

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Thursday, April 22, 2021 at 10:00 a.m.  
Via Zoom**

**PRESENT:**

Chair, David Glasson  
Commissioner, Jan Davis  
Commissioner, Julie Overby  
Commissioner, Tiffany Turner  
Secretary, Jennifer Westerman

**ABSENT:**

Vice-Chair, Rebecca Chaffee  
Commissioner, Cheryl Green

**Staff Present:**

Linda Hanna, Executive Assistant

**Public Present:**

Sue Lantz, HOSWWA Board member  
Ginger Segel, GS Consulting

**1. Call to Order:**

- (a) Chair Glasson called the meeting to order at 10:01 a.m.
- (b) Introductions were made of all attendees.

**2. Changes and Additions to Agenda, if any:**

- (a) N/A

**3. Opportunity for Public Discussion:**

- (a) N/A

**4. Staff Reports:**

- (a) Secretary Westerman explained that there are no staff reports due to staff working on the new software go-live.

**5. Consent Agenda:**

- (a) *Commissioner Overby motioned to pass the Consent Agenda. Commissioner Turner 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. There was discussion afterwards about the Board Terms and the term expiration dates of current board members. Several were reaching the end of their terms. Secretary Westerman indicated that she would be reaching out to the sponsoring agencies for these members, so that the agency could re-appoint the board

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members or appoint a new member. Secretary Westerman indicated that in her research for the board terms, she noted that the Board was to consist of five regular members and one alternate member who would serve in the absence of a regular board member. After discussion, all concluded that there was no issue with the alternate Board member regularly voting as there is typically one absent.

**7. New Business:**

- (a) Board Action: Resolution 21-03: Resolution of Board of Commissioners of the Joint Pacific County Housing Authority regarding Jurisdictional Authority of the Housing Authority of the City of Longview for Operation within Pacific County. Secretary Westerman explained that this resolution is necessary as a clean up to historical documents. Prior jurisdictional access was provided by Pacific County Housing Authority and was not repeated after that agency was de-activated and Joint Pacific County Housing Authority replaced it. This jurisdictional approval is necessary for the Housing Authority to continue Voucher operations and development activities in Pacific County.

*Commissioner Julie Overby made a motion to approve Resolution 21-03; Commissioner Jan Davis seconded the motion. Resolution approved unanimously.*

- (b) Willapa Landing Discussion: Ms. Ginger Segel, using the documents she prepared for this meeting and included in the board packet, discussed the development of the Willapa Landing Project. Ms. Segel reviewed the Budget she proposed and answered questions from the Board. She stated that it would be risky to take on this project now as the agency is already fairly extended with its other two projects in development (Willapa Center and Pacific Place). These risks seem to outweigh the addition of 27 units. Secretary Westerman also stated that this project is important but would be better served if the project were put on hold for further review next year. It was mentioned that there are other agencies within the County that may be interested in taking over this project. The consensus of the Board was that this project should not be undertaken this year and may be revisited next year for viability if the property is still available. Secretary Westerman expressed concern that the seller of Willapa Landing should be informed of the Board's decision and she offered to contact the seller to advise him of the Board's decision and to help connect the ownership with other agencies that may be interested in acquiring the property.
- (c) Board Terms: No further discussion. This was discussed during the Secretary's Report.

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**8. Unfinished Business:**

(a) Commissioner Overby asked Secretary Westerman regarding the Willapa Center project if waiting for the State Legislature funding was our main "egg in the basket". Secretary Westerman responded that several back up plans are in motion including requests for Community Projects to our congressional representative. Secretary Westerman stated that we should hear if we are included in the state budget by next week. If we do not receive that funding, we will pursue multiple other avenues for funding. However, other avenues would likely mean a delay of the timeline for up to one year. One main issue currently for the project is payment to Tonkin Architecture for the rest of their fee. They had initially contracted to accept one-half of fee until close. Since close has been delayed, they are asking for payment. No other vendors are needing payment currently.

**9. Executive Session:**

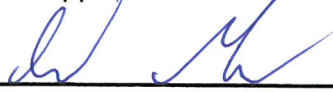
(a) N/A

**10. Adjournment:**

- (a) Chair Glasson advised that the next Board Meeting will be held, Thursday, June 24, 2021 at 10:00 a.m.
- (b) Chair Glasson adjourned the meeting at 10:52 a.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

  
\_\_\_\_\_  
Chair, David Glasson 6/24/21  
Date

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary, Executive Director 6/28/21  
Date