HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, May 15, 2024

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, May 15, 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
John Littel, Commissioner via Zoom

Absent:
Carole Rhodes, Commissioner (unexcused)

Staff Present:
Jennifer Ellis, Executive Director

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:03 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

MINUTES

Commissioner Perkins moved to approve the April 17, 2024 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the April 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 FINAL FINANCIAL REPORTS

Ellis noted that the financials for December, 2023 and January 2024 had gone through final review and that HAKC did not have finals for February 2024 yet, but did received drafts for both February 2024 and March 2024. The December 2023 and January 2024 financials were finalized after the submission of the 2023 partnership audits as well as the 2023 Pine Terrace audit and reflected the same. There were some prepaid expenses that were not showing as prorated and some maintenance payroll information in the January financials for Alder Terrace that was balancing back out in the draft February financials. Ellis stated that with the audits being completed there should not be any further delays in getting financials timely to the Board for review. Chairperson Smith asked if HAKC was still planning to send out the RFP for accounting and Ellis confirmed.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  HAKC has a temporary hire for the third maintenance position and is still looking for an individual to fill the position permanently. The temporary hire worked with HAKC during a previous summer.

With maintenance fully staffed, HAKC is able to focus on weeding, work orders and unit turns instead of just work orders and unit turns. A third party has been hired for lawn care.

Katie Haggin, Operations Supervisor, completed Fair Housing Training that was offered at the Affordable Housing Management Association of Washington (AHMA) conference in April. She took and passed the fair housing examination.

HAKC received the funds from the automobile accident that occurred in March. HAKC will be purchasing a new work truck and utility trailer per the procurement policy.

Haggin and a representative from DRS had an exit conversation regarding their scope of review. In that conversation, there were several points highlighted that included things for HAKC to correct in the future and items from the past that would need to be corrected. It was communicated to Ms. Haggin that the issues were not a big deal, but that there would be a DRS worker assigned to the matter to go through the corrections and assure they were done timely. At least one issue arose from a past incidence where Haggin directly inquired with DRS for assistance. HAKC will assure that the corrections are made timely.

Haggin would like to address the Board at its next meeting regarding the ongoing issues with the AC units and increasing costs for repair. Ellis noted that 5 AC units were already scheduled for evaluation, at least 2 of which did not previously have an issue. Vicechair Perkins inquired if the units were used for heat also and Ellis stated that only a few of the units had that capacity, but that they were not utilized for heat so these issues are only being discovered once the units are used to cool the units in later spring and summer months. Ellis also noted that the units that were installed were later discontinued so if HAKC is in a position to have to replace the entire unit, it could not do so with the same system.

AWHA Quarterly Conference

Ellis will be attempting to remotely attend the quarterly AWHA conference which will take place on Thursday and Friday as she will be working out of the office during those days.

Wage Study

The Request for Proposals (RFP) for the wage study is completed and will be sent out to the requisite number of firms. Once proposals are received, the Board can determine if it would like to form a subcommittee to review the same. Chairperson Smith asked if the Executive Director position would be include in the study and Ellis confirmed that it would.

Housing Developments

HAKC received an email from Matthew Stalder regarding a proposed project at 101 W. Washington in Ellensburg for 8 units. It is planned to be 4 duplexes with 6 studios and 2 1 bedroom units along with tenant storage and off street parking with a purchase price of 1.6 million. It would be affordable housing with public funds involved so it would have to be at 60% AMI or less. Ellis noted that this proposal dovetails with her conversation with Lowel Krueger of Yakima Housing Authority about subsidy and vouchers available for new projects, namely that the voucher availability is mostly connected to housing choice vouchers and includes collaboration and partnership with social services.

Ellis also stated that Greg Williamson from Department of Children, Youth and Families had come by the agency office to introduce himself and discuss the Foster Youth to Independence (FYI) and Family Unification Program (FUP) vouchers in Kittitas County. Ellis noted that she will reach out to Mr. Williamson to find out more about these programs and partnerships in Kittitas County. FYI and FUP are administered through HUD and funding is through a competitive process. The FYI vouchers are for a certain period of time but can be extended up to 36 months and there is not a time limit for the FUP vouchers issued to families.

Management Fees

CREA responded with a proposal as to an increase in percentages of the management fee per unit, proposing to increase Kittitas RAD's management fee just over 3% and Alder Terrace's from 6.69% to 7.1%. Ellis stated that HAKC has contracts with CREA that dictate the amount of compensation – through its management agreement as well as the Limited Partnership Agreement (LPA). The Management Agreement states that HAKC can take either a flat fee per

unit or a percentage, whichever is higher. The addendum to the management agreement, however, states HAKC will be compensated per the LPA which restricts the amount to a flat rate per unit. HAKC is scheduling a call with the CREA Asset Management VP to confirm its proposal on the increase and how it got to its calculations as well as how any percentage increases would be addressed.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on June 19, 2024. Vice Chair Perkins noted that after the June meeting, he would be on his Pacific Crest trek and that Commissioner Littel would be acting as vice chair. Vice Chair Perkins moved to adjourn the meeting with Commissioner Littel seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:36 a.m.

Next Meeting: June 19, 2024, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Nicalee Smith,Chair

ATTEST

Jennifer Ellis, Secretary