

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Tuesday, March 26, 2024, at 10:00 a.m.
Hybrid via Zoom and In Person**

PRESENT:

Chair David Glasson
Vice Chair Rebecca Chaffee
Commissioner Steve Holland
Secretary Jennifer Westerman

ABSENT:

Commissioner Janice Davis
Commissioner Jeanne Brooks

Staff Present:

Alex Wallis, Finance Manager
Rhonda Compton, Supportive Services
Cynthia Mitchell, HR
Elizabeth McGarry, Executive Assistant temp
Alyce Warren, Willapa Center
Drew Cunningham, Development Coordinator
Commissioner Julie Overby

Public Present:

Mark Perez, City Council Long Beach

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:04 a.m.

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

3. Opportunity for Public Discussion:

(a) Mr. Prez requested Chair Glasson to brief everyone on Driftwood Point and what is going on with one of the tenants who had purchased an EV vehicle and has been charging it for over a year now.

(b) Secretary Westerman added that bike racks will be installed as soon as it dries out and we are still looking for a playground that is within budget and is small enough to fit in the space.

4. Financial Reports:

(a) Mr. Wallis reported on the financial reports for February 2024 for JPCHA and Driftwood Point as submitted in the Board Packet.

Vice Chair Chaffee asked if we have a target for our operating cash and reserves or does it just sit out there. Secretary Westerman replied that it does not work that way for the agency. The operating cash that is left over is the cash that we use. In Development there

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is a target, if you are in the develop tax credits the tax credit investors like to see a million.

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) Secretary Westerman gave the Property Report for Ms. Bonus as submitted in the board packet.

Vice Chair Chaffee inquired about median income for Willapa Center and wondering if we are stuck with that for 40 years. Secretary Westerman responded, you can always lease to lower percentages but the Proforma is set for the 40% and 50% and for cash flow purposes and we really need to try to get the higher incomes. Vice Chair Glasson asked Secretary Westerman how many units are at Willapa Center. Secretary Westerman responded with 30 units total, 15 of the units are 30% occupied with project-based vouchers. We could increase the number of vouchers on the building because of Supportive Services. It would require a request to the HOSWWA board and would take time because project-based vouchers have gotten more restrictive. Vice Chair Chaffee wondered if we could do that. Secretary Westerman responded there is a conflict of interest for her in that but is open to further discussion. Secretary Westerman also mentioned we have many project-based voucher requests and a 6-acre property to develop.

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

Secretary Westerman also noted we are working with warranty issues with the contractor for Willapa Center as a drain line disconnected from a toilet on the second floor and ran down to the first floor.

ECEAP is not leased but are working with several entities who have an interest in the facility. Still working on the playground, direct installation will be done with the playground company and needing a few bids with Davis Bacon. Vice Chair Chaffee inquired if we had money to do that. Secretary Westerman responded that we do for the residential part. We do not have money for the daycare but it was minimal at best. Secretary Westerman stated we have been told by people running these types of daycares, that sometimes they prefer not to have playground equipment and it also depends on the age bracket. For example, if it's little kids, they would need little blocks.

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Also mentioned we have installed commercial appliances in the daycare. Vice Chair Chaffee inquired if we have interest in the daycare. Secretary Westerman respond, the Y is interested but they have an older age bracket of after school children. She also noted that the building was specific to younger children and would like to talk to the other people that are interested with smaller children.

Working on closing Alder House and still sitting on a few bids with Pac Tech. Due to the fact the building is full of furniture looking to get a Drybox and storing it at the Port. Once JPCHA owns the building we can donate furniture to non profits for the things we don't want or need. We will be looking at moving the 2nd week of April.

Raymond Manor is expected to close in approximately June.

Raymond House has requested us to purchase the house. We have received paper work to review and are working on setting up an inspection. Secretary Westerman also noted the funds we used to purchase Raymond Manor will be the same fund source that we would want to tap to purchase Raymond House. Those funds will not be available again until next January. We will be keeping an eye on the timeline because there needs to be a funding source. We will also have an architect come out and look at the condition of the building.

(c) Chair Glasson gave the chair report

Vice Chair Glasson mentioned the .01 sales tax in Pacific County. Also talked about the tenant who was changing his EV vehicle with an extension cord out his window and running it to the parking lot. This is a legal issue, and the tenant has been talked to. Considering an EV charging station out at Driftwood Point or in Pacific County.

7. New Business: Board Action: Election of Officers

- (a) *Rebecca Chaffee nominated Steve Holland as Chair. David Glasson seconded the motion. Passed unanimously.*
- (b) *Steve Holland nominated Rebecca Chaffee as Vice Chair. David Glasson seconded the motion. Passed unanimously.*

8. Unfinished Business: None

9. Executive Session: None.

10. Adjournment:

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- (a) The next Board Meeting will be on Tuesday May 28, 2024 at 10:00 a.m.
- (b) Chair Glasson adjourned the meeting at 10:40 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

Chair, David Glasson Date

Attest: Jennifer Westerman, Secretary, Executive Director Date