HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, December 18, 2024

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, December 18, 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 Little, Commissioner (via conference call)

Absent:
Carole Rhodes, Commissioner (unexcused)

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

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

OPEN REGULAR MEETING AND INTRODUCTIONS

Nicalee Smith, Chairperson called the meeting to order at 7 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

MINUTES

Vice Chairperson Perkins moved to approve the November 20, 2024 minutes of the regular meeting, seconded by Commissioner Littel. There being no additional questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the November 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.

JULY 2024 AND AUGUST 2024 FINAL FINANCIAL REPORTS

Ellis noted that in review of the September 2024 and October 2024 final financials, there were no particular areas of note. It was noted that the October financials had been provided in a more timely fashion. Vice Chair Perkins moved to approve the September 2024 and October 2024 financials. There being no additional questions, the motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

Ellis introduced Resolution 24-1005, a Resolution Adopting Operating Budget for the Housing Authority of Kittitas County for the 2025 Fiscal Year – January 1, 2025 through December 31, 2025 (HAKC). Ellis went through the categories of the budget, noting the portions attributable to Pine Terrace, whose budget has already been approved by USDA-RD. Ellis noted more significant increases including accounting fees, legal fees and travel for training. Haggin also noted the increase for computer expenses due to HAKC being advised that the servers would need to be replaced. Ellis also noted that the administrative salary for the Executive Director position was increased per the Board's direction. The Board discussed the proposed increases, including that of accounting as HAKC discussed the variation of the monthly accounting invoices and the request that HAKC had made to get a breakdown of the time expended as there had not been a significant increase in the request for services, but there was a significant increase with the last invoice. The Board discussed the timing of re-submittal of an RFP for accounting services

and Ellis noted that a new RFP would likely be utilized when submitted after the partnership audit and tax returns had been filed. There being no further discussion, Vice Chair Perkins moved to approve the resolution. Commissioner Littel seconded. There being no further questions, Chairperson Smith asked for roll call. Roll call was taken and the motion passed unanimously.

Ellis introduced Resolution 24-1006, Resolution Adopting Write-Off for Tenants Vacated 1/1/2024 – 11/30/2024 Accounts Receivable Uncollectible Debts RAD LLLP & Alder Terrace LLLP. Haggin noted the basis for the resolution, that it would clean up the books for the partnerships. The Board discussed some of the larger accounts and inquired with staff as to the basis for the larger charges. Haggin noted difficulty in taking back units that had significant damage and needed significant repair as well as difficulty with enforcement mechanisms to keep units in better condition or mitigate damage. Vice Chair Perkins inquired as to what screening mechanisms are in place and what steps are taken after a tenant is occupying a unit to try to avoid major damage issues. Ellis and Haggin discussed some of the circumstances surrounding these units and what steps HAKC was taking to try to have more contact with tenants, encouraging tenants to call in work order, housekeeping inspections and the continued need for educating tenants as to the consequence of leaving a housing authority with an unpaid balance. Vice Chair Perkins inquired about the enforcement mechanisms and what was in place to try to deal with these issues on a larger state and federal level. Further discussion was held on the restrictions of enforcement, cost benefit analysis undertaken when contemplating whether or not to seek remedy through the courts and other hinderances to avoiding these losses. Haggin noted that Yakima Housing Authority is sending out letters after receipt of 30 day Notices to Pay Rent from HAKC to advise tenants about the risk of losing their Section 8 subsidy as an additional incentive to ensure that tenants pay rent timely and stay in compliance with their leases. Haggin noted that while some of the accounts were large, there was less written off in 2024 than in 2023. Vice Chair Perkins moved to approve the resolution. Commissioner Littel seconded. There being no additional questions or discussions, Chairperson Smith asked for roll call. Roll call was taken and the motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Ellis discussed the corrections being made per the Kittitas RAD site inspection, noting that all corrections had been made and HAKC was waiting on some invoicing to submit to show that the corrections had been made and invoiced and that it would be submitted timely to WSHFC.

  With the end of the year fast approaching, final quarter reporting will be submitted and HAKC will be quickly into the partnership audits, drafts of which are due within 45 days of the year's end. HAKC has already been working on submitting pre-audit documentation to its auditor, Novogradac.

  Pine Terrace
  Mitigation work has been completed in the unit damaged by fire at Pine Terrace. There will be additional quotes received for the remaining work in the unit and once that is approved, that work will also be completed. There was some delay as the tenant relocated from the unit to another and had to move, but it was completed and mitigation work was able to commence.

  Open Public Meetings Training
  Per the Open Government Trainings Act, public officials and agency records officers must receive training. Ellis explained the 5 part online training and noted the specific lesson/training that needed to be viewed by the Board members. Ellis stated that she had also done the records officer training and would submit certificates of completion for the Board members once they had viewed the training information. Ellis will separately email the link to the Board members for completion, noting that the training must happen every 4 years or within 90 days of taking office/oath.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on January 15, 2025. There being no more formal business to conduct, Chairperson

Smith asked for a motion to adjourn. Vice Chair Perkins moved to adjourn the meeting with Commissioner Littel seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:59 a.m.

Next Meeting: January 15, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Nicalee Smith, Chair

ATTEST

Jennifer Ellis, Secretary