HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, March 19, 2025

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, March 19, 2025, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

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

Absent:

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Lily Frey, Housing Program Manager

OPEN REGULAR MEETING AND INTRODUCTIONS

Rob Perkins, Chairperson called the meeting to order at 7:02 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

MINUTES

Commissioner Smith moved to approve the January 15, 2025 minutes of the regular meeting, seconded by Commissioner Littel. There being no additional questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the February 2025 Vouchers and Project and Activity Status Reports and found no voucher irregularities or other irregularities. Chairperson Perkins inquired about lack of vacancy turn around time for Kittitas RAD. Executive Director Jennifer Ellis noted that it was likely due to no vacancies in the Kittitas RAD portfolio in February, but that she would confirm with Katie Haggin. There being no additional questions or comments, Commissioner Smith moved to approve the consent agenda, Commissioner Littel seconded. There being no additional questions, the motion passed unanimously.

INFORMATION ITEMS

- Strategic Plan and Facilitation
  Ellis confirmed that the April 7, 2025 will be the date for the first of the two strategic plan meetings with Phil Backlund. Ellis requested that the Board confirm its availability to do the second strategic plan meeting on April 21, 2025 at 9:30 a.m. Ellis noted that the meeting would run about 3 hours and would take place at the HAKC Board Conference Room. Mr. Backlund will provide some pre-meeting materials that Ellis will distribute to participants by April 1, 2025. The meetings will constitute a special board meeting and requisite notice will be provided.
  Commissioner Smith inquired about the timeline for the plan after the meetings were concluded and review of the same. Ellis noted that her understanding was after the two meetings, the plan would then be separately formulated and there would likely be review of a proposed plan before it was brought back for final approval from the Board. Smith noted that there would also be a board meeting in between the strategic plan sessions, which could also be helpful for additional review and discussion. Ellis noted that staff has already been discussing topics to add to the plan discussion.

- Executive Director Report –

  Financials
  Ellis confirmed no financials for review while partnership audits were being finalized, but expected that there would be a few months' worth of financials for review at the next meeting.

  Operations and Maintenance Update

  Recent unit turns have been keeping maintenance staff busy, noting that there have been some significantly damaged units requiring substantial cleaning and new carpet.

  Partnership audits and tax returns have been completed, drafts approved by CREA and are being finalized this week. Final audits and returns are anticipated by the end of the week. Document submission has begun on the Pine Terrace audit for 2024 as well as HAKC's 2024 audit.

  The State Auditor's Office (SAO) is currently reviewing the 2023 HAKC audit from Novogradac. The SAO accountability audit will begin in the later part of the year. HAKC is anticipating getting documentation request for the audit by late summer and will provide information as requested.

  Ellis noted that she and Haggin had a Technical Business Review Discussion with Nuvodia who provides IT services to the agency. This was the first review discussion and it was a good opportunity to look at what HAKC has done in the past few years and what Nuvodia has also done to enhance security. It was also a good opportunity to learn about any recommendations Nuvodia had for HAKC and HAKC will be getting additional quotes in connection with those recommendations. HAKC also advised Nuvodia that it was going to be developing its strategic plan and that it would have a follow up question once that was completed to see if there was any need on the IT side to help facilitate the same.

  Training
  HAKC administrative and maintenance staff will participate in training through AHMA in Seattle mid April. Training will include fair housing training as well as several helpful topics, including the INSPIRE standards. The training will run for three days, Monday through Wednesday.

  Pine Terrace
  Project work continues at Pine Terrace. Ellis did a site visit with the regional manager, on-site manager and maintenance person in early March to inspect the fire-damaged unit as well as do a property walk through. Potential updates were discussed including a/c units and better venting for summer months. There is currently an RFQ being advertised for an accessibility porch for the office and HAKC is continuing to work with its third party management to prioritize work that needs to be completed during the warmer season.

  Open Public Meetings Training
  Ellis still needs confirmation as to the completion of the training from a couple of board members.

  AWHA Quarterly Meeting
  Ellis was able to virtually attend a portion of the quarterly meeting, noting that there was some very helpful legal panels, updates from the insurance pool and power point presentations regarding legislative updates. Ellis hopes to attend the next quarterly meeting in person.

  Board Vacancy
  Ellis noted that Mr. Ohlemann, who had previously applied for the board vacancy, withdrew his name for consideration due to his schedule. Ellis asked if the Board wanted to create a board vacancy sub committee to address the vacancy. Chairperson Perkins noted that he had expressed the need to meet with Ellis to discuss what next steps to take in order to find qualified applicants. Vice Chair Littel noted that he had reached out to some colleagues in upper county to see if there was any interest and was continuing to pursue those and that he would like to be a part of the effort.

There being no more formal business to conduct or discussion, comments or questions, Chairperson

Perkins asked for a motion to adjourn. Vice Chair Littel moved to adjourn with Commissioner Rhodes seconding. Motion passed. Chairperson Perkins ADJOURNED the meeting at 7:30 a.m.

Next Meeting: April 16, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary