

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

Thursday, May 28, 2020 at 10:00 a.m.

Via Zoom

PRESENT:

Chair, David Glasson
Commissioner, Leslie Brophy
Vice Chair, Rebecca Chaffee
Commissioner, Jan Davis
Commissioner, Julie Overby
Commissioner, Cheryl Green
Secretary, Jennifer Westerman

ABSENT:

Staff Present:

Director of Operations, Katie Bonus
Finance Manager, Becky Phillips
Executive Assistant, Dana Wise

Public Present:

Kathy Spoor

1. Call to Order

Chair Glasson 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. Finance Manager Phillips started by pointing out that the tenant revenues are down a bit and that Director of Operations Bonus will explain why in her report. Phillips noted that the administration expenses are 72% over budget due to audit expenses. Phillips explained that due to Willapa Center coming online there will need to be a budget for annual audits. Secretary Westerman advised that we have negotiated audits for US Bank for every 3 years. Phillips stated that the unrestricted cash is down because of funds used for Willapa Center that will be reimbursed once construction begins. Finance Manager Phillips announced that Driftwood Point Apartments met the Operating Debt Ratio that was required for stabilization. The requirement was to meet the operating debt ratio for three consecutive months and Driftwood Point Apartments met the requirement in the first three months.
- b. Director of Operations Katie Bonus began her report by stating that Pacific Pearl has a vacant unit that is having a problem occupying. Bonus stated that 5 different applicants have made it half-way through the process and then dropped out. Bonus advised that a fire alarm and sprinkler test has just been completed at Pacific Pearl. Bonus notified the board that Timberline Apartments needs to have the back stairs replaced. The in house estimate for completion is around \$17k. A bid for the job has been sent out. Director of Operations Bonus went on to say that a tenant at Driftwood

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Point Apartments broke off a sprinkler head during a mental health crisis. The sprinkler flooded the apartment as well as two downstairs. The apartments have been renovated. Bonus said that three tenants had moved out of Driftwood Point Apartments in April and people on the waiting list have been contacted. Kathy Spoor asked if the people on the waiting list that are residents of Pacific County are being prioritized. Secretary Westerman advised yes, there is a Pacific County preference on the wait list., we are going in the order of the waiting list. Kathy Spoor mentioned that she will notify Bryson, Veterans Service Officer, that Veterans housing is available.

5. Consent Agenda

Vice Chair Chaffee motioned to approve the Consent Agenda. Commissioner Overby seconded the motion. The motion passed unanimously.

6. Chairperson and Secretary Reports

- a. Chair Glasson began his report stating that he, Vice Chair Chaffee, Secretary Westerman, and Finance Manager Philips had a meeting earlier in the week regarding the interlocal agreement between JPCHA and HOSWWA. Chair Glasson stated that the agreement should be updated. Vice Chair Chaffee added that the current agreement is signed by the Chris Pegg for JPCHA and HOSWWA. Vice Chair Chaffee suggested that the Chair of JPCHA sign for JPCHA and the Secretary can sign for HOSWWA. It was agreed that Chair Glasson and Secretary Westerman will work on a draft to bring to the board.
- b. Secretary Westerman provided a development update for Driftwood Point Apartments. She highlighted a snag for the completion of the survey requirements. There are discussions taking place to decide how to proceed. Secretary Westerman provided development updated for Willapa Center, see the notes from Community Frameworks for more details, Pacific Place and Willapa Landing. Westerman noted that more information for Pacific Place and Willapa Landing is in the following resolutions under New Business.

7. New Business

- a. Board Action: Approval of Resolution 20-02: Authorization to Execute Documents for Development of Willapa Center. Secretary Westerman asked for permission to move forward with the development of Willapa Center. Westerman noted that the architect feels confident to start in the Fall. However, Westerman is wary of the idea. Chair Glasson stated that it may not be a good time to start construction. There was a discussion around the start date of construction.
Vice Chair Chaffee motioned to approve Resolution 20-02. Commissioner Overby seconded the motion. Motion passed unanimously.
- b. Board Action: Approval of Resolution 20-03: Authorization to Execute Contract with Developers Acquisitions. Secretary Westerman asked for permission to proceed with acquisition of Willapa Landing and Pacific Place.

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Vice Chair Chaffee motioned to approve Resolution 20-03. Commissioner Davis seconded the motion. Passed unanimously.

- o Pacific Place- Secretary Westerman gave a quick description of Pacific Place. She started with the building's condition and followed up with stating that we will need a Capital Needs Assessment completed for the building. For the financials of the building Secretary Westerman explained that the owners of the property would like to sell the building for the assumption of the debt plus an additional \$80k.
- o Willapa Landing- Secretary Westerman advised that the owners of Willapa Landing would like to donate the property to JPCHA with the debt included. The owners are only asking for their legal fees to be covered. Westerman went on to say that Willapa Landing currently has two HUD loans and a smaller conventional loan. Westerman has been looking into HUD Loan forgiveness. The current owners are anxious to move forward as there is a balloon payment in the near future. Vice Chair Chaffee asked what exactly we would be asking HUD to forgive. Secretary Westerman explained it would be the entire debt. Secretary Westerman said that the building's condition would need a complete rehab. Commissioner Overby asked if the purchase and sale would be contingent on if we receive additional funding for the rehab. Westerman advised it would work that way.

8. Unfinished Business

9. Executive Session, if any

10. Adjournment

- a. Chair Glasson adjourned the meeting at 10:58 a.m.
- b. The next meeting will be held July 23, 2020 at 10:100am

Respectfully Submitted by:

JENNIFER WESTERMAN, EXECUTIVE DIRECTOR


Board Approval of Minutes



David Glasson, Chair

7/23/2020

Date:



Attest: Jennifer Westerman, Secretary, E.D

7/23/2020

Date:

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