HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, April 17, 2024

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, April 17, 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
Carole Rhodes, Commissioner via Zoom
John Littel, Commissioner via Zoom

Absent:

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

Guests:
Lily Frey, Housing & Grants Administrator
City of Ellensburg

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. Lily Frey, Housing & Grants Administrator from the City of Ellensburg introduced herself to the Board. She noted that she was planning to attend meetings when available to get a better sense of the work conducted by the Housing Authority.

MINUTES

Commissioner Perkins moved to approve the March 20, 2024 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the March 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 Perkins seconded. There being no additional questions, motion passed unanimously.

DECEMBER 2023 and JANUARY 2024 DRAFT FINANCIAL REPORTS

Ellis noted that CLA stated that they wanted the finalized Pine Terrace audit before finalizing financials. Since that audit was completed, Ellis expects the final financials by the next board meeting.

INFORMATION ITEMS

- Election of alternative Vice-Chair
  Chairperson Smith stated that Vice Chair Perkins would be hiking the Pacific Crest Trail for a number of weeks over the summer and that she believed it would be appropriate to nominate and elect an alternative Vice-Chair to serve during that period of time. Vice Chair Perkins provided additional information as to the timing of his trip. Commissioner Littel noted that he would be willing to serve in that capacity. Vice Chair Perkins nominated Commissioner Little to act as alternative Vice-Chair. Commissioner Rhodes seconded. There being no additional discussion, Chairperson Smith put the motion to a vote. The motion passed unanimously. Chairperson Smith also noted that she and Ellis were continuing to work on the Board vacancy and that if anyone had anyone to recommend to reach out to her or Ellis.

- Executive Director Report –

  Operations and Maintenance Update

  Ellis noted that HAKC had been resuming its annual inspections. With inspections, there were additionally several lease violation notices being issued to tenants for ongoing lease violations. HAKC was also scheduling follow up repair work necessary for units.

  Katie Haggin, Operations Supervisor, noted that an issue with the Department of Retirement Systems (DRS) had been brought to her attention relating to retirement paid on payout, which was prompted from an employee being terminated from the system. Haggin stated that in response to the same, DRS was conducting a review and that she had been submitting all documentation requested by DRS. Vice Chair Perkins inquired about the consequence of such a review and Haggin stated that she was unclear, but that communication with DRS would continue.

  Ellis noted that HAKC would be contracting out for lawn care services again this season given that HAKC was down one maintenance worker. HAKC is utilizing the same company as last season.

  HAKC staff will be participating and attending upcoming training with the Affordable Housing Management Association (AHMA) of Washington in Seattle. Haggin will also be participating in the additional Fair Housing training on behalf of HAKC that same week.

  Audits
  The State Auditor's Office is continuing to review the work papers received from Novogradac who conducted HAKC's audit. When any additional information is requested, HAKC will provide the same.

  Pine Terrace
  The Pine Terrace audit was completed with a short, approved extension.

  City of Ellensburg Affordable Housing Commission
  Ellis noted that she and Haggin planned to meet with the City of Ellensburg's Affordable Housing Commission at their May meeting. Ellis and Haggin had been asked to give a presentation on the work of HAKC after meeting with Ms. Frey previously.

  Management Fees
  Ellis is still waiting to hear back from CREA regarding a proposed increase in management fees. Ellis had received an email that the issue was still under CREA's review as they are still finalizing audits and returns on their end.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on May 15, 2024. Commissioner Perkins moved to adjourn the meeting with Commissioner Rhodes seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:20 a.m.

Next Meeting: May 15, 2024, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Nicalee Smith

Nicalee Smith,Chair

ATTEST

Jennifer Ellis, Secretary