

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

Thursday, December 30, 2019 at 10:00 a.m.  
Pacific County Annex, South Bend, WA

**PRESENT:**

Chair, David Glasson (via phone)  
Vice Chair, Rebecca Chaffee  
Commissioner, Leslie Brophy  
Commissioner, Jan Davis  
Commissioner, Julie Overby  
Secretary, Jennifer Westerman

**ABSENT:**

Commissioner, Cheryl Green

**Staff Present:**

Finance Manager, Becky Phillips  
Executive Assistant, Dana Wise

**Public Present:**

Kathy Spoor  
Mike Wagonblast

**1. Call to Order**

Chair Glasson called the meeting to order at 10:06a.m.

**2. Changes and Addition to Agenda, if any:**

Secretary Westerman explained a change in the agenda. For Resolutions 19-06 and 19-07 the date of December 12, 2019 has been amended to December 30, 2019 on the signature line.

**3. Opportunity for Public Discussion**

**4. Staff Reports**

- a. Finance Manager Phillips Reviewed the financial reports for the month of October 2019. Phillips highlighted the financial memo.
- b. Secretary Westerman gave the property report on behalf of Katie Bonus, Director of Operations. She reports that occupancy for Pacific Pearl, Eagles, and Timberland are at 97%

**5. Consent Agenda**

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

**6. Chairman and Secretary Reports**

- a. Chair Glasson reports that there have been a few neighboring citizens that have concerns regarding the lighting from Driftwood Point Apartments. Secretary Westerman advised the board that Director of Operations, Katie Bonus, is aware of the issue and is looking into what can be done to eliminate the lights shining so bright.

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- b. Secretary Westerman gave an update on Driftwood Point Apartments. Advising that on October 31<sup>st</sup> we received the occupancy permit and on November 18<sup>th</sup> the buildings passed HQS Inspections. The final residents for building A began to move in during Thanksgiving weekend which means we met the lease up deadline for that month. Westerman advised that we are 4 units (correction 7 unites) shy of being filled and hope to meet stabilization after the first quarter of 2020. Kathy Spoor asked if we have exhausted our waiting list. Westerman advised that the waiting list is compiled of mostly single people and the units needed to be filled are two bedroom or more. Kathy Spoor asked that if after a period of time can one person fill a 2 bedroom unit. Secretary Westerman said that she will look into it. Westerman explained that being over income was an issue with housing people. Mark Wagonblast asked if a veteran who receives money from a disability would that count as income. Secretary Westerman advised yes it counts as income. Secretary Westerman advised that there were a few concerns surrounding the garbage bins. She explained that we did not anticipate so much cardboard and have requested more frequent garbage pick ups until tenants are moved in. Secretary Westerman explained we are currently working with Finney Neill auditors to complete the cost certification which allows us to give the 8609's to US Bank. However, we will need 3 months of financials to show stabilization. After we have shown stabilization we will then be able to move the construction loan to a bank loan. (Correction pay off the construction loan) Secretary Westerman advised that we have set the date for the Grand Opening for January 23<sup>rd</sup> at 11:30am.
- c. Secretary Westerman gave an update on Willapa Center. She advised the board that we have submitted the Early Learning Fund Grant to Commerce and that we did receive the Housing Trust Fund Award. Max Benson of Community Frameworks is currently working on the grant application for Tax Credits. Vice Chair Chaffee advised that Dave Garder from a local paper is interested in doing a press release and asked the board if we are ready for public announcement. The board discussed and decided that they are not ready for public announcement and would like to wait to see if we are awarded Tax Credit funds.
- d. Secretary Westerman informed the board that she has had a few conference calls with USDA regarding Pacific Place Apartments. She was told there could be some good options for obtaining the property. However, there are no USDA funds currently. Commissioner Brophy asked if they will sell the property for less considering the construction. Westerman advised that she couldn't be sure, but possibly. Vice Chair asked if there is any debt on the property. Finance Manager Phillips stated that the debt is deferred debt. There was a discussion regarding the constructional integrity of the building. Secretary Westerman suggested that we tell the owners we are not currently interested in the property and wait for USDA funds to become available. Vice Chair Chaffee wondered if they would be willing to sign a purchase and sale

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agreement with a contingency with funding. Chair Glasson questioned if that was the case do you think that the property wouldn't be maintained. Secretary Westerman advised that Addwest Managers is currently contracted and they do a good job maintaining properties.

- e. Secretary Westerman reported that Sunstone Consulting completed their review of the Willapa Landing documents. Sunstone believes we would qualify for a HUD loan forgiveness. However, Sunstone stated that they do not have the time to work with us on this acquisition. Secretary Westerman informed the board that she has contacted Mike Decina of Kantor and Taylor to get an estimate of cost to acquire the property. Mr. Decina suggested that we get releases with our partners so the loan forgiveness can be discussed with HUD.
- f. Secretary Westerman requests that the board members review the prototype of the JPCHA website that Blakely Media has been developing. Chair Glasson comments that the website looks great. Westerman would like feedback from the board at the next meeting.

**7. New Business**

- a. Resolution 19-06- Financial Budget FY20: Finance Manager Becky Philips presented the JPCHA Budget FY20. Board members asked what the line item Theresa Johnson was for. It was explained that Theresa Johnson is our financial consultant. Secretary Westerman advised that it is less expensive to outsource our CPA work than to keep it in house. Commissioner Overby asked why there were more funds asked for in the maintenance budget. Phillips replied that she will ask Katie Bonus, Director of Operations. Finance Manager Phillips ended with explaining the debt ratio and how it is in good standing.  
*Vice Chair Chaffee motioned to approve Resolution 19-06. Commissioner Overby second the motion. Resolution passed unanimously.*
- b. Approval for Resolution 19-07- Financial Budget for DWP, LLLP FY 20: Finance Manager Phillips presented the financial budget for Driftwood Point Apartments. She advised that because this is a new property they guessed higher than normal for the rate of vacancy. Commissioner Brophy asked if there was a specific percentage they used. Phillips answered yes, 4%. Secretary Westerman advised the board that the investors also have to approve the financial budget and that Housing Opportunities of SW WA have already passed the budget. Vice Chair Chaffee asked if Driftwood requires a budget annually. Finance Manager Phillips advised yes a budget needs to be completed every year.  
*Commissioner Davis motions to approve Resolution 19-07. Commissioner Brophy second the motion. Resolution passed unanimously.*
- c. Motion to approve Contract for Supportive Services provided by Crisis Support Network. Secretary Westerman explained that we would like to enter into a contract with Crisis Support Network starting January 1, 2020 through

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December 31, 2020. Currently Crisis Support Network provides services at Pacific Pearl. Commissioner Brophy asked what services they provide. Secretary Westerman advised that they help with transportation, budgeting, job retraining, and crisis support.

*Vice Chair Chaffee motioned to approve the contract with Crisis Support Network. Commissioner Brophy second the motion. Motion passed unanimously.*

**8. Unfinished Business**

- a. Driftwood Point Apartments Grand Opening. Secretary Westerman asked for the Board to review the guest list to the grand opening that was provided as a hand out. She requested that if there is a person who is not listed to please provide contact information so that we can send them an invitation. There was a discussion surrounding ideas of who could do the ribbon cutting and who would want to speak.
- b. Pacific Place: There was no discussion at this time as it was discussed during the Secretary Report
- c. Website: There was no discussion at this time as it was discussed during the Secretary Report.

**9. Executive Session, If Any:**

There was no executive session

**10. Adjournment**

- a. Chair Glasson adjourned the meeting at 11:25a.m.
- b. The next meeting will be Thursday, January 23, 2020, at 11:30am in Long Beach, WA, Driftwood Point Apartments


Respectfully submitted by:

Jennifer Westerman

Board Approval of Minutes

  
Chair, David Glasson

1/23/2020  
Date

  
Attest: Jennifer Westerman, Secretary, Executive Director

1/23/2020  
Date