



Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO

BOARD OF COMMISSIONERS MEETING

Monday, July 25, 2022, at 4:00 p.m.

In Person and Zoom

PRESENT:

Vice Chair Traci Wood
Commissioner Sue Lantz
Commissioner David Vasquez
Commissioner Allan Rudberg
Commissioner Dixie Kolditz
Secretary Jennifer Westerman

ABSENT:

Chair Marchelle Knapp

STAFF:

Rachelle Sanders, VIP Manager
Katie Bonus, Director of Operations
Cynthia Mitchell, Executive Assistant/HR
Linda Hanna, Business Analyst
Sarah Kaczmarek, Interim Controller for Finance Dept

PUBLIC:

MaryAlice Wallis, Mayor for City of Longview

1. CALL TO ORDER

a) Vice Chair Wood called the meeting to order at 4:01 p.m.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: None

3. OPPORTUNITY FOR PUBLIC DISCUSSION: None

4. FINANCIAL REPORTS:

a) Ms. Kaczmarek provided financial reports for June 2022 for HOSWWA and Lilac Place, as provided in the Board Packet. She reported that our “other” income is under budget due to not yet receiving the developer fees for Willapa Center and Pacific Place, but that we should receive those next fiscal year. She also added that Housing Assistance Payments are over budget, which is a good thing as it shows progress.



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5. CONSENT AGENDA:

- a) *Commissioner Lantz made a motion to approve the Consent Agenda. Commissioner Vasquez seconded the motion. Passed unanimously.*

6. STAFF REPORTS

- a) **Voucher Status:** Secretary Westerman gave the voucher status report on behalf of Ms. Larson as included in the Board packet.

Secretary Westerman added that Utilization is down and is the lowest number we have seen on the HUD program. She hypothesizes that this is in part due to staffing issues—HOSWWA was down staff making it harder to process applicants. She also thinks that the lack of units has also hurt Utilization. Monthly HAP costs have continued to rise despite the decreased Utilization rate.

- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet.

Commissioner Rudberg asked about the state of the Columbia Theater parking lot. Ms. Bonus clarified that the parking lot in question belongs to the City of Longview. Commissioner Rudberg added that the potholes in the lot are getting bad and was wondering if there were plans to fix them. Ms. Bonus responded that HOSWWA, the Theater, and the PFD have discussed fixing the lot and that the PFD was looking into getting bids. They asked if Sylvester could afford to contribute money to fixing the lot, but that we cannot afford that at this time. Ms. Bonus added that people are aware that it needs to be fixed, but that they are having troubles locating the funds to fix it. Commissioner Rudberg mentioned that other committees that have been looking at parking lots haven't discussed the Columbia Theater lot. Ms. Bonus responded that technically it's a private lot rather than a city lot. Commissioner Rudberg asked if it was our lot too. Ms. Bonus responded that no it is maintained and ran by the PFD and the city. In the past, they charged us to use the lot and are looking at maybe doing that again, but at this time, Sylvester residents get to use it for free. Commissioner Rudberg added that the lighting situation needs to be addressed. Ms. Bonus responded that that may need to be a meeting between HOSWWA, the city, PFD, and the theater.

- c) **VIP Summaries:** Ms. Sanders gave an update on the Veteran Integration Program (VIP) as provided in the Board packet. She added that the increase in per diem rate has allowed us to increase pay for Case Managers which has been beneficial for hiring staff. We have also moved to having in-person Rent Well classes which has increased participation.



7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** None.
- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet. She started by mentioning that staffing issues has been a major source of stress as being short staffed makes everyone's jobs harder.

Willapa Center is behind largely due to supply chain issues. We are likely not going to see all of the developer fees that we have budgeted for this year, but we should see the remainder in next year's budget.

The Ocean Beach property is proving to be difficult, and we need a plan by September for WSHFC. Commissioner Lantz inquired as to the size of the Ocean Beach property. Secretary Westerman responded that it is 6 acres total in a set of 4 acres and 2 acres. The developers have suggested that we could sell the 4-acre parcel and build something similar to Sunrise Village on the 2 acres. Ms. Bonus added that the 4-acre property contains a house with a tenant. Commissioner Rudberg asked if we have a timeline by which we must do something with the property. Secretary Westerman responded that we have through WSHFC we have very beneficial interest rates if we can keep to the current timeline. We can also increase the timeline at the cost of an increased interest rate. Commissioner Lantz inquired as to what that timeline is. Secretary Westerman responded that we need a plan in place by September and that we want to give them a viable plan. She added that the lack of funding for Sunrise Village has delayed the development pipeline.

8. NEW BUSINESS:

- a) Board Action Resolution 22-15: Authorization to execute an Interlocal Agreement with Vancouver Housing Authority.

Secretary Westerman reported on Resolution 22-15 as presented in the Board Packet. She estimates that the cost will be around \$50,000 on an annual basis, but that she doesn't expect it to take more than a couple months. Secretary Westerman and Ms. Bonus have an initial meeting with Vancouver's Executive Director.

Commissioner Rudberg moved to accept Board Resolution 22-15. Commissioner Lantz seconded. Passed unanimously.

- b) Board Action Resolution 22-16: Acceptance of Funding for Sunrise Village

Commissioner Lantz moved to accept Board Resolution 22-16. Commissioner



Kolditz seconded. Passed unanimously.

9. UNFINISHED BUSINESS: None

10. EXECUTIVE SESSION, IF ANY: None

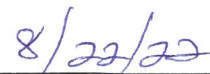
11. ADJOURNMENT:

- a) Vice Chair Wood stated that the next regular meeting will be Monday, August 22, 2022, at 4:00 p.m.
- b) Vice Chair Wood adjourned the meeting at 4:43 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson



Date



Attest: Jennifer Westerman, Secretary



Date

