

# HOUSING OPPORTUNITIES

of SW Washington

*Connecting people to homes, hope and opportunity.*

Board of Commissioners Special Meeting  
Monday, December 14, 2020  
820 11<sup>th</sup> Avenue, Longview, WA  
Minutes

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

Present:

Chair, Marchelle Knapp  
Vice Chair, Peter Bennett  
Commissioner, Jenny Oskey  
Commissioner, David Nelson  
Secretary, Jennifer Westerman

Absent: Commissioner, Traci Wood  
Commissioner, Allan Rudberg

Staff:

Becky Phillips, Finance Manager  
Katie Bonus, Director of Operations  
Ryan Bjerke, HR Executive Assistant

Public: N/A

**1. CALL TO ORDER**

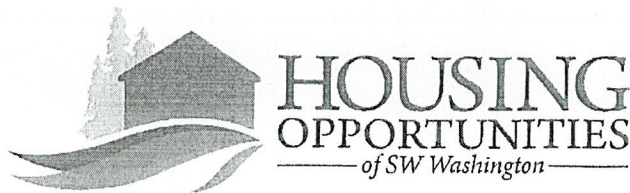
(a) Chair Ms. Knapp called the meeting to order at 10:00am

**2. OPPORTUNITY FOR PUBLIC DISCUSSION**

(a) None

**3. NEW BUSINESS**

(a) Board Action: Resolution 21-02 RE: Property refinance for Hawthorne House, Hemlock Apartments, Stratford Apartments, Woodside West, and 33<sup>rd</sup>. Secretary Westerman explained that these loans are held by Heritage bank and this is an interest rate adjustment rather than a full refinance. The loans are currently at 5.25% interest and the rate adjustment will lower that to a 3.75% Interest rate. Secretary Westerman further explained that we removed Stratford from the package as it is timing out in 2 years. Rather, Stratford will get a full workout. Ms. Westerman recommended moving forward with the interest rate adjustments.



as it is timing out in 2 years. Rather, Stratford will get a full workout. Ms. Westerman recommended moving forward with the interest rate adjustments. *Commissioner Bennett made a motion to approve Resolution 21-02; Commissioner Nelson Seconded the motion; Resolution approved unanimously.*

- (b) Board Action: Resolution 21-03 Property Refinance for Beechwood Duplexes and Withdrawal of Equity Secretary Westerman explained that the Beechwood Duplexes are currently financed with the Washington Community Reinvestment Association (WCRA) at a rate of 4.75% with payments amortized over a 40-year term and with a balloon payment of approximately \$398,000 due upon maturity in 2023. Ms. Westerman continued to explain that Heritage Bank is offering a refinance on a 10-year term, with 25-year amortization at 3.75% interest. Payments would increase slightly due to the differing amortization schedule, however, more of the payment would go to principal not interest. Secretary Westerman also recommended withdrawing \$50,000 in equity to begin a capital reserve and address capital needs on the property. *Commissioner Bennett made a motion to approve Resolution 21-03; Commissioner Oskey Seconded the motion; Resolution approved unanimously.*

**7. UNFINISHED BUSINESS**

- (a) None

**8. EXECUTIVE SESSION, IF ANY**

An executive session was held to discuss legal issues. Executive Session began at 10:11 A.M. and concluded at 10:21 A.M. No action items.

**9. ADJOURNMENT**

- (a) Chair Knapp adjourned the meeting at 10:21 A.M.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

**Board Approval of Minutes**

A handwritten signature in black ink, appearing to read "Marchette Knapp".

Marchette Knapp, Chairperson

Date:

2/22/21

A handwritten signature in blue ink, appearing to read "Jennifer Westerman".

Attest: Jennifer Westerman, Secretary, CEO

Date:

3/3/21



*Connecting people to homes, hope and opportunity.*

Board of Commissioners Meeting  
Monday, December 28, 2020  
820 11<sup>th</sup> Ave.  
Longview, WA  
Minutes

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

**Present:**

Chair, Marchelle Knapp  
Vice Chair, Peter Bennett  
Commissioner, Allan Rudberg  
Commissioner, Jenny Oskey  
Commissioner, Traci Wood  
Commissioner, David Nelson  
Secretary, Jennifer Westerman

**Absent:**

**Staff:**

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

**Public:**

MaryAlice Wallis, Mayor of Longview  
David Glasson, JPCHA Commissioner  
Julie Overby, JPCHA Commissioner  
Mike Wagonblast, Veteran advocate

**1. CALL TO ORDER**

(a) Chair Knapp called the meeting to order at 4:00pm.

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

(a)

**3. OPPORTUNITY FOR PUBLIC DISCUSSION**

(a) None

Housing Opportunities of SW WA  
Minutes to Regular Board Meeting  
December 28, 2020

#### 4. FINANCIAL REPORTS

Ms. Westerman stated that Commissioner Woods had reviewed the claims certs. She then provided an overview of the November financial statements for HOSWWA and Lilac Place as presented in the board packet. Secretary Westerman also drew attention to one small write off of uncollectable accounts.

