



*Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO*

## **HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS BOARD MEETING**

Monday, February 25, 2019 at 4:00 p.m.

820 11<sup>th</sup> Ave.

Longview, WA

Minutes

Chair, Jerry Bakken called the meeting to order at 4:03 PM

Chair, Jerry Bakken asks Commissioner's, David Spurgeon and Jenny Oskey to introduce themselves.

### **PRESENT:**

Chair, Jerry Bakken  
Vice Chair, Marchelle Knapp  
Commissioner, Peter Bennett  
Commissioner, Allan Rudberg  
Commissioner, Jenny Oskey  
Commissioner, David Spurgeon  
Secretary, Jennifer Westerman

### **ABSENT:**

### **STAFF:**

Katie Bonus, Asset Manager  
Vickie Rhodes, Housing Assistance Programs Manager  
Rob Smith, Manager of Community Services  
Becky Phillips, Finance Manager

### **GUESTS:**

Linda Brigham, Longview Resident  
Councilmember, Mary Alice Wallis  
Councilmember, Scott Vydra  
Dean Piotrowski- SVP, Commercial Banking Officer, Heritage Bank

**CHANGES AND ADDITIONS TO THE AGENDA: None**

**OPPORTUNITY FOR PUBLIC DISCUSSION: None**

### **STAFF REPORTS:**

Finance Manager, Becky Phillips reviewed the January 2019 financials. She explains that there was one vacancy at Lilac Place Apartments that exaggerated the budget numbers. Finance Manager, Becky Phillips reviewed the Write- Off of Uncollectable Accounts. The document states that the summary of debt is: Rent, late fees, Repairs, Dump Fees, Cleaning, Replacements, Cleaning Points. Councilmember, Mary Alice Wallis questioned Asset Manager, Katie Bonus if the



August approved Standards of Cleanliness was implemented and would that have changed the Uncollectable Accounts. Asset Manager, Katie Bonus advised Councilmember, Mary Alice Wallis that the Standards of Cleanliness was put into effect after the motion was approved. She would have to research to see if the tenant was grandfathered in or not.

Asset Manager, Katie Bonus reviewed the Property Performance reports. She advised the board that overall occupancy is 99%. The property manager for Lilac Place Apartments will be contacting applicants on the waiting list to fill once vacancy. There are currently 634 applicants on the waiting list, largely due to the opening of the voucher waiting list and applicants also checking the property lists. In the process of filling the Lilac vacancy many of these applicants will drop off due to ineligibility. Commissioner, Peter Bennett asked if the 634 people on the waiting list are homeless. The Board of Commissioners spoke briefly regarding the definition of homeless and underhoused.

Housing Assistance Programs Manager, Vickie Rhodes reviewed voucher performance.

**CONSENT AGENDA:** Vice Chair, Marchelle Knapp motioned to pass the Consent Agenda. Commissioner, Peter Bennett second the motion. Past unanimously.

### **CHAIRMAN/SECRETARY'S REPORT**

Secretary, Jennifer Westerman explained the SEMAP score to the Board. SEMAP is the assessment conducted by HUD concerning Section 8 tenant-based program. The overall score was high. Housing Assistance Programs Manager, Vickie Rhodes was applauded for her hard work. Secretary, Westerman reported that the the Housing Trust Fund application for the Willapa Center Development in Raymond was submitted and that HOSWWA Legal representatives are working on establishing the LLLP for this development. Secretary, Jennifer Westerman reported that the application to Impact Capital for pre- development costs on the Ocean Beach property is temporarily on hold pending a discussion with the Board and staff regarding target population for that development She requested that the Board, consider who HOSWWA wantsto serve at the Longview property. The question will be further addressed at a later meeting. Ocean Beach property was purchased using money from LAP which requires development within 8 years of the awarded money. Secretary, Westerman reported that she is creating a one-page scenario on all of the development sites to bring to the Board for review and discussion. A Legislative update was provided to the Commissioners by Secretary, Westerman. Topics discussed included a bill regarding prevailing wages that will fix the issue raised in prior meetings where some prevailing wage calculations were way above market. Commissioner, Allan Rudberg asked Asset Manager, Katie Bonus, if the bill passes how will that change our landscaping? Asset Manager, Katie Bonus answered that we will take new bids. Secretary, Jennifer Westerman explained there are also several bills concerning residential tenant protections as well as a bill regarding local sales tax that could be used for funding affordable housing. Councilmember, Scott Vydra asked for the bill number to send the City of Longview's lobbyists.

### **UNFINISHED BUSINESS:**

**BOARD DISCUSSION/ACTION:** Longview City WorkShop  
The meeting has been scheduled for April 18, 2019 at 6:00pm.

**BOARD DISCUSSION/ACTION:** Annual Meeting  
The meeting has been scheduled at the Women's Club on April 22, 2019 at 3:00pm



**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION:** Training for Commissioners  
Secretary, Jennifer Westerman would like to go through the HOSWWA Commissioner Handbook with the commissioners. A special meeting will need to be scheduled. A review of OPMA will be conducted as well.

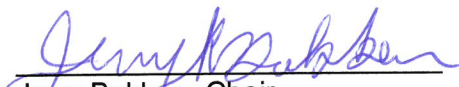
The meeting was adjourned at 4:50p.m.

**SCHEDULING OF NEXT REGULAR MEETING:** Monday, March 25, 2019 @ 4:00PM

Respectfully submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

  
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Jerry Bakken, Chair

  
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Attest: Jennifer Westerman, Secretary

