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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, July 21, 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
David Hull, Commissioner via Zoom

Absent:

Staff Present:
Jennifer Ellis, Executive Director

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:02 a.m.

MINUTES

Commissioner Perkins motioned to approve the June 16, 2021 minutes of the regular meeting, seconded by Commissioner Hull. The motion passed unanimously.

CONSENT AGENDA

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

APRIL 2021 FINANCIAL REPORTS

Jennifer Ellis noted that the May financials were in draft form and that CLA had stated that in addition to the continued impact of their staffing challenges from the spring and summer that they are still trying to tie out the inter-company accounts to assure that they did not over accrue some of the year end expenses for 2020 and want to assure that is all correct before submitting for final review. CLA has HAKC's final audits from Novogradac and HAKC has provided all documentation requested.

RESOLUTION NO. 21-978, RESOLUTION APPROVING A REVISION TO THE BY-LAWS OF THE HOUSING AUTHORITY OF KITTITAS COUNTY. Ellis gave a brief explanation of Resolution No. 21-978, noting that HAKC had rec'd communication from the Board of County Commissioners about the indemnification provision they wanted all county boards to incorporate into their bylaws. With the addition of the indemnity provision, Ellis also proposed an amendment to update the pronoun references in the bylaws with respect to Secretary/Executive Director and Chairperson and Vice Chairperson of the Board. Commissioner Littel moved for adoption of the resolution, Commissioner Rhodes seconded. Roll call was taken and resolution was adopted unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Tax Credits – Alder Terrace and Kittitas RAD – HAKC is still adhering to their reporting requirements with Chase Bank and CREA and providing the requisite financials and reports required so HAKC can move through the conversion process with them. This process will require

additional information to be submitted and Katie has been working diligently to get that information to them as timely as possible so that the remaining equity installments occur as scheduled.

Placed in Service –WSHFC has issued the 8609s for HAKC's review for the tax credits for Alder Terrace and Ellis noted that she believed they were also reviewing the final cost certification for RAD for the issuance of the 8609s on that project as well.

Operations and Maintenance: HAKC updated the action plan to address employee vaccination verification information as well as other requirements set forth by L&I for the work place. The action plan also addressed adjustments to necessary operations as HAKC is fully functional during this time and conducting all of its normal day-to-day maintenance and operations within existing COVID guidelines. The administrative office remains open only by appointment.

Ellis updated the Board on the status of the HAKC website, noting that HAKC is just days away from the website being launched. HAKC has been reviewing copy, layout and design and is very pleased with how it is coming along and think it will be a great tool for HAKC's existing and prospective tenants. Vice Chairperson Perkins asked about how hosting and updates for the website will be handled and if HAKC will designate a specific person to be responsible to make sure the website is properly updated and managed. Perkins also asked about the security of the site and if it was tied in to HAKC systems or being managed independent of the same. Ellis noted that as part of the contract, HAKC will be trained on how to update and maintain the website content, but that it would be a good idea to have a specific person tasked with assuring the website was properly managed and updated. Ellis said that she believed the website was not tied into HAKC's systems, but that she would confirm the information with the website developer. The question was also raised as to if the website would include online rent payments. Ellis noted that it would not at this time, but that it had been discussed and may be an option in the future should HAKC wish to expand the functionality of the website.

Construction update Operations Supervisor Katie Haggin provided an update as to construction, noting that there were some water heaters installed at Alder Terrace that would require re-installation given where the water heaters were placed in the units and that construction has been coordinating the ordering of those replacement water heaters and coordinating with the City to assure those are all installed properly.

Pine Terrace –With the LAP loan funded for Pine Terrace, HAKC needs to be discussing next steps on how those funds need to be utilized. Ellis will be reaching out to Brawner on that point and would expect to have more of an updated on that point at the next meeting.

Bender Road –Ellis reached out to Eric Sewall who prepared the wetland delineation study for the property to confirm that HAKC could utilize that version of the report for PBS, who had done the due diligence report on the property. Ellis noted she was still trying to connect and confirm the okay on that and would keep trying.

Wage Study Information – Proposals had been rec'd by HAKC on the RFP for the wage study. HAKC will be reviewing those proposals to determine the best course of action moving forward.

Chairperson Smith asked if there was any additional information to address at the meeting. The Commissioners discussed the August 18, 2021 meeting date and determined that it will remain as set.

Having no further business Commissioner Hull moved to adjourn and Commissioner Rhodes seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:32 a.m.

Next Meeting: August 18, 2021, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith, Chair