

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

Thursday, February 25, 2021 at 10:00 a.m.

Via Zoom

PRESENT:

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

ABSENT:

Commissioner Leslie Brophy

Staff Present:

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

Public Present:

Kathy Spoor Pacific County Administrator
David Vasquez HOSWWA Board Member
Max Benson Community Frameworks
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: N/A

3. Opportunity for Public Discussion: N/A

4. Staff Reports

- a. Finance Manager, Ms. Phillips provided the Financial Statement Report for JPCHA and Driftwood Point. Ms. Phillips mentioned that JPCHA cash looks like it has dropped significantly, but this is just a timing issue while we submit development costs to Impact Capital and wait for them to reimburse. She also brought the boards attention to the year end financials for Driftwood Point and stated that the property was doing very well financially, especially for a new project. Audited financials for the project are in the works but not yet complete.
- b. Director of Operations, Katie Bonus began her report by stating that the overall occupancy for Pacific Pearl, The Eagles, Timberland and Driftwood Point is at 97%. Ms. Bonus stated that Pacific Pearl currently has 130 applicants on the waiting list, but the occupancy is below target due to difficulties finding qualified applicants for the vacant 3-bedroom unit. Ms. Bonus mentioned that the management team has worked with Crisis Support Network on getting an applicant. Ms. Bonus stated The Eagles waiting list has 273 applicants on the list for the (4) project-based voucher units. Ms. Bonus also mentioned that the negative NOI is due to a sewer line leak into the Eagle sin early January. Ms. Bonus confirmed the insurance company stated the sewer line leaks are not covered, so the

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project has to absorb the cost. Ms. Bonus stated that the Timberland property is performing well and within standards, with an occupancy rate of 100%. Ms. Bonus mentioned that Driftwood Point is performing well and that there are 258 applicants on the waiting list. Ms. Bonus stated that we continue to address the issue of tenants who have unauthorized guests in their units and those who are generally not following the lease agreement. Ms. Bonus confirmed that property management is contacting these people by phone to address the issue and is putting notes in the files, so when the moratorium is lifted, we will have the backup paperwork to issue 10-day to comply notices. Ms. Bonus also stated that residents are also directed to the Service Provider every time a letter is sent to the tenants.

5. Consent Agenda

Vice Chair Chaffee motioned to approve the Consent Agenda. Commissioner Davis seconded the motion. The motion passed unanimously.

6. Chairperson and Secretary Reports

- a. Secretary Westerman gave her report as submitted in the board packet. Mr. Max Benson from Community Frameworks gave an update on Willapa Center (included in packet) and confirmed there were two bids received, which were both well over budget. Mr. Benson confirmed there has not been a debrief call with general contractors to determine the cost drivers of their bids, but we speculate it is do to: the lack of a local labor force, hot construction market, high commodity and material prices (e.g., lumber) due to covid and the higher wage rates due to the project having non-residential components. Mr. Benson stated that the contracts allow us to hold the bids for 60 days, (after that period), we would need to re-bid the project, which is a 30-day process. Mr. Benson said he believes we will not lose any funding that is secured and that all funders have been notified of the delay other than FHLB. Mr. Benson forecasted that we would move forward with the request for additional funding from local sources, defer developer fees, cut other expenses, seek hard debt for both non-residential sides of the project. Mr. Benson stated he has not heard a decision from HTF, but he has spoken with WCRA, who could provide low debt to the project, but the project cannot afford to support the full \$2.1 million shortfall. Mr. Benson confirmed that if our plan isn't possible, we will find out about legislative appropriation and if this fails, we will be prepared to submit a competitive HTF or LIHTC via a competitive round. Mr. Benson confirmed that if any additional funding or opportunities make the project move faster, we will do our best to be ready for those opportunities. Mr. Benson stated, "we will continue working on other tasks, no matter the timing."

7. **New Business:** Chair, Mr. Gleason mentioned Kathy Spoor is working on finding language pertaining to By-laws and suggested lifetime appointments, since there are currently no terms listed.

8. **Unfinished Business: Willapa Center moved to Secretary Report, See above.**

9. **Executive Session, if any: N/A**

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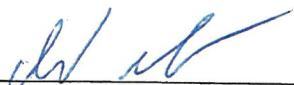
10. Adjournment

- a. Chair Glasson adjourned the meeting at 10:37 a.m.
- b. The next meeting will be held April 22, 2021 at 10:00am

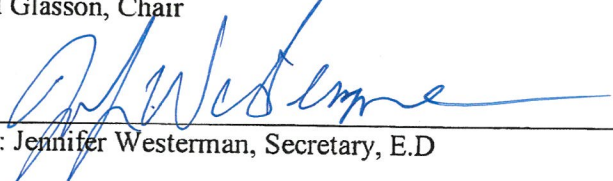
Respectfully Submitted by:

JENNIFER WESTERMAN, EXECUTIVE DIRECTOR

Board Approval of Minutes



David Glasson, Chair 4/21/21
Date:



Attest: Jennifer Westerman, Secretary, E.D 4-21-2021
Date: