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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, July 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
John Littel, Commissioner
David Hull, Commissioner via Zoom

Absent:
Carole Rhodes, Commissioner

Staff Present:
Jennifer Ellis, Executive Director

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 June 15,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the June, 2022 Vouchers and June 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.

MARCH AND APRIL 2022 FINAL FINANCIAL REPORTS

The Board reviewed the March and April 2022 Financial Statements. Ellis noted she had reviewed the financials and had confirmed some of the previous expenses there was a question about in draft form last month and that communication with CLA was still needed regarding the memorandums with final financial statements. Commissioner Perkins moved for approval of the March and April 2022 Financial Statements. Commissioner Littel seconded. There were no additional questions from the Board or discussion. Motion passed unanimously.

INFORMATION ITEMS

- Development Strategy and Discussion

  Board Retreat
  Ellis discussed getting unavailable dates from the Board to tentatively schedule a retreat time in late September. A potential facilitator has been contacted as well about availability. Ellis noted that the retreat would effectively be a special meeting, even if just for the purpose of discussion. Commissioners Littel and Perkins noted that they may have additional unavailable dates past mid September and would forward the same. Ellis discussed the purpose of the retreat and having a component related directly to Board engagement in the development discussion. Commissioner Perkins noted that the retreat could also allocate time to specifically receive feedback or input from other local entities to evidence what type of needs they see that need to be fulfilled in the community and how HAKC could move forward with the development goals that address those needs.

- Executive Director Report –

  Follow up from Stalder Presentation
  Executive Director Jennifer Ellis stated that Matt Stalder had sent a follow up email, asking if there were any additional questions from the HAKC Board. Ellis stated that if anyone had any they wanted her to forward, to email or reach out with the same. Ellis asked Commissioner Littel if his question regarding prevailing wages had been answered. Commissioner Littel noted he had reached out to the City, but had not heard back yet.

  Operations/Maintenance Updates
  Ellis gave updates for maintenance and operations, noting that maintenance was staying on top of calls and issues with AC units with the weather getting warmer and that HAKC was trying to create good working relationships with those who can service the units. Additionally, operations is continuing to work with tenants on lease compliance and prioritizing notices to send out to enforce lease provisions.

  HUD ACC Closeout
  Ellis noted that the resolution and accompanying legal opinion for close out with HUD of the ACC had been forwarded to HUD after the last meeting and that HAKC had not yet heard back if that had all been processed, but that HAKC would likely be receiving some kind of close out letter to confirm the same.

  Kittitas RAD/Alder Terrace updates
  Katie Haggin, Operations Supervisor, is conducting on-site inspection work required by CREA that includes unit inspections, site inspections, photographs, video and completion of questionnaires for each site. There is a substantial amount of information to be compiled and returned to CREA by the end of July. Haggin is working diligently to meet that deadline.

  Pine Terrace
  There has been additional communication with Ad-West regarding the status of bids for work that needs to be accomplished there. Ellis noted that they had identified priority issues and were following up on those issues to see where that work was at, noting that on-site management had expressed difficulty getting responses for bids being put out.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. Ellis stated that she would be out of town the week prior to the next board meeting and so packets would not be able to be emailed to the Board until Monday prior to the meeting. She stated that portions of the packets could be forwarded earlier, like Haggin's reports and financials, but that there would not be a completed packet until closer to the meeting. On a separate note, Chairperson Smith noted that the lawns out at the Kittitas properties looked very dry and wanted to know if there was issue there. Ellis said that she was not aware if there had been any issue and would follow up. Commissioner Hull noted there had been some water main work done in Kittitas and wondered if that had impacted water to the properties.

There was no additional information or questions from members of the Board. Chairperson Smith noted the next meeting of August 17, 2022. Having no further business Commissioner Perkins moved to adjourn and Commissioner Hull seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:40 a.m.

Next Meeting: August 17, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair