

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, April 27, 2023, 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
Cynthia Mitchell, Executive Assistant/HR

Public Present:

Paul Plakinger, Pacific County
Dave Tobin, Pacific County Commissioner
Jerry Doyle, Pacific County Commissioner
Darian Johnson, Pacific County Human Services Program Manager
Mark Perez, Member of the Public

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:02 a.m.

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

3. Opportunity for Public Discussion:

(a) Mark Perez asked about the bikes and playground equipment at Driftwood. Ms. Bonus responded that they are still on the agenda. The bike racks are purchased, and we are waiting for the weather to be good so that the cement can be poured.

4. Financial Reports:

(a) Secretary Westerman reported on the financial reports for February and March 2023 for JPCHA and Driftwood Point as submitted in the Board Packet.

Vice Chair Chaffee asked if a loan was taken out for Willapa Center. Secretary Westerman responded that Willapa Center will not have debt services. Vice Chair Chaffee asked if the loan liability was for Pacific Place. Secretary Westerman responded that there were USDA loans and that the Department of Commerce gave funds via loans. She clarified that Willapa Center also received funds via Commerce as a loan that will eventually require pay back unless forgiven.

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5. Consent Agenda:

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

6. Property, Secretary, and Chairperson Reports:

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

Vice Chair Chaffee asked if the maintenance problem where staff must drive out from Longview has been resolved. Ms. Bonus responded that they have been. There is a part-time maintenance person at Driftwood Point and that sometimes the Maintenance Supervisor or other staff will go out once in a while. We are no longer sending staff out all the time.

- (b) Secretary Westerman gave the Secretary Report as submitted in the board packet.

Commissioner Holland commented that there has been a lot of activity at Willapa Center. Secretary Westerman responded that there are about 40 people on site and that they are making good progress. Commissioner Holland asked what was meant by “alternate” in regards to the playground. Secretary Westerman responded that it is a “bid alternate” meaning that it can be added back into the project at the end if there are sufficient funds. Commissioner Holland asked if this was for the site playground or both playgrounds. Secretary Westerman responded that both playgrounds are alternates but that she is determined to get both playgrounds.

Secretary Westerman announced that the architect selected to work on Alder House is ZBA.

Vice Chair Chaffee asked what the backup plan is if the school district does not move forward at Willapa Center. Secretary Westerman responded that we are working on backup plans.

7. New Business: None.

8. Unfinished Business:

- (a) Chair Glasson reported on his progress to update JPCHA documents to add more Commissioners to the board. He has sent the documents in to the city attorney and is awaiting a response. He asked the board for input on this plan. Commissioner Davis responded that she thought we were going to add 3 new members. Secretary Westerman asked who would be bringing up the ordinance change with each jurisdiction. Chair Glasson feels the board members can, though is also willing to bring it

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up if needed. Vice Chair Chaffee asked if we were going to mandate that one of the new commissioners must be a resident of the programs. Secretary Westerman responded that that is not a legal requirement of JPCHA. We can have it as a preference if we want.



9. Executive Session: None.

10. Adjournment:

- (a) Chair Glasson announced that Commissioner Tiffany Turner has resigned and a request has gone out to get a new appointee.
- (b) There will be a Special Meeting held Thursday, April 27, 2023, immediately following this meeting, located at Willapa Center.
- (c) The next Board Meeting will be on Thursday, June 22, 2023, at 10:00 a.m.
- (d) Chair Glasson adjourned the meeting at 10:29 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

	8/24/23
Chair, David Glasson	Date
	8/29/23
Attest: Jennifer Westerman, Secretary, Executive Director	Date