HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, March 15, 2023

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, March 15, 2023, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson
Carole Rhodes, Commissioner
John Littel, Commissioner

Absent:
Rob Perkins, Vice Chairperson

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.

HAKC SAO EXIT CONFERENCE

Executive Director Jennifer Ellis shared the State Auditor's Office exit conference presentation, outlining the areas and timeframe included in the accountability audit and SAO's findings that HAKC had materially complied with applicable State law, regulations and its own policies and provided adequate controls over the safeguarding of public resources. SAO highlighted the oversight and communication of HAKC with regard to its property management agreements with Ad-West. SAO made one exit recommendation for HAKC's consideration, a single cash receipt in the reporting period that did not occur within 24 hours as required by state law due to there only being one worker in the office on a Friday and there not being an additional worker to handle the second portion of the transaction for deposit until Monday.

MINUTES

Commissioner Littel moved to approve the February 15, 2023 minutes of the regular meeting, seconded by Commissioner Rhodes. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the February, 2023 Vouchers and February 2023 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.

DECEMBER 2022 FINAL FINANCIAL REPORTS

Ellis had not received any additional information regarding the status of final December financials, but likely those were still being modified per the adjusted journal entries. HAKC does not have confirmation from CLA that those adjustments have been made so financials are not yet in final form for approval. Haggin noted that likely once December financials were finalized, January and February would be close behind. No action was taken on the financials.

INFORMATION ITEMS

- Executive Director Report –

Partnership Audits and Tax Returns
The 2022 tax returns for both partnerships are scheduled to be submitted today, March 15. The audits are also being finalized to submit to CREA today as well and barring any need for further review, those will be submitted timely. If there is any reason for delay, a short extension will be requested. Any questions from CREA had been addressed and resolved.

HAKC and Pine Terrace Audits
The Pine Terrace audit for 2022 is ready and only awaiting debt confirmation from lenders before it can be finalized. Additional information for HAKC was also included in the audit process so that audit will also be forthcoming soon.

Pine Terrace
Monthly calls with Ad-West continue. Bids have been received on three projects – parking lot repaving, interior stair handrail replacements and sideway paving. Additional bids are being sought on these projects with the hope to get projects moving forward promptly. HAKC is also following up on the PSE assessment report that was completed regarding windows, sliding glass doors and other upgrade possibilities.

Operations/Maintenance Updates
HAKC is currently in the process of hiring a new maintenance supervisor and anticipates having that decision and offer of employment made shortly. Maintenance staff has continued to perform all necessary maintenance work in the interim and continues to work on preventative maintenance programs.

Bender Road Property
Summary and proposal approved by Board Resolution was forwarded to Bob Peterson at Washington State Housing Finance Commission. He asked that further communication be made to the Director of Multifamily Housing and one of the senior Program Managers. Ellis reached out and will follow up on that communication with the senior project manager as the Director of Multifamily Housing is gone until toward the end of the month.

Board Vacancy
Ellis noted that an application for the Board had been submitted through the Board of County Commissioners back in August, 2022 when there was not a vacancy and asked if the Board wanted her to follow up on the application. Chairperson Smith asked if there was also a resume included and if the applicant was from upper county. Ellis noted that the application was complete, but did not include a resume and that the individual resided in Ellensburg and appeared to have some background in housing. Ellis also noted that she had other individuals put the information out in upper county as well. Commissioner Littel suggested reaching out to the BOCC clerk to assure the vacancy was noted on their website – which it is. Ellis also stated that she could have an additional link on the HAKC website that would link directly to the County's application and that she would forward the application received as well after reaching out to determine if the individual was still interested in the position.

Chairperson Smith noted and she and Vice Chairperson Perkins were still conducting the Executive Director review and that they anticipated having information regarding the same by either April or May's board meeting.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. Commissioner Rhodes stated that she may not be able to attend the April 19 board meeting as she may be travelling but that she would advise closer to the date.

There being no additional discussion, Commissioner Little moved to adjourn and meeting, which was seconded by Commissioner Rhodes. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:26 a.m.

Next Meeting: April 19, 2023, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair