HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, January 18, 2023

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, January 18, 2023, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

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

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 7:01 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 December 21, 2022 minutes of the regular meeting, seconded by Commissioner Rhodes. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the December, 2022 Vouchers and December 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.

NOVEMBER 2022 FINAL FINANCIAL REPORTS

The Board reviewed the November 2022 Financial Statements. Ellis noted she had reviewed the financials and had not had any questions regarding the statements. Haggin confirmed she had not seen any irregularities or areas of concern. Commissioner Perkins moved for approval of the November 2022 Financial Statements. Commissioner Rhodes seconded. There were no additional questions from the Board or discussion. Motion passed unanimously.

ACTION ITEMS

Chairperson Smith noted that as it was the January meeting, there needed to be an election of officers for the year. Chairperson Smith opened the floor for nominations. Commissioner Perkins nominated Nicalee Smith for the position of Chairperson. Commissioner Rhodes seconded. There being no additional discussion, the nomination was closed. Motion passed unanimously. Commissioner Rhodes then nominated Commissioner Perkins for the position of Vice Chairperson. There being no additional discussion, the nomination was closed. Commissioner Smith seconded. Motion passed unanimously. Nicalee Smith was elected as Chairperson of the Board for 2023. Rob Perkins was elected as Vice Chairperson of the Board for 2023.

INFORMATION ITEMS

- Executive Director Report –

Board Member Resignation

Ellis stated that she had received a Letter of Resignation from Commissioner David Hull. She had advised that he forward the same to the County Commissioners. Ellis noted that she was less familiar with the process of a resignation during a term, but that she believed the Board would review candidates who were interested in the position and provide a recommendation to the County as to the same. Chairperson Smith confirmed that and noted that in the past the Board has also interviewed candidates. Ellis stated that it may be wise to reach out to potential candidates in Upper County as well, just to have that additional representation. Commissioner Rhodes stated that she believes the Board has needed that for some time and would support that effort. She also noted that the County website was still referencing Commissioner Perkins as the Chair and Commissioner Smith as the Vice Chair so minutes needed to be forwarded to the County so they can make that correction. The Board discussed with use of zoom that a Board Member from Upper County could engage more easily given the early morning meetings, or that the Board could periodically elect to hold a special meeting at a different time and/or location to assure that commissioners could all participate.

Operations/Maintenance Updates

Executive Director Ellis deferred to Operations Supervisor Haggin for an operations update. Haggin noted that operations were running smoothly and that she had completed year end tax reporting and W2s. Haggin is also working on annual reporting for WSHFC and its WBARS submissions. Haggin noted that all move ins and move outs for the year had to be submitted through WBARS and that it was due by the end of January. Haggin also noted that WSHFC would be conducting on-site inspections at Alder Terrace this year in the coming months and reviewing select tenant files for the RAD sites. Ellis noted that on the maintenance side, they were continuing to work on unit turns, work orders and preventative maintenance and were grateful that they had a break from snow and ice removal work for the moment.

Audits

Audit work for the partnerships is in full swing and staff are coordinating with HAKC's accounting firm, CLA, to provide the auditors the requested documentation so that the audits can be completed in a timely fashion. Ellis noted the tight turnaround with completion of the audits and tax returns for the partnerships and that Pine Terrace's audit deadline is not far behind so HAKC is compiling that information as well. Regarding the SAO accountability audit of HAKC, an entrance conference is scheduled for tomorrow and SAO is also working on the audit of Novogradac audit of HAKC's financial statements. Commissioner Rhodes asked about the cost associated with SAO's audit of HAKC's audited financial statements. Ellis noted that the cost for that portion of the audit is roughly $3,000.00. Ellis noted that while SAO could do the audit work instead of Novogradac, but HAKC elects to have Novogradac do the audit work based upon the cost and because Novogradac also does the audit of partnership financials statements, so it is efficient to have them do the HAKC audit as well.

Pine Terrace

HAKC continues with monthly meetings with Pine Terrace management, Ad-West. In the last call, the parties discussed interior work that could be completed during this season and getting bids from contractors to get on their lists as we get into the spring season for the larger priority projects. HAKC sent contact information for various contractors to Ad-West so they can reach out to potential local companies as well.

Development/Bender Road

Ellis stated that she had spoken with Jim Brawner about conversations with WSHFC regarding the Bender Road Property. Ellis will be compiling a summary to submit to WSHFC to outline what has transpired with the property and why the Board has felt that it should go in a different direction than was originally intended. Ellis noted that the proposal would be to pay off the loan obligation and any accrued interest and that a resolution would be prepared for the Board's review, given that the loan obligation would be paid earlier than stated in the loan documents. The Board inquired about the status of the covenants on the property and Ellis noted that the covenants are independent of the financial obligation and as such, would need to be addressed

separately, perhaps after HAKC has had more opportunity to thoroughly investigate the options with the property and the impact of the same, which is what the expanded timeline would provide.

Volunteer Opportunities
Ellis noted that the staff of HAKC were looking into volunteer opportunities for the group in the local community and had discussed the same at a recent staff meeting. Habitat for Humanity and the Open Table food service were two options that were discussed and staff wanted to extend the invitation for the Board to join with the volunteer opportunity. Chairperson Smith asked that when an opportunity was set to let the board know.

- Development Strategy and Discussion Chairperson Smith discussed the framework for a development retreat/session and steps moving forward. Chairperson Smith stated that we may want to have a facilitator to help direct the conversation, but did not feel that the facilitator needed to be someone with in depth knowledge about housing authorities or development, per se. Chairperson Smith stated that she felt the Board could then flush out what it wanted to do for the direction of the agency, whether that be more development, more of the same type of work it has traditionally engaged in, working with unhoused communities or acquisitions. Commissioner Rhodes noted that if we wanted to engage with certain communities for housing, like the unhoused, that HAKC would need to ensure that the work was being done in conjunction with other support services. The Board all concurred that any approach would need to be cognizant of additional support services and making sure there was adequate services available. Haggin discussed the former MOU with Hopesource and the HASS program and the importance of having some assurance that services are continuing for folks. Haggin referenced the homeless set aside requirements at Alder Terrace. Commissioner Rhodes also inquired as to the status of Crestview and acquisition possibilities. Ellis stated that she needed to follow up on whether or not anything had occurred with that tax credit property, or if the tax credits had been extended, but stated that HAKC had not received any kind of notice that the property was for sale or anything of that nature. Ellis also stated that Jim Brawner offered to be a part of a development retreat/session to provide additional information to the Board, however his availability would be further out into March or April. Vice Chair Perkins stated that he believed Brawner would have a lot of experience and context to provide for the Board and knowledge to help it understand the extent of what options would be available. Chairperson Smith asked that HAKC staff prepare a presentation as to who is served by each site, Alder Terrace and the RAD sites for the February board meeting. The Board then discussed availability to be meeting in person for a development retreat/session and the Board confirmed its ability to do so.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. Vice Chair Perkins stated that he would not be available for the March 15, 2023 meeting and asked if the earlier week of March 8, 2023 would be a possibility. Ellis noted that she would look into how quickly information could be made available for the Board with an earlier meeting.
There was no additional information or questions from members of the Board. Chairperson Smith noted the next meeting of February 15, 2023. Having no further business Commissioner Rhodes moved to adjourn and Commissioner Perkins seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:54 a.m.

Next Meeting: February 15, 2023, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director
SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair