



*Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO*

**BOARD OF COMMISSIONERS MEETING**  
**Monday, January 23, 2023, at 4:00 p.m.**  
**In Person and Zoom**

**PRESENT:**

Chair Marchelle Knapp  
Vice Chair Traci Wood  
Commissioner Allan Rudberg  
Commissioner David Vasquez  
Commissioner Sue Lantz  
Commissioner Dixie Kolditz  
Secretary Jennifer Westerman

**ABSENT:**

**STAFF:**

Katie Bonus, Director of Operations  
Cecilia Larson, Rent Assistance Program Manager  
Rachelle Sanders, VIP Manager  
Cynthia Mitchell, Executive Assistant/HR

**PUBLIC:**

MaryAlice Wallis, Mayor for City of Longview  
Ron Kozlowski, Member of the Public

**1. CALL TO ORDER**

- a) Chair Knapp called the meeting to order at 4:02 p.m.

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: None**

**3. OPPORTUNITY FOR PUBLIC DISCUSSION:**

- a) Mayor Wallis reported that there has been a .1 cent sales tax increase to help with housing in the City of Longview.
- b) Mr. Kozlowski brought up concerns about the cost to build housing units. He inquired as to how we can call Sunrise Village “affordable” when it is going to cost over \$400,000 per unit to build. Chair Knapp and Secretary Westerman clarified that “affordable” in the case of “affordable housing” refers to what the tenant is paying, rather than the cost to build. “Affordable” is aimed at 60% of median income and “subsidized” is aimed at 30% of median income. Secretary



Westerman reported that for Sunrise Village, half of the units will be subsidized with vouchers and the other half will be affordable. Due to time constraints, Secretary Westerman offered Mr. Kozlowski her contact information for further questions.

#### 4. FINANCIAL REPORTS:

- a) On behalf of Ms. Galovin, Secretary Westerman provided financial reports for December 2022 for HOSWWA and Lilac Place, as provided in the Board Packet.

Secretary Westerman reported that the repairs mentioned on non-operating income is the Tulip Valley fire repairs. She also reported that Lilac Place had a good 2022 year which will allow it to pay off some of its debt after the waterfall.

#### 5. CONSENT AGENDA:

- a) *Commissioner Lantz made a motion to approve the Consent Agenda. Commissioner Vasquez seconded the motion. Passed unanimously.*

#### 6. STAFF REPORTS

- a) **Voucher Status:** Ms. Larson gave the Voucher Status Report as provided in the Board packet.
- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet.
- c) **VIP Summaries:** Ms. Sanders and Secretary Westerman gave an update on the Veteran Integration Program (VIP) as provided in the Board Packet.

Mr. Kozlowski inquired if HOSWWA still owned Stratford Apartments. Ms. Sanders and Ms. Bonus reported that we do still own it and that it is at capacity— all 20 units are full.

#### 7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** None.
- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet.

Vice Chair Wood asked if it would be better to pursue properties that are going up for sale rather than go through with the Ocean Beach property development. Secretary Westerman responded that she doesn't think they are mutually exclusive actions. Furthermore, with Ocean Beach we must either develop it, or



sell it and give proceeds back to WSHFC. Vice Chair Wood asked if our share of the proceeds would be sufficient to go after already built properties, potentially getting more units. Secretary Westerman responded that that possibility was explored; however, she does not expect that we would get very much money from selling the Ocean Beach property. Commissioner Lantz inquired what kind of housing units Vice Chair Wood is talking about. Vice Chair Wood replied that she was discussing purchasing multi-family units. Secretary Westerman requested that Vice Chair Wood send her information about such properties when they come up. There will be another round of Rapid Capital Act funds which could be applied towards purchasing such properties. Secretary Westerman added that it is a bit difficult when the properties are occupied as we would need to pay relocation costs for any tenants who do not meet the set aside requirements. Vice Chair Wood feels the amount of multi-family units is going to be increase and may become more affordable, therefore we should keep them on our radar. Secretary Westerman agreed and stated that she is interested in looking for candidates for Rapid Capital Act funds.

#### **8. NEW BUSINESS:**

##### a) Board Action: Approval of New Maintenance Charges

Ms. Bonus reported on the request for approval of the new maintenance charges for HOSWWA properties. The change in cost has been sufficient to justify increasing the cost of tenant-damaged repairs. Commissioner Rudberg asked what the difference is between “towel bar” and “towel bar complete”. Ms. Bonus responded that the former is just the bar, while the latter also includes the wall mounts.

*Vice Chair Wood made a motion to approve the new maintenance charges. Commissioner Vasquez seconded the motion. Passed unanimously.*

#### **9. UNFINISHED BUSINESS: None**

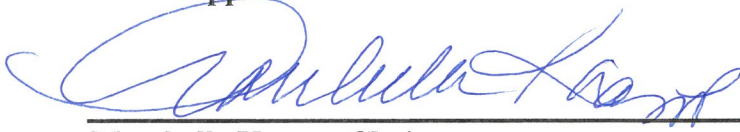
#### **10. EXECUTIVE SESSION, IF ANY: None**

#### **11. ADJOURNMENT:**

- a) The next regular meeting will be Monday, February 27, 2023, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:46 p.m.



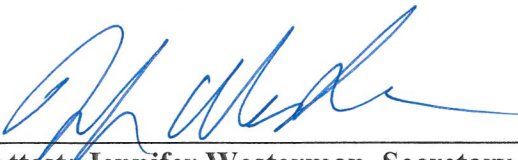
**Board Approval of Minutes:**



**Marchelle Knapp, Chairperson**

2/27/23

**Date**



**Attest: Jennifer Westerman, Secretary**

2/27/23

**Date**

