

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

September 19, 2019 at 10:00 a.m.  
Pacific County Annex, South Bend, WA

**PRESENT:**

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

**ABSENT:**

Commissioner, Leslie Brophy

**Staff Present:**

Finance Manager, Becky Phillips (via phone)  
Executive Assistant, Dana Wise (via phone)

**Public Present:**

Kathy Spoor  
Mike Wagonblast

1. **Call to Order**

Vice Chair Chaffee called the meeting to order at 10:04a.m.

2. **Changes and Addition to Agenda, if any:**

There were no changes

3. **Opportunity for Public Discussion**

Mike Wagonblast questioned why JPCHA has hired a consultant to look over the Willapa Landing property. Vice Chair Chaffee replied that it is appropriate to hire a consultant. There could be differences between the building inspector and the consultant. Vice Chair Chaffee also mentioned that transferring ownership is difficult legally and a consultant would be necessary for that as well. Mr. Wagonblast continued to say that he knows many homeless vets. Secretary Westerman offered to have an in-depth conversation with him at a later time. Contact information was provided.

4. **Staff Reports**

- a. Finance Manager Phillips reviewed the financials for August 2019. Phillips advised JPCHA received \$83,000 on document recording fees for development. JPCHA had to send to HOSWWA and HOSWWA will send the \$83,000 to Driftwood Apartments. Phillips explained that the fees had to show on all books.
- b. Finance Manager Phillips reported on behalf of Asset Manager Bonus. Phillips reports that the properties are doing well and at the end of August the overall occupancy was at 99%. There is a new case manager at Pacific Pearl who is on site. Hopefully this will be more successful.

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5. **Consent Agenda**  
Commissioner Overby motioned to approve the consent agenda. Commissioner Davis second the motion.
6. **Chairman and Secretary Reports**
  - a. No report from Chair
  - b. Secretary Westerman reminded the Board that the biography and self photo is still being requested. This information will be put onto the JPCHA website. Secretary Westerman advised that Driftwood Point Apartments is on schedule to be completed by end of October. Westerman asked how the board would like to handle the Grand Opening. It was suggested that Board members tour the complex prior to occupancy and once occupied have the press event. This was agreed upon.
7. **New Business**
  - a. Secretary Westerman proposed that the reoccurring Board meeting be changed in the month. Currently the meetings are held on the 3 Thursday of every other month. Westerman explained that the board meetings for JPCHA and HOSWWA are coinciding and it would be easier if they were spread out from each other. After discussion the Board decided to move the board meeting to the 4<sup>th</sup> Thursday of every other month. The time will remain at 10:00am. The new schedule will begin January 2020.
8. **Unfinished Business**  
None
9. **Executive Session, If Any:**  
There was no executive session
10. **Adjournment**  
Vice Chair Chaffee adjourned the meeting at 11:00a.m.

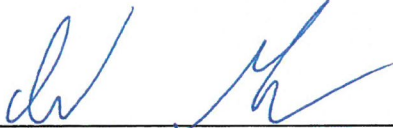
Respectfully submitted by:

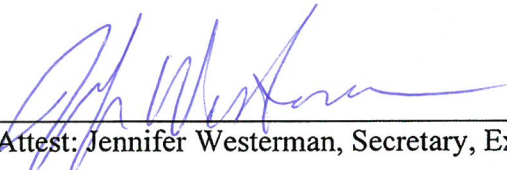
Jennifer Westerman

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Board Approval of Minutes

  
\_\_\_\_\_  
Chair, David Glasson 12/31/19  
Date

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary, Executive Director 12/30/19  
Date

