HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, August 21, 2024

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, August 21, 2024, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

Commissioners Present:
Rob Perkins, Vice Chairperson (via Zoom)
Carole Rhodes, Commissioner (via Zoom)
John Little, Acting Vice Chairperson (via Zoom)

Absent:
Nicalee Smith, Chairperson (excused)

Staff Present:
Jennifer Ellis, Executive Director

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

OPEN REGULAR MEETING AND INTRODUCTIONS

Commissioner Littel acting as Vice Chairperson called the meeting to order at 7:02 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public. Ms. Frey expressed appreciation for the presentation given by Ellis at the City of Ellensburg Affordable Housing Commission meeting and stated that she looked forward to ways to collaborate in the future.

MINUTES

Commissioner Rhodes moved moved to approve the July 17, 2024 minutes of the regular meeting, seconded by Vice Chairperson Perkins. The motion passed unanimously.

CONSENT AGENDA

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

MAY 2024 AND JUNE 2024 FINAL FINANCIAL REPORTS

Ellis outlined the May and June 2024 financials. Ellis noted that no responses or proposals had been submitted in response to the RFP but that HAKC had reached out for additional firms to contact for the RFP to be re-submitted. Ellis noted that many other agencies have their reporting done in house, so that might be why there was no response as a lot of the larger accounting firms handle more audit-related needs. Commissioner Rhodes moved to approve the May and June 2024 financials. Vice Chair Perkins seconded. There being no additional questions or discussion, the motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Ellis referenced ongoing issues with a/c units and the types of repair being required and that maintenance continues to be busy with repair work and turning units. Ellis noted that there has been roughly $15,000.00 spent on a/c unit repairs this year and that the repairs appear to be

more related to a different component of the units, the condensation pumps, rather than leaks and refrigerants. Vice Chair Perkins inquired if the a/c units had some type of governing control that could keep the units from being turned down below 68 degrees. Ellis noted she would follow up on that and discussed steps that HAKC has taken to try to educate tenants on the appropriate use of the units as well as preventative maintenance measures that the units appear to need in order to mitigate repair issues. Ellis noted the difficulty with having such frequence maintenance required on the units.

HAKC's temporary employee has been hired on full time so maintenance is fully staffed. This staff member has worked with HAKC previously and has a positive attitude and willingness to get the job done.

HAKC has continued to provide all documentation requested for quarterly reporting and audits that are ongoing. There is more information being provided to Chase regarding financial performance as well as responsive information being provided to CREA.

Management Fees
Ellis signed an amendment to the partnership agreements for Kittitas RAD and Alder Terrace increasing the management fees, up to 6.5% for Kittitas RAD and up to 7.5% for Alder Terrace. Ellis noted that HAKC had previously been limited to a price per unit as opposed to percentage so this is a welcome increase that reflects the management work HAKC is doing. She also noted that it can be revisited when needed.

Wage Study
Information is being submitted for the wage study to get underway including local entities for comparison on the benefits analysis and questionnaire as well as updated job descriptions.

City of Ellensburg Affordable Housing Commission presentation
Ellis was invited and provided a brief presentation for the Affordable Housing Commission outlining HAKC's role in the community and who it serves. Ellis noted that the Commissioners had good questions about HAKC's programs and vouchers and what can be done to increase the availability of affordable and low income housing in the area and needs that they've observed in the area. Frey noted that a representative from the Commission would be willing to come and present to the HAKC Board to provide an update on what the City's current and upcoming projects. The Board all agreed that would be beneficial. Ellis and Frey will coordinate the same.

There being no additional comments or questions from the Board, Acting Vice Chairperson Littel stated that the next meeting would be on September 17, 2024. There being no more formal business to conduct, Acting Vice Chairperson Littel asked for a motion to adjourn. Commissioner Rhodes moved to adjourn the meeting with Vice Chair Perkins seconding. Motion passed. Acting Vice Chairperson Littel ADJOURNED the meeting at 7:29 a.m.

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

SEAL:

John Littel, Acting Vice Chair

ATTEST

Jennifer Ellis, Secretary