HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, January 15, 2025

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, January 15, 2025, 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 conference call)
Carole Rhodes, Commissioner (via conference call)
John Little, Commissioner

Absent:

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

Commissioner Littel moved to approve the December 18, 2024 minutes of the regular meeting, seconded by Vice Chairperson Perkins. There being no additional questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the December 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 Rhodes seconded. There being no additional questions, the motion passed unanimously.

NOVEMBER 2024 FINAL FINANCIAL REPORTS

Ellis noted that in review of the November 2024 final financials, there were no particular areas of note. Commissioner Rhodes moved to approve the November 2024 financials. Commissioner Little seconded. There being no additional questions, the motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

Chairperson Smith opened the floor for nominations for the Board of Commissioners Officers for 2025. Commissioner Littel nominated Rob Perkins to act as Chairperson. Commissioner Rhodes seconded. Chairperson Smith asked if there was any discussion. There being no discussion nor any other nominations, the nomination was closed. Motion passed unanimously.
Chairperson Smith opened the floor for nominations for Vice Chairperson. Vice Chairperson Perkins nominated John Little to act as Vice Chairperson. Commissioner Rhodes seconded. There being no discussion nor any other nominations, the nomination was closed. Motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

Operations and Maintenance Update

HAKC and staff have been busy with year-end activities. All corrections from the WSHFC inspection for Kittitas RAD were submitted timely and the notice of the findings was issued to the IRS as "corrected."

Annual inspections for units have begun this week. Inspections have been scheduled to allow for maintenance staff sufficient time to thoroughly inspect units, keeping in mind the NSPIRE standards and requirements as well as checking key points in the units for any unreported damage or issues. HAKC will continue to work on encouraging tenants to call in issues so they can be corrected before they become a major issue. Ellis noted that HAKC will be working to take whatever preventative maintenance steps it can to try to mitigate damage, also looking at any aging structures or systems to try to get a jump start on any issues that might arise. Ellis noted that there was a current unit in Alder Terrace that required a total bathroom overhaul due to a significant water damage issue that appeared to have been ongoing for some time, as well as a unit at Trinal Manor.

Katie Haggin, Operations Supervisor, has been working on the final quarterly reports for 2024 and HAKC has been actively submitting documentation for the 2024 partnership audits and will continue to submit documents as required as those are under a very tight time constraint. Haggin will also be completing the WBARS reporting for WSHFC by the end of January.

The 2023 HAKC agency audit was completed this past week and an exit interview with Novogradac on the audit will be scheduled for the February board meeting. Ellis noted some delay in the completion of the audit due to the need for continuing conversations between the auditor and HAKC's accountants at CLA to make sure information was being captured and categorized accordingly. The State Auditor's office will also receive a copy and will be advised of the exit interview so they can attend as well.

Board Vacancy

Ellis noted that she would be arranging a meeting with the applicant from Upper Kittitas County who had submitted an application and after the meeting, would bring that information back to the Board for its consideration on next steps.

Open Public Meeting Training

Ellis reminded the Board of the Open Public Meeting training and asked for the Board members to contact her once completed so she could create a certificate of completion for the file. Ellis reiterated that Lesson 3 was specifically for Board members as it pertained to open public meetings, but that they were free to review any of the lessons and material.

Foster Youth to Independence

In the fall, Ellis had a meeting with Greg Williamson, the Youth and Family Housing Program Manager for DCYF to discuss the Foster Youth to Independence vouchers, what DCYF is currently doing with those and how the voucher programs are working with other counties. Williamson had suggested reaching out to Jill Stanton of the Bremerton Housing Authority as they had gotten a project going that utilized these types of vouchers. Ellis advised Williamson as to the types of programs administered by HAKC (Project Based Section 8) and how those vouchers were issued through Yakima Housing Authority. Chairperson Smith asked if there was any information as to need for the FYI vouchers in Kittitas County. Ellis stated that she wasn't specifically aware as to data on that yet, but that anecdotally there was likely data to show the need. Ellis referenced the youth housing currently in Ellensburg being administered by Hopesource. Lily Frey, City of Ellensburg Housing and Grants Administer, noted that it was likely through a separate youth program. Ellis stated that given the lack of issuance of more long-term vouchers like Section 8 PBV and funding for those programs being geared toward making sure units can be fully subsidized in a rising rental market, these vouchers, although temporary, appear to be the more immediate vouchers available for development.

Former Tenant Response

Ellis noted that she had received correspondence from a former tenant disputing moveout charges and that the packets had also been forwarded to Board members. Ellis stated that she was currently working on the response and had submitted an initial response regarding the public records portion of the correspondence. Ellis noted that when HAKC conducts move out inspections, it does so with more than one (1) staff member, fully documents the inspection by photographs and also goes through the move-out inspection with the tenant.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on February 19, 2025. Commissioner Littel noted that he would not be present for the February meeting. There being no more formal business to conduct or discussion, Chairperson Smith asked for a motion to adjourn. Commissioner Littel moved to adjourn the meeting with Commissioner Rhodes seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:30 a.m.

Next Meeting: February 19, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Nicalee Smith, Chair

ATTEST

Jennifer Ellis, Secretary