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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, July 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 (via Zoom)
Carole Rhodes, Commissioner (via Zoom)
John Littel, Commissioner (via Zoom) – exited meeting at 7:15 a.m.

Absent:

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Lily Frey, City of Ellensburg, Housing and Grants administrator

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:00 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

Ms. Frey noted that the City's Affordable Housing Committee was examining the City's threshold for financial assistance on housing projects and development and its revenue allocation.

MINUTES

Vice Chair Perkins moved to approve the June 20, 2024 minutes of the regular meeting, seconded by Commissioner Rhodes. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the June 2024 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. There being no additional questions, the motion passed unanimously.

APRIL 24 FINAL FINANCIAL REPORTS

Ellis outlined the April 2024 financials, noting some significant expenses noted and variances from the budget due to larger, non-recurring expenses as well as lower maintenance salary amounts due to only two maintenance positions at the time. Ellis noted the continued timeliness of financials issue, that there were no financials received yet for May, and that the RFP for accounting services had been sent out. Commissioner Littel asked about the disclosure language utilized in the financials. Ellis stated that it was a standard disclosure that they include with all monthly financials. Vice Chair Perkins moved to approve the April financials. Commissioner Rhodes seconded. There being no additional questions or discussion, the motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  HAKC has been working diligently on turning units as there are several tenants who have given notice to vacate their units in the last couple of weeks. Some require more remediation than

others.
Katie Haggin, Operations Supervisor, had submitted all information for WBARS financial reporting for the Kittitas RAD portfolio. Haggin had also timely submitted the information requested from DRS for their review.

Information had been submitted to Chase for the financial performance review of its loans with Alder Terrace and Kittitas RAD.

Audits
HAKC's 2023 agency audit continues. There has been some back and forth regarding the 2022 trial balance. HAKC has sought the information from CLA to confirm some variance information and is working to have that resolved so the initial review of the audit can begin.

Wage Study
HAKC has selected Nelrod/Accuwage's proposal for the wage study. There will be preliminary discussion as to the scope of the benefits analysis but the scope can be reduced. It is unclear if that will make a difference as to the price. HAKC will be responding with information requested to begin the work and it is anticipated to take roughly 2 months for the completion of the study and report.

Management Fees
Ellis sent a follow up email to the asset manager at CREA to find out if there was any additional information CREA needed for their initial internal review. HAKC believed that the proposal from CREA would be appropriate for the management fee increase, but had not received any additional communication as to the status of implementing the same.

Board Vacancy
Ellis has continued to reach out to individuals regarding applying for the board vacancy and forwarded information to an upper county individual who may have some interest in applying.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on August 21, 2024.Board members discussed upcoming availability. Chairperson Smith will not be available for the meeting, Vice Chair Perkins' availability is unknown and Commissioner Rhodes is currently available. Commissioner Littel's availability will be confirmed. Commissioner Rhodes moved to adjourn the meeting with Vice Chair Perkins seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:29 a.m.

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

SEAL:

Nicalee Smith, Chair

ATTEST

Jennifer Ellis, Secretary