out as to if they needed to make further reports to the city.

Having no further business Commissioner Perkins moved to adjourn and Commissioner Rhodes seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:23 a.m.

Next Meeting: June 16, 2021, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith, Chair