



# HOUSING OPPORTUNITIES

—of SW Washington—

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

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

**PRESENT:**

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

**ABSENT:**

Commissioner Sue Lantz

**STAFF:**

Katie Bonus, Director of Operations  
Rachelle Sanders, VIP Manager  
Cecilia Larson, Rent Assistance Program Manager  
Alex Wallis, Finance Manager  
Patti Olson, Regional Property Manager  
Rhonda Compton, VIP Assistant Manager  
Cynthia Mitchell, Executive Assistant/HR

**PUBLIC:**

MaryAlice Wallis, Mayor of the City of Longview

**1. CALL TO ORDER**

- a) Chair Knapp called the meeting to order at 4:01 p.m.

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

- a) Secretary Westerman added to New Business: Board Action: Motion to Approve letter of support for LCCAP

**3. OPPORTUNITY FOR PUBLIC DISCUSSION: None**

**4. FINANCIAL REPORTS:**

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

Chair Knapp asked what the write offs were for. Mr. Wallis shared the summary



of debt as listed on the write-off pages. Chair Knapp asked if unpaid rent is when the tenant is unable to keep up with payments even when on a re-payment program. Secretary Westerman clarified that write-offs are for after the tenant moves out.

## 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:** 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 gave an update on the Veteran Integration Program (VIP) as provided in the Board Packet.

Chair Knapp asked if participants get a certificate upon completing Rent Well. Ms. Sanders replied that they do and that it helps people who have higher barriers to getting housed find a place to rent.

## 7. CHAIR AND SECRETARY REPORTS

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

## 8. NEW BUSINESS:

- a) Board Action: Resolution 24-01 Sunrise Village Omnibus

Secretary Westerman reported on the Sunrise Village Omnibus as provided in the Board Packet. This resolution ensures we have board authorization for everything needed for development of Sunrise Village.

*Commissioner Rudberg made a motion to approve Resolution 24-01 Sunrise Village Omnibus. Commissioner Kolditz seconded the motion. Passed unanimously.*



b) Board Action: Approve Letter of Support for LCCAP

Secretary Westerman reported on the Letter of Support for Lower Columbia CAP. LCCAP is working with the City of Kelso to develop a 40-unit project on Catlin and Main. LCCAP has asked HOSWWA to manage the property. This letter of support indicates that it is HOSWWA's intent to manage the project.

Ms. Kolditz asked if managing this project would add to our staff being overstretched. Secretary Westerman responded that this project is two years down the road which gives us time to prepare. Chair Knapp added that one of our priorities is to diversify our income streams and that this is a good step in that direction. Commissioner Rudberg added that LCCAP has been a benefit to the community over the years and that it's good to help them out in return.

*Commissioner Rudberg made a motion to approve the Letter of Support for LCCAP. Commissioner Kolditz seconded the motion. Passed unanimously.*

**9. UNFINISHED BUSINESS:**

a) Discussion: Sunrise Village Groundbreaking

Secretary Westerman requested parameters for scheduling Sunrise Village groundbreaking. Generally, board members indicated that their schedules are open. Chair Knapp indicated that she feels it would be good to have investors attend. Secretary Westerman responded that that would mean groundbreaking will be midweek and midday at some point.

Secretary Westerman asked if anyone from the board wanted to help set up the groundbreaking ceremony. Commissioner Kolditz indicated that she would be willing to help.

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

**11. ADJOURNMENT:**

- a) The next regular meeting will be Monday, November 27, 2023, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:42 p.m.



**Board Approval of Minutes:**



**Marchelle Knapp, Chairperson**

11/27/23

**Date**



**Attest: Jennifer Westerman, Secretary**

11/27/23

**Date**

