

MINUTES TO THE SPECIAL BOARD MEETING OF THE JOINT PACIFIC COUNTY  
HOUSING AUTHORITY BOARD OF COMMISSIONERS  
February 4, 2021 at 10:00 a.m.  
Via Zoom

**PRESENT:**

Chair, David Glasson  
Vice Chair, Rebecca Chaffee  
Commissioner, Jan Davis  
Commissioner, Julie Overby  
Secretary, Jennifer Westerman

**ABSENT:**

Commissioner, Leslie Brophy

**Staff Present:**

HR/Executive Assistant, Ryan Bjerke

**Public Present:**

**1. Call to Order**

Mr. Glasson called the meeting to order at 10:03 a.m.

**2. Opportunity for Public Discussion**

a. None

**3. New Business**

a. Board Action: Resolution 21-01 Authorization to execute MOU & Lease with Pacific County. Secretary Westerman reviewed the resolution and supporting documentation. This Resolution 21-01 would allow us to negotiate a Master Lease for the non-profit space in Willapa Center where one office is set aside for JPCHA. Ms. Westerman stated the draft MOU is currently under legal review by Pacific County counsel. *Ms. Chafee motioned to approve Resolution 21-01. Ms. Davis seconded the motion. Resolution 21-01 was approved unanimously.*

b. Pacific Place Apartments Project Update Ms. Westerman stated that Pacific Place Apartments consist of 24 units of USDA-financed senior housing in South Bend which was built in 1989. The owner would like to sell the building for \$80,000 and the assumption of the outstanding USDA loan of approximately \$640,000 at 1% interest. 21 units have USDA rental assistance. Ms. Westerman stated the renovations will focus on envelope upgrades and accessibility upgrades and will include siding repair, exterior paint, new roof, new garbage enclosure, improved patio, reinforcing and resurfacing decks, renovating 2 units to meet ADA accessibility requirements. The individuals occupying the ADA units will be relocated to a nearby motel for approximately 5 weeks. Ms. Westerman also mentioned that selective unit upgrades include replacing the hot water tanks, lighting fixtures, replacing baseboard heaters with cove heaters as well as adding bathroom fixtures. Ms. Westerman stated that the award from the State will fund the acquisition and rehabilitation. Ms. Westerman stated that the Transfer Application will be submitted to USDA RD on ~February 5, 2021.

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c. Board Action: Resolution 21-02 Acquisition and rehabilitation of Pacific Place Apartments *Ms. Overby motioned to approve Resolution 21-02. Ms. Davis seconded the motion. Resolution 21-02 was approved unanimously.*

4. **Executive Session, if any**

a. None

5. **Adjournment**


a. Mr. Glasson adjourned the meeting at 10:29 a.m.

b. The next meeting will be held February 25, 2021 at 10:00am

Respectfully Submitted by:

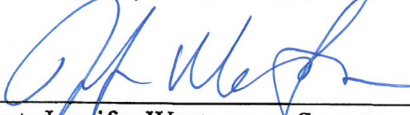
JENNIFER WESTERMAN, EXECUTIVE DIRECTOR

**Board Approval of Minutes**

  
\_\_\_\_\_  
David Glasson, Chair of the Board

2/25/21

\_\_\_\_\_  
Date:

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary

2/25/21

\_\_\_\_\_  
Date: