HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, February 18, 2026

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, February 18, 2026, 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
Nicalee Smith, Commissioner

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 7:03 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

January 21, 2026 MEETING MINUTES

Commissioner Smith moved to approve the January 21, 2026 meeting minutes. Vice Chair Littel seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the January 2026 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.

DECEMBER 2025 FINANCIALS

Executive Director Ellis noted that the financials for December, 2025 were not final and would not be finalized until the completion of the partnership audits. Ellis noted that significant expenses were primarily tied to contracted services for repair done on the units as well as a higher amount of expense in connection with legal services this past year. Ellis also noted that the expenses for the repairs were also reimbursed by reserves as had previously been communicated.

RESOLUTIONS AND ACTION ITEMS

a. RESOLUTION 26-1014 Resolution Authorizing Payment by the Housing Authority to Washington State Housing Finance Commission of the Underlying Loan for Bender Road Property. Vice Chair Littel moved for approval of the resolution. Commissioner Smith seconded. Ellis outlined the loan obligation and its maturity date and provided the historical summary on the property acquisition and previous conversations with Washington State Housing Finance Commission ("WSHFC") about paying off the loan earlier. Ellis provided additional information regarding potential costs in connection to getting the property "build ready" condition, primarily in connection with water mitigation and re-routing the irrigation ditch that runs diagonal through the property and other water on the property. Ellis also noted that HAKC had received an email from Matthew Stalder emailed earlier in the week, asking about the process to submit an offer to purchase the property but that she had not yet had the opportunity to respond. The Board discussed the issue of costs,

the current construction economy and the property's position in connection with other development in the area. Ellis noted that she would be in further conversation with WSHFC regarding the repayment of the loan and the property itself. There being no further discussion, roll call was taken on the motion to pass the resolution. The motion passed unanimously.

INFORMATION ITEMS

- Chairperson Report – Chairperson Perkins had no separate Chairperson report to present however Chairperson Perkins discussed the possibility of changing the meeting time from 7 a.m. to 8 a.m. The Board discussed the same and the pros and cons of changing the time and noted that a proposed change would need to be brought before the Board for approval via resolution.

- Executive Director Report –

  Operations and Maintenance Update

  HAKC has hired a new maintenance personnel member, Justin Polzin who has good construction and maintenance background. HAKC has a full crew and plans to significantly reduce third party contracted costs going into the spring and summer seasons. Maintenance has continued to focus on preventative maintenance and landscaping while HAKC currently experiences a lower turn over rate. Katie Haggin, Operations Supervisor, conducted inspections with the maintenance lead, Guy McFadden in anticipation of upcoming INSPIRE inspections.

  Staff will be attending the upcoming AHMA training in Wenatchee. Three staff are also attending the Nelrod conference and training in Las Vegas, Nevada next week. This will be the first out of state travel in some time.

  Misty Ness, Office Coordinator/Accounts Payable, and Haggin have been reviewing and assessing potential software programs for HAKC to utilize moving forward. They have been scheduling and attending various demos and have another scheduled for HAKC's accountant to also attend in order to make a determination as to the best company to utilize moving forward.

  State Auditor's Office Exit Interview
  SAO conducted its exit interview on February 4, 2026 for the 2022-2024 accountability audit. Vice Chair Littel also attended the exit interview and the exit packages were sent to all Board Members. A management letter was generated due to HAKC failing to submit financial schedules to SAO's portal timely as an accountant for HAKC had previously submitted the schedules, but left the position. HAKC was unaware that the schedules had not been submitted and was not an authorized user for the portal so was not informed as to the lack of submission. HAKC subsequently submitted those schedules and is now an authorized user. Exit recommendations included HAKC implementing a written policy regarding electronic funds transfers and making sure that no executive sessions at Board meetings go too far under the time allotted for the session.

  Pine Terrace
  HAKC received communication that Ad-West was terminating their management of Pine Terrace effective March 31, 2026. Ellis had a conversation with Ad-West regarding the "offboarding" of Ad-West. There are specific steps that will need to be taken to ensure that HAKC is approved by USDA-RD to manage the property and HAKC will be putting everything together as soon as possible so that there is adequate time for USDA-RD's review and approval. Ad-West has committed to assisting with the transition to make it as smooth as possible. There is software and a calendar system that USDA-RD utilizes to show compliance and when certain tasks must be completed. Ad-West noted that Pine Terrace was currently in compliance but needed to submit previous audits that had been completed. Ellis noted that she would likely be asking for weekly meetings to assure that steps are being appropriately taken for the transition and that she had also spoke with on-site management to note that HAKC would be maintaining the status quo until further assessment was made and that an offer of employment would need to be approved by the Board as it would be a new HAKC staff positions.

- Commissioner Report – Vice Chair Littel stated that he had volunteered to serve on the

Commissioner's Committee for NAHRO and had attended an interview with Lori McGowan, PNRC NAHRO's President. If appointed, Littel would like to attend the PNRC NAHRO conference in Portland in September, 2026.

There being no more formal business to conduct or discussion, comments or questions, Commissioner Smith moved to adjourn the meeting. Vice Chair Littel seconded. Motion passed. Chairperson Perkins ADJOURNED the meeting at 7:48 p.m.

Next Meeting: March 18, 2026, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary