HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, June 21, 2023

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, June 21, 2023, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson
John Littel, Commissioner via Zoom
Rob Perkins, Vice Chairperson

Absent:
Carole Rhodes, Commissioner

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Rosalia Ramirez

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:01 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

Tenant Rosalia Ramirez, 706 W. Rainier, was present to address the Board about a letter she had received from HAKC that she believed did not correctly summarize her mold concerns at her unit. Ms. Ramirez addressed the Board at the end of the agenda as she did not join the meeting until 7:20 a.m. Ramirez stated concerns with her letter from HAKC, namely that other repair and observations at her unit were not included in the letter (outside siding repair, air conditioning repair, fog on an outside window), and that it did not include a resolution regarding claimed mold issues in the unit and whether or not her boyfriend could come to the unit since he'd been deemed an "unauthorized guest." Ms. Ramirez stated that Yakima Housing Authority said it was okay for her boyfriend to continue to come to the unit and HAKC said he could not. She also claimed that others were violating the guest policy and told to "keep quiet" by the office.
Chairperson Smith inquired if her boyfriend continued to reside at the unit, which Ms. Ramirez denied, stating he only comes to the unit to deliver groceries. Ms. Ramirez admitted it was a mistake for him to previously have stayed at the unit, but stated she believed it was necessary. Executive Director Jennifer Ellis clarified that Yakima issues Section 8 vouchers for the units, but HAKC is responsible to enforce the lease. Chairperson Smith noted that rules must be followed and that there were consequences for violating the lease. When asked to clarify what she considered an "ongoing mold issue," Ms. Ramirez stated that previous mold had not come back, but that she had mold in the upper corner of her bedroom that she could not reach to clean. She believed the letter from HAKC needed to be corrected, that her boyfriend should be allowed to deliver food and groceries to the unit and that she should be transferred to another unit for the health of her family.

Chairperson Smith noted that the Board had heard her additional concerns and would respond after investigating the issues. Ramirez was advised to report her mold concerns to the office so a work order could be generated.

The Board expressed concern regarding violation of the guest policy and the claim of an ongoing mold issue in the unit. Ellis noted that HAKC's concerns and observations had been expressed in its letter to Ms. Ramirez. Vice Chair Perkins inquired as to the language of the guest policy and how HAKC determines if an individual is an unauthorized guest. Ellis noted that the guest policy states that a tenant may not have a guest for more than 14 days without prior approval of management and that if a tenant is in violation of that portion of the lease, the individual is then treated as an unauthorized guest who may not be on the premises.

MINUTES

Vice Chair Perkins moved to approve the May 17, 2023 minutes of the regular meeting, seconded by

Bender Road Property
Ellis did not have any updates on Bender Road at this time.

Board Vacancy
There were no additional updates on the board vacancy. Ellis had reached out to Laura Osiadacz regarding getting out more information regarding the vacancy. The Board noted that there had been a recent newspaper article outlining the various open board positions.

Community Garden Project.
Ellis had been contacted by Matthew Stalder of the Community Garden project in Ellensburg, inquiring about any interest from HAKC regarding co-ownership or partnership for the Community Garden project. Stalder had provided an updated pro forma for the project and with updated AMI figures received, there'd been discussion about increased rents that it might create more flexibility with utilizing conventional financing. Ellis noted that a quarter of the project would need to be at 60% AMI, but it appeared that that the remainder could be up to 80% AMI. Ellis had inquired about what subsidy program would be utilized for the project and Stalder had referenced that he was checking with Yakima on a quarterly basis as to the availability of Section 8 project-based vouchers. He was also submitting a new proposal to the City, with the inclusion of the City's commitment to soft costs for the project. Ellis noted that she had hoped to be able to have a preliminary conversation with Brawner before bringing back information to the Board on the same, but had not yet had the ability to do so.

- Discussion Regarding In Person Meeting Requirements. Chairperson Smith opened discussion and inquired how the Board wanted to proceed in discussing and formalizing its requirements for in-person meetings moving forward. The Board referenced its existing bylaws for guidance. Ellis noted that the existing bylaws do not reference remote attendance. Vice Chair Perkins noted that it was possible the resolution giving additional powers during COVID 19 may have included reference to attending remotely, but it would be important to address, particularly if HAKC had a board member from Upper County attending. The Board agreed that there needed to be clarification on how it determines attendance and what parameters would need to be in place to allow for remote attendance. Ellis stated she would review the past resolution and could further provide some language for the Board's review but that ultimately, it would make sense to amend the bylaws to include any clarification or changes. Commissioner Littel agreed that the Board needed continuing conversation on the topic.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on July 19, 2023. Vice Chair Perkins moved to adjourn the meeting, Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 8:19 a.m.

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

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair