

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

Thursday, January 23, 2020 at 10:00 a.m.  
Long Beach City Hall, Long Beach, WA

**PRESENT:**

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

**ABSENT:**

- Chair, David Glasson
- Vice Chair, Rebecca Chaffee
- Commissioner, Cheryl Green
- Commissioner, Jan Davis
- Commissioner, Julie Overby
- Commissioner, Leslie Brophy
- Secretary, Jennifer Westerman

**Staff Present:**

Finance Manager, Becky Phillips  
Housing Support Technician, Jennifer Hutcheson

**Public Present:**

Kathy Spoor  
Mike Wagonblast

1. **Call to Order**  
Chair Glasson called the meeting to order at 10:01 a.m.
2. **Changes and Additions to Agenda, if any**
3. **Opportunity for Public Discussion**

Mike Wagonblast announced a new Veteran Service Officer with potential to be a great resource for the county. The new Veteran Service Officer, a Coast Guard veteran, will help veterans navigate resources & gain access to services.

4. **Staff Reports**
  - a. **Financial reports for JPCHA December 2019**

Finance Manager Phillips reviewed the JPCHA Financial Statement Report for December 2019. She summarized that the reports look good, with revenues right on track. She noted that total operating expenses are slightly over budget due to expenses related to eliminating bedbugs. Phillips reminded the Board that the reports may have some changes after year end accounting is completed. Kathy Spoor inquired about the report's *Administration expenses* line. Finance Manager Phillips and Secretary Westerman explained these expenses included items such as travel, training, and auditing. Finance Manager Phillips noted that auditing fees exceeded budget because it was an audit year and we needed to find a new auditor. Mike Wagonblast inquired if the new auditor is onboard for the next audit cycle. Secretary Westerman confirmed a three-year contract.

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

Thursday, January 23, 2020 at 10:00 a.m.  
Long Beach City Hall, Long Beach, WA

- b. Finance Manager Phillips reviewed the Driftwood Point Financial Statement Report for December 2019. She reiterated the reports are still in draft form. Phillips stated that despite continuing construction Driftwood Point Apartments is receiving revenue. Vice Chair Chaffee inquired if deposits are charged at Driftwood. Secretary Westerman confirmed that deposits are charged. Many residents have arranged payment agreements to pay their deposits. Secretary Westerman clarified that CCAP was going to help with deposits but have since stated otherwise. Kathy Spoor asked why CCAP didn't help with deposits. Secretary Westerman responded that she will need to confirm that with Director of Operations, Katie Bonus, and will follow-up by email. Kathy Spoor expressed that she will also check on their end. Commissioner Overby asked how much is charged for the security deposit at Driftwood. Becky estimated that the deposit is about \$275 or \$375. Secretary Westerman noted that the agency is striving to reduce barriers for applicants. Mike Wagonblast asked about the number of veterans at Driftwood. Secretary Westerman responded that two of the units are set-aside for veterans.
- c. Secretary Westerman reviewed the Property Summary Report on behalf of Director of Operations, Katie Bonus. Vice Chair Chaffee asked for the meaning of the term *work order*; Secretary Westerman confirmed that these are maintenance requests. Kathy Spoor asked if vacancies were related to turnaround; Secretary Westerman confirmed these are point-in-time counts of vacant units for turnover. Commissioner Overby asked about the average wait times. Secretary Westerman responded that she wasn't certain, but she estimated 2 or more years. Secretary Westerman reported that 7 units remain unleased in Driftwood Point; the remaining units are two- and three-bedroom units, and the agency is still working through the waiting list for eligible candidates. Secretary Westerman encouraged the Board to continue to refer prospective applicants. She reported that the new Driftwood Point management couple began today.

5. Consent Agenda

Secretary Westerman identified two corrections: first, the number of remaining unfilled Driftwood Point units has been corrected from four units to seven. Second, previous statements indicated the Driftwood Point construction loan would move to a bank loan after demonstrating stabilization; this statement has been corrected to state the loan would be paid off. Finance Manager Phillips described the request for a write-off pertaining to a contractor payment dispute in 2014. She advised that the issue occurred when a contractor supplying laundry machines in an existing building disputed a charge.

*Vice Chair Chaffee motioned to approve Commissioner Overby seconded the motion. The motion passed unanimously.*

