

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, October 27, 2022, at 10:00 a.m.
Hybrid via Zoom and In Person**

PRESENT:

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

ABSENT:

Commissioner Tiffany Turner

Staff Present:

Katie Bonus, Director of Operations
Jessica Galovin, Finance Manager
Cynthia Mitchell, Executive Assistant/HR

Public Present:

Mark Perez, Member of the Public
Paul Plakinger, Pacific County
Darian Johnson, Pacific County Human Services Program Manager
Kelly Rupp, Member of the Public
Trisha Bisby, Raymond Businessperson

1. Call to Order:

- (a) Chair Glasson called the meeting to order at 10:00 a.m.

2. Changes and Additions to Agenda, if any: None.

3. Opportunity for Public Discussion:

- (a) Trisha Bisby, who owns the building across from Willapa Center, suggested that one of the apartments could be set aside for law enforcement use. She feels that people behave better when in the presence of law enforcement and feels that their presence in the building would make things safer.
- (b) Mark Perez has added a scoop for dog owners to use to the lot next to his house. He has also obtained some benches and ash trays to add to the lot as well.

4. Financial Reports:

- (a) Ms. Galovin reported on the financial reports for August and September 2022 for JPCHA and Driftwood Point as submitted in the Board Packet.

Vice Chair Chaffee asked how much we received from the CHIP award and if that is what we received from the City of Raymond grant. Secretary Westerman responded that we

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received about 120 thousand from the CHIP Award, but that the Raymond grant is payments coming in on CBDG. Vice Chair Chaffee asked if we have paid the developer fee for Driftwood Point. Secretary Westerman responded that a portion of the developer fee was deferred and that payments would come from the annual waterfall. Developer fees go in part to HOSWWA and in part to the developer.

Chair Glasson asked if the unbudgeted vapor costs were on the gas station side. Secretary Westerman responded that yes, those costs were due to the gas station. However, the costs are covered by the construction contingency so what we are seeing with those costs is an accounting treatment that she will discuss with the CPA and clarify at next board meeting.

5. Consent Agenda:

- (a) *Vice Chair Chaffee made a motion to approve the Consent Agenda. Commissioner Davis seconded the motion. Passed unanimously.*

6. Property, Secretary, and Chairperson Reports:

- (a) Ms. Bonus gave the Property report as submitted in the board packet.
- (b) Secretary Westerman gave the Secretary Report as submitted in the board packet.

Secretary Westerman reported that Willapa Center builders risk insurance cost \$60 thousand to extend. Pacific Place is not complete and has been extended by one month. They were not done with the community center and Ms. Bonus was not satisfied with the paint job.

Vice Chair Chaffee asked if the delay at Willapa Center was due to the soil contamination. Secretary Westerman responded that the change order signed that moved substantial completion out was due to the soil contamination. Vice Chair Chafee asked how long it took to take care of the soil contamination. Secretary Westerman responded that it took about 130 days to deal with. It took a long time to find someone who was willing to take the contaminated soil, which was in part due to COVID closures. Vice Chair Chaffee asked how far behind the property is. Secretary Westerman responded that we are pushing them hard to make the deadline for substantial completion in March.

- (c) Chairperson Report: Chair Glasson commented that he was glad to be back.

7. New Business:

- (a) Board Action: Motion to approve feasibility study of Alder House

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Secretary Westerman reported on the Alder House motion as provided in the board packet. She provided background on the property and reported on work that needs to be done if we were to elect to acquire it. She feels that the 35-unit property has promise and that there is a need for those units in Pacific County. It may be possible to obtain purchase and rehabilitation costs from the Rapid Capital Acquisition program. Community Frameworks has agreed to work as developer for us on this and will help us apply for funds. We need to determine who the designated population will be, and we need to perform feasibility quickly. This will require paying an architect to get costs for rehabilitation together, will require an RFP for an architect, costs for feasibility and for a developer.

Commissioner Holland asked if the intent was to convert the units and add a small kitchen to the units. Secretary Westerman responded that that is one possibility. We could add two burner stove tops to the units to meet requirements. Vice Chair Chaffee asked what populations we might serve with Alder House. Secretary Westerman reported that we looked at our waiting list to see what our needs are in Pacific County. There is a large need for 1 bedroom apartments. We also have 50 elderly, 29 others who are elderly and disabled, about 120 disabled, and about 70 homeless who are on the waiting list. The main concern for senior housing is that the nearby bus stop is at the bottom of a steep hill. The property could be used for workforce housing, but that would be harder to fund, and the property has traits better fitted for more vulnerable populations. Alder House would also be good for mental health housing with the assistance of a behavioral health partner. Darian Johnson reported that Pacific County Human Services Program data also supports a need for elderly and disabled housing.

Alder House is a two-story building with an elevator. It also does not have sufficient parking for 35 units. The adjacent property is owned by Pacific County, and it could be possible to get access to part of that for parking purposes. Chair Glasson suggested that Dial-a-Ride might help fill the transit need.

Vice Chair Chaffee, Commissioner Overby, Commissioner Davis, and Commissioner Holland all felt a special meeting to have an Alder House workshop during the month of November would be a good idea.

Vice Chair Chaffee made a motion to: approve a feasibility study of Alder House, authorize Secretary Westerman to execute a contract with a developer for Alder House, and authorize Secretary Westerman to negotiate a purchase and sale agreement for Alder House. Commissioner Holland seconded the motion. Passed unanimously.

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8. **Unfinished Business:** None.

9. **Executive Session:**

- (a) Chair Glasson called for an Executive Session lasting approximately 10 minutes to discuss Real Estate. No decisions were made.

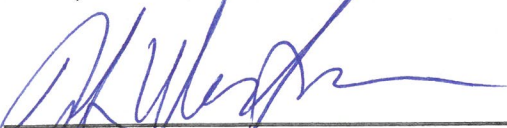
10. **Adjournment:**

- (a) Vice Chair Chaffee has been contacted by Pacific County Transit who are wondering if there is office space available in the Willapa Center. Secretary Westerman has followed up them to let them know that the space is spoken for and that we are already in the process of negotiating a lease agreement. As they are not a non-profit, they do not meet the funding requirements for the space in Willapa Center.
- (b) Chair Glasson requested that Vice Chair Chaffee pass along Trish Bisby's contact information to Secretary Westerman, but that he suspected her request would not meet the set aside qualifications. Secretary Westerman responded that she would get in touch with her, but that all units were already set aside.
- (c) The next Board Meeting will be on Thursday, December 15, 2022, at 10:00 a.m.
- (d) Chair Glasson adjourned the meeting at 10:05 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:


Chair, David Glasson 12/15/22
Date


Attest: Jennifer Westerman, Secretary, Executive Director 12/15/22
Date