

MINUTES TO THE BOARD MEETING OF THE JOINT PACIFIC COUNTY HOUSING
AUTHORITY BOARD OF COMMISSIONERS
Thursday, November 19, 2020 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:

Director of Operations, Katie Bonus
Finance Manager, Becky Phillips
Housing Assistance Programs Manager, Vickie Rhodes
Executive Assistant, Dana Wise

Public Present:

Peter Bennett

1. Call to Order

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

2. Changes and Additions to Agenda, if any

Secretary Westerman offered a correction to the agenda under the Consent Agenda. The Vouchers for approval are for September and October. Secretary Westerman also added a discussion on Willapa Center paint colors to the discussion.

3. Opportunity for Public Discussion

4. Staff Reports

- a. Finance Manager Phillips reported that Pacific Pearl has reached their yearly budget for vacancies and won't be able to raise rent until the moratorium is lifted. Phillips states that general expenses are under budget by 7%. Finance Manager Phillips continued by stating we have just billed for the Impact Capital Loan in the amount of \$30,000k and it just hasn't been received yet. Phillips ended her report with explaining that the overall budget is looking good with positive cash flow.
- b. Director of Operations Katie Bonus began her report by expressing the difficulty of finding a qualified applicant for Pacific Pearl. Vice Chair Chaffee asked what the requirement is. Bonus answered that requirements are specific to the unit and are either 60, 50, or 30% AMI. Bonus went on to report that The Project Crew is currently working replacing the back steps of The Eagles. Timberland is at 100% occupancy and informed the board that the back stairs have been taped off Project Crew replaced the front landing area in October. Chair Glasson asked if contractors in the area would be able to help. Director of Operations Bonus said yes and requested that any contact information be sent to her for her to investigate it. Bonus moved to the Driftwood Point Apartments report. It

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has come to our attention that some tenants have invited their significant other to move in and we have reached out to Dean at CCAP for help with this situation.

5. Consent Agenda

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

6. Chairperson and Secretary Reports

- a. Chair Glasson repeated that there have been concerns about unauthorized guests at Driftwood Point Apartments and acknowledged that we are working with CCAP on this issue.
- b. Secretary Westerman provided updates on projects that are in the works. Westerman began by stating that it looks like Commerce is going to request the installation of mitigation wells on the Driftwood Point Apartments. We have received all pay-ins from US Bank with only 20k held back. Secretary Westerman advised that we have reserved 15k in construction contingency to install a playground. Westerman moved onto report that we will need to have all of the units at Pacific Place Apartment test for lead based paint, meth, and asbestos. Secretary Westerman referred to the update from Community Frameworks for more details on the Willapa Center project. Secretary Westerman questioned when construction should begin for Willapa Center. Currently lumber prices are high and could fall by next year. Chair Glasson asked Vice Chair Chaffee if construction typically takes place in Willapa in the winter months. Vice Chair Chaffee replied that construction typically shuts down November through March. Westerman suggested waiting to put out bids until February. Secretary Westerman concluded her report with advising the board that staff is preparing the JPCHA Annual Budget and she is requesting a special board meeting to approve the budget on December 17, 2020.

7. New Business

- a. Board Action: Approval of Resolution 20-05: Budget for Driftwood Point Apartments FY2021. Finance Manager Becky Phillips reviewed the proposed budget for Driftwood Point Apartments. Please refer to the board packet for more details.
Vice Chair Chaffee made a motion to approve Resolution 20-05. Commissioner Green second the motion. The motion passed unanimously.
- b. Board Action: Motion to Approve the 2021 Board Schedule. Secretary Westerman reviewed the proposed schedule for 2021.
Vice Chair Chaffee motioned to approve the proposed Board Schedule for year 2021. Commissioner Davis second the motion. The motion passed unanimously.

8. Unfinished Business

- a. Board Discussion: Willapa Center paint colors. Secretary Westerman was able to share her computer screen and show the board the new colors that the architecture has worked on. The board discussed what they liked and what they did not. Westerman advised that she will bring the questions and concerns to the architecture and at the next regular board

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meeting she will hopefully have the paint colors more narrowed down.

9. Executive Session, if any

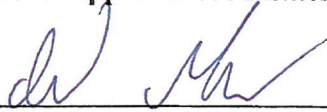
10. Adjournment

- a. Chair Glasson adjourned the meeting at 10:50 a.m.
- b. The next meeting will be held December 17, 2020 at 10:00am

Respectfully Submitted by:

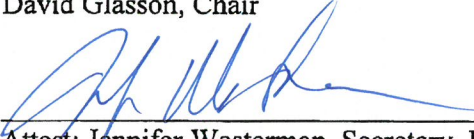
JENNIFER WESTERMAN, EXECUTIVE DIRECTOR

Board Approval of Minutes



David Glasson, Chair

2/25/21
Date:



Attest: Jennifer Westerman, Secretary, E.D

2/25/21
Date: