

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Thursday, October 26, 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  
Commissioner Jeanne Brooks  
Secretary Jennifer Westerman

**ABSENT:**

**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  
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: None.**

**4. Financial Reports:**

(a) Mr. Wallis reported on the financial reports for August and September 2023 for JPCHA and Driftwood Point as submitted in the Board Packet.

Chair Glasson inquired if Willapa Center is operational starting in October. Secretary Westerman replied that she and Ms. Bonus would have information on that in their reports.

**5. Consent Agenda:**

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

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**6. Property, Secretary, and Chairperson Reports:**

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

Vice Chair Chaffee asked if a single parent with a child would be eligible for a one-bedroom or two-bedroom space. Ms. Bonus replied that they would be eligible for a two-bedroom. Vice Chair Chaffee asked if we have a waiting list for non-project-based voucher units at the Eagles. Ms. Bonus reported that we have an internal waitlist of interested individuals rather than a waitlist within our system. Last she heard, there were 8 people on it. Ms. Olson added that they have been working through some of those people recently, so she is unsure how many families remain.

Commissioner Davis asked for an update on Pacific Place. Ms. Bonus replied that we have a separate management company who provides an update letter and financial statements for Pacific Place. The financial statements are with the Finance Report, and she offered to share the update letter in future board packets. Commissioner Davis asked what the Pacific Place waitlist looks like. Secretary Westerman responded that we don't normally receive a report on waitlist size, but that we can ask about it. Currently Pacific Place has no vacancies.

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

Secretary Westerman inquired as to how the board feels about the Raymond School District paying rent to keep the childcare space available until they have the money to furnish and staff the facility. There is another individual potentially interested in the space for a daycare. Commissioner Overby asked if there was an estimated timeline for how long the space would remain empty. Secretary Westerman said there is not one yet. Commissioner Brooks asked if there was any other interest in the childcare space. Secretary Westerman only one other party interested at this time. Commissioner Brooks reported that recently a grant was received for childcare in the district. Vice Chair Chaffee clarified that the grant is for planning only. She added that she doesn't want the childcare space at Willapa Center sitting empty. Secretary Westerman added that we are meeting with DCYF in November as part of the beginning of the licensing process. Commissioner Davis feels we should stay connected with the School District but that partnering with the other individual could be good. Chair Glasson clarified that the general consensus from the board was that we should wait and see what happens.

Vice Chair Chaffee mentioned that she heard that we toured the Naselle Youth Camp. Secretary Westerman reported that we are scheduled to do so at Kelly Rupp's request. Ms. Bonus and Matthew Williams, Facilities Manager, will be going out to do a rough estimate on needed maintenance for the property. Vice Chair Chaffee asked if there was

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a total estimated cost for Willapa Center yet. Secretary Westerman reported that we do not have one yet.

**7. New Business:**

**8. Unfinished Business:**

- (a) Board Composition, Review Ordinance

Chair Glasson summarized that the JPCHA Board has agreed to the language of the interlocal agreement, and that we are waiting on getting it out to the Cities and County to see if they're interested. Chair Glasson proposed that we are ready to move forward with sending it off. Secretary Westerman said that she would be glad to send it off but wishes to meet with Chair Glasson and Vice Chair Chaffee ahead of time.

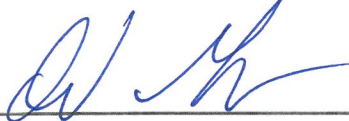
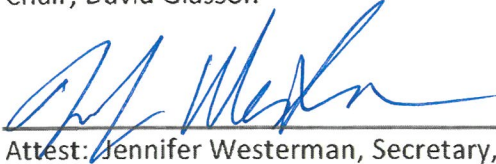
**9. Executive Session: None.**

**10. Adjournment:**

- (a) The next Board Meeting will be on Thursday, December 28, 2023, at 10:00 a.m.
  
- (b) Chair Glasson adjourned the meeting at 10:43 a.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

	<i>12/28/23</i>
Chair, David Glasson	Date
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	<i>12/28/23</i>
Attest: Jennifer Westerman, Secretary, Executive Director	Date