

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS MONTHLY BOARD MEETING

Monday, August 27, 2018 at 4:01 p.m.

820 11th Ave.

Longview, WA

Minutes

Board Chair Ostermiller called the meeting to order at 3:59 PM and requested introductions around the room.

PRESENT:

Board Chair, Wayne Ostermiller
Vice Chair, Floyd "Gus" Nolte
Commissioner, Allan Rudberg
Commissioner, Marchelle Knapp
Commissioner, Jerry Bakken
Secretary, Chris Pegg

ABSENT:

Commissioner, Peter Bennett

STAFF:

Becky Phillips, Finance Manager
Jon Dieter, Director of Community Services
Katie Bonus, Asset Manager
Vickie Rhodes, Housing Assistance Programs Manager

Dana Wise, Administrative Assistant
Lori Lengyel, Resident Services Coordinator
Anthony Drake, Maintenance

GUESTS:

Linda Brigham, Longview Resident
Mary Alice Wallis, Longview City Councilmember

Jim Walsh, State Representative

CHANGES AND ADDITIONS TO THE AGENDA: Lori Lengyel will speak about the Shopping With a Housing Employee event and show a video. New board member Marchelle Knapp was introduced.

OPPORTUNITY FOR PUBLIC DISCUSSION: None

STAFF REPORTS:

Lori Lengyel, Resident Services Coordinator, reviewed the Shopping with a Housing Employee event and showed a video of the event.

Finance Manager, Becky Phillips, reported -there was little change to the finances from last month. Briefly discussed financial reports on Lilac Place. Chair Ostermiller questioned how many vacancies monthly. Asset Manager, Katie Bonus, replied 1 per month. Numerous reasons why; marriage, job relocating. Very few are moving due to a voucher. Vice Chair Nolte moved to approve the financial reports as presented and Commissioner Rudberg seconded the motion. The motion passed unanimously.

CONSENT AGENDA:

Vice Chair Nolte moved to approve the Consent Agenda as presented. Commissioner Knapp seconded the motion. The motion passed unanimously.

CHAIRMAN/SECRETARY'S REPORT

Secretary Pegg reported on the following:

- Introduction of new board member Marchelle Knapp.
- The departure of two staff members, David Pennington and Anita Fields.
- Financial auditors are currently at the agency. State auditors are also expected to come in September.
- Construction on Driftwood Point Apartments in Long Beach, WA will begin the end of September.
- The Capital budget was passed late this year creating chaos for funding other projects. As a result there will be no Low Income Housing Tax Credit (LIHTC) funding cycle for rural communities in 2019. This will delay the Ocean Beach Parkview Apartments project for 1 year.
- The agency received notice that our landscapers would not be renewing their contract with us due to the large increase in prevailing wages effective 9/1/2018. SB5493 as passed last year by the state Legislature dramatically increased the cost of contracting. The prevailing wage rate for landscape laborers increased from \$11.50 per hour to \$43.49 per hour. Secretary Pegg has brought this to the attention of all of the Legislators of the 19th and 20th districts as well as other statewide associations however it is unlikely to be corrected before 9/30/2018 when the current contract expires. As a result, the Asset management department is looking at creation of an in-house landscaping crew. Secretary Pegg will keep the Board informed of new developments in this area.
- Secretary Pegg also suggested that after a recent review she is recommending that by-Laws be updated. Chair Ostermiller requested that it be added to the agenda for October.
- Secretary Pegg advised she has a few bids for rebuilding the website. This was a goal in the Strategic Plan..
- Secretary Pegg requested each board member to sign the Conflict of Interest Declaration form.

Chair Ostermiller reported on the following:

- Commissioner Bakken was appointed to the Regional Advisory Committee in place of departing Commissioner Lori Bashor-Sarancik.
- Chair Ostermiller requested update on staff and building security. Secretary Pegg advised looking into tactical training and a security building assessment. Linda Brigham mentioned moving the staff attendance board.

Vice Chair Nolte requested an update on the public disclosure complaint. Secretary Pegg reported there has been no further communication. Secretary Pegg advised Public Disclosure Committee is in charge of this and she has been told it takes a while to receive a decision.

During the Secretary's report State Representative Jim Walsh entered. Chair Ostermiller offered Representative Walsh the floor for comments.

Rep. Walsh reported on expected work of the Legislature during the 2018-2019 Legislative session. He also commented on discussions to-date on SB5493 which he will continue to be involved in. Commissioners thanked Rep. Walsh for attending and for his support in obtaining the capital budget appropriation for Parkview Apartments. Rep. Walsh requested the Board and staff keep him and his staff updated on issues related to the work of the housing authority.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: Update on development of Parkview Apartments

Secretary Pegg reported Freedman and Associates will be the Development Consultant on this project. The agency will be seeking a predevelopment loan from Impact Capital. The present site will have an estimate of 128 apartments that will house a mix of populations. Applications for additional funding will be delayed until 2020 due to the lack of Low Income Housing Tax Credits for 2019.

BOARD DISCUSSION/ACTION: Update on security lighting at Columbia Theatre/Sylvester Apartments

City Councilmember Wallis updated the board. She spoke with the Longview Police Department and they will double back on their routes at night. The Parks Department will be trimming the trees which should help with lighting. Commissioner Rudberg mentioned that a pole has been put in but no light yet. Chair Nolte asked Asset Manager Katie Bonus the status of the grant that was applied for. She reported she should hear back next month. Commissioner Rudberg expressed concern for tenants at Sylvester Apartments. He states there seems to be a larger number of homeless in mental crisis that are hanging around the Theatre area.

BOARD DISCUSSION/ACTION: Update on CEO selection process

Housing Assistance Programs Manager, Vickie Rhodes, passed out a handout outlining the selection process and the expected timeline for hiring. She explained 7 complete applications were received. They have started interviews. Ms. Rhodes explained the process. She requested each board member provide 5 names of people in the communities served by HOSWWA they felt should be invited to a meet and greet with the applicants that will be held at the administrative building. She requested the names by the end of next week. The committee would like to elect a new CEO by October 15, 2018.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Increased Purchasing Limit for VIP Assistant Manager

Director of Community Services, Jon Dieter, requested the VIP Assistant manager's purchasing limit be increased to \$1,000.00. With the departure of the Operations Manager the Assistant Manager will be responsible for overseeing the Supportive Services for Veteran Families program and will need to make higher dollar purchases. Vice Chair Nolte moved to approve an increase in the purchasing limit for the VIP Assistant Manager to \$1000. Commissioner Bakken seconded the motion. The motion passed unanimously.

BOARD DISCUSSION/ACTION: Rescheduling of December board meeting

The regularly scheduled board meeting in December falls on a holiday. It was unanimously agreed to move the meeting to December 17, 2018.

BOARD DISCUSSION/ACTION: Approval of updated move-out charges

Asset Manager Katie Bonus, requested approval to standardize the Move out Charges included on Standards of Cleanliness. Chair Ostermiller questioned how this will change for the tenants. Katie advised that currently when a tenant moves in they receive a list of items that need to be cleaned prior to vacating and what is not cleaned they will be charged for at the maintenance hourly rate. She explains this will provide consistency and clarity to the tenants and also help the tenant to know upfront what their responsibilities are and how much the cost will be if the

unit is not cleaned. Vice Chair Nolte moved to approve the updated move out charges as presented. Commissioner Rudberg seconded. The motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of refinancing the administrative building Resolution 18-11

Finance Manager Becky Phillips requested approval to refinance the administrative building. She would like to refinance to a 10 year loan. Vice Chair Nolte asked if she expects the interest rates to increase. Phillips said she expected them to increase slightly but is not concerned. Commissioner Knapp moved to approve the refinancing of the Administrative building. Commissioner Rudberg seconded the motion. Staff discussed the possible options available with multiple local banks. The Commissioners urged staff to research options to determine the best possible refinancing alternative. The motion passed unanimously.

EXECUTIVE SESSION: None planned.

The meeting was adjourned at 5:57 p.m.

SCHEDULING OF NEXT REGULAR MEETING: September 24, 2018

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Wayne Ostermiller, Chair



Attest: Christina M. Pegg, Secretary