HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, November 16, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, November 16, 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

Absent:
David Hull, Commissioner
Carol Rhodes, 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

Vice Chairperson Perkins moved to approve the October 19,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

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

SEPTEMBER 2022 FINAL FINANCIAL REPORTS

The Board reviewed the September 2022 Financial Statements and had no questions or comments. Commissioner Littel moved for approval of the September 2022 Financial Statements. Vice Chairperson Perkins seconded. Executive Director Jennifer Ellis and Operations Supervisor Katie Haggin noted that there were a few expenses that appear to be larger than budgeted and that it can be the result of a prepaid expense or something that is paid over the course of the year, but it being categorized as a one-time payment and thus will subsequently balance out. There were no additional questions from the Board or discussion. Motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

RESOLUTION 22-990 – Resolution Adopting Operating Budget for the Housing Authority of Kittitas County for the 2023 Fiscal Year – January 1, 2023 through December 31, 2023 (HAKC). Ellis outlined the budget and noted that this is an agency-wide budget that includes the proposed Pine Terrace budget for 2023 as has been submitted to USDA-RD for approval. Ellis noted that Haggin had prepared the budgets by looking at actual costs through September, 2022 and that the figures on revenue connected to accounts receivable had also been reviewed by HAKC's accounting firm, CLA to confirm the correct amounts. Commissioner Littel moved to adopt the resolution and Vice Chairperson Perkins seconded. Vice Chairperson Perkins inquired as to why there was a Total Primary Government net loss when there was a total net income for both HAKC and Pine Terrace. Haggin noted the discrepancy and stated that it appeared that not all of the

Operating Revenue for HAKC had been included in the Total Primary Government Operating Revenue total. Haggin made the correction on the proposed budget to properly show that the Total Primary Government net income is $86,538.89. Vice Chairperson Perkins then moved to adopt the resolution with the adjustment to the Total Primary Government net income having been made. Commissioner Littel seconded. There being no further discussion, roll call was taken and the motion passed unanimously.

RESOLUTION 22-991 – Resolution Adopting Operating Budget for the Housing Authority of Kittitas County for the 2023 Fiscal Year – January 1, 2023 through December 31, 2023 (Kittitas RAD). Ellis noted the same trial balance information through September, 2022 was utilized to help project actual cost as well as information from contractors and vendors regarding any projected increases for 2023. Haggin also noted that the budget for 2022 was a bit of a projection given that the projects were still completing construction at the time the budget was proposed and adopted in 2021 and that this budget, in consideration of the expenses through September, 2022, there is a better sense of what those expenses will be. Commissioner Littel moved to adopt the resolution, Vice Chairperson Perkins seconded. Chairperson Smith inquired as to when the budgets were due to CREA. Ellis stated she believed the budgets were due by December 1, 2022. Ellis also noted that if there were any revisions required of the budget, that those could be brought to the Board for consideration and approval at a later time. Vice Chairperson Perkins asked about the proposed budget decrease related to tenant vacancies and asked why it was such a decrease from last year. Haggin noted that HAKC experienced less tenant vacancy loss due to the receipt of HAP payments for the tenant so long as the tenant was in the unit on the 1st day of the month. So if the tenant subsequently vacated, the full HAP payment was still received and thus tenant vacancy loss was less than had been budgeted. There being no further questions or discussion, roll call was taken and the motion passed unanimously.

RESOLUTION 22-992 – Resolution Adopting Operating Budget for the Housing Authority of Kittitas County for the 2023 Fiscal Year – January 1, 2023 through December 31, 2023 (Alder Terrace). Ellis noted that the proposed partnership budgets also showed the percentage changes from the prior budget period so the board could see the proposed increase or decreases there as well. Haggin noted the same explanation applied for tenant vacancy loss in this budget as with Kittitas RAD. Commissioner Littel moved to adopt the resolution, Vice Chairperson Perkins seconded. There being no further discussion, roll call was taken and the motion passed unanimously.

