

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

July 18, 2019 at 10:00 a.m.  
City Hall at Long Beach, WA



**PRESENT:**

Chair, David Glasson  
Vice Chair, Rebecca Chaffee (via phone)  
Commissioner, Julie Overby  
Commissioner, Janice Davis  
Secretary, Jennifer Westerman

**ABSENT:**

Commissioner, Cheryl Green  
Commissioner, Leslie Brophy

**STAFF PRESENT:**

Max Benson, Willapa Center  
Finance Manager HOSWWA, Becky Phillips  
Administrative, HOSWWA, Heather Embleton

**PUBLIC PRESENT:**

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

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

**CONSENT AGENDA:**

Commissioners reviewed the Board Meeting Minutes from May 2019 as well as the financial reports for June 2019. Chair Glasson asked if there were any questions. None were asked.

*Commissioner, Overby motioned to approve the Consent Agenda. Commissioner, Davis second the motion. Passed Unanimously.*

**CHAIRMAN and SECRETARY REPORTS:**

Secretary Westerman handed out a development update.

**Driftwood Point Apartments:** Finance Manager, Becky Phillips, explained that the Driftwood contractor needs payment in the amount of \$83,000 to release lien. HOSWWA has invoiced the County for funds but they will not arrive for another week. Ms. Phillips suggested borrowing the funds from JPCHA account to pay the contractor then turning it back around when the payment comes in from the County. Secretary Westerman confirmed that the funds from the County are guaranteed.

*Commissioner, Overby motioned to approve JPCHA paying \$83,000 to the contractor. Commissioner, Davis second the motion. Passed Unanimously*

Secretary, Westerman said there was an issue with the electric meters being inside the building. The Public Utility wanted them moved outside. After several meetings an agreement was

reached with the Public Utility and they will allow the electric meters to remain inside the building but must be moved to the correct height to be in code. This change will take two weeks. However, a finish date of October 1, 2019 is possible.

JPCHA Website: Secretary Westerman reported that Blakely Media is under contract and ready to begin working. However, there is a decision relating to domain name. Secretary Westerman asked whether people prefer JPCHA.org or Pacificcountyhousing.org or something similar for the website domain. Some discussion ensued and Westerman suggested keeping the word "housing" in the name for ease of internet search. It was agreed that Secretary Westerman will speak with Blakely Media to see if both domain names are available and then send out an email vote for selection of the name. Everyone agreed that the current JCPHA logo should be used for the web page.

Chairman Glasson reported he visited Driftwood Point Apartments with Secretary Westerman and that the property is looking good.

**PUBLIC DISCUSSION:** None

**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION:**

Secretary Westerman gave a summary regarding how Willapa Landing is structured. Vice Chair Chaffee mentioned a concern about the current rents. Secretary Westerman stated the rents would be controlled by HUD and only increased based on a cost of living adjustment. Secretary Westerman introduced information relating to Sunstone Team Consulting Services and requested approval for retaining them for feasibility work on Willapa Landing. A retainer fee of \$925 includes 5 hr. block of time for consulting. This is an unbudgeted item and will need a motion to approve. *Vice Chair, Chaffee motioned to pay a consultant. Commissioner Overby second the motion. Passed Unanimously.*

Pacific Place Discussion: Secretary Westerman related that she had been contacted by the owner of Pacific Place located at 208 Central Avenue in South Bend, WA to see if JPCHA is interested in obtaining the property. There are 24 units in the property which is funded by USDA with set asides for senior and disabled individuals. Secretary Westerman asked the board if they wanted her to pursue this opportunity. Affirmative response.

Willapa Center Update: Max Benson from Community Frameworks handed out and update on Willapa Center including Project Summary, Timeline, Development Budget and Risks associated with this project.

**UNFINISHED BUSINESS:** None

**EXECUTIVE SESSION:** None

**Next Meeting:** September 19, 2019 at Pacific County Annex, South Bend, WA at 10:00 am

**ADJOURNMENT:** 10:53am

Respectfully submitted by:

Jennifer Westerman, Secretary

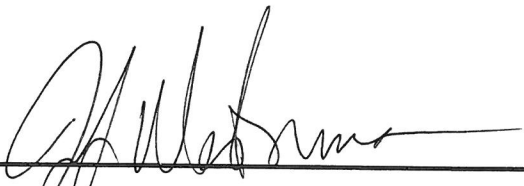
BOARD APPROVAL OF MINUTES:

 9/24/19

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David Glasson, Chair

Date

 9/23/19

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Attest: Jennifer Westerman, Secretary, ED

Date

