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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, November 15, 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
Carole Rhodes, Commissioner via Zoom

Absent:

Staff Present:
Jennifer Ellis, Executive Director
Katie Haggin, Operations Supervisor

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:02 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public nor any guests in attendance.

MINUTES

Vice Chair Perkins moved to approve the October 18, 2023 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the October 2023 Vouchers and 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.

AUGUST 2023 FINAL FINANCIAL REPORTS

Ellis briefly outlined the August financials, noting the change of the designation in the HAKC financials of the income from the paydown of loans held by HAKC from "gains on sale of capital assets" to interest income. Ellis stated that September financials have not yet been received, however it could be connected to the resolution of an invoice issue that had been ongoing, but she was unsure. Ellis did note that the outstanding invoice issue had been one of the issues ongoing that was continually being re-examined with CLA throughout the year and continuing concerns regarding the timeliness of financials and expense moving forward.

Vice Chair Perkins moved to approve the August 2023 final financials. Commissioner Littel seconded. There being no further discussion, the motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

Ellis introduced Resolution 23-998, Resolution Approving a Revision to the By-Laws of the Housing Authority of Kittitas County. Ellis noted that the Resolution included proposed additional provisions regarding attendance and remote attendance for the Board's review and discussion. Commissioner Little moved to approve the resolution. Vice Chair Perkins seconded the motion. The Board discussed the proposed language of the additional provisions. Chairperson Smith inquired as to whether or not the bylaws should set forth meetings where in-person presence is required. There was further discussion

regarding the requirement that the Board meetings conform to the Open Public Meetings Act. Vice Chair Perkins noted clarity needed in how meeting presence was defined rather than attendance and the need to consistent language regarding excused absences and attending remotely. Vice Chair Perkins moved to adopt the Resolution with amendments to Article III, Section 8 to include a commissioner being "present" for a meeting that is attended by remote means and that the Chairperson or Executive Director must be notified if the Commissioner would be attending remotely. Commissioner Littel seconded. Roll call was taken and the motion passed unanimously.

Ellis introduced Resolution 23-999, Resolution Adopting Operating Budget for the Housing Authority for the 2024 Fiscal Year – January 1, 2024 through December 31, 2024 (Alder Terrace). Ellis noted the structure of the proposed budget with percentage changes from the previous budget. Operations Supervisor Katie Haggin explained the use of the available year to date information (through September) when preparing and increasing by 3% as well as considering any communicated rate increases through contracts or otherwise. Haggin confirmed the rent increases for both Alder Terrace and Kittitas RAD and the parameters by which the rent is increased. The Board reviewed and discussed larger increases. There being no further discussion, Vice Chair Perkins moved to approve the resolution. Commissioner Littel seconded. Rollcall was taken and the motion passed unanimously.

Ellis introduced Resolution 23-1000, Resolution Adopting Operating Budget for the Housing Authority for the 2024 Fiscal Year – January 1, 2024 through December 31, 2024 (Kittitas RAD). Increased rents were noted as well as other notable increases from 2023. Vice Chair Perkins inquired about the "Maintenance Other" category, which Haggin noted was for apartment rehabilitation needs. Perkins noted that for future reference and clarity, it should be referenced as such. Vice Chair Perkins moved for the approval of the resolution with the Maintenance Other category corrected to Maintenance Rehabilitation. Commissioner Littel seconded the motion. Roll call was taken and the motion passed unanimously.

Ellis introduced Resolution 23-1001, Resolution Adopting Operating Budget for the Housing Authority for the 2024 Fiscal Year – January 1, 2024 through December 31, 2024 (HAKC). Ellis noted that the budget includes the USDA approved 2024 budget for Pine Terrace. On the Operating Revenue side, there are revenue items that HAKC may receive, but are not going to be budgeted for as they are contingent on the distribution of cash flow per the partnership agreements– so while those additional amounts may ultimately result in additional revenue, because it is contingent, HAKC was advised not to budget for the same as those are not set amounts. Haggin noted that HAKC also needed to discuss proposing an increase in management fees given the other increased expenses in the management of the properties. Vice Chair Perkins inquired about what was the best way to get the full picture of all entities together to see, globally, the financial picture. Ellis recommended review of the annual audits for the agency that encompassed HAKC, Pine Terrace and the partnerships all in one audit, noting that the financial picture is for the year prior, but it is inclusive of all entities.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  CREA's inspection occurred in early November with on-site and common area inspections and went well.
  HAKC is working with its IT company, Nuvodia, to replace the computer desktops in the office given the age of the equipment. The total cost for those replacements will be roughly $6,000.00 and is being done through Nuvodia.
  Audit work continues with finalization of the HAKC audit and beginning the 2023 Partnership audits and tax returns as well as the audit and tax return for Pine Terrace. Once the HAKC audit is complete, HAKC will ask for there to be an exit interview at a Board meeting and invite the State Auditor's Office as well, who will be conducting their own review of the audit.

  Pine Terrace
  Management documents have been received with the requested additional provisions and language from the 2020 version. Ellis will review and respond along with the proposal for a two year term. Monthly calls with regional management also continue. The last of the current string of

projects was for the interior stairwell handrails. Ultimately, HAKC will be putting out another RFQ for the design of the wrap around deck, likely so the project can commence in the spring.

Developments
Ellis advised that HAKC had been contacted by a development company who was inquiring about local housing plans as they were submitting an application for tax credits for Crestview to the Washington State Housing Finance Commission. Haggin noted that it appeared that the property was going through either an acquisition or an extension of the tax credits, but that HAKC had limited information.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on December 20, 2023. Vice Chair Perkins moved to adjourn the meeting with Commissioner Littel seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 8:16 a.m.

Next Meeting: December 20, 2023, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair