

MINUTES TO THE BOARD MEETING OF THE JOINING PACIFIC COUNTY  
HOUSING AUTHORITY BOARD OF COMMISSIONERS

April 4, 2019 at 10:00 a.m.  
Long Beach City Hall, Long Beach, WA

**PRESENT:**

Chair, David Glasson  
Vice Chair, Rebecca Chaffee  
Commissioner, Julie Overby  
Commissioner, Jan Davis  
Secretary, Jennifer Westerman

**ABSENT:**

Commissioner, Cheryl Green  
Commissioner, Leslie Brophy

**Staff Present:**

Asset Manager, Katie Bonus  
Finance Manager, Becky Phillips  
Administrative Assistant, Dana Wise

**Public Present:**

Lindsey Blakely- Blakely Media  
Jason Blakely- Blakely Media

*Chair, Glasson called the meeting to order at 10:01 a.m.*

**Changes and Additions to the Agenda:** Error on Agenda. The last item under New Business, Resolution 19-03 should read as "Willapa Center".

**CONSENT AGENDA:** Commissioners reviewed the Board Meeting Minutes from January 2019 as well as the January and February financial statements for 2019. Chair, Glasson asked if there were any questions. None were asked.

**Vice Chair, Chaffee motioned to approve the Consent Agenda. Commissioner, Davis second the motion. Passed unanimously.**

**STAFF REPORTS:** Asset Manager, Bonus advised that the waiting list for Pacific Pearl and Eagles will be purged. For Eagles there are 179 applicants on the waiting list for a 4- unit property. Timberland property is at 100% occupancy. The carpet is currently being replaced.

Asset Manager, Bonus updated the Board on the construction of Driftwood Point. Two more slabs of concrete have been poured. The construction crew feels confident that they will be able to make up the time lost during Winter. Commissioner, Chaffee asked if the waiting list for Driftwood Point has been opened. Asset Manager, Bonus advised that there will be a sign placed on the fence with contact information on how to apply for occupancy. She advised the Board that they will have an event in Long Beach, WA to help citizens apply for housing at Driftwood Point. Finance Manager, Phillips reviewed the financials. Pacific Pearl had two vacancies which have now been filled.

**CHAIRMAN AND SECRETARY REPORTS:**

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Secretary, Westerman handed out a copy of a letter signed by Executive Director, Jennifer Westerman and Tony Nordin, Mayor, City of Raymond. The letter was sent out to: Senator, Dean Takko, Representatives Jim Walsh and Brian Blake. Secretary, Westerman summarized the letter that is requesting additional funds to support the development of the Early Learning Center of the Willapa Center development. Secretary, Westerman spoke on House Bill 1406 and encouraged Commissioners to reach out to representatives to pass the bill. Secretary, Westerman advised Board members that the owner of Willapa Landing contacted her about taking over the property. Secretary, Westerman toured the property and will review the Capital Needs Assessment and complete all due diligence. The Board members mentioned an issue with the property location and potential need of a retaining wall.

**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION:** Motion to Amend Resolution 18-02: Secretary, Westerman requested a motion to amend Resolution 18-02. This allows Christine Pegg's successors to authorize documentation regarding Driftwood Point Apartments. **Vice Chair, Chaffee motioned to amend Resolution 18-02. Commissioner, Davis seconded the motion. Passed unanimously.**

**BOARD DISCUSSION/ACTION:** Resolution 19-01: Limited liability partnership for Willapa Center: Secretary, Westerman requested approval of Resolution 19-01. Authorizing Joint Pacific County Housing Authority to become the sole general partner for the development and continued maintenance of Willapa Center in Pacific County, Washington. **Vice Chair, Chaffee motioned to approve Resolution 19-01. Commissioner, Brophy seconded the motion. Passed unanimously.**

**BOARD DISCUSSION/ACTION:** Resolution 19-02: Payment Remittance Agreement Secretary, Westerman requested approval of Resolution 19-02. Authorization for HOSWWA to use funds to manage Driftwood Point Apartments. JPCHA agrees to repay HOSWWA. **Commissioner, Brophy motioned to approve Resolution 19-02. Commissioner, Overby seconded the motion. Passed unanimously.**

**BOARD DISCUSSION/ACITON:** MOU between JPCHA and Raymond School District: Secretary, Westerman requested approval for a MOU between JPCHA and Raymond School District to be signed by the Executive Director of JPCHA. The agreement authorizes the Early Childhood Education and Assistance Program to relocate to the commercial site on the Willapa Center property. The Superintendent of Raymond School District, Dr. Steven Holland has signed the MOU.

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**Commissioner, Overby motioned to approve the MOU. Commissioner, Davis seconded the motion. Passed unanimously.**

**BOARD DISCUSSION/ACTION:** Resolution 19-03: Willapa Center Impact Capital Grant: Secretary, Westerman requested approval of Resolution 19-03 allowing JPCHA to use an Impact Capital Pre-Development Loan in the amount of \$85,000.00 for the development of Willapa Center. Jennifer Westerman, Executive Director of JPCHA, will be able to authorize and sign all contracts and agreements related to the Impact Capital Loan.

**Vice Chair, Chaffee motioned to approve Resolution 19-03. Commissioner, Davis seconded the motion. Passed unanimously.**

**OLD BUSINESS:**

**BOARD DISCUSSION:** Website Development- Blakely Media  
Jason Blakely and Lindsey Blakely attended the meeting. They asked questions regarding what JPCHA has in mind for the website. What is the target audience, purpose, and intent. Secretary, Westerman provided her contact information to Blakely Media and suggested a meeting to further discuss website development.

**BOARD DISCUSSION:** By-Law Revision Update  
Chair, Glasson urged all Commissioners to review the current By-Laws and suggest any changes they see fit. The suggestions will be brought to the next board meeting.

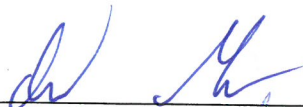
**EXECUTIVE SESSION:** None

*Chair, Glasson adjourned the meeting at 10:41a.m.*

**NEXT BOARD MEETING:** Thursday, May 16, 2019 at Pacific County Annex, South Bend, WA at 10:00a.m.

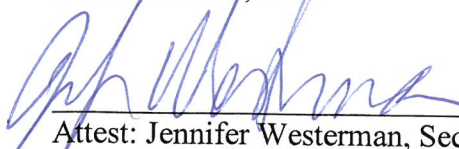
Respectfully submitted by:  
Jennifer Westerman, Secretary

BOARD APPROVAL OF MINUTES:

  
\_\_\_\_\_  
David Glasson, Chair

Date:

5/16/19

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary, E.D.

Date:

5/16/19

