HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, March 20, 2024

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, March 20, 2024, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson
Rob Perkins, Vice Chairperson via Zoom (joined at 7:07)
Carole Rhodes, Commissioner via Zoom
John Littel, Commissioner via Zoom

Absent:

Staff Present:
Jennifer Ellis, Executive Director

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:05 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

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

MINUTES

Commissioner Rhodes moved to approve the February 21, 2024 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the February 2024 Vouchers and Project and Activity Status Reports and found no voucher irregularities or other irregularities. Commissioner Littel moved to approve the consent agenda, Commissioner Rhodes seconded. There being no additional questions, motion passed unanimously.

DECEMBER 2023 and JANUARY 2024 DRAFT FINANCIAL REPORTS

Ellis noted that financials would be finalized now that the partnership audits were completed and that she expected to bring back finals for the next meeting.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Partnership audits and tax returns have been completed. A short extension was requested and then not needed as audits were completed by this past Monday and submitted to CREA. Audits and returns were also forwarded to CLA. There will be an on-site inspection through WSHFC for the RAD properties in the coming months. HAKC has been conducting annual inspections of units, which is generating work order for repairs and work that needs to be completed.

  One of the maintenance repairers quit earlier in the month so that position is open and will be filled. Ellis noted that HAKC will be training all maintenance staff across the board as they are all called upon to handle various maintenance obligations for the properties and need to be properly

trained to do so, as they handle rotational on-call and fill in when one is away. HAKC is also looking to have supplemental lawn service to assure there's adequate time for training for someone new to the position.

Ellis also noted that one of the maintenance staff was in an auto accident on Vantage Highway that badly damaged one of the maintenance vehicles. The employee has been able to return to work. HAKC has been working with insurance on the claim.

Ellis followed up with CREA on the proposed increase of management fees per the proposed financial models for Kittitas RAD and Alder Terrace, noting that this is a particularly busy time with submissions of audits and tax returns for CREA as well, so the response may not be until later.

Pine Terrace

There are still a few remaining items for the audit that will be submitted by Ad-West. The audit is due March 31 and should be submitted timely.

Discussion regarding vouchers for Kittitas County

Ellis had a discussion with Lowel Krueger of Yakima Housing Authority (YHA) about the issuance of vouchers for Kittitas County, any limitations on those and how they are administered. Krueger gave some historical context as well as information regarding the current number of vouchers for the area, which also includes those allocated for Yakima County. For the Section 8 programs, vouchers are at their max in terms of what can be issued. This is also tied to HUD's budget, where funds are allocated for the Section 8 programs, but are going to cover increases in fair market rents as opposed to the issuance of more vouchers. Ellis discussed the more specialized programs where there appears to be more opportunities for voucher issuance such as VASH, Foster Youth and other programs that are supportive living types of programs that also then requires additional partnerships with agencies providing supportive services. Krueger noted that YHA is focused on working with non-profit groups as opposed to for-profit, in order to fulfill their mission and mandate to providing housing. He also offered to provide additional information if needed.

AHMA Training
HAKC staff will be attending the AHMA training in April in Seattle.

Board Vacancy update
Ellis reached out to Peter Stone who is unable to fill the board position as he has taken a position with the City's Affordable Housing Commission. There is a new application that's been received from the Board of County Commissioners' office. Ellis will follow up with the applicant and request a CV to review moving forward.

Executive Session -
Chairperson Smith announced that the Board would go into executive session at 7:29 a.m. for 5 minutes to discuss potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i). The Board came out of the executive session at 7:31 a.m. No action was taken in executive session.

Commissioner Rhodes inquired about any response HAKC had to the shooting that occurred Friday, March 8, 2023 as there were areas affected and closed near HAKC properties. Ellis noted that there had been communication with local law enforcement regarding their activity in the area, including LE providing assistance to tenants and searching areas. Ellis felt that the communication with LE was efficient given the circumstances and was glad that HAKC had cameras at the property to also monitor the activity in the area.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on April 17, 2024. Commissioner Littel moved to adjourn the meeting with Commissioner Rhodes seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:36

a.m.

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

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith, Chair