

MINUTES TO THE BOARD MEETING OF THE JOING PACIFIC COUNTY  
HOUSING AUTHORITY BOARD OF COMMISSIONERS

January 24, 2019 at 10:00 a.m.  
Pacific County Annex, South Bend, WA

**PRESENT:**

Chair, David Glasson (via phone)  
Vice Chair, Rebecca Chaffee  
Commissioner, Jan Davis  
Commissioner, Cheryl Green  
Commissioner, Julie Overby

**ABSENT:**

Commissioner, Leslie Brophy

**Staff Present:**

Finance Manager, Becky Phillips  
Asset Manager, Katie Bonus

**Public Present:**

Kathy Spoor

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

**Changes and Additions to the Agenda:** None

**CONSENT AGENDA:**

Finance Manager, Becky Phillips reviewed the financial information for December 2018. She has finalized the new layout for the “financial dashboard” and went over how to read the financials.

**Commissioner, Jan Davis motioned to approve the Consent Agenda. Commissioner, Julie Overby seconded the motion. Passed unanimously.**

**CHAIRMAN and SECRETARY REPORTS:**

Chair, David Glasson will meet sometime next week with Richard Gress. Mr. Gress is interested in partnering to develop land North of the golf course. Mr. Gress was thinking about developing around 30 units. Chair, David Glasson will update the Board at the next meeting.

**OLD BUSINESS:**

**Driftwood Point Apartments Update:**

Asset Manager, Katie Bonus passed out a handout from Dan Freedman regarding an update on the development of Driftwood Point Apartments. There was a change order placed last week that is adding days onto the development. There will now be a vapor mitigation system put in where the gas station was, this has added 20 days to the development. The storm drains need repair as well, this has added 3 days to the development. The City of Long Beach has donated the pipes to fix the storm drains.

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Asset Manager, Katie Bonus explains that by December the apartments need to be 93% occupied.

Website Development:

The Board reviewed the quote from PageFreezer. They are holding off on social media for now and focusing on website development. Vice Chair, Chaffee requested to invite Blakely Media to the next meeting on March 21, 2019 in Long Beach in order to get a stronger sense of what information they will need to create the website. The Board members will look at other housing authority websites to see which ones they like best.

By-Law Revision:

The Board agreed the current By-Laws require updating. Asset Manager, Katie Bonus advised the Board on how/what HOSWWA Board updated their By-Laws. Chair, David Glasson and Commissioner, Julie Overby agreed to work together to update the By-Laws and will have a draft to bring to the next meeting for Board changes/approval.

Willapa Landing Update:

Asset Manager, Katie Bonus, updated the Board on Willapa Landing. There are three mortgages on the building. There have been discussions with HUD to possibly forgive their loans on the building with certain requirements. Commissioner's discussed in length the status of the property and what would need to be fixed. Commissioner, Jan Davis stated her concerns about the property if HUD were not willing to forgive the loan. Asset Manager, Katie Bonus, will find out more information from HUD and see if JCPHA can have a guarantee that they will forgive debt before purchase.

**NEW BUSINESS:**

Approval to Increase Application Fees for JPCHA properties:

Asset Manager, Katie Bonus requested to increase the application fee from \$34.00 to \$36.00.

**Commissioner, Jan Davis motioned to raise the application fee. Commissioner, Julie Overby seconded the motion. Passed unanimously.**

**Executive Session:** None

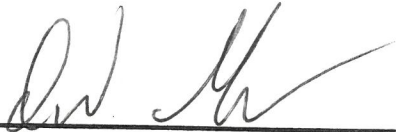
**NEXT BOARD MEETING:** March 21, 2019 @ Long Beach City Hall, Long Beach, WA at 10:00am

Respectfully submitted by:

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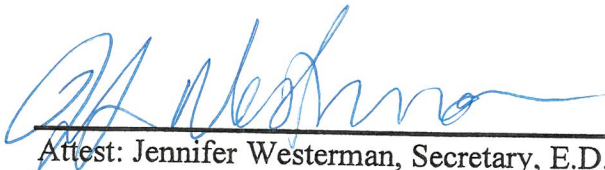
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BOARD APPROVAL OF MINUTES:



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David Glasson, Chair



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Attest: Jennifer Westerman, Secretary, E.D.

2/4/19