HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, August 20, 2025

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, August 20, 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
Carole Rhodes, Commissioner (via Zoom)
Nicalee Smith, Commissioner

Absent:

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Lily Frey, Housing Program Manager
City of Ellensburg

OPEN REGULAR MEETING AND INTRODUCTIONS

John Littel, Vice Chairperson called the meeting to order at 7:03 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

July 16, 2025 MEETING MINUTES

Commissioner Smith moved to approve the July 16, 2025 meeting minutes. Chairperson Perkins seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

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

JUNE 2025 FINANCIALS

Ellis noted the existence of a larger contractor expense in June in connection with third party contractor expenses and repair that occurred at Alder Terrace after a tenant vacated a unit that required significant repair. Commissioner Smith moved to approve the June 2025 financials and Commissioner Rhodes seconded. There being no additional questions or comment, the motion passed unanimously.

INFORMATION ITEMS

- Chairperson Report – Chairperson Perkins noted that he had no additional chairperson report for this meeting, but that there would be additional information to cover for the September board meeting.

- Executive Director Report –

  Operations and Maintenance Update

  Ellis outlined updates with operations, including the continuation of high volume of unit turns and finding significant repairs required within the units once they are taken back.

Ellis noted that HAKC had separated from employment with one of its maintenance personnel. HAKC has since advertised for a maintenance repairer – lead position and is conducting interviews to fill the position.

Ellis noted a number of enforcement mechanisms that are attempting to facilitate accountability with tenants who leave HAKC owing a balance and are getting Section 8 elsewhere, including payment plan requirements and settlement of those debts being communicated to the former tenants by Yakima Housing Authority who administers the Section 8. Ellis also noted that the amount of tenant disputes regarding charges is increasing and that an appropriate collection agency is necessary in order to assure that all lawful steps are being taken to enforce the charges to try to get more tenant accountability and mitigate some of those tenant-caused expenses. Ellis also referenced tenant education and communication to encourage work orders to be called in and repairs to be affected before becoming larger scale issues. HAKC also has a number of pending unlawful detainer actions and several pending comply or vacate notices as well.

Insurance
Insurance rates will not be known until later October, even into November for the agency and partnerships. In communication from the insurance provider, they are anticipating a 5% to 30% increase in liability rates within the commercial market with severity of claims affecting those rates. If information is not available in time for budgets, there may be later adjustments to reflect those increases.

Bus stop in Kittitas
HAKC was contacted by Hopesource about adding a bus stop for their transportation program out in Kittitas. Ellis noted that they've asked that a sign be mounted on a fence on the property. The Board inquired as to what other requirements may be necessary and Ellis said she would follow up.

Audits
HAKC's agency audit for 2024 nearly complete with one outstanding question being addressed and resolved between HAKC's accounting team and the auditor. Once done, the audit will be forwarded to the State Auditor's Office for their review of the same.

Server Migration, Software
HAKC is looking at what other software programs might be available for the agency's administration and inventory given the server migration issues that have come up with the Lindsey software and the requirement that it be converted to its own cloud at significant cost. Other agencies have reported that they use the YARDI program and then separate software for payroll. Commissioner Smith also noted the possibility of payroll through the bank and other programs that might be available. This will also dovetail with some of the strategic plan that included looking at other software possibilities specifically related to inventory management.

Pine Terrace
Work on the fire unit at Pine Terrace scheduled to be completed by the end of August, 2025. Ellis had a meeting with Barry Mansour, Ad West's Director of Property Operations, an assistant to the regional managers, Logan Gonzales and on-site Manager Michelle Casperson via Zoom to confirm who is handling regional management up at Pine Terrace as there had been a gap. Ellis will remain engaged in the contract for the work performed as it is HAKC's insurance claim.

AWHA
Quarterly AWHA meeting will be in September in Leavenworth and Ellis will attend in person.

- Commissioner Report – Vice Chair Littel noted the inclusion of Commissioner Reports to the agenda and gave a brief update of his attendance at the County Homeless and Affordable Housing Committee meetings. Vice Chair Littel stated that the County would like HAKC to participate in its Strategic Plan sessions moving forward and that he will report back on that as well.

EXECUTIVE SESSION

Vice Chairperson Littel called for Executive Session under RCW 42.30.110(1)(i) to discuss agency litigation or potential litigation to which the agency is or is likely to become a party when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to the agency for 5 minutes. The Board went into Executive Session at 7:36 a.m. and came out of the session at 7:41 a.m. No action was taken.

Vice Chairperson Littel asked if there was any additional information or discussion to bring to the meeting. Commissioner Smith brought up the communication HAKC had received from Mitch Williams regarding landscaping at Alder Terrace and wanted to discuss the same. Ellis gave some additional information and background as to the issue and noted what HAKC was doing to remedy the same. The Board agreed that there were some failures of the landscaping, that it was important for the properties to have decent curb appeal and that there may be other options regarding landscaping in that area that would be more successful.

Commissioner Smith asked if the Board would consider revisiting the time for its monthly meetings. Smith suggested that the Board could even adopt different hours seasonally so that it was easier for travel in the winter months. Vice Chair Littel noted that even an 8 a.m. start could be beneficial. Ellis also stated that a later start time could be more accessible for guests and the public to attend. Vice Chair Littel suggested that Commissioner Smith and others mull over the possibilities and that perhaps a proposal for the change could come back before the Board.

There being no more formal business to conduct or discussion, comments or questions, Vice Chair Littel asked for a motion to adjourn. Commissioner Rhodes moved to adjourn with Chairperson Perkins seconding. Motion passed. Vice Chair Littel ADJOURNED the meeting at 8 a.m.

Next Meeting: September 17, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

John Littel, Vice Chair

ATTEST

Jennifer Ellis, Secretary