HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, May 21, 2025

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, May 21, 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.

APRIL 16, 2025 and APRIL 21, 2025 MINUTES

Vice Chair Littel moved to approve the April 16, 2025 minutes of the regular meeting and the April 21, 2025 minutes of the special meeting, seconded by Commissioner Smith. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

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

MARCH 2025 FINANCIALS

Ellis noted that in March there were some larger expenditures by the agency as well as larger expenses in connection with a high volume of unit turns for the partnerships. The server migration was a larger expense of roughly $18,000.00. Also, audits and tax returns were completed in March so there were invoices for those as well as remediation work at Pine Terrace by Clean Image for the fire unit, which was reimbursed by insurance. Vice Chair Littel moved to approve the March 2025 financials and Commissioner Smith seconded. There being no additional questions or comment, the motion passed.

RESOLUTIONS AND ACTION ITEMS

Chairperson Perkins began conversation regarding the strategic plan as submitted and asked if there was any additional feedback. Ellis noted the changes she had submitted to Perkins with some goal timeline changes. Vice Chair Littel noted that he was good with the substance of the plan. Commissioner Smith confirmed she was good with the plan's contents as well. Chairperson Perkins expressed his thoughts about the structure of the plan and noted that he would organize the goals within the plan in such a way as to clarify connections between the same. Chairperson Perkins also noted that he would complete some editorial work on the values portion. He will then circulate the proposed plan in advance of the June 18, 2025 board meeting for additional comments, specifically forwarding the same to Commissioner Smith for her review. Ellis will have a resolution prepared for the adoption of the plan as well.

INFORMATION ITEMS

- Chairperson Report – Chairperson Perkins noted the addition of the Chairperson Report to the agenda, stating that the report would primarily be focused on the status of the strategic plan once in action.
  Chairperson Perkins also noted that he and Vice Chair Littel had met with Ellis in an Executive Committee meeting to discuss agenda items and agency engagement with the goal of having HAKC more recognized in the community locally, on a state and national level as well as looking at how the Board could be engaged on those levels. Perkins noted that the budget would need to be examined to see how this could be facilitated but that he and Little were committing to attending local meetings and being more a presence in the community. Vice Chair Littel stated that he would commit to attending the County Affordable Housing and Homeless Committee meetings next month.

- Executive Director Report –

  Operations and Maintenance Update

  HAKC staff did the additional training at AHMA in April with two staff members doing the Fair Housing training and three doing the NSPIRE Standards and Protocols. All staff members who attended took the exams and passed, receiving their certifications. Ellis noted her appreciation for staff taking the extra training and earning their certifications.

  Audits
  Pine Terrace audit has been completed after a requested extension. The State Auditor's Office (SAO) has confirmed they will accept HAKC's financial and single audits, performed by Novogradac, for the years 2024, 2025 and 2026 under certain terms and conditions that HAKC must meet. HAKC received a separate SAO letter confirming acceptance of HAKC's financial and single audits for the previous years of 2021, 2022 and 2023 and has begun its review of HAKC's financial statements and federal grant compliance for 2023.

  Server Migration
  HAKC had been scheduled to start the server migration to the cloud on May 12, 2025, however there were some issues with the migration of HAKC's main software program, Lindsey. Haggin was meeting with HAKC's IT company, Nuvodia, that afternoon to discuss how the software would need to migrate over. Both Ellis and Haggin noted that the migration up to that point had been relatively smooth so they are anticipating once that issue is clarified, the remaining transition should be relatively quick.

  PSA Bill Discount Program
  HAKC rec'd information from Puget Sound Energy, which provides electricity to the Kittitas properties, noting that they are implementing a Bill Discount Rate Program for PSA customers to be able to reduce their PSE energy bills by up to 45%. HAKC distributed the information to each Kittitas unit.

  Pine Terrace
  HAKC received bids for updates to heating and cooling units for the complex as well as bid responses for the wrap around porch. HAKC will be discussing the same further with Pine Terrace management to determine the best path forward on those projects. Ellis noted that the pricing on the proposed bids for the wrap around porch area were quite high. HAKC has also signed a contract with Clean Image for the remainder of the apartment repair for the unit that experienced a fire. HAKC is waiting on the initial invoice so it can process the same and get the work scheduled to begin.

  AWHA
  Ellis will be attending the quarterly AWHA meeting in Walla Walla at the end of May and is hopeful it will be a good opportunity to learn more about upcoming impacts to housing as well as be able to confer with other executive directors.

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 7:33 a.m.

Next Meeting: June 18, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary