



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

BOARD OF COMMISSIONERS MEETING
Monday, June 26, 2023, at 4:00 p.m.
In Person and Zoom

PRESENT:

Chair Marchelle Knapp
Commissioner Allan Rudberg
Commissioner David Vasquez
Commissioner Dixie Kolditz
Secretary Jennifer Westerman

ABSENT:

Vice Chair Traci Wood
Commissioner Sue Lantz

STAFF:

Katie Bonus, Director of Operations
Heather Embleton, Occupancy Supervisor
Alex Wallis, Senior Accountant
Cynthia Mitchell, Executive Assistant/HR

PUBLIC:

MaryAlice Wallis, Mayor for City of Longview
David Glasson, JPCHA Board Chair

1. CALL TO ORDER

- a) Chair Knapp called the meeting to order at 4:03 p.m.

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

3. OPPORTUNITY FOR PUBLIC DISCUSSION: None

4. FINANCIAL REPORTS:

- a) Mr. Wallis provided financial reports for May 2023 for HOSWWA and Lilac Place, as provided in the Board Packet.

Secretary Westerman made note that since the May Board meeting was canceled, financials are covering both April and May.

5. CONSENT AGENDA:

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



6. STAFF REPORTS

- a) **Voucher Status:** On behalf of Ms. Larson, Ms. Embleton gave the Voucher Status Report as provided in the Board packet.

Secretary Westerman reported that we received the 25 FYI Vouchers.

- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet.

Commissioner Kolditz asked how long units stay vacant and asked if we have waitlists for our properties. Ms. Bonus responded that most of our properties have waitlists. Upon notice that the unit will become vacant, property managers send out letters inviting people from the waitlist to apply. Units with set-asides may take longer to fill due to the set-aside requirements. Market Rate units, such as Beechwood and Woodside West, have a list of interested people rather than a waitlist that we call if a vacancy opens.

Commissioner Rudberg asked for an update on lighting the parking lot behind the Columbia Theater. Ms. Bonus replied that she would need to check on that as the lot belongs to the theater.

Chair Knapp asked for an update on the tenants impacted by the Tulip Valley fire. Ms. Bonus replied that two moved to other areas and one is still housed with us. They were in a hotel for about 4 months before being moved into a different Tulip Valley unit. Currently, they are underhoused and will be transferred into a 3-bedroom unit when one becomes available.

- c) **VIP Summaries:** On behalf of Ms. Sanders, Secretary Westerman gave an update on the Veteran Integration Program (VIP) as provided in the Board Packet.

7. CHAIR AND SECRETARY REPORTS

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

Chair Knapp asked if the state will pay for the cost to install the solar panels at Sunrise Village or if there will be additional costs for installation. Secretary Westerman responded that we are unsure at this time. She reported that there are solar tax credits available, and that US Bank has agreed to accept the solar credits.



8. NEW BUSINESS:

a) Board Action: Resolution 23-11 Spokane HA Interlocal Agreement

Secretary Westerman reported on the Interlocal Agreement with Spokane Housing Authority as provided in the board packet. This resolution will approve a renewal of an interlocal agreement that allows HOSWWA to perform Bridge Program HQS Inspections within our service area on behalf of Spokane Housing Authority.

*Commissioner Rudberg made a motion to approve Resolution 23-11.
Commissioner Kolditz seconded the motion. Passed unanimously.*

b) Board Action: PBV Letter

Secretary Westerman reported on the Project Based Voucher Letter as provided in the board packet. The letter and memo as written requests 10 Project Based Vouchers (PBV) for Alder House, a project being pursued by JPCHA. These vouchers would be applied to the 10 units with a set-aside for homeless families. Secretary Westerman reported that only 7 PBV are needed for cash flow at the property and that the request has been changed from 10 PBV as written to 7 PBV.

Chair Knapp asked for clarification that while allocating the PBV will benefit JPCHA, would HOSWWA still be collecting the developer fees. Secretary Westerman confirmed that HOSWWA will be receiving developer fees for Alder House. Chair Knapp also asked if these vouchers are special set aside vouchers as part of the 10% cap. Secretary Westerman stated that the 10% cap are for disabled and homeless and that these vouchers will fit the 10% cap. Commissioner Kolditz asked if these vouchers will help ensure that the project isn't losing money. Secretary Westerman clarified that without the vouchers, the project is not feasible. She confirmed that we have sufficient vouchers to use for this purpose. Commissioner Kolditz asked if the vouchers we would be project basing were otherwise being held for emergencies or projects like this. Secretary Westerman replied that we don't hold vouchers that are not leased up. HUD has processes in place to account for that. PBV are reported and taken into account when funding is allocated. We have plenty of vouchers available to project base these units.

Commissioner Kolditz made a motion to approve the request to project base 7 vouchers for Alder House for JPCHA. Commissioner Rudberg seconded the motion. Passed unanimously.

9. UNFINISHED BUSINESS: None

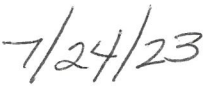

10. EXECUTIVE SESSION, IF ANY: None



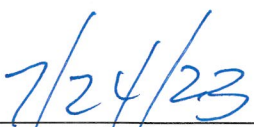
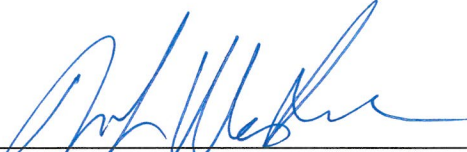
11. ADJOURNMENT:

- a) The next regular meeting will be Monday, July 24, 2023, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:44 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson **Date**



Attest: Jennifer Westerman, Secretary **Date**

