HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, January 19, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, January 19, 2022, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson via Zoom
Rob Perkins, Vice Chairperson via Zoom
John Littel, Commissioner via Zoom
David Hull, Commissioner via Zoom

Absent:
Carol Rhodes, Commissioner via Zoom

Staff Present:
Jennifer Ellis, Executive Director

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:01 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public nor any guests in attendance.

MINUTES

Commissioner Hull moved to approve the December 15,2021 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the December, 2021 Vouchers and December 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.

NOVEMBER 2021 FINAL FINANCIAL REPORTS

Chairperson Smith had questions regarding the large variances in the salary category for the primary government. ED Ellis noted that the salaries for all staff had not been included in the primary government budget – only the salary and benefits for Ellis were included there and that the salaries are paid by HAKC but then reimbursed from the tax credit partnerships. To that end, because HAKC was paying for all of the salaries (including Ellis's), that is all showing up on the HAKC financials, even though it was not originally budgeted for the same, thus there is a large variance showing there. The budgets that were just passed reflect the payment of that from HAKC, even as there is reimbursement from the partnerships. Ellis also noted that CLA was informed as to at what percentage the salaries were to be reimbursed from the partnerships in conformity with the budgets for 2022 and that Ellis's benefits and salary would be separately coded for clarification moving forward.
Having reviewed the November 2021 financials and finding no irregularities and there being no further discussion, Commissioner Perkins moved to approve the November 2021 financial reports. Commissioner Hull seconded. The motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

a. ELECTION OF OFFICERS. Chairperson Smith noted that as January is the annual meeting for the Board, that she would open the floor for nominations for the offices of Chairperson and Vice Chairperson of the Board. Commissioner Perkins nominated Nicalee Smith to act as Chairperson of the Board. The board discussed the nomination, Commissioner Littel noted that it made sense for Chairperson Smith to continue in that role and Chairperson Smith noted that she would be willing to continue to serve, although likely only for one more year. The nomination was closed.

Commissioner Perkins moved to re-elect Nicalee Smith as Chairperson of the Board and Commissioner Hull seconded. Commissioner Littel noted that he would like to be considered for the executive committee next year and wanted to fulfill a leadership role for the Board. Commissioner Perkins moved to re-elect Nicalee Smith as Chairperson of the Board, seconded by Commissioner Hull. The motion passed unanimously. Chairperson Smith opened the floor for nominations for Vice Chairperson. Commissioner Littel moved to nominate Rob Perkins as Vice Chairperson of the Board. Commissioner Hull seconded. The motion passed unanimously.

Nicalee Smith was elected as Chairperson of the Board for 2022. Rob Perkins was elected as Vice Chairperson of the Board for 2022.

INFORMATION ITEMS

- Executive Director Report –

Kittitas RAD LLLP, Alder Terrace LLLP –
Conversion: Ellis noted that HAKC continues to work toward conversion of the construction loan and that financial information for Alder Terrace would hopefully be submitted by weeks' end for Chase's review. Financial information for Kittitas RAD was still being properly formatted for Chase's review process and Operations Supervisor Katie Haggin was continuing to work with Brawner on the same. Ellis noted that there had been some time with staff out for leave and illness as well so it had impacted the ability to get the information reviewed, however with everyone back in the office she was hopeful the review could be completed and submitted to Chase.

With regard to the 2020 audit for HAKC and Pine Terrace, Ellis noted that the final open items on the Pine Terrace side had been submitted. Ellis noted that the agency had also been waiting on HUD's review of its unaudited REAC submission and that its auditor, Novogradac had to also submit an audited submission, but they were waiting to submit the same until the unaudited submission had been approved by HUD to assure there were no issues. This had held up the final issuance of the audits. Ellis noted that she has spoken with HUD representatives to try to ascertain when the review for the submission will be completed and has had no success making contact with the individual reviewing the submission. She will continue to seek contact to confirm the timeline for review of the submission so the audit can be finalized and distributed appropriately.

Documents for the partnership audits for 2021 are also being compiled and uploaded as requested so that audit can be completed and forwarded timely to CREA.

Operations and Maintenance. Ellis noted that there were no major updates for operations or maintenance, but that everyone had worked hard to assure tenant safety and access during the snowstorm event in early January. Ellis noted that the maintenance team worked tirelessly with snow removal efforts, prioritizing the senior complexes and are continuing clean up related to the same, including de-icing the sites and checking the structures for any other hazards due to ice and snow. Ellis had communication with Ad-West regarding Pine Terrace during the snow event. Ad-West was able to utilize a contractor they had worked with previously to take care of needed snow removal.

Bender Road property. Ellis outlined her conversation with Jason Maddox of PBS regarding the preliminary wetland study for the property and where to go next. Maddox suggested early involvement with the regulatory agency (likely Department of Ecology) as they will be involved in permitting for that process as well. Ellis is scheduling a call with Ed Sewall who prepared the preliminary report to discuss the same and noted that she continues to work on an RFP for engineering services.

Future affordable housing development. HAKC received an email from Matthew Stalder regarding the affordable housing being built at the corner of 1st and Pine in Ellensburg, asking if HAKC would have any interest in acquiring the property once the building was completed. Ellis noted that she had just received the floor plans, site plan and pro forma yesterday afternoon and would

review the same. The Board had some discussion on the project, confirming its location and the number of buildings and unit and the history of the property. Commissioner Littel inquired if the information could be forwarded to the board as well. Ellis said she would email the same.

Ellis stated that it would be beneficial to the Board to have ongoing conversations about development and what role HAKC would play in the same so that the agency could devise its own strategic plan for its involvement, considering its resources, staffing and desire to be involved in additional low income or affordable housing projects – whether in the development phase, management phase or both. Commissioner Littel noted that there are several ongoing opportunities and that HAKC should be a part of conversations with the City of Ellensburg and beyond. Commissioner Littel referenced the project with the Odd Fellows and the number of housing properties coming out of subsidy and the importance of the agency pinpointing where it should spend its time and resources moving forward. Chairperson Smith noted that HAKC has just gone through the major conversion projects, which required extensive time and reporting and that in looking at other projects, it should be done with HAKC's existing obligations in mind and agreed as to having discussions and developing clear vision about where HAKC's efforts and resources should be directed moving forward. Chairperson Smith asked that development be made an ongoing agenda item for continued discussion.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. Chairperson Smith noted the next meeting of February 16, 2022. Having no further business Commissioner Hull moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:40 a.m.

Next Meeting: February 16, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary