

# HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS BOARD MEETING

Monday, September 24, 2018 at 4:02 p.m.

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

Longview, WA

## Minutes

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

### **PRESENT:**

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

### **ABSENT:**

### **STAFF:**

Katie Bonus, Asset Manager  
Vickie Rhodes, Housing Assistance Programs Manager  
Jon Dieter, Director of Community Services  
Dana Wise, Administrative Assistant

### **GUESTS:**

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

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

**OPPORTUNITY FOR PUBLIC DISCUSSION:** None.

### **STAFF REPORTS:**

Secretary, Chris Pegg presented the financial reports in the absence of Finance Manager, Becky Phillips. A corrected voucher summary detail was passed out to the Board members. The summary in the packet inadvertently included Joint Pacific County expenses. There has not been a lot of

Change since the prior month. Revenues continue to be above budget and expenses overall are under budget. Pass through Housing Assistance Payments (HAP) from HUD are over budget because we have been using HAP reserves to fund rental subsidy expenses. This is a HUD requirement. We still have HAP reserves held at HUD and we are in no danger of running out of rental assistance funds. We are tracking lease up closely and expect to end the year fully utilizing allowable funding. Secretary Pegg also informed the Board the FY2019 Budget would be brought to the Board for approval in October.

Commissioner Knapp moved to approve the financial reports as presented with the corrected detailed voucher summary. Commissioner Nolte seconded the motion. The motion passed unanimously.

Asset Manager, Katie Bonus reported that we received the Sylvester Grant, \$394,675.00.

Not all items on the list will be repaired because of an ongoing issue with increased prevailing wages.

**CONSENT AGENDA:**

Commissioner Nolte moved to approve the consent agenda. Commissioner Bennett seconded the motion. There was no further discussion. The motion passed unanimously.

**CHAIRMAN/SECRETARY'S REPORT**

Secretary Pegg informed the Board that the VA has decided not to refund the Supportive Services for Homeless Families (SSVF) to Metropolitan Development Council (MDC). HOSWWA is a subgrantee of MDC so this means the agency will lose the funding for this program. Housing authorities are not eligible to apply directly for these grants. Applicants must be a non-profit with experience in running VA programs. It is yet to be determined how the funds will be administered by CCS. HOSWWA has been administering this program for over 5 years and it is an integral part of our Veteran services. We did not receive notification of this until early September. Staff have been in contact with the VA, federal elected officials and many others in an attempt to find out how we can continue to run this program for SW WA. It is our understanding that Catholic Community Services out of Tacoma will be awarded the funds however the amount will be greatly reduced. Staff have been told the VA is reprioritizing funding to larger urban centers with higher concentrations of homeless veterans. Staff have reached out to Catholic Community Services to request the ability to contract with them as a subgrantee so that present services can be continued. Commissioner Bennett would like to keep pressure on CCS to continue to subcontract to SSVF. A meeting is scheduled for 10/01/2018 with CCS to discuss future services. Commissioner Bennett volunteered to attend that meeting. The VA has agreed to a short-term extension to allow for a more successful transition. Commissioners urged staff to request letters of support from local jurisdictions in areas served by HOSWWA. This is in progress. Given the short notice there is very little time. Longview City Councilmember, Scott Vydra, offered to have the Longview City Council send a letter of support. Staff is working aggressively to save this important program. The impact to the FY2019 budget is unknown at this time. This will delay the presentation of the budget to the Board until October 2019.

Finance Manager, Becky Phillips, presented the Board with a letter from the State Auditor's office regarding the peer review of Loveridge, Hunt & Co., PLLC. . Loveridge Hunt conducts the annual financial audit for HOSSWA. Finance Manager Phillips is confident in their abilities and wishes to continue business with Loveridge, Hunt & Co., PLLC.

Secretary Pegg has reached out to Tactical Solutions to inquire about the cost of having a building safety assessment completed. They provided a full day Active Shooter training in November and have a variety of other services to offer. They provide training to schools, governments and others throughout the northwest.

Chairperson Ostermiller reported that Secretary Pegg will be working with Commissioners Nolte and Bakken on an amendment to the current bylaws. The intent is to present this to the full board during the October meeting.

Commissioner Rudberg also requested that a meeting of the committee to establish a Regional Advisory Council be set up as soon as possible. Commissioner Bashor-Sarancik had been assigned to the committee. He requested a replacement be appointed.

**UNFINISHED BUSINESS:**

**BOARD DISCUSSION/ACTION: Update on Driftwood Point Apartments and approval of Resolution 18-12 regarding the same**

Secretary Pegg updated the Board on progress on Driftwood Point Apartments in Long Beach, WA. She reminded the Board that HOSWWA is a co-general partner in this development. She presented the current development proforma and pointed out the commitment of over \$500,000 in document recording fees by Pacific County. Construction is still set to begin on October 1, 2018.

Secretary Pegg requested approval of Resolution 18-12 which summarizes previous resolutions required by the investor partner, US Bank. It further approves deferment of a portion of the development fee to fill a financing gap and approves the loan and capital advance from Joint Pacific County. Vice Chair Nolte, moved to approve Resolution 18-12 as presented. Commissioner Bennett seconded the motion. There was no further discussion. The motion passed unanimously.

**BOARD DISCUSSION/ACTION: Selection Committee Update for CEO**

Housing Assistance Programs Manager, Vickie Rhodes, advised the board that in addition to the top two candidates the selection committee will be processing background checks on the other two candidates as well. The process of the hiring committee was outlined. Vice Chair Nolte informed the Board the selection committee was developing scripted questions for all applicants prior to the interviews.

**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION: Update on Prevailing Wage Rates**

Secretary Pegg provided an update to the Board on current efforts to amend the prevailing wage rates for residential building at the state level. There are on-going conversations however it appears likely a legislative fix may be necessary. This will be too late for our current landscaping contracts so staff will be hiring a landscaping crew and the work will be brought in-house as contracts expire. This has an unexpected impact on the development of the FY2019 budget which is still being determined.

**BOARD DISCUSSION/ACTION: Approval of Landscape Laborer/Maintenance Job**

**Description**

Asset Manager, Katie Bonus, requested approval of the job description for a full time landscape laborer / maintenance employee. She anticipated hiring two employees under this classification at this time. Vice Chair Nolte moved to approve the job description as presented. Commissioner Rudberg seconded the motion. There was no further discussion. The motion passed unanimously.

**BOARD DISCUSSION/ACTION: update on Supportive Services for Veteran Families Grant**

Secretary Pegg had no additional information other than that presented during the Secretary's report.

**BOARD DISCUSSION/ACTION: Review/update of By-laws**

The board agreed the current by-laws needed to be updated. Chairperson Ostermiller asked for volunteers from the Board to assist with this task. Vice Chair Nolte, and Commissioner Bakken agreed to assist. A draft will be presented to the full Board in October. There being no further business, the meeting was adjourned at 6:45 p.m.

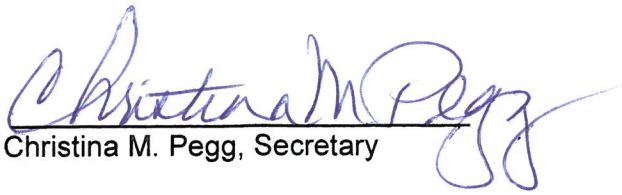
**SCHEDULING OF NEXT REGULAR MEETING: October 22, 2018**

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

  
Wayne Ostermiller, Chair

  
Attest: Christina M. Pegg, Secretary