

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, August 26, 2021, at 10:00 a.m.
Via Zoom**

PRESENT:

Chair, David Glasson
Commissioner, Jan Davis
Commissioner Tiffany Turner
Vice Chair Rebecca Chaffee
Commissioner Steve Holland
Secretary, Jennifer Westerman

ABSENT:

Commissioner Julie Overby

Staff Present:

Linda Hanna, Executive Assistant
Becky Phillips, Finance Manager

Public Present:

Darian Johnson, Pacific County Human Services Program Manager
Mark Perez

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:01 a.m.

2. Changes and Additions to Agenda, if any:

(a) N/A

3. Opportunity for Public Discussion:

(a) Mark Perez asked for an update on Security Systems, Dept of Ecology Report and Bike Racks for Driftwood Point.

4. Staff Reports:

(a) Finance Manager, Becky Phillips reported that the financial reports for JPCHA and Driftwood Point are drafts. There have been some issues with the data after the YARDI go-live. Steps are being taken to resolve the data issues and we have both YARDI, and our CPA working to address these issues and also create new reports. The vouchers and write-offs are accurate. We will continue to try and collect on the write-offs.

Vice Chair Chaffee asked how rent income is under budget. Secretary Westerman stated that some tenants are behind in rent and repayment plans have been drawn up. Two tenants are late due to non-COVID issues.

(b) Secretary Westerman reported on the JPCHA properties as outlined on the report submitted by Katie Bonus. Overall occupancy is 98% for the four properties.

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She stated that our maintenance person for Driftwood Point has been out on medical leave and the HOSWWA maintenance staff have been helping to maintain the property. Commissioner Holland asked why the expense per unit was so high on this property. Ms. Westerman stated that due to the HOSWWA staff travelling to maintain Driftwood Point and unexpected vacancies has attributed to the high expense per unit.

5. Consent Agenda:

(a) *Commissioner Turner motioned to pass the Consent Agenda. Vice Chair Chaffee seconded the motion. Passed unanimously.*

6. Chairman and Secretary Reports:

(a) N/A

(b) Secretary Westerman gave her report as submitted in the board packet. The report from the Department of Ecology has finally been received. We have asked our Environmental Consultant to review their findings and make recommendations.

Ms. Westerman also informed the Board that we have received the Subsidy Layering Review from HUD for Willapa Center. We are now waiting for a construction start date.

There is interest from 2 different groups that potentially want to occupy commercial space in Willapa Center.

7. New Business:

(a) N/A

8. Unfinished Business:

(a) N/A

9. Executive Session:

(a) N/A

10. Adjournment:

(a) Chair Glasson advised that the next Board Meeting will be held, Thursday, October 28, 2021, at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 10:21 a.m.

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Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:



Chair, David Glasson 10/28/21
Date



Attest: Jennifer Westerman, Secretary, Executive Director 10/28/2021
Date