#### 5. CHAIRMAN, STAFF, AND SECRETARY REPORTS

- (a) Chair Report- Ms. Knapp thanked Peter Bennett and Jenny Oskey for their hard work serving as Board Members on the HOSWWA Board.
- (b) Voucher Status- Ms. Rhodes mentioned that turnover is low and overall voucher utilization is at 95%. Ms. Rhodes reminded the board of the allocation of 60 Mainstream vouchers that we received and were to lease to 80% by March 2021. As of December, these vouchers are 100% leased. Leasing is in progress for the 18 additional Mainstream vouchers that were awarded through the CARES Act. Staff are on track to exceed the goal of 80% leased by September 2021. Secretary Westerman mentioned that Ms. Rhodes had applied for additional Mainstream Vouchers and HOSWWA received notification today of an award of 35 vouchers.
- (c) Property Summaries- Ms. Bonus mentioned our occupancy rate is at 99% and operating income, cashflow and expenses per unit are doing well. Ms. Bonus mentioned that the increased turnover time was due to insufficient staffing. She further stated that the last hiring process was successful and one new maintenance person started today and 2 more new employees begin in January 2021. Ms. Bonus mentioned that we have not had many people who couldn't pay their rent, due to COVID-19.
- (d) Secretary Report- Ms. Westerman reported staffing changes Ms. Westerman also provided a development update on Driftwood, Willapa Center and 38<sup>th</sup> and Pennsylvania as included in the packet. Ms. Westerman mentioned that another Housing Authority had received a letter from the Attorney General's office stating that it is permissible to do rent increases for tenants in subsidized units, as long as the tenant portion of the rent does not increase. HOSWWA staff are working on a letter to landlords with information on how to submit requests for increases.

#### 7. NEW BUSINESS

- (a) Board Action: Motion to Approve Heritage Bank LOC payoff. Ms. Westerman reminded the Commissioners that HOSWWA has an open Line of Credit with Heritage Bank of \$150,000. The purpose of the LOC is to ensure that HOSWWA can pay vendors and landlords even if there is an interruption in Federal funds. Ms. Westerman stated that currently there is \$66,206.11 on the LOC that has been there since the purchase of the Ocean Beach property. Considering that HOSWWA has sufficient cash reserves to pay the LOC to zero and Ms. Westerman recommends approval of paying the LOC to zero. Ms. Westerman also mentioned that these funds will be returned to HOSWWA when the property is developed. *Mr. Rudberg Motioned to Approve paying off the amount on the LOC and Mr. Nelson seconded the motion; motion approved unanimously.*
- (b) Board Action: Resolution 21- 04 Approval to renew Heritage Bank Line of Credit. *Commissioner Wood motioned to approve renewal of the Heritage Bank Line of Credit; Commissioner Oskey seconded the motion; Approved unanimously.*
- (c) Board Action: Motion to Approve Personnel Policy Change- COVID-19 Leave



Ms. Westerman reminded the board of the 80 hours of emergency sick leave that was mandated by the CARES Act is expiring at the end of the year. The HOSWWA Management Team has proposed creating a bank of COVID-19 sick leave to be held centrally and not to exceed 2000 hours. Under the proposed policy a staff person would request COVID leave, the supervisor would approve and submit to CEO for approval. This will enable the agency to keep staff safe while also preventing leave abuse. Discussion followed as Commissioner Nelson requested that we revisit the COVID -19 Policy in 2021 to review the balance of leave *Commissioner Bennett motioned to approve the personnel policy change and Commissioner Nelson seconded the motion; Motion approved by a vote of 4-1.*

**UNFINISHED BUSINESS**

(a) None

**8. EXECUTIVE SESSION, IF ANY**

(a) None

**9. ADJOURNMENT**

Prior to adjourning the meeting, Chairperson Knapp announced that two new Board members have been appointed by the Mayor. The first new Board Member, David Vasquez is a Banker with Columbia Bank and is very involved in the Latino community. She stated that he will be an excellent addition for our Board. Chair Knapp also mentioned that Real Estate Agent Sue Lantz was appointed to fill the second vacancy. She stated that Ms. Lantz is an experienced realtor and an experienced board member that has served this community for many years. Ms. Knapp mentioned that we will introduce these two new Board Members at our next Board Meeting on January 25, 2021.

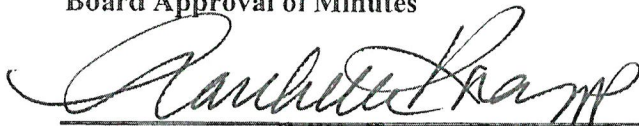
(a) Chair Knapp adjourned the meeting at 5:02pm.

(b) The next Board Meeting will be held Monday, January 25, 2021 at 4:00pm

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

**Board Approval of Minutes**



Marchelle Knapp, Chairperson

2/22/21

Date:



Attest: Jennifer Westerman, Secretary

3/3/21

Date: