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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, December 21, 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:
Carole Rhodes, Commissioner
David Hull, Commissioner

Staff Present:
Jennifer Ellis, Executive Director via Zoom

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 November 16,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

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

OCTOBER 2022 FINAL FINANCIAL REPORTS

The Board reviewed the October 2022 Financial Statements. Ellis noted she had reviewed the financials and had not had any questions regarding the statements. Commissioner Perkins moved for approval of the October 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

- Executive Director Report –

  Operations/Maintenance Updates
  Executive Director Jennifer Ellis stated that operations were running business as usual but noted that there had been illnesses among staff over the past few weeks. Ellis noted that a temporary maintenance worker had been hired to assist while one of the maintenance workers is on leave through the end of February.

  Audits
  An exit interview with Novogradac will need to be scheduled for the next board meeting and the State Auditor's Office will also be invited to attend. Partnership audits will be in full swing after the

end of the year, along with the audit for Pine Terrace. SAO continues its fieldwork for the accountability audit and HAKC has been responding as promptly as possible to their additional requests for information.

Pine Terrace
HAKC continues with monthly meetings with Pine Terrace management, Ad-West to discuss operations, funding requests and priority repair projects. Ad-West has noted they are reaching out for bids on projects with the hopes of beginning them after the winter season. Ellis also noted that the unit formerly under rehabilitation has been cleared for occupancy.

Development/Bender Road
Ellis and the board discussed the status of Bender Road and steps moving forward. Ellis noted that she had been in communication with Jim Brawner about next steps for the agency and he communicated that many other housing authorities were looking to acquisition projects as a better way to sustain affordable housing, considering the cost of development and how expensive it was to even do 10-20 new units in the current market. Ellis stated that she had discussed Bender Road with Brawner to determine best next steps that would allow HAKC to meet any of its obligations for the property, but also be in the best position moving forward with it. Commissioner Perkins asked about what those steps would be. Ellis noted that there is a loan obligation on the property that would need to be repaid and then the issue would be having adequate time to determine what to do moving forward. The board then discussed the existing obligations and covenants on the property. Commissioner Littel noted that there may be options regarding the loan obligation and covenants, but that a discussion with WSHFC would confirm what options were available and that he was gratified that Ellis had met with Brawner to discuss the same. He felt that it would be appropriate to communicate, in good faith, that HAKC was evaluating what it could do with respect to the property and discuss the time needed to fulfill any obligations or pursue any opportunities. He expressed concern regarding the real estate bubble and wanted HAKC to be in the best position possible with regard to the property itself.

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. Chairperson Smith noted the next meeting of January 18, 2023 and she was hopeful that the meeting would occur with all board members in person. Having no further business Commissioner Perkins moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:40 a.m.

Next Meeting: January 18, 2023, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Nicalee Smith,Chair

Jennifer Ellis, Secretary