HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, June 15, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, June 15, 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:
Matthew Stalder, Stalder Interests

OPEN REGULAR MEETING AND INTRODUCTIONS

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

PRESENTATION BY MATT STALDER REGARDING COMMUNITY GARDENS PROJECT

Matthew Stalder of Stalder Interests gave a presentation on his Community Gardens project. He is developing 57 units for the affordable housing project with a land grant from the City of Ellensburg. The units will most likely be 1 bedrooms that will need to be rented at 80% AMI. Stalder stated that he is currently in negotiations with the City for the land grant/development agreement and will be finalizing those terms over the next 1-3 months while also working on financing, including a bridge loan. He anticipates breaking ground on the project in the 1st quarter of 2023. He will also be assuring that all environmental review and requirements are met as the City went through Phase 1 environmental review when it purchased the property. After contract negotiations are complete, he will be providing monthly reports to the City Manager as to the other components of the project, any partnerships and financing updates so those components will have to be materializing for those updates. Executive Director Ellis asked Stalder what he envisioned the Housing Authority's involvement would look like for the project. Stalder noted that the involvement could be as a part of entity created for the project, depending on what the agency would be able to do given liability and other considerations. He noted it could also include future ownership by HAKC. Stalder noted that on other projects he has been involved with, the entities created take the form that is best suited for all parties and their involvement in the project. Chairperson Smith noted that the presentation and information was appreciated and would be helpful in the Board's consideration of the project moving forward. Commissioner Littel noted that he may have additional questions after further review, but he did not have any at this time. There were no additional questions from the Board. Chairperson Smith thanked Stalder for attending and noted that the board would be looking at the information and discussing it further in their ongoing development conversations.

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 May 18,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the May, 2022 Vouchers and May 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.

DRAFT MARCH AND APRIL 2022 FINAL FINANCIAL REPORTS

The Board reviewed the draft March and April 2022 Financial Statements. Ellis noted she had communicated with CLA about the status of the March financials and that those were currently in quality review. Ellis noted that in her and Katie Haggin's review there were some additional questions about a couple of the expenses where they wanted to get more explanation about and additionally to make sure that CLA had the updated, approved Pine Terrace budget. As the financials were in draft form, there was no approval of the same.

RESOLUTION AND ACTION ITEMS

Resolution 22-985, Resolution of the Board of Commissioners of the Housing Authority of Kittitas County Terminating the Public Housing Annual Contributions Contract (ACC) with HUD and Making Certain Representations With Respect Thereto. Ellis gave an introduction to the resolution, noting what was required in order to terminate the ACC with HUD, having gone through the checklist with the local HUD representative and verifying the steps taken to get to the final resolution that confirmed the same. Commissioner Perkins moved for adoption of the resolution. Commissioner Littel seconded. Chairperson Smith called for roll call. All Commissioners vote to approve, motion passes.

INFORMATION ITEMS

- Development Strategy and Discussion

  Chairperson Smith opened up the discussion, noting that the was appreciative of Matt Stalder coming in to provide some additional information on the Community Gardens project as well as some information as it relates to Bender Road. Smith stated that it might be helpful for the board to do a retreat or planning session of some kind to really delve into the potential paths and decide how HAKC wants to move forward and that she was open to any suggestions and conversations regarding all of it. Commissioner Perkins stated that the Board needs to determine a good direction moving forward and what role HAKC will play in the continued and increased presence of affordable housing which is clearly needed in the community. Perkins also stated his support for a retreat of some kind to more fully flush out the possibilities. Commissioner Littel comments that he was interested to hear the details of the Community Garden project, however he was unsure that the project could take place without utilizing prevailing wage if it was a land grant to the City. Littel felt the board was at a pivoting point having completed the RAD conversion to move forward and determine what it wanted to do. He felt HAKC had some strengths and weaknesses, highlighting the difficult environment right now for new construction and the cost and availability of contractors associated with the same. He stated that if HAKC was going down the development route that it would likely need to hire a full time development person to spear head that effort. He noted that in his past experience, the housing authority is always the general partner in the partnerships given the liability involved, the financing and obligations. He also referenced additional subsidized properties that may be coming up for sale and that HAKC may want to pursue the acquisition of those properties to maintain existing affordable housing and likely expand HAKC staff in order to manage and handle the same. Littel stated that acquisition seemed to be a scope of work HAKC was well suited for. Commissioner Perkins agreed with Commissioner Little's assessment of the agency's strengths in acquisition and management. Commissioner Rhodes also noted that the public often believes we already own Crestview that is coming up for subsidy expiration soon. properties that might be leaving subsidy would likely have staff in place so there would also need to be consideration of that and supplementing if necessary – similar to HAKC's acquisition of Pine Terrace. Littel also supported the idea of a board/staff retreat for development discussion and suggested that a facilitator be used so that all parties could be fully engaged in the discussion. Ellis noted she had done a recent retreat with a facilitator and she would reach out to see if he may be able to facilitate a discussion. Littel also referenced the timeline for Bender development and noted that the Board needed to consider options with that property, including a potential sale provided that would be in compliance with the loan agreements and covenants for the property.
  Chairperson Smith suggested that all board members email Ellis with any unavailable dates so that she could propose a date and time for the retreat.

- Executive Director Report –

Pine Terrace
HAKC staff did a site visit at Pine Terrace with the Ad-West regional manager and the on-site manager. HAKC and Ad-West discussed what needs have highest priority and some of the challenges they are seeing with getting contractors to respond to bid requests. There are minor changes needed to the ADA unit that is currently vacant and accessibility needs that HAKC confirmed will be moving forward.

Quarterly AWHA meeting
Ellis discussed attending the quarterly AWHA meeting and information discussed therein, including updates to the Open Public Meetings Act, cyber security, acquisition trends in public housing and discussion about partnerships with other local agencies and municipalities.

Ellis noted she would follow up on making sure a retreat could be scheduled that would comply with the OPMA and would distribute a potential date once it could be established.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. Commissioner Rhodes stated that she would not likely be present for the July board meeting as she would be on vacation. There was no additional information or questions from members of the Board. Chairperson Smith noted the next meeting of July 20, 2022. Having no further business Commissioner Perkins moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 8:01 a.m.

Next Meeting: July 20, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary