

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, December 23, 2021, at 10:00 a.m.
Via Zoom**

PRESENT:

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

ABSENT:

Commissioner Tiffany Turner

Staff Present:

Becky Phillips, Finance Manager

Public Present:

Darian Johnson, Pacific County Human Services Program Manager
Mark Perez
Mike Wagonblast

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) Add Board Action: Motion to Approve JPCHA 2022 Board Meeting Schedule

3. Opportunity for Public Discussion:

(a) Darian Johnson reported that Pacific County Emergency Management team was preparing a low barrier cold weather shelter to be open soon in Ilwaco and another location yet to be determined. They are looking for volunteers to help with various tasks for 3 different shifts.

Ms. Johnson also reported that Pacific County has funds available to assist with past due rents that are COVID impacted. She encouraged the Board to pursue these funds for rents that were not raised last year due to COVID.

4. Staff Reports:

(a) Finance Manager, Becky Phillips reported that the financial reports presented today still being fine-tuned. JPCHA is doing well, although there was an additional expense for Insurance for the Willapa Center Construction. This expense will be reimbursed by the project. Driftwood is also doing well, even with having some vacancies.

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(b) Secretary Westerman reported on the JPCHA properties as outlined on the reports submitted by Katie Bonus (who was not present at the meeting). Overall occupancy is 95% for the four properties.

She reported that we were finally able to find an insurance provider that would cover the Eagles building, which includes a bar downstairs. The cost was high. Driftwood Apartments is performing as expected. She noted that the rents have been increased.

Overall, rents are being paid timely. However, now that the Eviction moratorium has been lifted, we have been working with our Attorney to handle the few tenants that are behind. This has resulted in a few vacancies.

Ms. Westerman also added that our new Property Manager, Meagan Adams at Driftwood is doing a great job and as new properties are being brought under our property management team in Pacific County, she will be a potential resource to oversee all the properties.

Commissioner Chaffee stated that she recently had an opportunity to tour the Eagles Apartments. She was pleased to see the condition of the units were like new. They were clean and well maintained. She indicated that the tenants also are a close-knit group and seemed pleased with our property management.

5. Consent Agenda:

(a) *Commissioner Holland 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 Becky Phillips, Finance Director has notified her that she will be retiring June 3, 2022. Ms. Westerman is already taking steps to help fill the void until a new Finance Director is hired.

Ms. Westerman discussed the Raymond Manor property and asked the Board if they wanted to go forward with a feasibility study by GS Consulting. They all agreed to move forward.

Pacific Place has closed and a Notice to Proceed will be coming in January 2022.

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7. New Business:

- (a) Board Action: Motion to Approve Pacific County Contract.
Vice Chair Chaffee motioned to approve the Pacific County Contract. Commissioner Holland seconded the motion. Passed unanimously.
- (b) Board Action: Motion to Approve Management Fee Change.
Vice Chair Chaffee motioned to approve the Management Fee Change. Commissioner Overby seconded the motion. Passed unanimously.
- (c) Board Action: Motion to Approve CSN Contract for Services.
Commissioner Davis motioned to approve the CSN Contract for Services. Vice Chair Chaffee seconded the motion. Passed unanimously.
- (d) Board Action: Motion to Approve Quick and Clean Contract.
Vice Chair Chaffee motioned to approve the Quick and Clean Contract. Commissioner Davis seconded the motion. Passed unanimously.
- (e) Board Action: Resolution 21-05 Approve JPCHA Annual Budget 2022. Ms. Phillips stated that the budget does include Audit Expenses and an increase in Utilities.
Vice Chair Chaffee motioned to approve JPCHA Annual Budget 2022. Commissioner Overby seconded the motion. Passed unanimously.
- (f) Board Action: Resolution 21-06 Approve Driftwood Apts. Annual Budget 2022.
Commissioner Overby motioned to approve Driftwood Apts. Annual Budget 2022. Vice Chair Chaffee seconded the motion. Passed unanimously.
- (g) Board Action: Ratify USDA Loan Resolution.
Vice Chair Chaffee motioned to approve the Pacific County Contract. Commissioner Davis seconded the motion. Passed unanimously.
- (h) Board Action: Motion to Approve JPCHA Annual Board Meeting Schedule.
Commissioner Davis motioned to approve the JPCHA Annual Board Meeting Schedule. Vice Chair Chaffee seconded the motion. Passed unanimously.

8. Unfinished Business:

- (a) Vice Chair Chafee asked what the status was on the Willapa Landing project. Ms. Westerman stated that currently the property is For Sale. Due to the amount of rehabilitation needed and for the property to be in compliance, it was recommended that the Board wait and see if the property sells. She also said that HUD would definitely let us know if the property were foreclosed on.

9. Executive Session:

- (a) N/A

10. Adjournment:

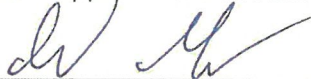
- (a) Chair Glasson advised that the next Board Meeting will be on Thursday, February 24, 2022, at 10:00 a.m.

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(b) Chair Glasson adjourned the meeting at 10:59 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:



Chair, David Glasson

2/24/2022

Date



Attest: Jennifer Westerman, Secretary, Executive Director

2/24/2022

Date