

MINUTES TO THE BOARD MEETING OF THE JOINT PACIFIC COUNTY HOUSING  
AUTHORITY BOARD OF COMMISSIONERS  
Thursday, September 24, 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  
Mike Wagenblast

**1. Call to Order**

Chair Glasson called the meeting to order at 10:01 a.m.

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

**3. Opportunity for Public Discussion**

**4. Staff Reports**

- a. Finance Manager Phillips reported that tenant revenues are under budget. Secretary Westerman explained that this is due to the rent moratorium. Phillips reported that the administration expenses are also over budget mostly due to the development of the website and delayed 2018 auditing fees. Utilities are over budget. Chair Glasson mentioned that it could be due to people staying home more because of the pandemic.
- b. Director of Operations Katie Bonus began her report by stating that the 4 properties have an overall occupancy of 97%. Bonus explained that The Eagles doesn't always cashflow and the lease needs to be updated. There are 230 applicants on the waiting list. Director of Operations Bonus reported that Pacific Pearl's occupancy level is below target due to the difficulty of finding a qualified applicant. Bonus stated that the contractor who had been working with us at Timberland to replace the stairs has backed out before a contract had been signed.

**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 Point Apartments. We have received the 8609's from WSHFC that document our tax credits and they have been sent

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to the IRS. The next step is completing ecology reports and stabilization paperwork. Secretary Westerman moved onto Willapa Center. The Board discussed potential exterior colors of the building. Currently the yellow/gold with red is the most favorable. Kathy Spoor mentioned that the new school is in the same colors and it looks very nice. Secretary Westerman referred to the report by Community Frameworks for more detail. Westerman reported that JPCHA was awarded 1.3 million for acquisition and rehabilitation of Pacific Place Apartments. USDA is currently reviewing the CNA (Capital Needs Assessment). Vice Chair Chaffee asked if the awarded funds would cover both the acquisition and rehab. Secretary Westerman believes the amount will be sufficient. Westerman advised that the City of South Bend has agreed to pay for a CNA on Willapa Landing. Once we have the completed CNA the results will be brought back to the Board to discuss. Secretary Westerman concluded her report by stating that her and Chair Glasson had a preliminary meeting regarding the Interlocal Agreement between JPCHA and HOSWWA. She will bring an updated agreement back to the Board for additional input but requested patience on that item as HOSWWA is in the midst of a new software implementation for the next six months.

**7. New Business**

- a. Board Action: Motion to approve Memorandum of Understanding between JPCHA and The City of Bend. Secretary Westerman outlined the understanding between agencies. Highlighting that The City of South Bend will fund no more than \$9k for a CNA on Willapa Landing.  
*Vice Chair Chaffee motioned to approve the MOU between JPCHA and The City of South Bend. Commissioner Overby seconded the motion. Motion passed unanimously.*

**8. Unfinished Business**

- a. Willapa Center Update – This update was provided during the Secretary Report.

**9. Executive Session, if any**

**10. Adjournment**

- a. Chair Glasson adjourned the meeting at 10:38 a.m.
- b. The next meeting will be held November 19, 2020 at 10:00am

Respectfully Submitted by:

JENNIFER WESTERMAN, EXECUTIVE DIRECTOR


JPCHA / Board Meeting Minutes

September 24, 2020

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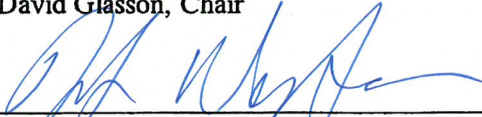
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**Board Approval of Minutes**

  
\_\_\_\_\_  
David Glasson, Chair

11/19/20

Date:

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary, E.D

11/20/2020

Date: