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

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, March 18, 2026, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

Commissioners Present:
Rob Perkins, Chairperson
Nicalee Smith, Commissioner
Carole Rhodes, Commissioner (via Zoom)

Absent:
John Littel, Vice Chair (excused)

Staff Present:
Jennifer Ellis, Executive Director
Katie Haggin, Operations Supervisor

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

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

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

February 18, 2026 MEETING MINUTES

Commissioner Smith moved to approve the February 18, 2026 meeting minutes. Commissioner Rhodes seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the February 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, Commissioner Rhodes 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. Commissioner Smith inquired about whether the maintenance salaries were under budget due to the position not being filled for a portion of the year, which Katie Haggin, Operations Supervisor, confirmed.

RESOLUTIONS AND ACTION ITEMS

a. RESOLUTION 26-1015 Resolution Authorizing Housing Authority of Kittitas County to Assume Management of Pine Terrace. Ellis outlined the purpose of the resolution and the review and approval process with USDA-RD that HAKC would be undergoing in order to be approved to manage Pine Terrace Apartments. Ellis noted various documents that would need to be executed and submitted, including, among other items, the Management Plan. Ellis discussed what had been done thus far and the timing of submittal so that HAKC could take over by the end of the month. Chairperson Perkins inquired as to the language of the resolution being broad enough to cover all tasks and requirements. Ellis noted that if there was any issue, she would work with Chairperson Perkins to call a special meeting to bring anything additional to the Board that required resolution and approval. Commissioner Smith moved for the approval of the resolution. Commissioner Rhodes seconded. There being no further discussion, roll call was taken on the

motion to pass the resolution. The motion passed unanimously.

b. RESOLUTION 26-2016, A Resolution Authorizing Housing Authority of Kittitas County to Extend Offers of Employment to On-Site Manager and On-Site Maintenance of Pine Terrace Apartments. Ellis outlined the purpose of the resolution and the desire to have on-site management and on-site maintenance continue to maintain stability and consistency to the site while allowing HAKC to further assess the needs of the property and how those are currently met. Chairperson Perkins asked how the on-site staff are currently compensated and the Board discussed that with offers of employment they would be employees of HAKC and that HAKC's policies would apply. Staff discussed the separate budget for Pine Terrace and how the hours worked would need to conform with what had been previously budgeted and approved and how things would be set up within HAKC's existing system. Commissioner Smith inquired about how the budget could be amended if there were proposed changes or increases and Ellis noted that she would need to confirm that process with USDA-RD. Commissioner Smith moved to approve the resolution. Commissioner Rhodes seconded. Ellis also noted that the resolution should note that the employees are hourly and not part-time as it does not appear that the hours worked would classify the positions as part time. Commissioner Rhodes withdrew her second. Commissioner Smith then moved to adopt the Resolution with the change to the reference of the employees as "part time" to instead state "hourly." Commissioner Rhodes seconded the motion. 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.

- Executive Director Report –

  Operations and Maintenance Update

  HAKC is continuing with its general maintenance, unit turns and getting ready to take on landscaping in-house. Staff will be attending the AHMA training in Wenatchee next month. Staff are still reviewing and assessing potential software programs and will also be looking at the availability of the USDA RD component.

  Partnership Audits
  Ellis expects partnership audits will be finalized by the end of the week. Pine Terrace audit is also currently ongoing and may require an extension to assure that all information is received and there is adequate time for review for finalizing. HAKC also wants to ensure that all information is received while Ad-West is still in its management role so that the transmittal of the information remains a priority.

  Pine Terrace
  HAKC continues with the transmission of management process. Ellis plans to have all information required to USDA RD by the end of the week for their review. USDA RD may require edits or corrections and HAKC will work quickly to respond to those requirements. There are some items that need to be resolved timely, including the transfer of information to HAKC's system, a laundry equipment lease and confirming all accounts are lined up to avoid any lapse or issues with income or expenses. HAKC staff will work diligently on any additional steps and requirements.

  Bender Road
  Ellis outlined her communication with WSHFC on the Bender Road property and underlying loan. WSHFC requested updated information communicated by Elli to be put in writing in order to start the process of the loan payoff, which Ellis will submit. WSHFC noted that it was appreciative of the additional information and recognized some of the obstacles with the property and the Board's request to satisfy the loan obligation and move forward.

  Board Term Renewals.
  Board term renewals were issued from the Board of County Commissioners for both Chairperson Perkins and Vice Chair Littel.

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Haggin inquired if for the April 15, 2026 meeting that the Board would like staff to attend to address the status of the strategic plan. Chairperson Perkins noted that he would discuss with Ellis to determine the same.

Chairperson Perkins announced that the Board would go into executive session for 5 minutes at 7:59 a.m. to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price per RCW 42.30.110(1)(c). The Board came out of executive session at 8:04 a.m. and Chairperson Perkins noted that no action was taken.

There being no more formal business to conduct or discussion, comments or questions, Commissioner Smith moved to adjourn the meeting at 8:05 a.m. Commissioner Rhodes seconded. Motion passed. Chairperson Perkins ADJOURNED the meeting at 8:05 a.m.

Next Meeting: April 15, 2026, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary