HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, June 16, 2021

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, June 16, 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

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:10 a.m.

MINUTES

Commissioner Littel motioned to approve the May 19, 2021 minutes of the regular meeting, seconded by Commissioner Perkins. The motion passed unanimously.

CONSENT AGENDA

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

APRIL 2021 FINANCIAL REPORTS

Jennifer Ellis noted that the April financials were still in draft form and that CLA was working on the finals to submit for review – noting that CLA is still working with some newer staff on HAKC's accounts as well as making sure there that any changes or adjustments are done before submittal of final review. Ellis noted that HAKC is staying in communication with CLA to provide information requested and to assure that things are moving forward. Ellis's understanding was that CLA and Allred hoped to have financials through final review within the next few weeks in time for the July meeting.

INFORMATION ITEMS

- Executive Director Report –

  Tax Credits – Alder Terrace and Kittitas RAD – Ellis noted that work continues with Chase and CREA regarding necessary reporting and requirements for payment of the remaining equity installments set to occur in the fall.

  Placed in Service –HAKC continues to work with WSHFC regarding documentation that has been submitted for the Placed in Service requirements as once completed, WSHFC will issue the 8609s for the property. Ellis noted that the regulatory agreement for Alder Terrace was being amended to meet requirements from asset management regarding the building identification and that otherwise the documents were all currently being reviewed by WSHFC.

  Operations and Maintenance: Ellis stated that she is working on amending the action plan to

address the updated guidelines and requirements, including the use of an employee verification form per L&I, otherwise business is continuing as usual and the office is still only open by appointment only to keep in line with social distancing requirements.

Ellis also noted that HAKC had been following the updates to the Residential Landlord/Tenant Act with the eviction moratorium ending here soon and are trying to be mindful and prioritizing lease violation issues to address what is most urgent while working within the parameters of what the updated law will allow.

Ellis gave a brief update on construction work and some on-going issues that were being addressed, including repair work being done at the playground at Alder Terrace due to some top course of material that has come unbound from the safety material underneath and was tearing and pulling off at the surface. The playground has been closed until the repair work can be completed.

Pine Terrace –The LAP loan from WSHFC closed and funded last week. The next steps will be looking at the application of those funds into immediate needs of the property while also determining next steps for that property, being mindful of long term needs. The LAP loan was for $403,000.00, with $3,000 of that amount being a loan fee to WSHFC.

Bender Road –Ellis outlined some of the Project Feasibility Analysis that had been received from the engineering firm, PBS, noting that just the memorandum portion of the report was forwarded and not the entire report which included all of the plans, chapters and code referenced in the report itself. Ellis discussed the bullet points in the report discussing impacts of the property. The site plan included with the memorandum outlined 49 single family units. Commissioner Perkins asked about the impact of a portion of the property being in the Airport Overlay Safety Zone. Ellis noted that to her recollection, it affected a north east portion of the property, but was not a substantial overlay onto the property. Ellis noted that there would be some building restrictions in the Airport Overlay, but that she would need to look more closely at the zoning outlined in the report. Commissioner Littel noted that previously there had been a projection of nearly double the amount of units on the property with higher density being an option. He noted that the report was helpful to inform about what potential options there would be with the property and felt that the City would likely be supportive of higher density given the housing needs in the area. Commissioner Littel also expressed the importance of understanding more fully the irrigation impact in the area as well as where the responsibilities would lie for any irrigation re-routing to assure that there was clear understanding as to responsibilities regarding cost and work involved. Commissioner Little recommended continued communication with the City of Ellensburg. Ellis circled back to the wetland delineation study that was still on-going and making sure that HAKC was fully informed as to the best timing and order by which to address any irrigation or wetland concerns when moving forward. Commissioner Littel also noted that there were a lot of current plans and changing in the community landscape regarding housing development, with market rate properties and the opening of Spurling Court Apartments, among other developments.

City of Ellensburg Housing Action Plan – The City of Ellensburg is developing its Housing Action Plan and has asked that HAKC be a part of those discussions, among other community stakeholders, to provide input for the plan moving forward. Commissioner Littel has offered his willingness to participate in those discussions and Ellis will be trying to do the same. Ellis noted the importance of being a part of these conversations as an agency and in thinking about HAKC's next steps within the community as well.

Wage Study Information – Ellis provided an update to the wage study, noting that she had requested information from various housing authorities to see what firms would be appropriate to send a wage study RFP to. Ellis received a limited response, but is finalizing the RFP and will contact the requisite number of firms to conform with HAKC's procurement policy.

Chairperson Smith asked if there was any additional information to address at the meeting. Commissioner Perkins noted that he will be doing some research over the course of the summer in anticipation of his spring sabbatical and as such, may not have cell service for the July meeting. Commissioner Perkins noted that he would be more readily available the week prior (July 14, 2021). Commissioner Perkins also noted that he would be out of town at the time of the August meeting and also

noted he could do the previous week (August 11, 2021). Commissioner Littel noted that his schedule was flexible with regard to changing meetings in July or August. Commissioner Rhodes also noted that her schedule was flexible regarding potential changes as well as Chairperson Smith. Ellis noted that her availability for the July meeting may be somewhat limited given court coverage that week. Ellis also noted that it may be hard to have financials and reports with an earlier meeting, but that she would check with Katie Haggin as well to see what might be workable. Chairperson Smith noted that with that information, an email would be circulated to confirm what dates would best work for both the July and August meetings before a special meeting was called.

Having no further business Commissioner Perkins moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:58 a.m.

Next Meeting: July 21, 2021, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith, Chair