HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, April 20, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, April 20, 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
Carol Rhodes, Commissioner 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.

COMMENTS FROM THE PUBLIC AND GUESTS

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

MINUTES

Commissioner Perkins moved to approve the February 16,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the February, 2022 Vouchers, February 2022 Project and Activity Status Reports and March 2022 Vouchers and March 2022 Project and Activity Status Reports and found no voucher irregularities or other irregularities. Commissioner Littel moved to approve the consent agenda, Commissioner Perkins seconded. Motion passed unanimously.

DECEMBER 2021, JANUARY 2022 AND FEBRUARY 2022 DRAFT FINANCIAL REPORTS

ED Ellis noted that the board did not have final December, 2021, January 2022 and February 2022 financials due the financials being under review. Ellis noted that the financials for the partnerships reflect lower figures for salaries as HAKC has had two staff members on Washington State Paid Family Medical Leave. Ellis also noted that prepaid expenses for the partnerships were being allocated on a monthly basis to align more properly with the budget. Ellis also noted that she wanted to confirm that CLA has the most recent and approved Pine Terrace budget to make sure the expenditures aligned with the current budget as well.

RESOLUTIONS AND ACTION ITEMS

Ellis outlined proposed Resolution 22-984, RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF KITTITAS COUNTY CONFIRMING ABSENCE OF NON-DWELLING REAL PROPERTY IN PIC AND DISPOSITION OF PERSONAL PROPERTY AS REQUIRED IN PIH NOTICE 2019-13, noting that the resolution was required as part of the close out process with HUD to assure the Board's certification that there was no non-dwelling real property in the PIC and that the personal property that formerly belonged to HAKC had been property transferred as part of the RAD conversion per the disposition instructions of PIH 2019-13. Commissioner Littel moved to approve the resolution. Commissioner Perkins seconded. Chairperson Smith asked for a roll call vote and the resolution passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Kittitas RAD LLLP, Alder Terrace LLLP –
  Conversion: The loan conversions for both Kittitas RAD and Alder Terrace closed in early March, converting the construction loans to permanent loans with Chase Bank. Contemporaneously with the conversion closing was the receipt of the 3rd and 4th equity installments from CREA as well. Ellis noted that she was working on the financial snapshot for the partnerships with the permanent loan conversion to help illustrate the working capital of the partnerships and would bring that back for the Board for its development discussion.

  2021 audits

  2021 audits were completed for Kittitas RAD and Alder Terrace along with the 2021 tax returns. The 2021 audit for HAKC and Pine Terrace is currently being completed as there are some remaining open items that need to be provided to Novogradac to complete the same.

  Operations and Maintenance. Ellis noted that there were no significant updates for operations, except that HAKC was beginning its inspections of units and continuing to work on tenant compliance and accountability.

  Ellis noted that she, Katie Haggin and Misty Ness were attending the AWMA conference and getting a lot of useful information relating to the updated notice requirements and laws as well as getting additional information related to USDA RD to have a better understanding of compliance under that system.

  The Board had additional discussion about the waitlist for the properties as Ellis noted that some of the waitlists were shorter and that the agency would be reaching out to other agencies about unit availability. Haggin confirmed that HAKC was still publishing one a year after Commissioner Perkins inquired about the same. Haggin also confirmed that HAKC was in communication with KittFam, the local school districts and the ministerial association. Commissioner Perkins asked if HAKC was reaching out to the university and noted that he would look into a potential contact as well.

Chairperson Smith noted that there had been previous discussion about having the May board meeting in person and noted that it would be held at the Housing Authority conference room. Ellis stated that she would still create a zoom link for the same in the event anyone, including the public, to attend via zoom.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. There was no additional information or questions from members of the Board. Chairperson Smith noted the next meeting of May 18, 2022. Having no further business Commissioner Perkins moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:26 a.m.

Next Meeting: May 18, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary