HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, June 17, 2026

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

Absent:
Carole Rhodes, Commissioner

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

Guests:
Chauntelle Kruger, AT #50

OPEN REGULAR MEETING AND INTRODUCTIONS

Rob Perkins, Chairperson, called the meeting to order at 7:01 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

Chantelle Krueger inquired about the Board's role and responsibilities as well as qualifications required to serve in a Board of Commissioners position. Ellis noted the Board's responsibility to set policy for the agency, review and approve financial statements for the agency and adopt appropriate resolutions.

May 20, 2026 MEETING MINUTES

Vice Chair Littel moved to approve the May 20, 2026 regular meeting minutes. Commissioner Smith seconded. There being no additional comments or questions, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the May 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.

MARCH 2026 FINANCIALS

Executive Director Ellis noted that the March 2026 financials were final. Katie Haggin, Operations Supervisor, noted that April 2026 financials would be delayed as there will still be input necessary in connection to Pine Terrace's financials. Commissioner Smith moved for approval of the financials, Vice Chair Littel seconded. There being no additional questions, the motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

Resolution 26-1018, a Resolution Modifying Meeting Time of Housing Authority of Kittitas County Board of Commissioners Regular Meeting. Ellis introduced Resolution, noting the Board's desire to change the Board regular meeting time from 7 a.m. to 8 a.m. in order to make the meeting time more accessible to the public and to account for a later meeting time, particularly during the winter months. Vice Chair Little moved for adoption of Resolution 26-1018 and Commissioner Smith seconded. There being no further discussion or questions, roll call was taken. Motion passed unanimously.

INFORMATION ITEMS

- Executive Director Report –

Operations and Maintenance Update

HAKC continues to handle a significant amount of unit turns, keeping maintenance and operations staff very busy getting units repaired and back online for renting as soon as possible. Maintenance is still also handling lawn care responsibilities.

Pine Terrace
Remediation work has been completed on the water leak issue at Pine Terrace that affected 4 units. Restoration work is about to begin as well. Tenants have been out of their units due to the scope of work required, containment and losing large portions of their living space for demo work and remediation as well as the work that will be required for restoration. The process has been very involved, requiring consistent and constant communication as to the work being done, flexibility in pivoting when necessary and changes in scope that have occurred. This is a claim going through insurance as well which includes its own time, effort and communication.

Pine Terrace also went through an on-site inspection for USDA-RD, likely for the first time since 2019 or earlier. On-site inspections are to occur every 3 years, however it appears that inspections were suspended during Covid. There were health and safety findings that are currently being addressed and bids being collected for other issues, including changing out outlets in the unit kitchens as well as addressing issues with water tanks and railings so evidence can be remitted to show the corrections.

There are some outstanding items HAKC is still addressing with Ad-West, the former 3rd party management and so HAKC is continuing follow up and trying to get more information.

Kittitas RAD
2025 annual report was reviewed by WSHFC and no instances of non-compliance found so the annual review is closed.

Cyber security
HAKC staff are undergoing cyber security training set up through HAKC's IT provider. This includes staff portals to report completion of training and additional steps to mitigate risk.

Policy updates
HAKC's Personnel Policy updates are still under review as well as procurement and Ellis will bring those back as soon as possible.

Server update
HAKC has continued to engage in communication with Nuvodia regarding best steps forward for a server upgrade to service the Lindsey software that is currently utilized and will continue to be utilized for USDA RD. There has been a recent proposal to potentially utilize a laptop instead of requiring a server upgrade as the cost to do so is significantly higher and continues to climb. The remainder of HAKC's data outside of Lindsey would be converting to the cloud. Chairperson Perkins inquired about the administrative impact and accessing the system. Haggin noted that those were questions that would need to be answered before electing the option.

HAKC Staffing
Ellis provided information to the Board regarding the current staffing needs and issues that are arising with the increased volume of work HAKC is experiencing. Ellis noted that she and Haggin had been discussing the possibility of proposing a position within HAKC that is primarily associated with receptionist duties and handling folks within the office and allowing for Paige Varnum, who currently handles those responsibilities, to focus more on the leasing aspect of her work and working with tenants to qualify for units. Ellis noted that given the high volume of calls and walk ins that multiple staff end up handling these tasks which take away from the tasks they need to accomplish during the course of the day. Ellis noted that the idea was to hire for a more entry-based position and train and elevate existing staff within the agency to cover the tasks needed in connection with tenant qualifications and lease enforcement. Haggin noted that Pine Terrace requires substantial oversight and in taking on that role, it increases the volume of work for all staff and there needs to be a path forward to address the same. The Board discussed

additional information needed regarding a proposed position. Chairperson Perkins noted that in the strategic plan, there'd been discussion about evaluating positions and exploring the potential for a development role and that as an agency grows or expands its responsibilities that the need for more staff could coincide with that growth. Commissioner Smith asked how a new position would work within the existing budget. Chairperson Perkins noted that it would be helpful to have a job description for this potential position and also inquired about where, physically, another person could be located. Ellis and Haggin noted that they would come back to the Board with that information.

- Chairperson Report. Chairperson Perkins discussed language that could be utilized on the agency website explaining Commissioner responsibilities and time commitments in an effort to recruit for the vacancy on the Board. Ellis outlined language that had been prepared and will forward the same to individual commissioners for their review and feedback. Haggin noted that training should also be a part of the language and Ellis noted that committee work could also be included. Chairperson Perkins wanted Board feedback in anticipation of approving language at the next meeting.
- Commissioner Reports. Vice Chair Littel reported that he was on the planning committee for the fall NAHRO conference in Portland, OR for September 21 through September 23, 2026 and working on a commissioner track for the conference. There will be sessions for commissioners including an Open Forum, a Finance Session, a session on communications, branding and recruitment and asset management that has specific maintenance tracks. Littel noted that he is trying to get perspective from smaller agencies and would like Board feedback on any other topics to discuss.

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 7:50 a.m.

Next Meeting: July 15, 2026, 8 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary