

MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, October 28, 2021, at 10:00 a.m.
Via Zoom

PRESENT:

Chair, David Glasson
Commissioner, Jan Davis
Commissioner Tiffany Turner
Vice Chair Rebecca Chaffee
Commissioner Steve Holland
Commissioner Julie Overby
Secretary, Jennifer Westerman

ABSENT:

Staff Present:

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

Public Present:

Darian Johnson, Pacific County Human Services Program Manager
Mark Perez
Kathy Spoor

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:00 a.m.

2. Changes and Additions to Agenda, if any:

(a) N/A

3. Opportunity for Public Discussion:

(a) Mark Perez asked for an update on Security Systems, and Bike Racks for Driftwood Point. Ms. Bonus stated that she is in the process of taking bids for the playground, which she is hoping to include stationary BBQ's and bike racks. She also stated that they were meeting with a security company to get quotes for the cameras.

4. Staff Reports:

(a) Finance Manager, Becky Phillips reported that the financial reports presented today are from YARDI, and they are still being fine-tuned. They are ~~more~~ summarized and easier to review.

(b) Ms. Bonus reported on the JPCHA properties as outlined on the reports submitted by Katie Bonus. Overall occupancy is 95% for the four properties.

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She discussed the various properties and the waiting lists for each, indicating that both The Eagles and Driftwood Point have remarkably high numbers. This can happen when applicants are filling out forms, they tend to check everything to see if they can get a place. In fact, many do not qualify when further reviews are done.

Ms. Bonus also said that as inspections are being completed at The Eagles, it is noted that several hot water tanks will need to be replaced in the near future.

5. Consent Agenda:

(a) *Commissioner Turner motioned to pass the Consent Agenda. Vice Chair Chaffee 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. She stated that Hahn and Associates Inc., have been engaged to review the environmental work for Driftwood by the Department of Ecology. Costs should be covered by previously set aside funds.

Construction has started at Willapa Center. Crews have found a small amount of oil in the ground. The Geotech consultants will be looking into this issue and will let us know their findings. Vice Chair Chaffee asked where on the site was the oil found. Ms. Westerman and Ms. Bonus both stated that it was on the South side by the auto repair business.

Pacific Place is getting ready to close and we are just waiting for the closing date.

Ms. Westerman informed the Board that the owners of Raymond Manor have contacted the board to see if there was any interest in JPCHA purchasing the 35-unit property. She stated that the owner has recently invested a significant amount by doing improvements to the property. The majority of the board felt it was reasonable to do a feasibility study. Commissioner Turner asked if the board has the capacity to take on another project. Ms. Westerman stated that currently we do not. However, next year might be an option. The Owner is flexible.

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7. New Business:

(a) Kathy Spoor stated that she is working on next year's budget, and she is putting in increases for our properties. Ms. Westerman stated that having a contract with Pacific County is a game changer, these funds allow JPCHA to do all of the work that our Agency wants to accomplish.

(b) Darian Johnson from Pacific County Health Department introduced herself to the Board. She oversees housing for the Health Department. Adrian is excited about the opportunity to collaborate with JPCHA.

8. Unfinished Business:

(a) N/A

9. Executive Session:

(a) N/A

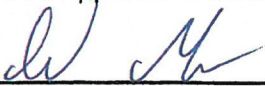
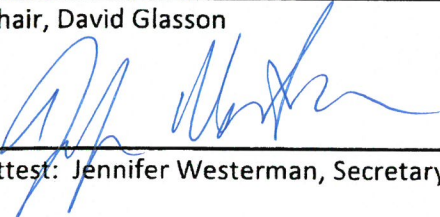
10. Adjournment:

(a) Chair Glasson advised that the next Board Meeting will be on Thursday, December 23, 2021, at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 10:38 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

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|  | 12/23/21 |
| Chair, David Glasson | Date |
|  | 12/29/21 |
| Attest: Jennifer Westerman, Secretary, Executive Director | Date |