INFORMATION ITEMS

- Development Strategy and Discussion

Chairperson Smith noted that she and Ellis had continued discussion related to a potential board retreat and its format and focus. Ellis noted the variations and unique perspectives received from the board members in their responses. Ellis summarized of the goals set forth in the Board Questionnaires including continued growth, obtaining development manager or consultant to take on development projects, learning more about financing programs available and building community partnerships. The obstacles included issues with staff capacity and agency structure, ability to understand funding available and how to be competitive for funding and grants and lack of development staff and development experience. Ellis stated that her take away from the information she received about the last meeting was that it may be most beneficial for the board to have an in-person special meeting to discuss these goals and obstacles further so that a separate, more focused retreat/special meeting could take place with a facilitator and perhaps another presenter with more specific information/expertise to address some of the obstacles and challenges the agency may face in pursuit of those goals so the Board can create a collective path to move forward. Chairperson Smith noted that she was fully in support of meeting in person for a special meeting. Vice Chairperson Perkins asked if there was a timeframe for the meeting, if the thought would be into January. He also noted that while he supported in-person meeting that it might be difficult with illnesses, COVID and other considerations and that he would not be opposed if members needed to participate remotely. Ellis noted she'd like to hold the meeting sooner rather than later,but recognized that it may be difficult during this time of year. Commissioner Littel stated he would be travelling in early December, but expressed that he would be open to meet in person at Trinal Manor given the more spacious conference room and that it

would be good to meet collectively. It was also discussed that the special meeting could take place at a later time in the day and would not have to be a 7 a.m. meeting so as to accommodate schedules and travel.

- Executive Director Report –

  Operations/Maintenance Updates
  Ellis noted that staff were doing on-going training for asset management and compliance. Haggin noted that HAKC was still looking to hire a temporary, seasonal maintenance worker as one of its workers would be on leave for 12 weeks. Haggin and Ellis both asked the board to send anyone they may know who was interested to complete an application.

  2021 HAKC Audit
  The final audit for HAKC FY2021 was received. There were no adverse findings or issues. The audit was also forwarded to the State Auditor's Office (SAO) for its review of the same. SAO will also begin work for their accountability audit of HAKC an we've been in discussions with them on timing for the same and have already been submitting requested documents and information as well.

  HUD Closeout
  Ellis had followed up with Ann Becker at HUD to make sure there was nothing further needed for the HUD closeout. Becker noted that HUD had requested updated contact information several weeks ago and had not requested anything further so she believed that HAKC would be receiving a letter from HUD headquarters confirming the closeout.

  Kittitas RAD/Alder Terrace LLLP
  Audit work for FY2022 is beginning and HAKC is working to get all responses to Novogradac so they can start their review and move forward. The partnerships are on a tight deadline for submittal of the audits to CREA and so everyone is working hard to get the information to them as soon as possible to meet those deadlines with no or minimal extensions requested.

  Pine Terrace
  Ellis noted that she and Haggin had more communication with Ad-West management at Pine Terrace after receiving tenant complaints and increased funding requests for work at the property. HAKC had directed the tenants to go through the proper channels to voice any complaints or concerns, but also wanted to make sure Ad West had been made aware of the same. The discussion also centered around prioritizing future work at Pine Terrace in line with the CNA that had been previously completed as well as repairs and issues that Ad-West is currently observing on the property. Ad-West has a lot of vendors they have worked with so they are actively seeking bids for repair work that has been identified and we will continue meetings to discuss some of the larger, more substantial repair priorities moving forward. We were also informed as to some drug related activity at a unit on the premises that is going to require likely substantial rehabilitation work at the premises. The tenant at the unit has vacated the unit by agreement, but there had apparently been suspicious activity on-site. They have also improved lighting and cameras for surveillance of the premises and it appears to be deterring the activity.

The Board discussed the upcoming December meeting and scheduling for the same. Vice Chairperson Perkins noted that he would not be available on the 21st and asked about the availability of doing a meeting the previous Wednesday, December 14, 2022. Commissioner Littel noted that he would be traveling in early December and would be out of town, but could likely still attend by zoom for an earlier meeting. Ellis noted we may have difficulty getting financials in time for an earlier meeting, but Haggin stated she had been able to get September financials earlier due to deadlines with CREA so it could be possible. Ellis also noted that she typically has a court calendar on Wednesday mornings, but she would look into switching the same to accommodate an earlier meeting. Vice Chairperson Perkins also noted that in the past, sometimes the December meeting did not occur if there wasn't urgent business to discuss. Chairperson Smith stated that she and Ellis would communicate further to determine if the December 14 date was an option and would forward that information to the Board to confirm. 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

Vice Chairperson Perkins moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:53 a.m.

Next Meeting: December 21, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Katie Haggin, Operations Supervisor

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary