

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, April 28, 2022, at 10:00 a.m.
Via Zoom**

PRESENT:

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

ABSENT:

Staff Present:

Becky Phillips, Finance Manager
Katie Bonus, Director of Operations
Linda Hanna, HR/Executive Assistant
Cynthia Mitchell, Administrative Assistant

Public Present:

Paul Plakinger, Pacific County
Darian Johnson, Pacific County Human Services Program Manager

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:01 a.m.

2. Changes and Additions to Agenda, if any:

(a) Executive Session description modified to read, "To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs."

3. Opportunity for Public Discussion:

(a) Ms. Johnson inquired as to future projects by the Board, perhaps something in the Long Beach area. She also inquired as to what a realistic timeline would be for JPCHA to engage in another project. Chair Glasson responded that current projects are taking a lot of focus and that there is no set timeline but there are projects we are looking at.

4. Staff Reports:

(a) Finance Manager Becky Phillips reported on the JPCHA and Driftwood financial reports as presented in the Board packet. She reported that the liabilities for JPCHA are high due to developer fees for Driftwood and Willapa Center. Leasing amounts for the ground lease on JPCHA and Driftwood were not added to the "other budget" section and as such the budget is off. This cannot be fixed without a budget change. Driftwood revenue and expenses are under budget due to tenant issues. However, cash flow is still doing well. Secretary

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Westerman asked if unrestricted cash would go down after the waterfall before investor fees. Ms. Phillips confirmed this to be the case and that unrestricted cash will go towards paying developer fees.

Vice Chair Chaffee inquired as to how much we are paying for the management of Pacific Place. Ms. Phillips responded that USDA is covering the management fee of about \$62-\$68 per unit per month. Vice Chair Chaffee asked if we are able to take over Pacific Place management. Secretary Westerman responded that we intend to keep AD West on until our capacity increases, perhaps when Willapa Center starts taking tenants. Ms. Johnson inquired as to if we are still seeing tenants falling behind on their rent. Ms. Bonus responded that there is a decrease in tenants falling behind, but that we are still sending information on where to get help as needed. Ms. Johnson added that there should be more funds from the Department of Commerce through ERAP 2.0 this summer. There will also be a new permanent Eviction Prevention Program through the state.

(b) Director of Operations Katie Bonus reported on the JPCHA properties as presented in the Board packet. She added that the process to fill vacancies is going slowly. However, as of the beginning of March, Eagles is at max occupancy.

Vice Chair Chaffee inquired whether we are considering a significant rent increase at Timberland. Ms. Bonus replied that we had budgeted for a rent increase there, but not a significant one. Commissioner Turner inquired as to how we normally decide on rent increases. Ms. Bonus responded that we try to have comparative prices to similar units in the area. Commissioner Turner asked if we keep in mind that the rent market is inflated at the moment when we determine increases. Ms. Bonus responded that we do, especially as we try to provide affordable housing. She added that we try to increase rent, on average, by 3% each year.

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) Chair Glasson reports that at Driftwood Point, JPCHA owns three quarters of the block and that the other quarter is owned by a local businessman. We are looking into purchasing the rest of that block. Also, the City of Long Beach and City of Ilwaco are working together on a piece of property in Ilwaco that is a potential site for additional workforce housing. There is a chance we might be obtaining 42 acres of property there.

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(b) Secretary Westerman gave her report as submitted in the board packet. She reported that the Department of Ecology might have funds that can be applied retroactively to the environmental costs at Driftwood Point. Vice Chair Chaffee inquired if such funds could be applied to the contamination at Willapa Center. Secretary Westerman replied that it's possible but that we are being careful not to add more to compliance rules. Secretary Westerman continued her report stating that Willapa Center is progressing well. She has talked with the local school district regarding a daycare for the ECAP Center. A lease agreement is in progress. Pacific Place interior should be done by May 31st and then work should move to the exterior. HOSWWA opened the Waiting List with our new portal allowing for easy sign up online. The data is still being analyzed but there is a trend towards a need for single units.

Commissioner Holland inquired as to the completion date for Willapa Center. Secretary Westerman responded that we expect it to be done this time next year as we are currently about 4 months behind. Vice Chair Chaffee inquired as to who is monitoring the contractor. Secretary Westerman responded that multiple people are, including herself and that there are people out there keeping an eye on construction. Ms. Johnson inquired about the Housing Choice Voucher website and if case managers should direct people to apply for projects through the housing Portal. Secretary Westerman responded that online is best as leads to less time needed for staff to manually input applications and we can instantly respond. Ms. Johnson reported that the outreach program was able to help people apply to the waitlist at the libraries. Secretary Westerman added that in the future the online Portal will also provide services to landlords, allowing them to see their housing payments, and tenants, allowing them to easily update their information.

7. New Business: None.

8. Unfinished Business: None.

9. Executive Session:

(a) Chair Glasson called for an Executive Session at 10:34 am to discuss publicly bid contracts. Chair Glasson closed the Executive Session at 10:50 am. Chair Glasson called the regular JPCHA Board meeting back to order at 10:50 am. No decisions were made.

10. Good of the Order:

Vice Chair Chaffee reported that we can access .09 money, but in order to do that the Housing Authority would need to be a member of PCOG. They charge \$1,500 a year for membership, but we might benefit from membership. Mr. Plakinger reported that the fund is currently available through 2032 and that he feels it would be beneficial to apply for some of that money. Commissioner Turner inquired as to how much money was in the fund. Mr.

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Plakinger responded that as of March 31st, the .09 Fund had \$883,424.82 in Pacific County. Chair Glasson commented that he feels the PCOG membership fee is low risk compared to the value of being able to access the fund. Secretary Westerman added that HOSWWA is a part of the CWCOG and that there are many benefits available to joining.

11. Adjournment:

- (a) The next Board Meeting will be on Thursday, June 23, 2022, at 10:00 a.m.
- (b) Chair Glasson adjourned the meeting at 10:58 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

		6/23/2022
Vice Chair, David Glasson	Rebecca Chaffee	Date
		
Attest: Jennifer Westerman, Secretary, Executive Director		Date