

MINUTES TO THE BOARD MEETING OF THE JOINT PACIFIC COUNTY HOUSING
AUTHORITY BOARD OF COMMISSIONERS
Thursday, July 23, 2020 at 10:00 a.m.
Via Zoom

PRESENT:

Chair, David Glasson
Vice Chair, Rebecca Chaffee
Commissioner, Jan Davis
Commissioner, Julie Overby
Secretary, Jennifer Westerman

ABSENT:

Commissioner, Leslie Brophy
Commissioner, Cheryl Green

Staff Present:

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

Public Present:

Kathy Spoor
Phillipa Nye
Mike Wagenblast

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

Mike Wagenblast notified the board that the American Legion Post in Raymond is considering developing the upper floor of their building in Raymond for affordable housing. They are looking for funding opportunities.

4. Staff Reports

- a. Finance Manager Phillips began her report by stating Pacific Pearl and Eagles are under budget and will not be able to increase rent until the moratorium is lifted. Secretary Westerman said the Housing Authority does not expect to see the moratorium lifted this year. Phillips went on to say that the unrestricted and restricted cash is holding steady. Commissioner Overby asked if utilities were over budget because utilities were underbudgeted. Phillips answered yes. Chair Glasson asked if the insurance payment was received for the water damage at Driftwood. Finance Manager Phillips replied yes less the \$2,500 deductible.
- b. Director of Operations Katie Bonus began her report by stating that over all occupancy for the four properties is at 97%. Bonus provided updated waitlist numbers for all of the properties. Bonus advised that there are 3 vacancies at Driftwood and 66 invite letters have been sent out. Director of Operations Bonus said that the back stairs and landing at Timberland will be replaced. H&T General Contractor will hopefully begin work next week. Bonus explained that Pacific Pearl has a vacancy and invite letters have been sent out to fill the unit.

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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. None
- b. Secretary Westerman provided an update on the Driftwood parking spaces. She advised the board that they asked Long Beach City Council in mid-June for a 2-space parking variance that was awarded. With this complete Driftwood closed on the construction loan. The developer is currently working on the 8609's which are required for stabilization. Secretary Westerman went onto say that we have executed a Purchase and Sale agreement for Pacific Place Apartments. The developers working on this project have prepared a \$1.3million Preservation funding application that was submitted on July 1st. Secretary Westerman reviewed the update on Willapa Center from Community Frameworks. Westerman shared the draft blueprints for Willapa Center- 30 units in all. Vice Chair Chaffee states that we seem to have trouble renting the larger rooms and asked Secretary Westerman if she felt comfortable with that many larger units. Westerman advised that she does feel comfortable because this property has different income limits.

7. New Business

- a. Board Discussion: Willapa Landing discussion with Phillipa Nye- Phillipa Nye went over a power point with pros and cons of moving forward with the purchase of Willapa Landing. Secretary Westerman advised that the next step is to complete a CNA and that the property is potentially troubled. Commissioner Davis agreed that the property needs work. Chair Glasson posed the question, would it be better to wait until the property goes into foreclosure. Commissioner Overby suggested that we table the idea until January. Vice Chair Chaffee urged the board to revisit in September. Secretary Westerman advised that she will contact the mayor of South Bend to see if the County could help to fund a CNA.
- b. Board Discussion: Audit reports for JPCHA 2019. – Finance Manager Phillips advised that the Audit Reports for JPCHA have been completed and there were no findings.

8. Unfinished Business

9. Executive Session, if any

10. Adjournment

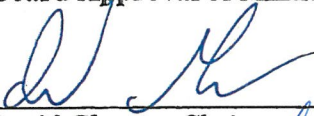
- a. Chair Glasson adjourned the meeting at 11:07 a.m.
- b. The next meeting will be held November 26, 2020 at 10:100am

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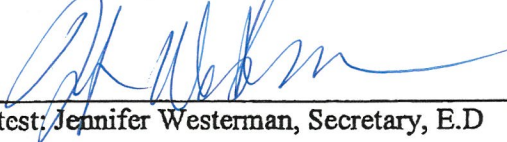
Respectfully Submitted by:

JENNIFER WESTERMAN, EXECUTIVE DIRECTOR

Board Approval of Minutes



David Glasson, Chair 10/5/20
Date:



Attest: Jennifer Westerman, Secretary, E.D 10/8/2020
Date: