



HOUSING OPPORTUNITIES

of SW Washington

Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, March 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, Traci Wood
Secretary Jennifer Westerman

Absent:

Commissioner David Vasquez
Commissioner Sue Lantz

Staff:

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

Public:

David Glasson, JPCHA Chair
Julie Overby, JPCHA Commissioner
Hilary Strobel, Longview City Council

1. CALL TO ORDER

- (a) Chair Ms. Knapp called the meeting to order at 4:03pm.
- (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 reviewed the HOSWWA financial reports for February 2021 and stated that there is \$1.4 million of restricted cash and \$780 thousand is unrestricted. Ms. Phillips mentioned that fixed assets are at \$11.8 million, long-term debt has decreased by 0.51% or \$61 thousand, administrative expenses are under budget by 2%, or \$13 thousand, tenant services expenses are under budget by 19% or \$78 thousand, utilities are under budget by 5% or \$8 thousand and general expenses are over budget by 11% or \$20 thousand. Ms. Phillips reviewed Lilac Place Financial Statement Report for

February 28, 2021 and she stated that the balance sheet shows operating cash of \$73 thousand, restricted reserves are \$273 thousand. Ms. Phillips stated that Lilac Place's tenant revenues are under budget by 5% or \$4 thousand, operating expenses are under budget by 1% or \$4 hundred and net operating income is below expectations by 18% or \$3 thousand. Ms. Phillips discussed that we have some bad debt write-offs for Lilac Place for two tenants and the total amount of bad debt write-offs is \$1365.00.

5. CONSENT AGENDA

- (a) *Commissioner Wood made a motion to approve the Consent Agenda. Commissioner Allan Rudberg seconded the motion. Passed unanimously.*

CHAIRMAN, STAFF, AND SECRETARY REPORTS

- (a) Chair Knapp thanked the HOSWWA Team for doing such a great job
- (c) Ms. Rhodes gave the Supplement to Status Reports for the Voucher Programs for February 2021. Ms. Rhodes stated as of March 1st, 2021 100% of the 1st Mainstream allocation, and 56% of 2nd Mainstream allocation of vouchers were leased. Ms. Rhodes mentioned that HOSWWA was approved by HUD for 35 new mainstream vouchers, which will begin leasing on April 1st, 2021. Ms. Rhodes confirmed that NED Housing Choice Voucher waiting list was open for two days and HOSWWA received over 400 applications.
- (b) Ms. Bonus reviewed the Property Performance Reports as included in the board packet. Ms. Bonus referred to some issues that have been occurring at the Driftwood Point property and stated that two evictions were granted and if the right steps are taken, evictions can occur during a moratorium.
- (c) Ms. Westerman gave an update for staffing changes and introduced Nickolaus Smith, who is a janitorial/maintenance helper who started on March 12th. Ms. Westerman provided her report as included in the board packet. The report included all development updates including that due to the high price of lumber and other materials the Willapa Center project bids came in high and were rejected. The project now has a funding gap. Ms. Westerman stated that on behalf of JPCHA, a request for additional funding for the Willapa Center was submitted to the Washington State Legislature, Senator Murry and a representative from Herrera-Buetler's office. Ms. Westerman also reviewed the schedule for funding applications for the new project slated for Longview at 38th and Pennsylvania. Ms. Westerman mentioned that the bid process for Pacific place has been announced and bid documents will be available on February 19 and the transfer application has been submitted to USDA RD.

6. NEW BUSINESS

7. UNFINISHED BUSINESS

Chair Knapp suggested moving the Election of Officers to April 2021 meeting and moving the Annual Meeting to the Fall, which was approved by the Board.

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8. EXECUTIVE SESSION, IF ANY

9. ADJOURNMENT

- (a) Chair Knapp adjourned the meeting at 4:44pm
- (b) The next meeting will be held on April 26, 2021 at 4:00pm

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes


Marchelle Knapp, Chairperson

Date:

4/27/21


Attest: Jennifer Westerman, Secretary, CEO

Date:

5/3/2021

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