

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, June 24, 2021, at 10:00 a.m.
Via Zoom and at
Pacific County General Administration Building. South Bend, WA.**

PRESENT:

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

ABSENT:

Vice-Chair, Rebecca Chaffee
Commissioner, Cheryl Green
Commissioner, Tiffany Turner

Staff Present:

Linda Hanna, Executive Assistant
Katie Bonus, Director of Operations
Becky Phillips, Finance Manager

Public Present:

Kathy Spoor,
Marchelle Knapp, HOSWWA Board Chair

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:07 a.m.

2. Changes and Additions to Agenda, if any:

(a) N/A

3. Opportunity for Public Discussion:

(a) N/A

4. Staff Reports:

(a) Finance Manager, Becky Phillips reported that Driftwood Point financials show operating cash of \$154 thousand and has restricted funds of \$228 thousand. The expenses were over budget due to an increase in internet and phone costs. She also stated that \$4,000 was received for Laundry Income. The vendor that had been collecting it had the account set-up for a yearly payment. That has since been changed so the vendor will now send the collections monthly. Driftwood Tax Returns are still waiting to be finalized by the CPA. It has been delayed due to last minute tax law changes regarding depreciation.

(b) Katie Bonus, Director of Operations, reported on the JPCHA properties as outlined on her report. Overall occupancy is 98% for the four properties. All properties, except Timberland, have waiting lists. Late rent payments are exceptionally low, and none have related that it is due to COVID. They have all been sent repayment plans. It was suggested by Kathy Spoor to investigate if any of the funds available for landlords would be available to us. Katie also

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mentioned that the current maintenance person for Driftwood is out with a shoulder injury. HOSWWA maintenance staff have been taking care of maintenance issues as needed. A new property manager has been hired and is doing well. Kathy Spoor asked if the waiting lists for the current properties be able to transfer to Willapa Center when it opens. Katie replied that they would not.

5. Consent Agenda:

- (a) *Commissioner Davis motioned to pass the Consent Agenda. Commissioner Overby 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.

We are still waiting for a response from Ecology regarding our contesting the Notice of Further Action required by the Dept of Ecology for Driftwood Pointe.

Today is the groundbreaking ceremony for Willapa Center. The closing for this property needs to close by July 15.

We have received sufficient funds to move forward with the Pacific Place project. JPCHA will have two projects going one at the same time. Secretary Westerman also mentioned that 42 Emergency Housing Vouchers have been received to be used for homeless individuals and/or families. She will be moving forward to get MOUs in place. These vouchers will be available for all four counties that the agency services. Willapa Landing project has been put on hold at this time. It will be revisited next year for viability. Kathy Spoor asked if there would be a risk of losing this property. Ms. Westerman stated that would not be an issue due to 10-year HAP. Ms. Spoor stated that it seemed like “now” would be a good time for obtaining funding with all of the various funding opportunities currently in place.

7. New Business:

- (a) Board Action: Resolution 21-04: Resolution of Board of Commissioners of the Joint Pacific County Housing Authority regarding Authorization to execute two change orders for Willapa Center Architectural and Engineering Contract.

Commissioner Julie Overby made a motion to approve Resolution 21-04. Commissioner Jan Davis seconded the motion. Resolution approved unanimously.

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8. Unfinished Business:

- (a) Secretary Westerman reminded the Board of the Groundbreaking ceremony for Willapa Center at 213 Third St., Raymond, WA at Noon today.

9. Executive Session:

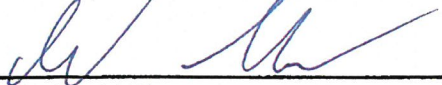
- (a) N/A

10. Adjournment:

- (a) Chair Glasson advised that the next Board Meeting will be held, Thursday, August 26, 2021, at 10:00 a.m.
- (b) Chair Glasson adjourned the meeting at 10:34 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:



Chair, David Glasson 8/26/21
Date



Attest: Jennifer Westerman, Secretary, Executive Director 8/26/2021
Date