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

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

Absent:
Nicalee Smith, Commissioner

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Lily Frey, Housing Program Manager
City of Ellensburg

OPEN REGULAR MEETING AND INTRODUCTIONS

Rob Perkins, Chairperson called the meeting to order at 7:07 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

Lily Frey, Housing Program Manager of the City of Ellensburg advised the Board about the upcoming Cold Weather Shelter meeting at 6 p.m. on July 17, 2025. Ms. Frey also advised about the City of Ellensburg's review on its Comprehensive Plan and the inclusion of a new section regarding housing needs by income bracket. Frey noted that there will be outreach to housing groups, including HAKC, for future input during the process.

May 21, 2025 MEETING MINUTES

Vice Chair Littel moved to approve the May 21, 2025 minutes of the regular meeting. Commissioner Rhodes seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the May 2025 Vouchers and Project and Activity Status Reports and June 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 Rhodes seconded.There being no additional questions, the motion passed unanimously.

APRIL 2025 AND MAY 2025 FINANCIALS

Ellis noted the existence of some larger, one-time expenses in April in connection with audits and larger third party contractor expenses in April and May given significant damage upon taking back units during that time that required contractor repair as well as initial deposit of contractor repair for the fire-damaged unit in Pine Terrace. Vice Chair Littel moved to approve the April 2025 and May 2025 financials and Commissioner Rhodes seconded. There being no additional questions or comment, the motion passed.

RESOLUTIONS AND ACTION ITEMS

Ellis introduced Resolution 25-1007, a Resolution Adopting 2025 Strategic Plan of the Housing Authority of Kittitas County. Ellis noted the formulation of the plan after two special meetings with Board and staff and that the plan itself will be a working document that will be revisited and addressed on a monthly basis to check on progress and any proposed changes or modifications. Commissioner Rhodes moved for the adoption of Resolution 25-1007, Vice Chair Littel seconded. Vice Chair Littel stated that he appreciated everyone coming together for the meetings and being engaged in the process. There being no further

discussion, roll call was taken and the motion passed unanimously.

INFORMATION ITEMS

- Chairperson Report – Chairperson Perkins stated that the Strategic Plan would be reviewed monthly at the Board meetings and provided clarification on the reporting form he had created. The reporting form will be utilized at the end of the month to update on the 90 day goals, with the forms compiled by Ellis and then discussed with Chairperson Perkins at the Executive Committee meeting ahead of the monthly Board meeting. Chairperson Perkins stated that the October, 2025 Board meeting would be an extended meeting, the second half of which is to include HAKC staff and for the purpose of recapping on the status of the first set of 90 day goals

- Executive Director Report –

  Operations and Maintenance Update

  Ellis outlined updates with operations, including the amount of unit turns and finding significant repairs required within the units once they are taken back by HAKC, including water damage and flooring damage, which is going to inform site assessments in the future. Ellis noted the extensive costs associated with the required repairs.

  CHASE inspector visited the sites and was accompanied by Haggin, who noted that the inspections went well.

  Haggin got the WBARS financial reporting, a WSHFC requirement, for the sites submitted timely. This is the larger financial reporting required.

  Audits
  HAKC's agency audit for 2024 which includes HAKC, Pine Terrace and the partnerships, is underway with information being provided. This audit will also be submitted to the State Auditor's Office for review.

  Server Migration
  Haggin reported that the server migration is effectively on hold given the obstacles that have arisen with the migration requirements of the Lindsey software, which requires that it be converted to its own cloud at a significant additional cost both for the migration and on a monthly basis. Haggin and Ellis noted that it might be a good time to revisit the software utilized as it was already a conversation occurring given what HAKC utilizes the software for and looking at a better software program for inventory.

  Pine Terrace
  Ellis was at Pine Terrace on July 15, 2025. Repair is ongoing with the unit that experienced the fire. Further, there are six (6) ac units that require replacement. Ad-West hired a new regional manager and HAKC will be working to set up monthly meetings for ongoing communication.

  AWHA
  Ellis attended the quarterly AWHA meeting in Walla Walla at the end of May which included several presentations and panels regarding a number of important housing topics including public works, employment, Public Records Act updates and actions that require Board approval. The presentation information was transmitted to members and Ellis noted it was helpful to be able to speak one-on-one with other Executive Directors and discuss some similar challenges and make connections as well as connections with legal counsel engaged in housing issues.

  USDA-RD Budget Training
  Haggin and Ellis attended a virtual training on USDA-RD property budgets, which was a helpful refresh as well as looking at more information that impacts how the budgets are prepared and timing for things like Capital Needs Assessments that will help inform budget preparation.

  Fire Avert
  Ellis noted that Synchrous, the agency's insurance company, has provided HAKC with 30 Fire

Avert devices. Ellis explained the purpose of the device, which is to cut power to an oven/stove in a unit if the smoke alarm goes off as a risk mitigation of kitchen fires, one of the leading types of fire calls. Ellis and the Board discussed the mechanisms of the devices and purpose for the same.

Property Development
Ellis noted that she had received an email from Matthew Stalder regarding a new 73 unit project and inquiring whether HAKC had any interest in investment or management. Ellis stated that she could inquire for more information from Stalder.

Chairperson Perkins stated that part of the reason for establishing the strategic plan was also for the Board to have opportunity to be more active in the housing groups within the County and that "Commissioner Reports" would be added as an agenda item. Vicechair Littel then reported that he had attended the County's Homeless and Affordable Housing Committee meeting and would continue to do so and that it was nice to reconnect with some familiar faces on the Committee and get more information as to what is going on at the County-level. He also noted that the Committee has a Zoom option for meeting attendance. Chairperson Perkins stated that he would be connecting with the City's Affordable Housing Commission as well.

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 7:50 a.m.

Next Meeting: August 20, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary