

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Thursday, August 24, 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 Jeanne Brooks

Staff Present:

Katie Bonus, Director of Operations
Alex Wallis, Finance Manager
Patti Olson, Regional Property Manager
Cynthia Mitchell, Executive Assistant/HR

Public Present:

Paul Plakinger, Pacific County
Dave Tobin, Pacific County Commissioner
Jeff Wilson, Senator, 19th Legislative District
Mark Perez, Member of the Public

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) Mark Perez asked for an update on bikes and playground equipment at Driftwood Point. Ms. Bonus responded that the bike racks are ordered. Project crew staff is shorthanded and has not been able to get out to set them up. We have been researching playgrounds for Willapa Center and may be able to get one at Driftwood sooner rather than later.

4. Financial Reports:

(a) Mr. Wallis reported on the financial reports for April, May, June, and July 2023 for JPCHA and Driftwood Point as submitted in the Board Packet.

Vice Chair Chaffee asked what we will be getting in developer fees for Willapa Center. Secretary Westerman responded that per an Interlocal Agreement with HOSWWA, developer fees will be going to HOSWWA. HOSWWA will be getting \$300k.

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5. Consent Agenda:

- (a) *Vice Chair Chaffee made a motion to approve the Consent Agenda. Commissioner Holland 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 about the process for filling units that are not project-based at the Eagles. Ms. Bonus replied that when they become vacant, we advertise and that due to the Eagles being affordable housing, the rent is usually lower than elsewhere.

Vice Chair Chaffee asked if we replaced the deck at Timberland. Ms. Bonus responded that we did last summer.

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

Vice Chair Chaffee mentioned an individual who had lived in the Willapa Hotel before it burned down and how there was interest in including this person in the Willapa Center Grand Opening. She asked if the Grand Opening was still happening. Secretary Westerman replied that there will be a Grand Opening. It is on hold until the building is at least partially leased. The individual in question can be included. Commissioner Davis asked if we have leased the commercial spaces on the ground floor. Secretary Westerman responded that the non-profit space will be leased by CCAP, the lease is almost finalized. They will be able to move in once we have a Certificate of Occupancy. The daycare space lease is still being worked on.

7. New Business:

- (a) Board Action: Resolution 23-04 Addition of Katie Bonus as Bank Signer

Vice Chair Chaffee made a motion to approve Resolution 23-04 Addition of Katie Bonus as Bank Signer. Commissioner Davis seconded the motion. Passed unanimously.

- (b) Board Action: Updated Property Management Agreement

Ms. Bonus reported on the management agreement changes as added to the board packet. These changes update the date of execution to August 28, 2023, add Willapa Center and Alder House to the list of managed properties, and update the management fee to 10%.

Vice Chair Chaffee asked if it was strange to have Secretary Westerman to be both CEO

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at HOSWWA and the signer for JPCHA. She was wondering if it would make more sense to have the Chairperson sign the agreement. Secretary Westerman replied that it does seem strange, but that she is both the legal signer and the Executive Director. If the Board would prefer Chair Glasson sign, that is acceptable. The Board did not indicate that they would prefer to change the signing situation.

Commissioner Davis made a motion to approve the Updated Property Management Agreement. Commissioner Holland seconded the motion. Passed unanimously.

8. Unfinished Business:

(a) Board Composition, Review Ordinance

Chair Glasson reported on the potential changes to the City Ordinance to change the composition of the Board.

Vice Chair Chaffee asked what the language was about on the alternate and is unsure which of the County appointees are intended as such. She added that she would also like to see the board expand in order to increase participation and diversity. Chair Glasson proposed that the County could appoint three members instead of two, though there was concern that this would not increase the Board sufficiently. Secretary Westerman added that there was no particular number of members to hit, but that she would like to see an increase to Board diversity.

Chair Glasson proposed that we could increase the Board to nine members instead of to seven. Commissioner Davis asked if we could fill the three additional seats. Chair Glasson thinks we could. He doesn't think there will be a problem in needing five for a quorum.

Chair Glasson will re-write the ordinance to give the County three additional Board appointees and send to Secretary Westerman to send to relevant parties. This proposed change would give the four cities one appointee each and the county 5 appointees for a total of nine Board Members.

9. Executive Session: None.

10. Adjournment:


(a) The next Board Meeting will be on Thursday, October 26, 2023, at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 10:48 a.m.

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Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:


Chair, David Glasson 10/26/23
Date


Attest: Jennifer Westerman, Secretary, Executive Director 10/26/23
Date