

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Thursday, December 28, 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

**Public Present:**

Darian Johnson, Pacific County Health and Human Services  
Dave Tobin, Pacific County Commissioner  
Jewel Hardy, Director of Alliance for a Better Community  
Steven Judd, Auditor with Finney, Neill, and Co  
Jenny Gebhart, Auditor with Finney, Neill, and Co

**1. Call to Order:**

(a) Chair Glasson called the meeting to order at 10:09 a.m.

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

**3. Opportunity for Public Discussion:**

(a) Jewel Hardy brought up the possibility of A.B.C. providing assistance related to housing and that they have been working with CCAP. She is here to listen and take notes.

(b) Darian Johnson discussed the one tenth of one percent housing sales and use tax. She shared a brief presentation on the findings of the related Task Force. Chair Glasson added that the report is available if anyone wants it. Vice Chair Chaffee asked how much the sales tax would raise. Chair Glasson reported that it would raise about \$500,000 per year.

**4. Financial Reports:**

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

(b) Steven Judd and Jenny Gebhart, Auditors with Finney, Neill, and Co reported on the completed 2022 JPCHA Audit.

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Chair Glasson asked what an audit of this scope costs. Mr. Judd responded that it depends on a number of things including the size of the organization and the nature of the funding. Chair Glasson mentioned that there has been an idea to combine JPCHA and HOSWWA and that this could be a cost to consider in that equation. Mr. Judd confirmed that if the two organizations were instead one legal entity that it would lower the audit cost.

Vice Chair Chaffee inquired if Housing Trust Funds were federal funds. Secretary Westerman replied that the Department of Commerce manages both federal and state Housing Trust funds and that CDBG and National Housing Trust Funds are both federal. Ms. Gebhart clarified that only part of the Willapa Center funds are federal and only the federal portion is on the audit schedule.

**5. Consent Agenda:**

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

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

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

Secretary Westerman reported that the Admissions team is having issues getting Willapa Center applicants to respond and that applicants should check the portal. There are no one-bedrooms left, but family applicants are needed. Vice Chair Chaffee asked about the rents at Pacific Place being raised by \$80/month. Secretary Westerman responded that Pacific Place is a USDA property with full rental assistance and that there's a formula governed by USDA by which rent can be raised. Furthermore, this change doesn't impact the residents. Commissioner Overby asked if any of the units in Willapa Center were set-aside for veterans. Ms. Bonus responded that there are none. Commissioner Holland asked if there was a reason why applicants weren't responding. Secretary Westerman responded that they aren't finishing the paperwork and that we're still trying to figure out why. Vice Chair Chaffee reported that the Willapa Center Property Manager, Alyce, has been very helpful for applicants getting paperwork together.

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

Vice Chair Chaffee offered to attend the public hearing on Alder House's Conditional Use and Parking Variance applications. Vice Chair Chaffee asked about the bidding process. Secretary Westerman responded that we were happy with the bids and that the low bid was \$3.5 million.

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Commissioner Holland asked what was different with Raymond Manor compared to six months ago. Secretary Westerman responded that the amount of rehab work that has been done has made it viable. All the rehab that's left is cosmetics. Additionally, the preservation money options have changed.

- (c) Chair Glasson gave the Chairperson Report.

He reported that in regard to the .1% tax, that a bunch of public forums are going on. If people have any additional forums that they feel would be helpful, they should let Darian Johnson know. Additionally, he reported that the funding for the additional position with HOSWWA would be similar to what is done with City Management where it's based on population assessed value. He's working on getting approval and so if anyone wants any information, they should let him know.

**7. New Business:**

- (a) Board Action: Resolution 23-05 JPCHA 2024 Budget

Secretary Westerman reported on the JPCHA Budget proposal for 2024. Vice Chair Chaffee asked why Pacific Pearl cash flows better than the others. Secretary Westerman and Ms. Bonus replied that it is 100% project based and has no debt.

*Vice Chair Chaffee made a motion to approve Resolution 23-05 JPCHA 2024 Budget. Commissioner Overby seconded the motion. Passed unanimously.*

- (b) Board Action: Resolution 23-06 Driftwood Point Apartments 2024 budget

Secretary Westerman reported on the Driftwood Point Budget proposal for 2024. Chair Glasson asked about the changes under Administrative Salaries. Mr. Wallis responded that there was a change to how payroll allocations were handled leading to the variance.

*Commissioner Overby made a motion to approve Resolution 23-06 Driftwood Point Apartments 2024 Budget. Commissioner Davis seconded the motion. Passed unanimously.*

- (c) Board Action: Motion to Approve 2024 Board Meeting Schedule

Secretary Westerman presented three potential board meeting schedules for the 2024 year. Chair Glasson requested that we move away from Thursday meetings. Potential schedules could be on Monday, Tuesday, or Wednesdays. Commissioners indicated that any of them could work. Secretary Westerman added that we would prefer Tuesday or

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Wednesday. Commissioner Davis suggested that Tuesday would be best. Secretary Westerman also added that the new schedule would be every other month starting January instead of every other starting February. Vice Chair Chaffee asked if every other month is frequent enough with all the projects in the works. Secretary Westerman added that we can always schedule special meetings if necessary and that meeting every month would be a lot more work.

*Vice Chair Chaffee made a motion to approve the 4<sup>th</sup> Tuesday version of the 2024 Board Meeting Schedule. Commissioner Davis seconded the motion. Passed unanimously.*

**(d) Board Action: Motion to Approve Operations Contracts for 2024**

Ms. Bonus reported on the Operations Contracts for 2024. These contracts are with Quick and Clean, who provides on-site property management services at Pacific Pearl, and with CSN, who provides services for clients at Pacific Pearl. There has been an increase to the Quick and Clean contract that the budget has accounted for.

*Vice Chair Chaffee made a motion to approve Operations Contracts for 2024. Commissioner Holland seconded the motion. Passed unanimously.*

**(e) Board Action: Motion to Approve MOU with CIHS**

Secretary Westerman reported on the MOU with Community Integrated Health Services. If approved, we would provide two office spaces at Alder House in exchange for them providing supportive services for all clients at Alder House. CIHS's main service is behavioral health services for homeless clients. Vice Chair Chaffee indicated interest in meeting some of the service providers to hear about what they do. Commissioner Holland asked what these services would look like. Secretary Westerman responded that services would work towards housing stabilization, self-sufficiency, and crisis/eviction intervention.

*Commissioner Davis made a motion to approve the MOU with CIHS. Commissioner Overby seconded the motion. Passed unanimously.*

**(f) Board Action: Resolution 23-07 Acquisition of Raymond Manor**

Secretary Westerman reported on the Acquisition of Raymond Manor as presented in the board packet. This Resolution allows Secretary Westerman to sign the Letter of Intent, apply to Commerce for funding, to purchase the property, to sign a Purchase and Sale agreement, to pay Earnest Money of \$40,000 upon receiving funding, and to

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transfer the loan from HUD and purchase the property. Vice Chair Chaffee asked when we would know we had been awarded the Grant. Secretary Westerman responded that we would know in March.

*Vice Chair Chaffee made a motion to approve Resolution 23-07 Acquisition of Raymond Manor. Commissioner Davis seconded the motion. Passed unanimously.*

(g) Board Action: Resolution 23-08 JPCHA/Pacific County Contract Recording Fees

Secretary Westerman reported on JPCHA/Pacific County Contract Recording Fees. This contract provides money for Driftwood Supportive Services, subsidizes the Eagles, provides supportive services for Willapa Center, and provides pre-development funds. Commissioner Overby asked how much we typically receive. Secretary Westerman responded typically around \$150-160 thousand per year. These funds are a major reason why we have been able to do as much as we have.

*Vice Chair Chaffee made a motion to approve Resolution 23-08 JPCHA/Pacific County Contract Recording Fees. Commissioner Holland seconded the motion. Passed unanimously.*

(h) Board Action: Resolution 23-09 JPCHA/Pacific County Contract .09

Secretary Westerman reported on the JPCHA/Pacific County Contract for .09 funds. This contract provides about \$55 thousand in 2024 and 2025 to capitalize the reserve for Alder House. This Resolution authorizes Secretary Westerman to execute the contract and accept the award.

*Commissioner Overby made a motion to approve Resolution 23-09 JPCHA/Pacific County Contract .09. Commissioner Davis seconded the motion. Passed unanimously.*

(i) Board Action: Motion to Approve Change Order #10 with Tapani Construction

Secretary Westerman reported on the Change Order #10 with Tapani Construction. This motion approves the negotiated settlement agreement with Tapani Construction. Vice Chair Chaffee asked if they have completed all the punch list items. Secretary Westerman reported that not completely, there are a couple outstanding items as well as an additional item related to key-fobs. We still have retention and there is retention on this change order as well. They have reached substantial completion.

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*Vice Chair Chaffee made a motion to approve the negotiated settlement with Tapani Construction. Commissioner Holland seconded the motion. Passed unanimously.*

**8. Unfinished Business:** None.

**9. Executive Session:** None.



**10. Adjournment:**

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

(b) Chair Glasson adjourned the meeting at 11:46 a.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

  
\_\_\_\_\_  
Chair, David Glasson   
Date

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary, Executive Director   
Date