HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, April 16, 2025

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, April 16, 2025, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

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

Absent:
Carole Rhodes, Commissioner

Staff Present:
Jennifer Ellis, Executive Director

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Rob Perkins, Chairperson called the meeting to order at 7:00 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

MARCH 19, 2025 AND APRIL 7, 2025 MINUTES

Vice Chair Littel moved to approve the March 19, 2025 minutes of the regular meeting, seconded by Commissioner Smith. There being no additional questions, the motion passed unanimously. Commissioner Smith moved to approve the April 7, 2025 special meeting minutes, seconded by Vice Chair Littel. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the March 2025 Vouchers and Project and Activity Status Reports and found no voucher irregularities or other irregularities. There being no additional questions or comments, Vice Chair Littel moved to approve the consent agenda, Commissioner Smith seconded. There being no additional questions, the motion passed unanimously.

DECEMBER, 2024, JANUARY 2025, FEBRUARY 2025 FINANCIALS

Ellis noted that with the partnership audits finalized, the financials adopted the audit adjustments and were finalized as well. Ellis stated that she had a few questions relating to a few line items and some larger expenditures and adjustments so she would follow up on the same, but that with three months to review, fluctuations appeared to balance back out in the following month. There being no additional questions or comments, Vice Chair Little moved to approve the December 2024 financials. Commissioner Smith seconded, motion passed. Commissioner Smith moved to approve the January 2025 financials and Vice Chair Littel seconded. There being no additional questions or comment, the motion passed. Vice Chair Littel moved to approve the February 2025 financials. Commissioner Smith seconded. There being no additional questions or comments, the motion passed.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Several unit turns still occurring and keeping staff busy. There are still significant damage issues

with vacated units. Staff are staying on top of housekeeping requirements for several tenants as a means to assure that units are meeting those standards and if not, that there is appropriate follow up for compliance.

Training
Staff is currently attending AHMA of Washington training in Seattle that included additional Fair Housing and NSPIRE tracks that will be helpful for continued compliance. Both admin and maintenance participated.

Pine Terrace
Pine Terrace audit is being finalized with a short extension. A lot of agency information is also being submitted that will assist in the completion of the agency audit in the fall. HAKC is continuing with monthly Pine Terrace calls and projects including a wrap around porch for the office and laundry as well as review of the existing heating/cooling systems so that potential repair or upgrade can begin. HAKC is working with management to pursue these projects as well as facilitate the repair of the fire damaged unit, which is under an active insurance claim.

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

Strategic Plan Discussion
Ellis and the Board discussed the first strategic planning meeting and takeaways. Commissioners applauded staff engagement and willingness to discuss ideas and goals and find common ground as a whole group. The Board discussed the volume and scope of the goals. Ellis noted that with number of goals outlined, it would be helpful to see how each breaks down into manageable steps so it is not too overwhelming to accomplish. The Board acknowledged that HAKC is a smaller agency with many existing operational duties and that there would need to be adequate support to accomplish the goals outlined. Ellis asked that the Board submit any feedback on the plan thus far that could be forwarded to Dr. Backlund. The next strategic plan special meeting would be held Monday, April 21, 2025 at 9:30 a.m.

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 Smith seconding. Motion passed. Chairperson Perkins ADJOURNED the meeting at 7:30 a.m.

Next Meeting: May 21, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary