HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, September 17, 2025

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, September 17, 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)
Nicalee Smith, Commissioner

Absent:

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Mitch Williams
Chauntelle Kruger

OPEN REGULAR MEETING AND INTRODUCTIONS

Rob Perkins, Chairperson, called the meeting to order at 7:03 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

Mitch Williams was present as a member of the public and a neighboring land owner to Alder Terrace. Mr. Williams commented on his concern regarding the landscaping of Alder Terrace, particularly along Alder Street and in the northwest corner of the property. Mr. Williams stated a belief that there has been a total disregard for the landscaping and that more resources should be committed to assuring that the grounds are properly maintained. Commissioner Smith noted her appreciation for the comments, recognizing that this was an issue that staff were aware of and addressing but also noting the difference between public and private property management and resources. Executive Director Jennifer Ellis responded to Mr. Williams' comments, explaining some of the sprinkler issues that had arisen and noting that the agency is re-evaluate the landscaping in the area which includes removing the dead plants and looking to include more drought resistant plants that also work within HAKC's resources.

August 20, 2025 MEETING MINUTES

Vice Chair Littel moved to approve the August 20, 2025 meeting minutes. Commissioner Rhodes seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the August 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.

JULY 2025 FINANCIALS

Ellis noted the existence of a larger contractor expense in July in connection with third party contractor expenses and repair that occurred at Alder Terrace. Ellis also noted that when tenants take a Section 8 Voucher to other housing and owe a balance with HAKC, they are required to enter into a structured repayment plan for tenant charges. Vicechair Littel moved to approve the July 2025 financials and Commissioner Rhodes seconded. There being no additional questions or comments, the motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

a. RESOLUTION 25-1008 – Resolution Establishing Rules of Decorum and Conduct for Housing Authority of Kittitas County Board Meetings. Ellis gave a brief summary of the proposed resolution, noting that the existence of policy regarding the conduct of meetings would increase efficiency and parameters for expected behavior at a public meeting. The Board briefly discussed the language of the resolution. Commissioner Smith moved to approve the resolution. Vicechair Littel seconded. There being no further discussion, roll call was taken and the resolution passed unanimously.

INFORMATION ITEMS

- Chairperson Report – Chairperson Perkins noted that progress reports had been submitted for the 90 days goals or "rocks" of the strategic plan. Chairperson Perkins noted that he will submit a report regarding the status of the 90 days goals. The October board meeting will include the expanded meeting with staff to address the 90 day goals and looking at the next 90 days, evaluating the 90 day goals already set and making any adjustments or changes.

- Executive Director Report –

  Operations and Maintenance Update

  Ellis updated on the continuation of significant unit turns and prioritizing unit turns and work orders. HAKC is working to fill the Maintenance Lead position and expects to have that filled soon, which will also help alleviate the load on the maintenance side. Chairperson Perkins inquired as to the amount of applicants which Ellis noted was relatively decent.

  The Cherry Lane complex and outbuildings will be getting a full paint, which will be a beneficial improvement to the property. Additionally, there will be some replacement work on the alarm panel out at Cahill in Kittitas as well.

  Bender Road
  HAKC was informed that people were utilizing the Bender Road property for their own recreational use. In response, HAKC posted "No Trespass" signs and then received an email from a neighboring land owner who was concerned about the restriction of access to the property. HAKC responded providing further explanation that property owned by HAKC did not make it accessible for "public use."

  Insurance
  HAKC will be experiencing a 17% increase for its medical insurance plans offered through WCIF. This increase reflects the 4% discount HAKC received for its participation in the wellness program. Katie Haggin, Operations Supervisor, will address potential increases in the pool contributions to reflect this increase. In terms of upcoming budget discussions, this increase as well as increases in connection with HAKC's liability and property insurance will need to be reflected in projected budgets with the potential for amendments in the future when the specific increases are communicated. Chairperson Perkins also noted that with budget discussions, if there was Board training opportunities that those should be communicated to HAKC so as to be included in proposed budgets.

  Audits
  HAKC's agency audit draft should be circulated for final review. With review and finalization, it will then be forwarded to the State Auditor's Office for review of the same.

  Pine Terrace
  There have been some delays on the repair work at Pine Terrace, but HAKC is still trying to facilitate its completion and it should be wrapping up as on-site management has someone lined up to occupy the unit. There does not appear to be a regional manager from Ad West assigned yet for the complex as there's been no communication regarding the same. Vice Chair Littel discussed transition of management for Pine Terrace and the various components of that which have also been discussed as part of the strategic plan and conversations with Ellis. Commissioners discussed what that ultimate transition and shift might look like and a potential timeline and impact to HAKC staff. Ellis noted that part of that inquiry also intersects with a review

of staff positions, needs and capacity as well as program requirements.

AWHA
Ellis will be attending AWHA quarterly meeting in Leavenworth on September 18, 2025.

- Commissioner Report – Vice Chair Littel relayed his conversation with County Commissioner Cory Wright regarding HAKC involvement in the housing component of the County's Comprehensive Plan review. Vice Chair Littel will keep the Board informed.

Chairperson Perkins asked if there was any additional information or discussion to bring to the meeting. Commissioners held further discussion on landscaping issues and Ellis provided additional information as to what had been completed thus far. Chairperson Perkins noted that the October 15, 2025 meeting would be an expanded meeting with the business meeting taking place between 7 a.m. and 8 a.m. and the meeting including staff to take place 8 a.m. to 9 a.m.

There being no more formal business to conduct or discussion, comments or questions, Vice Chair Littel moved to adjourn the meeting. Commissioner Smith seconded. Motion passed. Chairperson Perkins ADJOURNED the meeting at 8 a.m.

Next Meeting: October 15, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary