HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, May 20, 2026

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, May 20, 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)
Carole Rhodes, Commission (via Zoom), joined at 7:07 a.m.

Absent:

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 7:03 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public or guests.

April 15, 2026 and April 30, 2026 MEETING MINUTES

Vice Chair Littel moved to approve the April 15, 2026 regular meeting minutes and the April 30, 2026 Special Meeting minutes. Commissioner Smith seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the April 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.

DECEMBER, 2025, JANUARY 2026 AND FEBRUARY 2026 FINANCIALS

Executive Director Ellis noted that the financials for December, 2025, January and February 2026 were final and there were no changes from the proposed financials that the Board had already received. Vice Chair Little moved for approval of the financials, Commissioner Smith seconded. There being no additional questions, the motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

  Operations and Maintenance Update

  Major inspection was conducted on May 7, 2026 at Alder Terrace for the tax credit program through WSHFC and the IRS under the NSPIRE standards. Staff and maintenance worked hard to assure that units and site were ready for inspection and meeting the standards required. There were some deficiencies noted with exterior fire extinguishers being overcharged, many of which were corrected during the inspection itself. Other deficiencies noted were also able to be quickly

addressed and submitted as corrected.

HAKC also looking to hire to round out the maintenance positions to be at full staffing. There are a number of unit turns coming up very quickly and all hands on deck will be needed to handle those along with remaining maintenance tasks.

HAKC's audit is underway currently. All other audits for 2025 have been submitted. Financial information and review is also ongoing with the partnership lenders who request information annually to confirm the financial condition of the partnerships and properties.

HAKC staff attended the AHMA conference in Wenatchee, coming back with valuable information to be utilized in daily operations.

HAKC staff has been spending a significant amount of time on lease enforcement issues and staying on top of any tenant concerns that arise.

Pine Terrace
2025 Audit for Pine Terrace was submitted and there is a new regional loan specialist has been assigned to Pine Terrace.

A water leak was experienced at Pine Terrace that caused water to leak and run from under the kitchen sink in one upstairs unit, through a shared wall to another upstairs unit. Water then travelled down to two downstairs units, coming through the ceiling and into upper cabinetry in one unit. A claim was filed with insurance and HAKC will be working with a contractor to get dry out going and some demo work for flooring and cabinetry that was damaged. Ellis also met with the insurance adjuster for the claim at the property.

HAKC is still trying to get the Rural Development software component up and running with its existing software so all of the information can be held in HAKC's system for input and accounting purposes. There has been significant navigation between HAKC's IT provider and software provided to make sure HAKC is properly equipped for this new software component and server capacity moving forward.

Pine Terrace has a USDA RD inspection in early June.

Policy updates
HAKC's Personnel Policy is currently under review with employment counsel to making sure it reflects our current staffing positions as well as being appropriately updated in accordance with any employment law updates as well.

AHWA quarterly meeting
Ellis remotely attended a few sessions of the AHWA quarterly meeting and noted the helpful information and presentations provided.

IT Updates
HAKC has updated its cyber security through its IT contract to take additional steps to assure the information HAKC handles through emails and account is protected. This also include additional cyber security training for staff to help identify phishing or spam emails.

- Chairperson Report. Chairperson Perkins addressed the previous discussion with the Board about changing the meeting time from 7 a.m. to 8 a.m. The Board members all agreed that the later time would be more appropriate, particularly in the winter months. The change will come back to the Board via resolution for an amendment of the bylaws. Chairperson Perkins also discussed the topic of Board recruitment for Board vacancies and what information could be helpful in getting more folks interested in applying for board positions. Chairperson Perkins noted that it would be helpful for potential applicants to understand what the position requires in terms of time and the role of a Board member. Commissioner Smith also noted it would be helpful to know what qualifications the Board is looking for with an applicant so people could understand what the expectation is and what type of background was preferred. The Board discussed what

backgrounds were helpful and how to evaluate what applicants could bring to the Board. Chairperson Perkins noted the importance of outreach as well as being in further communication with the County Commissioners as well. The Board inquired with Lily Frey, the Housing Program Manager for the City of Ellensburg as to how the City approaches its board appointments and vetting process. Frey noted that a lot of the process is handled by a staff member who manages a particular board or committee, but that there is also guidance through a Board and Commissions handbook. Ellis will work with the Executive Committee of Chairperson Perkins and Vice Chair Littel in preparing language that can be included in HAKC's website specifically for Board applicants.

Chairperson Perkins announced that the Board would go into executive session for 5 minutes at 7:52 a.m. under RCW 42.30.110(1)(i) to discuss agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is or is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The Board came out of executive session at 7:57 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. Commissioner Rhodes seconded. Motion passed. Chairperson Perkins ADJOURNED the meeting at 7:58 a.m.

Next Meeting: June 17, 2026, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary