HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, August 18, 2021

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, August 18, 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 Little, Commissioner via Zoom

Absent:
Rob Perkins, Vice Chairperson
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 7:01 a.m.

MINUTES

Commissioner Littel motioned to approve the July 21, 2021 minutes of the regular meeting, seconded by Commissioner Rhodes. The motion passed unanimously.

CONSENT AGENDA

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

DECEMBER 2020, JANUARY – JUNE 2021 FINAL FINANCIAL REPORTS

Jennifer Ellis noted that final financials had been received from CLA and forwarded. Ellis noted that there were some significant changes from drafts to finals that had to do with the inclusion of the remainder of construction costs incurred for December, 2020 and inclusion of amounts due to HAKC from the component units (the LLLPs) which changed the accounts receivable and the final figures. Ellis and Katie Haggin noted that there have been many conversations with CLA regarding the financials and making sure that items are coded and categorized in a way that is understandable to the agency for review. CLA's main concern was making sure that they did not over accrue some year end expenses for 2020. There may be further adjustments moving forward, but these financial reports had gone through the final review and were ready for Board review. Ellis noted that if the Board wanted more time to review that the financials could be tabled until the next meeting to allow for time to review and that HAKC could also ask a representative from CLA to be present at the next meeting to address questions on the financials from the Board. Commissioners Littel and Rhodes were in support of that request. Commissioner Littel asked for Ellis and Haggin to put together a memo detailing what they see in the numbers and report on those numbers, looking at the reconciliation of last year's expenses. Commissioner Rhodes also asked for Ellis and Haggin to note any concerns and it was noted that Commissioners Perkins and Hull may also have questions after review that needed to be addressed.

RESOLUTION NO. 21-979, RESOLUTION APPROVING A REVISION TO THE BY-LAWS OF THE HOUSING AUTHORITY OF KITTITAS COUNTY. Ellis gave a brief explanation of Resolution No. 21-979, modifying the proposed language from the Board of County Commissioners per their request and noted that the bylaws otherwise remain as previously amended. 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 –

  Placed in Service – Final 8609s were issued for Alder Terrace and Ellis noted that they are following up on 8609s for the RAD side and that those would be incorporated into tax returns for filing.

  Permanent Loan Conversion – HAKC continues to work through the permanent loan conversion process with CREA and Chase, providing the requisite information for the agencies and their underwriters. HAKC will start weekly calls with Chase as it moves toward the conversion deadlines as well. Ellis noted that HAKC is still receiving assistance from the Brawner team in the process.

  Operations and Maintenance: Operations and maintenance are continuing as normal with the office remaining open but closed to the public, except by appointment. Ellis noted that HAKC is dealing with some tenant turnover and working hard to make sure HAKC units remain occupied while keeping on top of matters where HAKC has tenant compliance issues.

  Haggin noted that there had been some additional follow up with construction on the re-installation of water heaters for the one bedroom units up at Alder Terrace. When the sub contractor had come to install, they did not confirm that the installment was of the required grade and as such, it did not meet the City of Ellensburg code. The issue has been rectified and the City is coming back out for inspection today, August 18, 2021.

  Ellis noted that with regard to the website, HAKC is still getting poised to launch, but that she was going to follow up with the website designer on the hosting and security questions that had been raised by Commissioner Perkins at the last meeting and would subsequently be providing information on that concern. Ellis also noted that there would be staff discussion regarding maintaining the website and a staff member taking on the role of overseeing the website content for updates.

  Construction update Ellis noted that there are still a few loose ends that HAKC is following up with regarding construction to make sure there's adequate follow up. Ellis noted that Haggin is staying on top of that communication and making sure to send confirming emails so everyone is on the same page moving forward.

  Pine Terrace –Ellis noted that there had been some preliminary discussion with the Brawner team about moving forward with the LAP loan proceeds and work needed at Pine Terrace. Ellis noted that HAKC will be looking at procurement with regard to any work needing to be done as well as being in accordance with fair wage requirements and formulating a path forward for the work needed. Ellis stated that HAKC would try to have an appointment with Brawner next month to discuss next steps.

  Wage Study Information – HAKC has selected the firm to do the wage study and to include the benefits portion of the comparison study as well so HAKC has a decent comparison of the full employment package with other local agencies.

Chairperson Smith asked if there was any additional information to address at the meeting. Commissioner Littel gave an update as to his involvement with the City of Ellensburg Housing Action Committee. Commissioner Littel noted that there has been a lot of good information discussed at the meeting he attended and that he will do a report for the Board. Commissioner Littel noted that the City of Ellensburg is focused on zoning changes to upzone for density and implementing anti-displacement strategies and that there may be opportunities for future partnerships with the County, City and Hopesource. There has also been discussion regarding the escalation of construction costs because of lack of workers in the area and how that is impacting development. The City is also including in the updated plan and appendix that includes all housing within the county that has some kind of subsidy attached to it and when the project's subsidy is ending so interested parties will be aware if those

properties are becoming available. Commissioner Littel noted that Crestview Apartment would be coming out of subsidy in 2022 and the Board discussed the importance of reviewing that information for future potential plans for HAKC.

Commissioner Rhodes inquired as to the Rainier Street property and how it was being impacted by the new Spurling Court complex and the increase of traffic on that roadway. Haggin stated that the speed limit had been reduced to 20 MPH, but that HAKC had also received numerous complaints after the Spurling Court complex started to become occupied. Haggin outlined some of the concerns that had been relayed from tenants. The Board discussed the possibility of reaching out to HopeSource or the property management company to communicate HAKC's concerns and how the agencies could best work together to move forward, assuring that their respective properties remained safe for their tenants. Commissioner Rhodes noted that her understanding that a portion of the complex was for sober housing and that a lot of the complaints appeared to be drug related.

Having no further business Commissioner Littel moved to adjourn and Commissioner Rhodes seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:49 a.m.

Next Meeting: September 15, 2021, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith, Chair