HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, April 15, 2026

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, April 15, 2026, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

Commissioners Present:
Rob Perkins, Chairperson
John Littel, Vice Chair
Nicalee Smith, Commissioner (via Zoom)

Absent:
Carole Rhodes, Commissioner

Staff Present:
Jennifer Ellis, Executive Director

Guests:
Chauntelle Kruger

OPEN REGULAR MEETING AND INTRODUCTIONS

Rob Perkins, Chairperson, called the meeting to order at 7:00 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

March 18, 2026 MEETING MINUTES

Commissioner Smith moved to approve the March 18, 2026 meeting minutes. Vice Chair Littel seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the March 2026 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 Smith seconded. There being no additional questions, the motion passed unanimously.

FEBRUARY 2026 FINANCIALS

Executive Director Ellis noted that the financials for December, 2025, January and February 2026 were not yet final as it was her understanding the financials had not yet gone through final review after the completion of the partnership audits. Ellis stated that the February 2026 financials appeared to show some prepaid expenses as a one-time expense, but that would likely be remedied in subsequent financials provided.

INFORMATION ITEMS

- Chairperson Report – Chairperson Perkins had no separate Chairperson report.
- Executive Director Report –

  Operations and Maintenance Update

  HAKC staff is currently at the AHMA conference which is wrapping up today. All staff were able to attend and there were multiple tracks and sessions that should yield helpful training and information.

  HAKC maintenance has started grounds work again after getting all equipment up and running,

which will hopefully be a cost savings for the agency. Maintenance has also provided some assistance up at Pine Terrace regarding a unit being left with significant items left behind.

Partnership Audits
Partnership audits were finalized at the end of March and forwarded to CREA. Tax returns were also completed and submitted. An extension was granted for the audit of Pine Terrace to the end of April and HAKC is working with Novogradac to get all necessary information submitted so that audit will be completed timely.

HAKC's 2025 audit is also underway.

Pine Terrace
HAKC took over management of Pine Terrace on April 1, 2026. USDA-RD promptly reviewed and approved HAKC for management. The two on-site employees accepted HAKC's offers of employment and work has continued to assure the transition. Katie Haggin, Operations Supervisor, has been working to obtain the appropriate RD software necessary for operations as well as coordinating with HAKC's existing IT team to get remote access for the Pine Terrace office. Continued transition work will include additional fund transfers, setting up the security deposit account as well as reviewing final financials from Ad-West and confirming that all accounts and vendors are timely paid. Additionally, HAKC is still trying to assure that it will have historical access to the former software program for Pine Terrace to assure that any data needed for next year's audit or the transfer of information to the new RD module will be as smooth as possible. Communication with Pine Terrace's on-site staff has been consistent and HAKC will be reviewing the hourly rates utilized there as well. HAKC also put out a letter to the Pine Terrace tenants notifying them of the change in management with HAKC contact information.

Vice Chair Little noted that he was encouraged how quickly USDA RD responded to the management request and commended the work being done to assure a smooth transition, noting that the transition into management for Pine Terrace was a large item on the strategic plan.

Policy updates Ellis noted that she would be reviewing and bringing to the Board an updated procurement policy to reflect current thresholds and processes that can be utilized by HAKC in its procurement process. Ellis also noted that there would be additional review of the existing personnel policy to review potential areas that need to be updated or revisited to assure the policy is up to date moving forward.

- Commissioner Report. Commissioner Littel stated that he was awaiting a confirmation as to the NAHRO board but that he had been appointed to the planning committee for the PNW NAHRO conference in September. He would like to attend and will discuss further with HAKC staff about having another individual attend as well.

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 7:22 a.m.

Next Meeting: May 20, 2026, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary