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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, January 17, 2024, 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:
Roy Berry, Tenant

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:01 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

Mr. Berry addressed the Board, stating that he had issues with clogged plumbing in his unit on numerous occasions starting in August with sewage coming out of the toilet and onto the floors. He noted that HAKC maintenance could not fix the issue and that HAKC had the line replaced. He stated that this has occurred no less than 8 times and claimed that Katie and Misty have refused to fix it. Mr. Berry referenced a bathroom vent, asserting that sewage had overflowed into the vent and was resulting in a continuing smell coming out into the unit. He said that HAKC was demanding to inspect to make sure there was sewage in it. He said that vents should be cleaned yearly and that his had not been cleaned in 4 years. Mr. Berry stated that he wanted Katie to come into the unit and smell it for herself. Mr. Berry asked what the Board's next step would be, stating that he had purchased a steam vac to clean up the unit, but stated he could not get into the vent to clean that. Chairperson Smith asked if Mr. Berry had put these concerns in writing. Mr. Berry stated that he had. Chairperson Smith noted that the Board would take the information presented and confirm with the office as to the appropriate next steps.

MINUTES

Vice Chair Perkins moved to approve the December 20, 2023 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the December 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 Rhodes seconded. Motion passed unanimously.

NOVEMBER 2023 FINAL FINANCIAL REPORTS

Ellis briefly outlined the November financials, noting that on Kittitas RAD there were some expenditures that were higher that reflected additional payments made in November, even if those payments were for bills from the previous month or upcoming. Vice Chair Perkins moved to approve the November 2023 final financials. Commissioner Littel seconded. There being no further questions or discussion, the motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

Election of Officers: Chairperson Smith opened the floor for nominations for Board of Commissioner Officers for 2024. Vice Chair Perkins nominated Nicalee Smith to act as Chairperson. Commissioner Littel seconded. Chairperson Smith asked if there were any other nominations for Chairperson or discussion. There being no additional discussion, the nomination was closed. Motion passed unanimously. Chairperson Smith opened the floor for nomination for Vice Chairperson. Commissioner Littel nominated Rob Perkins. Commissioner Rhodes seconded. Chairperson Smith asked for any other nominations. There being no additional discussion or nominations, the nomination was closed. Motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Katie Haggin, Operations Supervisor, has been finishing year end reports, including quarterly reports for CREA, a new year for payroll and taxes and finishing the WBARS for WSHFC. HAKC is also continuing its work and document submittal for the 2023 partnership audits. Ellis also received and submitted a request to allow Novogradac to forward all work papers for the 2022 HAKC agency audit from Novogradac to the State Auditor's Office for their review.

  Pine Terrace

  Pine Terrace finished the year with some positive cash flow of $7,500.00 that will be returned to HAKC. This is the first time since HAKC's ownership that this has occurred so HAKC is confirming how that is handled. Additionally, the Pine Terrace audit will be starting up with Novogradac and so additional information from the management company Ad-West and HAKC will be submitted to assure that is timely.

  Wage Study
  Ellis noted that the last wage study that the Board considered was from the summer of 2021 and completed in October, 2021 and so she was bringing forth information regarding the same as the personnel manual contemplates doing a wage study every 3-4 years. Ellis noted that it was also a good opportunity to assure that all job descriptions were updated and accurate. Ellis noted that a salary/wage study subcommittee reviewed the last proposals and that she was confirming whether or not additional bid procurement would be required to have a study conducted again. Vice Chair Perkins suggested that Ellis confirm whether or not the bid process would be required for the wage study and then the Board could determine if it felt it was necessary to form the salary/wage study subcommittee to review bids again. Haggin also noted that when the study was last done, it included a review of both the salaries and benefits.

  Board Vacancy
  Ellis gave an update on the board vacancy. Ellis met in person with applicant Peter Stone, to have a more in-depth conversation about his interest in the Board of Commissioners position and to get more information as to his background. Ellis relayed Mr. Stone's work background as well as his independent business background, having acted as a consultant and running his own company before joining the firm he currently works with out of Portland. Ellis noted that she had inquired with Mr. Stone about the possibility of serving other committees or in other capacities and that his only concern was that he does still work full time so it is difficult to attend meetings during the day. Ellis stated that she was aware of some board member concerns about lack of direct experience with housing but felt that direct housing experience should be a plus to an individual's qualifications, not the only experience that would qualify them for the Board. Chairperson Smith discussed whether or not a motion would be appropriate for Ellis to make a recommendation to the Board of County Commissioners as to Mr. Stone's application. Commissioner Littel stated that he believed Ellis could make the recommendation without a motion approving the same from the Board.

  Executive Session -

Chairperson Smith announced that the Board would go into executive session for 10 minutes at 7:35 a.m. 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 7:45 a.m. and went back into executive session for another 5 minutes. The Board came out of executive session at 7:48 a.m. No action was taken in executive session.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on February 21, 2024. Commissioner Littel moved to adjourn the meeting with Commissioner Rhodes seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:51 a.m.

Next Meeting: February 21, 2024, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair