

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS BOARD MEETING

Monday, June 25, 2018 at 4:00 p.m.

820 11th Ave.

Longview, WA

Minutes

Vice Chair Ostermiller called the meeting to order at 4:02 PM and requested introductions around the room.

PRESENT:

Vice Chair, Wayne Ostermiller
Commissioner, Lori Bashor-Sarancik
Commissioner, Floyd "Gus" Nolte
Commissioner, Allan Rudberg
Commissioner, Jerry Bakken
Secretary, Chris Pegg

ABSENT:

Commissioner, Peter Bennett

STAFF:

Becky Phillips, Finance Manager
Vickie Rhodes, Housing Program Supervisor

Katie Bonus, Asset Manager
Jon Dieter, Director of Community Services

GUESTS:

Linda Brigham, Longview Resident
Kelly Rupp, LeadToResults
Scott Vydra, Longview City Councilmember

CHANGES AND ADDITIONS TO THE AGENDA: Vice Chair Ostermiller moved the Joint Pacific County Housing Authority Strategic Planning update to immediately follow the Chairman/Secretary reports so Mr. Rupp could leave sooner if desired.

OPPORTUNITY FOR PUBLIC DISCUSSION: Linda Brigham reminded HOSWWA staff that May and June agendas and minutes were not on the agency website. Secretary Pegg responded that a new Administrative Assistant has not yet been hired and posting of the documents had been overlooked. She thanked Ms. Brigham for bringing it to her attention.

Secretary Pegg introduced Jerry Bakken. Mr. Bakken was appointed to fill the vacancy on the Board caused by the recent resignation of Mr. Fischer. Commissioner Bakken will finish the remainder of Mr. Fischer's term which expires 12/31/2019. Mr. Bakken discussed his past experience and interest in serving on the Board.

STAFF REPORTS:

Finance Manager, Becky Phillips, discussed the financial reports and reported all expenses are on track for the agency. Lilac Place debt service coverage ratio is down due to several vacancies and is impacted by timing on several line items. She expects this to even out through the balance of the year. Ms. Bonus, Asset Manager, explained the difficulty of finding eligible clients that meet all of the eligibility requirements of the various funding sources. Ms. Phillips also reminded the Board that contract costs for the properties will increase over the summer because this is when most contract work is done. Commissioner Bakken questioned whether lawns need to be watered during the summer months. Ms. Bonus discussed the importance of

maintaining curb appeal at the properties for tenants, the public and funders. Commissioners discussed options and requested staff bring back data on the cost of water during the summer for the July board meeting. Ms. Phillips also reported that HUD had approved an increased blended fee rate for the agency based on the large geographic area served. She explained the HUD calculation. The rate was increased from \$66 per unit per month to \$69 for all voucher participants.

**Commissioner Nolte moved to approve the staff report as presented. Commissioner Bashor Sarancik seconded the motion. No further discussion.
Motion passed unanimously.**

CONSENT AGENDA:

Commissioner Nolte moved to approve the consent agenda as presented. Commissioner Bashor-Sarancik seconded the motion. No further discussion.

Motion passed unanimously.

CHAIRMAN/SECRETARY'S REPORT

Vice Chair Ostermiller reminded the Board of the need for elections since the resignation of Bruce Fischer. Mr. Fischer was Board Chair at the time of his departure.

Secretary Pegg reported on the agency's collaborative application for Mainstream Vouchers with 18 other Washington state housing authorities. She also presented copies of the recently released Out of Reach report prepared by the National Low Income Housing Coalition. She informed the Board about funding recently awarded by the City of Longview to support the Parkview Apartments project and the Janus Youth Program as well as recently awarded VA grants to support the Veterans Integration Program (VIP). Ms. Pegg also reported she had been reappointed to the Governor's Affordable Housing Advisory Board for another four year term.

**PRESENTATION – Joint Pacific County Housing Authority Strategic Planning Update–
Kelly Rupp, LeadToResults**

Mr. Rupp led the Board, staff and guests through a PowerPoint presentation on research conducted and work with the JPCHA Board on updating their strategic plan. He presented data on demographics and needs within the County. He also shared the JPCHA Board's gratitude for the administrative leadership and services provided by HOSWWA through the Interlocal Agreement and expressed their strong desire that this relationship continue. The Board thanked him for his thorough presentation. They also asked staff to prepare a report on revenues and costs associated with work outside of the city of Longview jurisdiction. They would like the report to include information on the consequences of losing the larger jurisdiction if that were to happen. Commissioner Nolte expressed his strong support for the relationship and work throughout the current jurisdiction. He also requested that work be restarted on the creation of a Regional Advisory Council, a goal identified in the HOSWWA Strategic Plan. **Commissioner Bashor-Sarancik made a motion to reactivate the committee to examine establishment of a Regional Advisory Council. Commissioner Nolte seconded the motion. The Board discussed the committee work and membership. The Board voted unanimously to approve the motion.** Interim Chair Ostermiller appointed Commissioners Bashor-Sarancik and Rudberg to serve on the committee with Jon Dieter, Director of Community Services and CEO Chris Pegg.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: update on Parkview Apartments

Secretary Pegg reported that Dan Freedman, the Development Services Consultant, was on vacation. Rebecca Proudman, staff member of Freedman Associates, LLC, is preparing an Impact Capital application for predevelopment funding. As mentioned earlier, the City of Longview awarded approximately \$86,000 in HOME funds to the project. Rep. Walsh requested and was successful in getting \$100,000 in Capital budget funding which will come into the project when the funding proforma is complete. There was no action taken.

BOARD DISCUSSION/ACTION: Eligibility policies for owned properties and rental assistance programs

Commissioner Bashor Sarancik requested this discussion be tabled until the July meeting due to the lack of time. She felt it was an important discussion that would require more time. The Board discussed it and agreed to table the discussion until July.

BOARD DISCUSSION/ACTION: Security lighting at Columbia Theatre Sylvester Apartments

Commissioner Rudberg reported he had talked with City staff about the need for more lighting at the back parking lot to prevent vandalism of cars parked there. The Board discussed the issue. Commissioner Bashor-Sarancik volunteered to schedule a meeting with Councilmember Vydra along with Commissioner Rudberg to request assistance from the City. They will report back on the results of that meeting at a future Board meeting.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Election of Officers

Commissioner Nolte nominated Vice-Chair Ostermiller as Chair. Commissioner Bashor-Sarancik seconded that motion. Commissioner Ostermiller agreed to accept the nomination. The Board voted unanimously for Commissioner Ostermiller as Chairman of the Board. Commissioner Rudberg nominated Commissioner Nolte as Vice-Chair. Commissioner Bashor-Sarancik seconded the motion. Commissioner Nolte agreed to accept the nomination. The Board voted unanimously to approve Commissioner Nolte as Vice Chair of the Board of Commissioners.

BOARD DISCUSSION/ACTION: Approval of Resolution 18-10-Authorizing submittal of a Housing Trust Fund Preservation Grant application

Asset Manager Katie Bonus informed the Board of the new Housing Trust Fund Preservation Grant program. This funding was approved by the Legislature to sustain housing projects funded with Housing Trust Funds. Ms. Bonus is preparing a grant for work that is needed on the Sylvester Apartments. Discussion followed. **Vice Chair Nolte moved to approve Resolution 18-10 authorizing staff to submit a Housing Trust Fund Preservation Grant to the WA Dept. of Commerce for rehabilitation work on the Sylvester Apartments. Commissioner Bashor-Sarancik seconded the motion. There was no further discussion. Motion passed unanimously.**

Commissioner Bashor-Sarancik reported that she needed to leave the meeting early to attend another function.

BOARD DISCUSSION/ACTION: Selection Committee update

Finance Manager Becky Phillips distributed a written update on work accomplished to date on selection of a new CEO to replace CEO Chris Pegg who is retiring at the end of 2018. The committee has received 30 applications/resumes to date although only 2 of those are a complete package. Most of the applications are coming through job posting sites such as Indeed. The committee is currently working on a list of interview questions and an interview

process. Discussion followed. The next meeting is scheduled for July 10th at 1:30. There was no action taken.

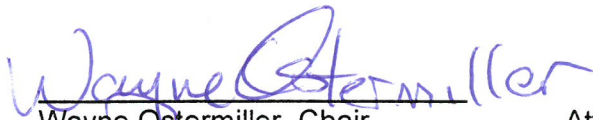
The meeting was adjourned at 6:10 p.m.

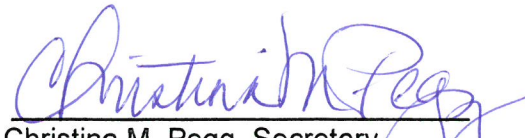
SCHEDULING OF NEXT REGULAR MEETING: July 23rd, 2018

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES


Wayne Ostermiller, Chair


Attest: Christina M. Pegg, Secretary