6. Chairperson and Secretary Reports

- a. -
- b. Secretary Report

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

Thursday, January 23, 2020 at 10:00 a.m.  
Long Beach City Hall, Long Beach, WA

- Secretary Westerman began her Secretary Report by reminding the Board that the Grand Opening of Driftwood Point would occur at 11:30.
- Secretary Westerman reported that the agency continues to lease up Driftwood Point applicants. She informed the Board that some applicants have contacted Representative Blake with complaints after being denied on the basis of exceeding income limits. Secretary Westerman stated she has reached out to Representative Blake but has not heard back.
- Secretary Westerman highlighted the agency's recent application submission for Willapa tax credits. Secretary Westerman noted that the application was strong with a good potential for success. Kathy Spoor asked how many units are at Willapa. Secretary Westerman established that there are 30 units. Kathy Spoor asked if the agency expected to hear back about Willapa in February. Secretary Westerman confirmed.
- Vice Chair Chaffee brought up the Willapa planning commission. She mentioned that there was some disagreement on the commission. Vice Chair Chaffee relayed that some people expressed concerns about the homeless target population leading to issues with "layabouts" or "vagrants," but that the mood ultimately changed after an explanation that the target is homeless families. Vice Chair Chaffee also noted that the planning commission voted to increase the parking, but is unsure if the city council will approve. Commissioner Green reported that she felt the planning commission was successful. Commissioner Green acknowledged there were concerns about it being a "homeless shelter," but she relayed that the school superintendent gave a reassuring presentation, and ultimately parking issues were the only major opposition. Vice Chair Chaffee stated that it goes to the city council on February 3<sup>rd</sup> at 6:00pm. Secretary Westerman pointed out that JPCHA should have an office there to improve agency presence, hold hearings, and should at least be staffed for some hours. Mike Wagonblast questioned if an AmeriCorps space was a possibility. Secretary Westerman answered that the agency is still coordinating those details.
- Secretary Westerman reported that Pacific Place will consider accepting a long-term purchase and sale agreement and will return with an answer after consulting with all partners. Secretary Westerman reported that Mike Decina of Kantor Taylor has given a ballpark estimate of \$35,000-\$40,000 to acquire Willapa Landing. Secretary Westerman noted that Kantor Taylor is costly and they are still looking for consultants. Kathy Spoor commented that the cost doesn't seem like an excessive sum. Secretary Westerman emphasized that the combination of JPCHA and HOSWWA gives the shared strength of greater net liquidity and higher cash reserves which are necessary to guarantee tax credits. She advised that the agency must guard these reserves in order to be competitive for tax credits. Kathy Spoor remarked that the agency could try asking the county for assistance with this one-time expense in order to avoid drawing from reserves.

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

Thursday, January 23, 2020 at 10:00 a.m.  
Long Beach City Hall, Long Beach, WA

- Secretary Westerman asked if the Board had reviewed the prospective JPCHA website. Not all members of the Board have reviewed the website yet. Secretary Westerman noted that she will double-check if the link has been sent out to all Board members. The Board agreed to review it for the next session.

**7. New Business**

- a. **Motion: Pacific County Contract - Secretary Westerman presented the Contract for Services between JPCHA and Pacific County.** Kathy Spoor explained that document recording fees support housing project, staffing, and services related to housing. *Commissioner Overby motioned to approve. Vice Chair Chaffee seconded the motion. Motion passed with two votes Aye and one vote Nay.*
- b. **Approve Resolution 20-01: Sponsor Loan Closing Adjustment - Secretary Westerman reviewed the matter of the sponsor loan closing adjustment and explained the complex nature of the closure.** Secretary Westerman described that a deficit of \$9,510 was found in the sponsor loan contribution amount. Secretary Westerman stated that no developer fees have been paid on the property yet. Finance Manager Phillips highlighted supportive documents within the board packet. Mike Wagonblast questioned when the payout needs to be made. Finance Manager Phillips responded that the payout needed to be made in October upon closing. *Commissioner Davis motioned to approve Resolution 20-01. Vice Chair Chaffee seconded the motion. Resolution passed unanimously.*
- c. **Discussion - JPCHA Accountability Audit Report**  
Secretary Westerman summarized the State Auditor's Report on Accountability, explaining that the audit did result in a letter to management on the matter of procurement. Secretary Westerman reported that the agency demonstrated to auditors that the issue was related to a recent need due to a last-minute request from the Board, and after a review of the agency's files and processes, the audit resulted in no findings.

Kathy Spoor observed that the county has placed a temporary moratorium on vacation rentals in order to review vacation rental regulations. She noted that there has been a recent explosion in the number of vacation rentals. She stated the moratorium is expected to last 6 months, and the planning commission will meet on February 5<sup>th</sup>. Commissioner Overby asked about the concerns. Kathy Spoor responded that some vacation rentals are located on private lanes, not county roads. She also pointed out that there are more requests for higher-occupancy special use permits, which could be a safety concern. Kathy Spoor also explained that many people move to the area for the quiet atmosphere and are concerned about the noise, and she furthermore pointed out that some people are concerned that the rentals take away from necessary workforce housing. Mike Wagonblast stated that workforce housing was an important topic to bring up.

MINUTES TO THE BOARD MEETING OF THE JOINT PACIFIC COUNTY HOUSING  
AUTHORITY BOARD OF COMMISSIONERS  
Thursday, January 23, 2020 at 10:00 a.m.  
Long Beach City Hall, Long Beach, WA

8. Unfinished Business

-

9. Executive Session, if any

-

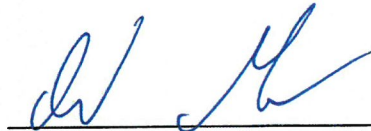
10. Adjournment

- a. Chair Glasson adjourned the meeting at 10:57 a.m.
- b. The next meeting will be held March 26, at 10:00am in South Bend, WA at the Pacific County Annex.

Respectfully Submitted by:

JENNIFER WESTERMAN, EXECUTIVE DIRECTOR

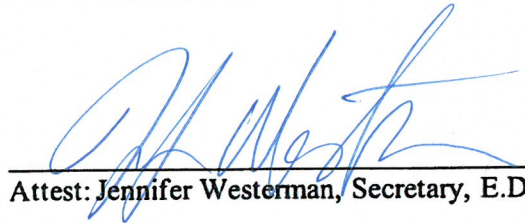
Board Approval of Minutes



David Glasson, Chair

6/3/20

Date:



Attest: Jennifer Westerman, Secretary, E.D

6/8/20

Date: