



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, February 22, 2021
820 11th Ave.
Longview, WA
Minutes

This meeting was held via Zoom in response to Covid-19

Present:

Chair Marchelle Knapp
Vice Chair David Nelson
Commissioner Allan Rudberg
Commissioner Sue Lantz
Commissioner David Vasquez
Secretary Jennifer Westerman

Absent:

Commissioner, Traci Wood

Staff:

Becky Phillips, Finance Manager
Katie Bonus, Director of Operations
Vickie Rhodes, Housing Assistance Programs Manager
Rachelle Sanders, VIP Manager
Ryan Bjerke, HR Executive Assistant

Public:

MaryAlice Wallis, Mayor of Longview
Janice Davis, JPCHA Commissioner
Julie Overby, JPCHA Commissioner
Mike Wagonblast

1. CALL TO ORDER

- (a) Chair Ms. Knapp called the meeting to order at 4:01pm.
- (b) Chair Ms. Knapp recited the mission and vision statements

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: N/A

3. OPPORTUNITY FOR PUBLIC DISCUSSION: N/A

4. FINANCIAL REPORTS

- (a) Ms. Phillips provided the financial reports for HOSWWA for November and December 2020 and for January 2021. HOSWWA financial position is strong with a cash position at the end of November 2020 of \$2.1 million with \$1.4 million restricted and \$739,000 unrestricted cash. Ms. Phillips mentioned HOSWWA's fixed assets are at \$11.9 million, current liabilities decreased by 6% or \$7,000 for the year, while long-term debt has decreased by .9% or by \$107,000 for the year.
- (b) Ms. Phillips provided the financial reports for Lilac Place for December 2020 and January 2021. Lilac Place closed the year in 2020 with tenant revenues under budget by 9% or \$38,000 and operating expenses under budget by 4% or \$10,000. Ms. Phillips stated that the net operating income is below expectations by 17% or \$29,000.
- (c) Ms. Phillips provided the Driftwood Point Apartments Financial Statement Reports for December 2020 and January 2021. Driftwood closed the year with tenant revenues over budget by 3% or \$9,000, operating expenses are under budget by 3% or \$7,000, while net operating income is above expectations by 15% or \$16,000. Ms. Phillips mentioned that we have some write-offs of uncollectable accounts is \$2,299.96.

5. CONSENT AGENDA

- (a) *Commissioner Rudberg made a motion to approve the Consent Agenda. Vice Chair Nelson second the motion. Passed unanimously.*

CHAIRMAN, STAFF, AND SECRETARY REPORTS

- (a) Chairman, Ms. Knapp welcomed our new Commissioners Ms. Sue Lantz and Mr. David Vasquez. Ms. Knapp expressed how grateful she is to have Ms. Lantz and Mr. Vasquez as members of the board and wished them both a warm welcome.
- (b) Ms. Rhodes provided the voucher report for January 2021 and included a report about the lease up of the new Mainstream vouchers with 100% of the 1st allocation leased and 33% of 2nd allocation leased. A third allocation of 35 Mainstream Vouchers will begin leasing in April 2021. Ms. Rhodes also reported that the Non-Elderly Disabled (NED) waiting list will be open 2/8 and 2/9 2021. Ms. Rhodes discussed the Security Deposit Assistance Program has paid \$26,000 in assistance to local families considered homeless or about to be homeless.
- (c) Ms. Bonus provided the property reports for the month of January 2021. Ms. Bonus mentioned the overall occupancy is at 98% with only Sylvester below target occupancy, due to a pet infestation that affected three units. Ms. Bonus mentioned Beechwood had a negative cash flow and NOI due to the payment of the settlement for the sewer line repair that took place last Summer. Ms. Bonus stated there is increased turnover time, due to a shortage of maintenance staff, but we have hired two new maintenance staff, who are currently being trained. Ms. Bonus stated that

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rental income continues to be under budget this year due to the state moratorium on rent increases. Ms. Bonus stated the COVID impacts in January 2021 did not have any tenants' report that they have lost employment, due to COVID, but there are tenants that haven't paid their rent and are disregarding contact from the Property Managers. Ms. Bonus mentioned that we will continue to work on getting everyone on a repayment plan agreement.

- (d) Ms. Sanders provided an update on the Veteran Integration Program (VIP) and stated that there are currently 32 GPD clients in the program including three families. Ms. Sanders also reported that 8 out of 10 eligible participants are employed or participating in higher education. Ms. Sanders mentioned 14 clients are retired or disabled and working to secure long-term benefits and/or searching for permanent housing. Ms. Sanders stated that out of these 14 clients, (4) are prioritizing health concerns and (4) are participating in rehabilitation programs. Ms. Sanders also mentioned the Renewal Application for the Case Management Grant has been submitted. Ms. Sanders stated that VIP has been able to utilize VA Cares funding to support clients with health and hygiene needs and we have purchased tablets to be placed inside each of our units, to increase program participation while social distancing.
- (f) Ms. Westerman provided the Secretary report including information about new staff. She also informed the board that Vickie Rhodes, Voucher Manager has announced her intention to retire in July 2021. Ms. Westerman then provided a development update. Ms. Westerman stated that the Willapa Center bids came in with two bids, both over budget. Ms. Westerman stated that a request has been made to the State Legislature Capital Fund to cover the gap. The request was sponsored by Representative McEntire. Ms. Westerman mentioned the funding cycle is kicking off for the 38th and Pennsylvania project with the first application due June 1st, 2021 for Federal Home Loan Bank. Ms. Westerman stated that Heritage Bank has agreed to sponsor that application. Ms. Westerman mentioned Adam Lee with Community Frameworks is the developer for this project and that a request for proposals has been issued to our A&E roster. Ms. Westerman stated that those submissions will be completed toward the end of February, which will be discussed during our next meeting in March. Ms. Westerman mentioned that we are still looking at families with children as the target population for this development and that a market study is currently in process which will provide us with more information on the need. Ms. Westerman discussed Pacific Place, which is a USDA property that JPCHA was asked to acquire and that the bid process has been announced for Pacific Place. These bid documents will be available on February 19th, 2021 and the Transfer Application has been submitted to USDA RD. Closing is anticipated for May 2021. Ms. Westerman also mentioned that the new YARDI software will be going live in April 2021.

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7. NEW BUSINESS

(a.) Elections for vacant offices. Chair Knapp nominated Mr. Nelson for Vice Chair. *Mr. Rudberg seconded the motion. Passed unanimously. Ms. Knapp appointed Mr. Vasquez as Finance Commissioner.*

(b) Board Action: Approval of Resolution 21-05 Ms. Westerman discussed Stratford Arms Apartments, currently financed with Heritage Bank with an existing loan balance of \$422,866 as of 2/1/2021. Ms. Westerman mentioned the current loan becomes due on October 1, 2022 with a balloon payment of approximately \$399,623. Ms. Westerman stated that since interest rates are still low, we have asked Heritage Bank to re-work the loan and the new proposed balance loan amount will be \$430,000. Ms. Westerman mentioned that this amount includes appraisal cost, loan fees and title/recording fees. Ms. Westerman stated that the new terms are as follows: 20-year amortization, 10-year term, 5-year adjustable rate and the interest rate for the first 5 years will be 3.75%, while the previous loans interest rate was 5.5%. Ms. Westerman mentioned that we estimate approximately \$10,000 in savings over the first two years, after refinance costs. Ms. Westerman recommends approval of Resolution 21-05. *Commissioner Mr. Rudberg made a motion to approve Resolution 21-05. Vice Chair, Mr. Nelson second the motion. Passed unanimously.*

8. UNFINISHED BUSINESS

9. EXECUTIVE SESSION, IF ANY

Started at 5:24pm Ended at 5:28pm

Motion made by David Nelson to approve 3% pay increase for Secretary Westerman.

Motion was seconded by Sue Lantz. Passed unanimously.

10. ADJOURNMENT

(a) Chair Knapp adjourned the meeting at 5:29pm

(b)The next meeting will be held on March 22, 2021 at 4:00pm

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes

Marchelle Knapp

Marchelle Knapp, Chairperson

3/22/21

Date:

Jennifer Westerman

Attest: Jennifer Westerman, Secretary, CEO

3/23/21

Date:

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