HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, December 20, 2023

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, December 20, 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 (unexcused)

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

Guests:
Rich Larsen, CPA, Novogradac
Joseph Simmons, State Auditor's Office

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.

HAKC AUDIT EXIT CONFERENCE WITH RICH LARSEN, NOVOGRADAC

Rich Larsen, CPA of Novogradac, gave a presentation on the 2022 HAKC Audit of Financial Statements. Larsen noted that in all areas of audit that Novogradac gave the highest level of assurance on the reports and found no instances of non-compliance regarding internal controls over financial reporting, full compliance with uniform guidance and no deficiencies regarding internal controls over compliance. Vice Chair Perkins inquired as to the scope of the audit, which Larsen addressed. Larsen noted that HAKC had a strong financial statement with enough working capital to cover 7 years of operating expenses. Larsen also outlined the amounts due and owing to the agency in notes and payroll reimbursement and noted that HAKC had done a good job diversifying it's portfolio of programs. Larsen acknowledged HAKC staff and their responsiveness to requests and getting Novogradac all the information needed. Larsen noted that if the Board had any questions, concerns or area where they wanted additional focus next year to email him directly. There were no additional questions, the Board thanked Larsen for his presentation.

MINUTES

Vice Chair Perkins moved to approve the November 15, 2023 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the November 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.

SEPTEMBER 2023 AND OCTOBER 2023 FINAL FINANCIAL REPORTS

Ellis briefly outlined the September and October financials, noting that with October being received on Monday of the Board meeting week, there was time to review before submitting for the Board's review and approval. Ellis noted that given the timing of financials it is difficult to confirm where spending is toward the end of the year but that HAKC continues to be diligent in its review of the year to date figures to see if there are any variances or need to be adjustments. Ellis also noted that there will likely be adjustments to the budgets brought to the Board as needed.

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

RESOLUTIONS AND ACTION ITEMS

Haggin introduced Resolution 23-1002, a Resolution Adopting Write-Off for Tenants Vacated 01/01/2023 through 11/30/2023. Haggin explained the purpose of the resolution and the reasons for some of the larger amounts owed, noting that all amounts due and owing were turned over for collection and represent eleven months of the year as opposed to six, when a write off resolution is typically prepared. Vice Chair Perkins asked how the information would show for accounting purposes and Haggin noted how the outstanding balances would be treated as well as any payments. Vice Chair Perkins moved to adopt the Resolution. Commissioner Littel seconded. Roll call was taken and the motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  For the tax credit program, clean annual reports were submitted to WSFHC for both Kittitas RAD and Alder Terrace. As a result of WSHFC's site inspection that occurred in mid June at Alder Terrace, there were some deficiencies that were corrected during the inspection and 3 that were corrected immediately thereafter. For the three corrected thereafter, those were 2 damaged window screens for 2 units and one closet door that was off-track in a unit. The remaining items were outside of units, all of which were corrected during the inspection. These deficiencies resulted in corrected 8823s being issued for specific units that were affected and then for a cracked walkway deficiency, 8823s were issued for every building BIN. The area affected by the cracked walkway was a small area next to the maintenance shop. The corrected 8823s have been forwarded to the IRS. Ellis and Haggin noted that all 8823s had been corrected and were forwarded as such to show everything being back in compliance.

  The State Auditor's Office is conducting its audit of the 2022 HAKC agency audit. The 2023 partnership audits are still underway and continuing as well.

  Pine Terrace

  HAKC signed a 3 year contract for management documents with AD-West. It was communicated that USDA-RD prefers the 3 year timeframe. There remains termination language for either party with 30 days notice and Ellis noted that she will review the agreements more frequently than the 3 year mark.

  Volunteer Opportunity with Habitat
  HAKC staff and Commissioner Littel volunteered with Habitat for Humanity at the Stuart Meadows site. Ellis noted that staff was already looking at returning to the site in the spring. Commissioner Littel commented on the opportunity and hoping to be back in the spring to assist with framing work. Ellis noted that when HAKC had a spring date it would be communicated to the board members with advanced notice.

  AWHA Quarterly meeting
  Ellis virtually attended the 4th quarter AWHA meeting. All future meetings will be held in person. Ellis noted a desire to try to attend some meetings moving forward, schedule permitting.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on January 17, 2024. Vice Chair Perkins moved to adjourn the meeting with Commissioner Littel seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 8:01 a.m.

Next Meeting: January 17, 2024, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair