

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, August 25, 2022, at 10:00 a.m.
Hybrid via Zoom and In Person**

PRESENT:

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

ABSENT:

Chair David Glasson

Staff Present:

Katie Bonus, Director of Operations
Cynthia Mitchell, Executive Assistant/HR
Sarah Kaczmarek, Interim Controller for Finance Dept

Public Present:

Dixie Kolditz, HOSWWA Board Commissioner
Mark Perez, Member of the Public
Paul Plakinger, Pacific County
Darian Johnson, Pacific County Human Services Program Manager
Philippa Nye, Consultant with Ally Community Development

1. Call to Order:

(a) Vice Chair Chaffee called the meeting to order at 10:03 a.m.

2. Changes and Additions to Agenda, if any: None.

3. Opportunity for Public Discussion:

(a) Mr. Perez had brought up to Chair Glasson and Secretary Westerman the possibility of using the lot on the side of his house as a potential picnic or playground area and was wondering if the Board had had a chance to discuss this possibility. Secretary Westerman responded that there has not yet been a chance to discuss. Vice Chair Chaffee mentioned that she appreciates the offer. Mr. Perez clarified that the lot is owned by the city, but that he has been mowing it. The lot is about 25 by 100 and is located across the street from Driftwood Point.

4. Financial Reports:

(a) Ms. Kaczmarek reported on the financial reports for July 2022 for JPCHA and Driftwood Point as submitted in the Board Packet.

HOSWWA Commissioner Kolditz inquired as to how Pacific Place was overbudget by 108 thousand. Ms. Kaczmarek responded that the financial statements are compared against

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the budget. Since Pacific Place was not in the original budget, this leads to expenses appearing to be greatly off when compared to the budget. HOSWWA Commissioner Kolditz asked if there was sufficient income to match the expenses that Pacific Place is generating. Ms. Kaczmarek responded that since the income was also not in the budget, it shows as being off by a comparable amount.

- (b) Secretary Westerman proposed that in the future, she will be giving the financial report instead of Ms. Kaczmarek in order to save on her billable hours. Vice Chair Chaffee stated that she has no problems with Secretary Westerman giving the financial report. Commissioner Turner added that if we have meetings that are heavier on the financials, it might be good to have Ms. Kaczmarek present, but that otherwise, she agrees.

5. Consent Agenda:

- (a) Vice Chair Chaffee inquired if more has been done in relation to last meeting's discussion involving the county forming a Housing working group, potentially with Secretary Westerman taking a lead role. Secretary Westerman responded that she has been attending meetings and that Greg at CCAP stated that they were planning on taking somewhat of a lead role. Ms. Johnson, Pacific County Human Services Program Manager, added that they are taking a pause on forming the working group in order to take time to draft out what the responsibilities will be. They have been asked to do a property inventory and perform a housing risk assessment. There should be more to come as they continue working on preparing for the working group.
- (b) *Commissioner Turner made a motion to approve the Consent Agenda. Commissioner Davis seconded the motion. Passed unanimously.*

6. Property, Secretary, and Chairperson Reports:

- (a) Ms. Bonus gave the Property report as submitted in the board packet.

She reported that we have been unable to get anyone to perform landscape services in north county; however, we now have Rick, the onsite contract manager, handing the mowing at Pacific Pearl.

Commissioner Holland asked if the solar panels at Pacific Pearl are broken. Ms. Bonus responded that they are broken and are on the list of replacement items. When they are working, they pay the property about \$4,000/year. Replacing these will likely be in next year's budget.

Vice Chair Chaffee inquired about the demand for 1-bedroom rentals as opposed to other sized units and if we are finding this a universal need across all properties. Ms.

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Bonus responded that yes, there is a great need for 1-bedrooms. Vice Chair Chaffee asked if these means there isn't as much need for 2-bedrooms. Ms. Bonus responded that there are still families looking for spaces too. Developers back in the 70's and 80's added many 2-bedrooms to the market and as the market has changed, the available 1-bedrooms aren't meeting demand. In the future, we need to look at the population that is under-served. Secretary Westerman added that we may be seeing notable changes in demand for 1-bedrooms in part due to people not getting married and elderly seniors living alone. Vice Chair Chaffee asked if Willapa Center will be impacted. Secretary Westerman feels we'll be able to fill it as there is still a need for other size spaces. Ms. Johnson added that there's a larger older population as well. She also asked which set asides are harder to fill. Ms. Bonus responded that there are a few set asides at Driftwood Point, and the most recent one that took time to fill was a 1-bedroom unit with a set aside for a veteran. It took 3 months to find a homeless veteran who qualified. Ms. Johnson added that they have been working on targeted outreach to fill units. She mentioned that sometimes people won't apply because they feel they will be so far back on the waitlist that they won't ever get help.

- (b) Secretary Westerman requested that we move to Unfinished Business before moving on to the Secretary Report. Following the Unfinished Business, Secretary Westerman gave the Secretary Report as submitted in the board packet.

The grant funds from the Department of Ecology for testing at Driftwood would be savings that do not need to be spent out of the construction funds allowing deferred developer fees to be paid. After all the work is complete, we can go back to request a grant to be refunded some of the funds spent on the voluntary clean up. We are very grateful for Roger from Hahn who has continued working with Driftwood even though he has retired.

At this point, the finish date for Willapa Center is February 3rd, 2023. We are pushing hard for this date to not be pushed further back. CCAP is looking to lease the entire space rather than having a dedicated JPCHA office. Commissioner Turner feels there could be synergy between JPCHA and CCAP. She asked if there could there be a way for JPCHA to have a desk or a space to work within the CCAP offices. She added that a dedicated JPCHA office space does not make sense otherwise. Vice Chair Chaffee added that we could rotate in a county office space down the road. CCAP is also considering putting offices in that space. Secretary Westerman responded that part of the problem is that our people need to be able to access HOSWWA servers, so the computers need to be set up for this purpose. We would need to talk to IT or maybe use a laptop. Furthermore, Willapa Center is going to have a part time services person, but there is a full-time services office that might fill the need. Vice Chair Chaffee feels we should go with

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Secretary Westerman's recommendation. Secretary Westerman suggests that we go with renting out the entire space to CCAP and get the revenue.

Secretary Westerman added that by taking on Pacific Place, JPCHA is now receiving federal funds. We will need to have an annual audit that will cost about \$17,000 per year. We expect a few small findings, such as a missing CFA. This has since been corrected, but it will be on the JPCHA audit.

Secretary Westerman is hoping to have a computer set up in both north and south offices for our public spaces during meetings and have the meetings be heavily Zoom focused. On Board days, Secretary Westerman has 7 hours dedicated just to driving which is not a good use of her time, especially with the staff shortage. Mr. Plakinger added that there is no problem reserving the Board of County Commissioners room for this purpose. The Board feels it makes sense and is more efficient.

Vice Chair Chaffee asked how our budget is for Willapa Center. Secretary Westerman responded that it is on budget.

(c) Chairperson Report: N/A

7. New Business:

(a) Driftwood Point Audited Financials FY 2021

Secretary Westerman reported that the Driftwood Audited Financials, as provided in the Board Packet, came back clean. Vice Chair Chaffee asked if the audit was a tax credit requirement. Secretary Westerman responded that it is an LLLP which has its own audit requirements.

(b) Board Action: Motion to adopt Procurement Policy

Secretary Westerman reported that this is audit clean up. After a search, it was determined that JPCHA Board has never officially adopted HOSWWA Procurement Policy and JPCHA needs to agree to use the same Procurement Policy as HOSWWA.

Commissioner Turner made a motion to adopt the Procurement Policy. Commissioner Overby seconded the motion. Passed unanimously.

(c) Board Action Resolution 22-02: FY 2022 Budget Revision

Secretary Westerman reported on the Budget Revision as provided in the packet. Pacific

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Place and Willapa Center were not originally included in the 2022 Budget. This revision adds them to the budget allowing us to get our financials back in order. Our CPA found a formula error in the projected cashflow that lead to it being overstated.

