HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, May 18, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, May 18, 2022, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson
Rob Perkins, Vice Chairperson
John Littel, Commissioner via Zoom
Carol Rhodes, Commissioner via Zoom

Absent:
David Hull, Commissioner

Staff Present:
Jennifer Ellis, Executive Director
Katie Haggin, Operations Supervisor via Zoom

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 April 20,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the April, 2022 Vouchers and April 2022 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.

DECEMBER 2021, JANUARY 2022 AND FEBRUARY 2022 FINAL FINANCIAL REPORTS

The Board reviewed the final December, 2021, January 2022 and February 2022 financials. ED Ellis noted that the memorandums that accompany the financials required some additional clarification. Ellis noted that the comments regarding administrative costs and salaries tied back to HAKC due to the fact that all employees are technically HAKC employees and so those salaries are an administrative cost, even if paid by the partnerships and budgeted there and that employees on leave during that time would have impacted those costs being underbudget. With respect to "Other Revenue and Expenses," Ellis noted that the category included depreciation and interest expense, but that those were below the line items and not operating expenses and were not cash. There was some discussion amongst the board members as to the way the non-operating expenses were reflected in the memorandum were not clear as it appears the agency was operating at a major loss each month even though it has no control over depreciation and interest expense. Ellis noted that there was a question as to one of the expenditures as well and that she and Haggin would have a follow up conversation with CLA to better understand the language used in the memorandums and to determine what could be done so that information was clearer as to the financial status of the agency.

INFORMATION ITEMS

- Development Strategy and Discussion

  Ellis began the conversation, discussing the importance of developing a development strategy to determine what HAKC wanted to do, develop-wise moving forward, while also taking in account what projects HAKC already has on its plate, like the Bender Road property.

When looking at project development, Ellis stated that the main considerations are funding, manpower and what other sources/support/partnerships may be available for any future development. Obtaining funding on the State and Federal level is highly competitive, with WSHFC noting that they have twice as much demand as they have funds to distribute and that the process continues to be more and more competitive to score well enough with the application to receive funds. Ellis noted that there was also an opportunity to apply for technical assistance through the Department of Commerce for no-cost assistance with pre-development activities. Ellis noted that it was specifically geared toward projects in Eastern Washington and that HAKC would apply to see if it could receive some of that technical assistance. The Board then discussed the Bender Road project. Commissioner Perkins noted that HAKC may want to consider reaching out to various developers on potential collaboration for the development of the property. Commissioner Perkins also noted that in conjunction with the same, HAKC would need to assure that it was properly staffed to handle the additional work connected to development and management of a new facility. Commissioner Rhodes stated that HAKC may want to consider hiring a grant writer to assist in pursuing funding opportunities for future development, noting that those individuals often build their own salary into the grant request itself. Commissioner Rhodes will forward information for any grant writers she is made aware of who focus on affordable housing. Commissioner Littel noted that he had additional thoughts on development and Bender Road but had to leave the meeting due to contractors at his home and will follow up with Ellis. Commissioner Perkins noted that regardless of the development direction, HAKC would need to assure that staffing was such that it supported that direction. He stated that the first consideration for HAKC is, "Are we fulfilling our mission? And has that mission changed?" The second consideration is "Does our current staffing support that mission or does it need to be expanded." The Board discussed other agencies engaged in development, like Hopesource, discussing staffing size, demands and individuals that may be on retainer to assist with development projects. Ellis discussed the Housing Action Plan from the City of Ellensburg and review of existing low-income housing properties that would be losing subsidy in the near future along with discussion of the local funding sources available through the City and County. Chairperson Smith stated that HAKC should focus on what needs it could meet in the community and what it is best suited to provide given its history and experience that complements what other agencies are providing. The Board committed to continuing the development discussion.

- Executive Director Report –

  PH ACC Closeout with HUD. Ellis stated that HAKC had completed the steps to finalize the closeout with HUD and would be bringing back the final resolution along with supporting legal opinion as to the same.

  2021 audits

  2021 audit for Pine Terrace was completed and 2021 audit for HAKC should be completed shortly.

  Pine Terrace
  Ellis and Haggin are having a call with regional manager at Ad West regarding rehabilitation and capital needs at Pine Terrace and will be following up on initial capital needs assessment.

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 June 15, 2022. Having no further business Commissioner Perkins moved to adjourn and Commissioner Rhodes seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 8:35 a.m.

Next Meeting: June 15, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary