

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**Thursday, June 23, 2022, at 10:00 a.m.**  
**Hybrid via Zoom and In Person**

**PRESENT:**

Vice Chair Rebecca Chaffee  
Commissioner Jan Davis  
Commissioner Tiffany Turner  
Commissioner Steve Holland  
Secretary Jennifer Westerman

**ABSENT:**

Chair David Glasson  
Commissioner Julie Overby

**Staff Present:**

Katie Bonus, Director of Operations  
Cynthia Mitchell, Executive Assistant/HR

**Public Present:**

Max Benson, Community Frameworks  
Jewel Hardy, Member of the Public  
Darian Johnson, Pacific County Human Services Program Manager

**1. Call to Order:**

(a) Vice Chair Chaffee called the meeting to order at 10:02 a.m.

**2. Changes and Additions to Agenda, if any:**

**3. Opportunity for Public Discussion:**

**4. Staff Reports:**

(a) Secretary Westerman reported on the JPCHA and Driftwood financial reports as presented in the Board packet. She noted that Finance Manager Becky Phillips has retired and that the finance report was put together by a CPA hired for Controller Services. Secretary Westerman pointed out that terminology in the report is different from what the board is used to due to an update to current vernacular. JPCHA budget numbers are off at this time and will be corrected after a budget revision to take Pacific Place and Willapa Center into account.

Secretary Westerman reminded the board that we are not currently managing Pacific Place, so their financial information is being processed by a third party. Vice Chair Chaffee inquired if we will be managing Pacific Place at some point. Secretary Westerman responded that we intend to in the future and that we are reviewing their financials and addressing issues as needed.

Driftwood financials have outstanding liabilities including developer fees since we are waiting for the end of the year waterfall funds. Vice Chair Chaffee inquired as to who is

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**Thursday, June 23, 2022, at 10:00 a.m.**  
**Hybrid via Zoom and In Person**

waiting for the \$254 thousand in developer fees. Secretary Westerman responded that a percentage goes to Dan and a percentage goes to HOSWWA. Vice Chair Chaffee asked if it was a percent of the construction costs. Mr. Benson responded that usually developer fees for affordable housing are 10% or less. Vice Chair Chaffee inquired as to why we are sitting on these fees and when they are normally dispersed. Mr. Benson responded that it would say in the operating agreement with the investor. Usually some is paid at completion, some at stabilized occupancy, and sometimes some fees are deferred as the margins are too tight to pay off the fees upfront. Secretary Westerman added that there is a portion each year that is distributed on a set schedule and that it also is dependent on the audited financials which she expects to bring to the board next meeting.

Driftwood revenues are under budget due to vacancies earlier in the year and due to an upcoming planned rent increase. Maintenance and operation expenses are over budget due to HOSWWA providing Driftwood maintenance in lieu of a local maintenance person. Commissioner Turner inquired if it is overbudget due to travel costs. Secretary Westerman confirmed that travel costs are the problem. Vice Chair Chaffee inquired as to whether we are concerned about Driftwood as it appears to be operating at a loss. Secretary Westerman responded that tax credit projects like Driftwood are designed to operate at a loss and that Driftwood is doing fine.

(b) Director of Operations Katie Bonus reported on the JPCHA properties as presented in the Board packet. She reported that the extended vacancies at the Eagles and Pacific Pearl have all been filled. Ms. Bonus added that there is a lot of need for 1-bedroom units at this time. Vice Chair Chaffee inquired as to where the people on the waiting lists are applying from. Ms. Bonus replied that she does not know, but that for Pacific County properties, Pacific County residents have a preference on the waiting lists. Vice Chair Chaffee asked if we have opened the waiting list for Willapa Center. Ms. Bonus replied that we have not yet opened that waiting list, but that we expect to open the list near the end of the year. Commissioner Turner asked if we could hear how many Pacific County residents are on the waiting list at the next meeting.

**5. Consent Agenda:**

(a) *Commissioner Holland made a motion to approve the Consent Agenda. Commissioner Turner seconded the motion. Passed unanimously.*

**6. Chairman and Secretary Reports:**

(a) Vice Chair Chaffee reports that housing is becoming an issue in Pacific County. Housing prices are up, there are no rentals, and there are limited options to buy. The county commissioners had a meeting and are attempting to form a group to improve the housing situation. They are looking for a lead organization to head this group and JPCHA may be a

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**Thursday, June 23, 2022, at 10:00 a.m.**  
**Hybrid via Zoom and In Person**

good fit. There would need to be a staff member to lead this group that the county might be willing to contribute funds to hiring. The group would work on housing issues for both low- and medium-income housing. Secretary Westerman added that an ask on JPCHA would involve HOSWWA and that HOSWWA would be willing to consider contributing to the working group. Max Benson from Community Frameworks may be able to speak to the working group and Secretary Westerman thinks it might be possible to get someone from the Office of Rural and Farmworker Housing (ORFH) involved as well. Vice Chair Chaffee commented that she feels it important that we get a working group together to look at strategies to improve the housing situation and that the JPCHA Board needs to consider its role in this. Secretary Westerman added that Pacific County is very good at working together and that it is somewhat easier to gain the funds for Affordable Housing in rural areas. Commissioner Turner added that she agrees that JPCHA needs to look at its role in improving the housing situation.

(b) Secretary Westerman gave her report as submitted in the board packet. Vice Chair Chaffee inquired if anyone had heard if Willapa Landing had sold. Secretary Westerman and Commissioner Davis both responded that they heard it had been purchased.

Max Benson provided an update on Willapa Center on behalf of Community Frameworks as presented in the board packet. Vice Chair Chaffee inquired as to what the timeline looks like for Willapa Center. Mr. Benson responded that the most recent schedule he has says that we are looking at a May 2023 closeout. Vice Chair Chaffee asked if Mr. Benson thinks the contractor is doing an adequate job. He replied that he thinks they are. Commissioner Turner commented that she heard that wood material prices were dropping. Mr. Benson responded that he has heard that lumber costs have gone down, but he is unsure about other material costs. Vice Chair Chaffee commented that she is excited to see progress continue on Willapa Center. Mr. Benson stated that next they will be backfilling with rock.

**7. New Business:**

(a) Board Action: PCOG Membership Dues.

Secretary Westerman has looked into applying JPCHA to PCOG (Pacific Council of Governance). The process appears to be simple, and they have sent an invoice. Membership would allow JPCHA to access the .09 Money.

*Commissioner Turner made a motion to approve the Board Action to join PCOG and pay the membership fees. Commissioner Davis seconded the motion. Passed unanimously.*

(b) Board Action: Grant Funds for Driftwood Point Apartments.

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Thursday, June 23, 2022, at 10:00 a.m.  
Hybrid via Zoom and In Person**

*Commissioner Turner made a motion to approve the Board Action to approve accepting grant funds from the Department of Ecology for Driftwood Point Apartments. Commissioner Holland seconded the motion. Passed unanimously.*

**8. Unfinished Business:** None.

**9. Executive Session:** None.

**10. Adjournment:**

(a) The next Board Meeting will be on Thursday, August 25, 2022, at 10:00 a.m.


(b) Vice Chair Chaffee adjourned the meeting at 10:49 a.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

  
\_\_\_\_\_  
Vice-Chair, Rebecca Chaffee

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary, Executive Director

  
\_\_\_\_\_  
Date