HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, July 19, 2023

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, July 19, 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
Katie Haggin, Operations Supervisor

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 and appeared at 7:45 a.m., at the conclusion of the regular meeting. Chairperson Smith noted that she did not appear during the time for comments from the public or guests and that while the Board was not required to allow her to speak at the conclusion of the meeting, she would be allotted 5 minutes. Ms. Ramirez stated that she believed there still was no resolution of her issues and that HAKC's responsive letter after the last Board meeting took too long and that HAKC did not enter her unit (after her requested 48 hour notice) until July. Chairperson Smith asked if Ms. Ramirez was providing any new concerns to the Board or if she was repeating information that had been previously provided. Ms. Ramirez stated that she had questions about the letter, for example, the age of HAKC's "mold detection equipment." Chairperson Smith asked if Ms. Ramirez had asked any of these questions to the office, which she stated she had not, claiming that she had asked Katie Haggin, Operations Supervisor, to have a "sit down" with the Board and Ms. Haggin had denied her that so she began bringing these issues directly to the Board. Chairperson Smith noted that the office was the appropriate place to ask questions related to its response and not the Board. Ms. Ramirez was directed to put any response to the letter or questions in writing and submit them to the office.

MINUTES

Vice Chair Perkins moved to approve the June 21, 2023 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the June, 2023 Vouchers and June 2023 Project and Activity Status Reports and found no voucher irregularities or other irregularities. Vice Chair Perkins moved to approve the consent agenda, Commissioner Littel seconded. Motion passed unanimously.

MARCH AND APRIL 2023 FINAL FINANCIAL REPORTS

Ellis noted that there were no April Final Financials for the Board to review, although she had anticipated having those for the Board since she was told in June they were under review. Ellis noted that draft April financials had been received after the Board meeting on June 21, 2023, however those did not appear to correct the issues with March's lack of salaries in the financials and instead when salary information was included for April, it had the partnerships over budget by roughly $3,000.00 and $4,000.00 so it did not appear to rectify the issue with the lack of payroll inclusion for March and CLA had not provided any response on that issue yet. Ellis stated that she and Haggin had collectively and separately expressed

concern to CLA regarding the lack of timeliness in the receipt of the financials and other responses, noting that finals have to be requested each month in anticipation of the Board meeting and even when requested, are not always received in time to have any meaningful review before the Board meeting. Haggin stated that when concerns are expressed there will sometimes be improvement in the response for a short period of time and then it goes back to the untimeliness. Ellis stated that in response to the latest email, CLA had proposed a schedule for addressing the timeliness issuing moving forward and asking HAKC to provide more detail on issues with the financials that HAKC notices. Ellis also stated that she had previously prepared an RFP for accounting services that Haggin has also reviewed as it does not appear that this situation is being appropriately resolved. The Board discussed the possibility of a local accounting firm being able to handle the work and expressed their support to send out an RFP for these services. Vice Chair Perkins moved to again table the March final financials. Commissioner Littel seconded. Motion passed.

RESOLUTIONS

Ellis introduced Resolution 23-996 – Resolution Adopting June 2023 Edition of Housing Authority of Kittitas County Personnel Manual, highlighting the areas that were amended, added and clarified in this round of updates. Ellis outlined each affected section, including implementing a written policy connected to on-call status as that had previously been a stand alone policy. Vice Chair Perkins asked how HAKC distinguished between policy and procedure as the personnel policy seemed to include both policy and procedures Ellis noted that procedure was effectively how to implement adopted policies. Vice Chair Perkins inquired about whether the manual had been reviewed with the distinction in mind. Ellis noted that in the last review of the manual, there had been care taken to remove management polices from the personnel manual into its own manual, but that there hadn't been a separation of procedures from policy, but HAKC could do additional review for that purpose as well. Vice Chair Perkins noted that doing so would provide greater flexibility to modify procedures as necessary in the future versus having to bring back policies continually for approval. Ellis also noted that the Resolution number should be 23-996, not 23-9996 as referenced on the proposed resolution. Vice Chair Perkins moved to approve Resolution 23-996, Commissioner Littel seconded. There being no further discussion, Chairperson Smith took rollcall. Motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Haggin gave an update on operations, noting that HAKC was still trying to hire for the two vacant maintenance positions with interviews set up for the later part of the week and next week. She had also finished the WBARS reporting for Kittitas RAD income and expenses, which was more extensive given the conversion of the construction to permanent loans.

  Ellis also noted that lawn care/grounds had been contracted out to assure that the maintenance worker had time to respond to other maintenance needs in the interim. Chairperson Smith inquired if the lawn care included watering, which it does not. Haggin confirmed that water had been turned up but needed to be turned up further at multiple sites to keep the grass from dying

  Ellis discussed an issue with the A/C units at the properties and the significant amount of repair and cost being incurred to deal with persistent issues. Ellis noted that roughly 29 units had required repair since installation, predominately repair connected to leaks within the systems caused by the loose flares on the outside components of the units, which results in lost refrigerant and must be replaced. Ellis noted that last summer over $11,000.00 was spent on repairs and this summer roughly $9,990 has already been spent on repairs. Ellis also noted that the model that had been installed is being discontinued so we won't have the option of replacing the units in the future, even though there is currently a parts warranty in place. Haggin noted that the units seems to require a substantial amount of maintenance in order to avoid the flare loosening issue, and that the repair tech noted that the frequency of repairs and issues are not typical of AC units. Staff has been discussing what to do moving forward as this does not appear to be a sustainable situation.

  Pine Terrace updates

Parking lot repair work has been completed and HAKC is going through the close out to make sure everything is in order to pay the contractor for the project. Replacement of windows and sliding glass will also be moving forward, along with installation of handrails for the exterior stairways. Ellis noted that HAKC does not appear to have its own small works roster Previously, in 2012, the Board had passed a resolution allowing for HAKC to utilize the small works roster of MRSC, a municipal services organization, that offers smaller agencies the ability to utilize a small works roster that MRSC maintains for an annual fee. HAKC had done this for a period of time and then discontinued using the service. Ellis noted that the resolution authorizes the ED to contract for the service and believed it would be beneficial for any HAKC projects in the future as the ability to use the small works process is much more stream-lined than the standard public works requirements, especially since the contract threshold for small works projects is $300,000.00. The Board was in agreement that HAKC should utilize the MRSC roster and re-engage with those services for future projects.

- Discussion Regarding In Person Meeting Requirements. The Board discussed formalizing attendance requirements and clarifying use of remote access for meeting attendance. Ellis provided some general language from other bylaws that set parameters on requirements for attendance and thresholds for how many meetings a board member could miss and for what reasons. The Board asked that Ellis forward language utilized by other groups so they could utilize the same for future discussion. Commissioner Littel asked Ellis to forward the current bylaws, as he had recollected a reference to the ability to make decisions telephonically. The Board discussed what modifications had been made in response to the COVID-19 pandemic Ellis noted that the State proclamations allowed for remote attendance, but with the rollbacks of those proclamations, there was no requirement to continue to allow for it, but that it did provide ease of attendance for Commissioners as well as the public, so long as it was balanced with the engagement and discussion that would arise from in-person meetings. Commissioner Littel noted that with him being in retirement and his wife close to retirement, they would be doing additional travel in the future and the availability of remote participation would be an important consideration for him. Discussion on the topic will continue.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on August 16, 2023. Vice Chair Perkins noted he will not be able to attend the next meeting as he will be out of the country. Vice Chair Perkins moved to adjourn the meeting, Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 8:01 a.m.

Next Meeting: August 16, 2023, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair