

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Tuesday, May 28, 2024, at 10:00 a.m.
Hybrid via Zoom and In Person**

PRESENT:

Chair David Glasson
Vice Chair Rebecca Chaffee
Commissioner Steve Holland
Commissioner Janice Davis
Commissioner Julie Overby

ABSEBT:

Secretary Jennifer Westerman
Commissioner Jeanne Brooks

Staff Present:

Alex Wallis, Finance Manager
Katie Bonus, Director of Operations
Alyce Warren
Elizabeth McGarry, Executive Assistant
Acoya Windsor-Moran, Housing Success Case
Manager

Public Present:

Mark Perez, City Council Long Beach

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:01 a.m.

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

3. Opportunity for Public Discussion:

Mr. Perez stated he has been getting a couple rumblings from a few occupants across the street and wondering who he should tell them to contact because they feel they are not being listened to on the property. Ms. Bonus responded by saying he needs to let them know to contact Katie Bonus directly so we can resolve any issues they may be having.

4. Financial Reports:

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

Vice Chair Chaffee inquired about the settlement on Alder House, asking if it is a grant reimbursement for the requisition. Mr. Wallis responded by saying, at closing we got a settlement from the Title Company with a check that said, 'due to borrower.' It was a check we received to pay predevelopment costs and invoices.

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5. Consent Agenda:

(a) David Glasson made a motion to modify minutes from the last board meeting under section 7 New Business: Election of Officers, as the first part of the motion was not correctly documented. The minutes should state; Rebecca Chaffee nominated Dave Glasson as Chair. Commissioner Holland seconded the motion.

6. Property, Secretary, and Chairperson Reports:

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

Vice Chair Chaffee inquired about having a clarification on what notice to vacate meant when talking about the Eagles Apartments in her board report. Ms. Bonus responded by stating it meant we had received a few letters from tenants letting us know they were moving out.

Commissioner Holland asked for more clarification as to why we are having trouble renting out vacant units at Willapa Center and if part of the problem is because applicants are either over or under income. Ms. Bonus responded by saying, we currently only have two-bedroom units available that do not have project-based voucher assistance attached to them. We have a few 40% units available, and the rest are 50% units. This means tenants are required to qualify for that income level but cannot make more than 40% or 50% to live there. Also, they need to live there without any subsidy, and we must make sure that their income is not so low they cannot afford rent and utilities.

Commissioner Overby inquired about the process of the paperwork for future tenants for Willapa Center. Ms. Bonus responded by saying that there is a lot of paperwork that needs to be filled out. Sometimes it can be confusing because it looks like they are filling out the same paperwork twice and they are not. The Housing Trust Fund requirements are remarkably close to the Section 8 requirements, and they require plenty of paperwork. We understand that the process can be overwhelming for the applicants, and we do everything in our power to help walk them through the application process to try and make it easy for them.

Commissioner Holland also inquired, if a unit sits vacant for a long time are we allowed more flexibility or do we wait until Commerce decides to change it. Ms. Bonus responded by saying that we would be the ones to reach out to the Department of Commerce and provide them with our efforts in trying to lease up the units. We would also need to provide Commerce with

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suggestions on how we think we can lease up the vacant units and after that a new contract amendment would need to be made.

(b) Dave Glasson gave the Secretary Report on behalf of Ms. Westerman as submitted in the board packet.

7. New Business: Board Action:

(a) Board Action: Motion to approve donating the Alder House Commercial Appliances

Commissioner Holland made a motion to approve the Motion for Alder House Commercial Appliances. Commissioner Davis seconded the motion. Motion passed, four for, zero against, one obtained.

(b) *Raymond House Omnibus Revision*

(c) Board Action: Resolution 24-01 Acquisition of Raymond Manor Apartments

Vice Chair Chaffee made a motion to approve the Resolution 24-01 Acquisition of Raymond Manor Apartments. Commissioner Overby seconded the motion. Passed unanimously.

(d) Board Action: Resolution 24-02 Gift and Gift in Kind Policy

The Gift and Gift in King Policy had a correction, as stated in the Gift Policy under Governing Body it states, The Housing Authority of the City of Longview's Board of Commissioners when it should state, Joint Pacific County Housing Authority Board of Commissioners.

Commissioner Holland made a motion to approve the Resolution 24-02 Gift in Kind Policy. Commissioner Overby seconded the motion. Passed unanimously with the corrections.

(f) Mr. Wallis provided the Driftwood Point Audit in the board packet.

8. Unfinished Business: None

9. Executive Session: None

10. Adjournment:



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(a) The next Board Meeting will be on Tuesday July 23, 2024 at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 10:39 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

	7/23/24
Chair, David Glasson	Date
	7/23/24
Attest: Jennifer Westerman, Secretary, Executive Director	Date