Commissioner Overby made a motion to adopt Resolution 22-02, the revised FY 2022 JPCHA Budget. Commissioner Davis seconded the motion. Passed unanimously.

- (d) Board Action Resolution 22-03: Interlocal Agreement with Department of Ecology

Commissioner Davis made a motion to accept the Interlocal Agreement with the Department of Ecology. Commissioner Overby seconded the motion. Passed unanimously.

8. Unfinished Business:

- (a) Raymond Manor Feasibility Study Outcome

Ms. Nye, consultant with Ally Community Development, reported on the Feasibility Study Outcome as presented in the Board Packet. Vice Chair Chaffee asked if we took on this study due to the owner approaching us. Secretary Westerman confirmed this and added that it is also on a HOSWWA voucher contract. Per the Feasibility Study recommendation to not proceed with Raymond Manor at this time, Vice Chair Chaffee feels that we should let it go as a potential project. Commissioner Turner agreed. Raymond Manor may be revisited at a later time.

9. Executive Session: None.

10. Adjournment:

- (a) Secretary Westerman mentioned that CCAP brought up a property in Ilwaco and that they were wondering if JPCHA would want to partner on it. She has reached out to the Real Estate agent but has not yet reached her. As JPCHA does not have a real estate agent, HOSWWA ran the property by Vancouver Housing Authority's development staff, and they think it might be a candidate for Rapid Capital Acquisition. The property looks promising with 11 apartments with shared kitchen spaces. CCAP is interested in this property for workforce housing which would be a boon for Pacific County. CCAP would be the service provider and it would make sense for JPCHA to be the owner. Vice Chair Chaffee asked for clarification on how this property would work. Secretary Westerman reported that there would be occupants in the bedrooms with their own bathrooms and that living and kitchen spaces would be shared. At \$1.8 million total, the cost comes out to about \$163 thousand per unit which is a good price. Ms. Bonus added that a lot of the furnishing comes with the property. Secretary Westerman thinks it has promise and that someone will need to write the grant request. She may be able to ask VHA to write the

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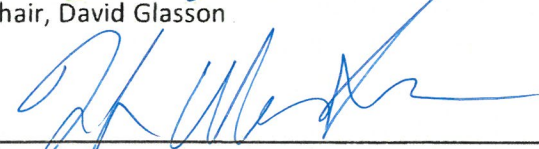
request for JPCHA at a small hourly rate of around \$50-60 per hour. Vice Chair Chaffee asked if the shared living space and kitchens would make this project harder to manage. Ms. Bonus responded that we have a similar property, Phoenix House, where clients rent the bedroom and bathroom and share the living space. The service provider explains what congregate living means and there have been no issues. Secretary Westerman added that we also have congregate housing for our Veterans Program. Vice Chair Chaffee mentioned that she is interested in this property and would like to join on a tour. Commissioner Davis agrees that it would be a great idea and would fill a housing need. Vice Chair Chaffee mentioned that there was also a property that she had been looking at with a large house that has 7 acres that might be suited to a congregate living situation; however, the property is in need of some work. Secretary Westerman responded that the Ilwaco property is in good shape and is a good option to expand housing as we can't take more development projects at this time. Commissioner Overby added that it seems interesting and would fill a need for 1-bedroom spaces. Commissioner Davis inquired as to what rent would be. Secretary Westerman responded that it would depend on the funding, but it would be affordable. Ms. Bonus added that for the Capital Grant in rural areas, it would be at or below 50% Average Market Rent (AMR). Secretary Westerman requested that if anyone knows any real estate agents to help us set up a showing on the Ilwaco property.

(b) The next Board Meeting will be on Thursday, October 27, 2022, at 10:00 a.m.

(c) Vice Chair Chaffee adjourned the meeting at 11:24 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

	10-27-22
Chair, David Glasson	Date
	10/27/22
Attest: Jennifer Westerman, Secretary, Executive Director	Date