HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, September 21, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, September 21, 2022, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson
Rob Perkins, Vice Chairperson via Zoom
Carole Rhodes, Commissioner via Zoom

Absent:
John Littel, Commissioner
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 7:07 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 August 17,2022 minutes of the regular meeting, seconded by Commissioner Rhodes. The motion passed unanimously.

CONSENT AGENDA

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

JULY 2022 FINAL FINANCIAL REPORTS

The Board reviewed the July 2022 Financial Statements. Ellis noted that when reviewing the financials, they are also looking at past months to see if there are any significant entries to investigate further. Commissioner Rhodes had a question about tenant accounts receivable, noting the high number of tenant accounts owing over $50.00 and inquired how long it takes HAKC to receive the funds from Yakima Housing Authority and Hopesource. Katie Haggin explained that in connection with Section 8 and the HAP payments from YHA, that YHA has up to 60 days to get HAP payments started on new move ins and that HAKC gives the tenant an estimate of what rent will cost, but sometimes there is a difference between the amounts. HAKC works with the tenant to get those differences paid – but YHA often utilizes the full 60 days before the HAP payments begin. Additionally, Haggin noted that there is a review process for Hopesource through Commerce for the funds that they can distribute for a tenant's unpaid rent or charges and that review process can take 4-6 weeks before it is completed and HAKC receives the funds. Commissioner Rhodes moved for approval of the July 2022 Financial Statements. Commissioner Perkins seconded. There were no additional questions from the Board or discussion. Motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

RESOLUTION 22-986 – Resolution Adopting Updated Pet Policy as an Addendum to the Dwelling Lease Agreement of the Housing Authority of Kittitas County. Ellis gave an update regarding the resolution, noting changes that had been made based upon the Board's comments and questions. Ellis confirmed the changes in the policy itself as well and additional language that was utilized to clarify certain provisions. Ellis also explained the balance of not wanting the pet policy to be too prohibitive for tenants

who wanted to have pets and noted the distinction between the pet policy and the policy for service/companion animals. Commissioner Perkins asked how the policy addressed continued vaccinations for pets and if staff believed the policy addressed any concerns. Ellis noted that the policy broadly requires vaccinations "as applicable," thus requiring that vaccinations be current. Haggin also stated that in a tenant's annual review, she confirms vaccination status at that time and both Ellis and Haggin felt the policy addressed any existing concerns. Commissioner Perkins asked if the service/companion animal policy needed any changes, to which Ellis and Haggin confirmed that they did not see any need for changes in that policy at this time. Commissioner Rhodes asked if HAKC had any exotic pets or animals and Ellis and Haggin confirmed there were none. Commissioner Rhodes moved to adopt the resolution and policy as presented. Commissioner Perkins seconded. until these additional questions were answered. Commissioner Hull seconded the motion. There being no further discussion, roll call was taken and the motion passed unanimously.

INFORMATION ITEMS

- Development Strategy and Discussion

  Board Chairperson Smith noted that she and Ellis had met to discuss Ellis's review as well as further discuss development strategy and the upcoming board retreat and its structure. Smith noted that she and Ellis were working on distributing some questions for the commissioners to complete to help guide the format and content of the retreat and to hit the points and direction the board wants to go with the retreat itself. Smith noted that this would give a facilitator a clearer picture and help inform any presentations HAKC wanted to include. Ellis noted that the retreat date would need to be pushed further into the fall in order to get the questions out, responses back and line up presentations to meet the board's expectations. It appeared that a Wednesday or Thursday would work best for most board members for the roughly 4 hour block of time. Ellis stated she would continue to work on scheduling.

- Executive Director Report –

  Operations/Maintenance Updates
  HAKC continues to send out compliance notices for lease violations to stay on top of compliance.

  2021 HAKC Audit
  Novogradac is still working on HAKC's FY2021 audit and HAKC has continued to upload information requested. HAKC had also received additional information from the State Auditor's Office regarding its review of HAKC's 2020 and 2021 audits. SAO has the 2020 audit information but is awaiting completion of the 2021 audit. Haggin confirmed that SAO would be doing accountability audits every two years and would be doing the same for 2020 and 2021 as well as continued CPA review. SAO will be planning for review to begin in mid November.

  HUD ACC Closeout
  The resolution and accompanying legal opinion for close out with HUD of the ACC was forwarded to HUD Office of General Counsel for approval and is currently pending approval. HAKC should receive a memorandum from HUD approving the request for termination of the ACC provided everything was satisfactory.

  Kittitas RAD/Alder Terrace updates
  Haggin continues to work on all compliance requests and reporting from CREA. A checklist and request were recently received for file review and Haggin is working on response to the same.

  Pine Terrace
  Ellis and Haggin met with Seth Davick, regional manager from Ad-West regarding Pine Terrace after the last board meeting and received additional clarification about the ADA accessible unit and the on-site management team. The on-site management team will reside in the ADA accessible until under another 2 bedroom unit becomes available. All updates to the ADA accessible unit were made while it was vacant. Since the on-site management has taken over, there has been additional on-site maintenance work completed including removal of several damaged arbor vitae bushes and stumps and some additional tree removal. A railing was installed by the leasing office and laundry room. Davick and Alex Westad of Ad-West met at Pine

Terrace on Tuesday, September 20, 2022 and had invited Ellis and Haggin to join, but both were unable to do so. Ellis will separately follow up with Davick on any additional information and steps moving forward for improvement.

Insurance pool increase

HAKC received an update as to the increase in the cost for insurance premiums for 2023. HAKC currently contributes $865 per employee to an insurance pool fund that then goes toward the cost of premiums for health insurance, thus reducing the employee's out-of-pocket expenses. That $865 amount was set in 2008 and approved through the budget process. Since that time, the $865 amount has remained in place and has not increased, even though insurance premiums had steadily increased over the past 14 years. For 2023, rates will increase by roughly 21%, although HAKC receives a 4% discount for its participation in the WCIF wellness program. The Board discussed the best way to address the issue – by resolution or by budget approval. Ellis noted that the proposed increase would be from the $865/employee to $1,015/employee – an increase of $150.00/employee and that a resolution for the Board's approval would be the clearest way to implement the increase. The Commissioners felt this was a reasonable increase.

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. Having no further business Commissioner Rhodes moved to adjourn and Commissioner Perkins seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:50 a.m.

Next Meeting: October 19, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary