



*Connecting people to homes, hope and opportunity.*

Board of Commissioners Special Meeting  
Tuesday, May 28, 2019  
820 11<sup>th</sup> Ave.  
Longview, WA  
Minutes

**Present:**

Chair, Jerry Bakken  
Vice Chair, Marchelle Knapp  
Commissioner, Peter Bennett  
Commissioner, Allan Rudberg  
Commissioner, Jenny Oskey

**Absent:**

Commissioner, David Spurgeon  
Secretary, Jennifer Westerman

**Staff:**

Becky Phillips, Finance Manager  
Katie Bonus, Asset Manager  
Vickie Rhodes, Housing Assistance Programs Manager

**Guest:**

Mary Alice Wallis- Longview City Council Member

**1. CALL TO ORDER**

- (a) Chair Bakken called the meeting to order at 4:00pm. The mission and vision statements were recited.

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

There were no changes or additions to the agenda.

**3. OPPORTUNITY FOR PUBLIC DISCUSSION**

Housing Opportunities of SW WA  
Minutes to Special Board Meeting  
May 28, 2019

- (a) Public Hearing for the Annual Plan: Chair Bakken opened a public hearing for the Annual Plan. There were no public comments. Chair, Bakken closed the public hearing.

#### 4. STAFF REPORTS

- (a) Finance Manager Phillips reviewed the HOSWWA Financial Reports for April 2019. She highlighted vacancies are so low it has added money to the unrestricted cash. Finance Manager Phillips advised she has applied for a Blended Rate from HUD. The new rate will add \$7,000.00 monthly for administrative fees. Over-all HOSWWA's unrestricted cash is up \$100,000.00 from last year.
- (b) Finance Manager Phillips advised that Lilac Place Apartments financials looks different because the property operates on a calendar year instead of fiscal year. Finance Manager Phillips stated that the property taxes were just paid, they are paid annually. Council Member Wallis asked why we only pay them once a year verses twice a year. Finance Manager Phillips advised the property taxes are only \$3,000.00. Finance Manager Phillips stated that July 1, 2019 rent will increase for Lilac Place Apartments. Chair Bakken asked if Lilac Place Apartments was tax exempt. He was advised no.
- (c) Housing Assistance Programs Manager Rhodes reviewed the voucher status for April 2019. Vice Chair Knapp asked how long a participant can hold a voucher without obtaining a home. Rhodes explained that we start with 180 days and will allow extensions for up to one year. Finance Manager Phillips advised that we only get administrative fees if the voucher holder has been housed for a full month. Brief discussion surrounding portability.
- (d) Asset Manager Bonus advised that occupancy is at 98%. Advised the board that the waiting list for Lilac Place has been purged. The applicants had to respond by May 15, 2019. Commissioner Bennett asked about the process for purging the waiting list. Asset Manager Bonus explained that applicants receive two letters before they are removed. Once they are removed from the waiting list they are sent a final letter advising so. She will have a more accurate number of people on the waiting list next month.

#### 5. CONSENT AGENDA

- (a) *Vice Chair Knapp motioned to approve the Consent Agenda. Commissioner, Bennett second the motion. Passed unanimously.*

#### 6. CHAIRMAN AND SECRETARY REPORTS

- (a) Commissioner Rudberg gave a brief report of the training that he and Chair Bakken attended at the NAHRO conference. Commissioner Rudberg stated that the training was incredibly helpful. He passed around a screen shot of Bremerton's Housing Authority website. He would like HOSWWA to do

something along the lines of the same thing. Chair Bakken also handed out a two-page article from NAHRO explaining what a Commissioner's job is.

- (b) Finance Manager Phillips gave the secretary report on behalf of Secretary Westerman. As outlined in the board packet updates were provided on the development of Driftwood Point Apartments as well as Willapa Center. Commissioner Bennett asked if staff was optimistic that we would have the required percentage of tenants at Driftwood Point Apartments on time to avoid fees. Housing Assistance Programs Manager Rhodes advised that staff is going to the community of Long Beach, WA and further outreach will be completed for the correct demographics required for the funding.

## 7. NEW BUSINESS

- (a) Board Action: Motion for Approval of Procurement Policy Update. Asset Manager Bonus reviewed the updated information in the Procurement Policy. She advised that our RFQ policy is done on a matrix with different categories including customer service and reputation as well as price. This allows HOSWWA to contract with the lowest qualifying bidder.  
*Commissioner, Bennett motions to approve the updated Procurement Policy. Commissioner, Rudberg second the motion. Passed unanimously.*
- (b) Board Action: Motion to Authorize Signature of Landscape Contract with C&R Tractor and Landscaping Inc. Asset Manager Bonus reviewed the contract. Commissioner Bennett inquired how the pay for landscapers went all the way back down to \$12.00 per hour. Asset Manager Bonus explained that there was an emergency session in the WA Legislature and there was a new category created, Landscape Maintenance, that can't be paid any less than \$12.00 per hour.  
*Commissioner, Bennett motioned to authorize Secretary Westerman to sign a contract with C&R Tractor and Landscaping Inc. Vice Chair, Knapp second the motion. Passed unanimously.*
- (c) Board Action: Authorization of Resolution #19-19- Agency Annual Plan. Housing Assistance Programs Manager Rhodes requested authorization on Resolution 19-19 regarding the Agency Annual Plan. She explained that this a 5-year plan submitted to HUD. She advised that the Agency Annual Plan is reminiscent of a strategic plan. However, HOSWWA is a "high performer" housing authority so the Agency Annual Plan does not need to be as detailed.  
*Commissioner, Bennett motioned to authorize Resolution 19-19. Commissioner, Oskey second the motion. Passed unanimously.*
- (d) Board Discussion: Budget Increase for Utilities at Castle Rock. Finance Manager Phillips advised that the new meters and billing system the City of Castle Rock installed in 2017 failed to read utilities correctly at Riverview Apartments in Castle Rock, the utilities have been undercharged. Therefore, HOSWWA owes the City of Castle Rock \$22,236.00. Finance Manager Phillips assures that due diligence has been done on HOSWWA's behalf.

Effective August 1, 2019 rent will increase \$100.00 per unit at Riverview Apartments. Making re payment possible within two years. This plan has been approved and discussed with USDA RD. USDA RD is requesting a new budget be submitted to them.

- (e) Board Discussion: Janus Youth Group Monthly Reports. Commissioners reviewed the reports submitted by Janus Youth Group. Commissioner Bennett asked if we share these reports with the county. He was advised yes, we do.

**8. UNFINISHED BUSINESS**

- (a) Questions Regarding Commissioner's Handbook. Commissioner, Bennett requested we table the discussion until Secretary Westerman is present.

**9. EXECUTIVE SESSION, IF ANY**

- (a) There was no Executive Session.

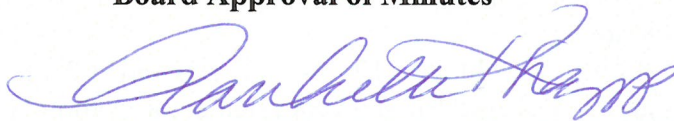
**10. ADJOURNMENT**

- (a) Chair, Bakken advised the Board that the next meeting will be held on Monday, June 24, 2019 at 4:00pm.
- (b) Chair Bakken adjourned the meeting at 5:15pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

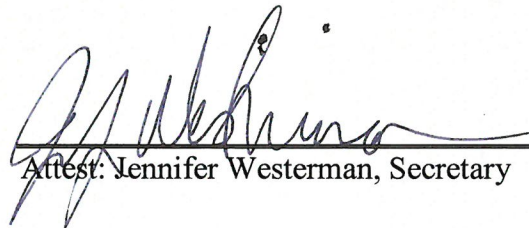
**Board Approval of Minutes**



Jerry Bakken, Chair

6/25/19

Date:



Attest: Jennifer Westerman, Secretary

6/25/19

Date: