



*Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO*

**BOARD OF COMMISSIONERS MEETING**  
**November 25, 2024, at 4:00 p.m.**  
**In Person and Zoom**

**PRESENT:**

Chair Marchelle Knapp  
Commissioner Allan Rudberg  
Commissioner David Vasquez  
Commissioner Michael O'Neill  
Secretary Jennifer Westerman

**ABSENT:**

Vice Chair Sue Lantz  
Commissioner Dixie Kolditz

**STAFF:**

Katie Bonus, Director of Operations  
Alex Wallis, Finance Manager  
Rachelle Burch, Supportive Services Manager  
Elizabeth McGarry, Executive Assistant  
Cecilia Larson, Rent Assistance Program Manager  
Rachelle Burch, Supportive Services Program Manager  
Drew Cunningham, Housing Development Coordinator  
Lisa Lopez, Finance Director  
Rebecca Allan, FSS Coordinator

**PUBLIC:**

MaryAlice Wallis, Longview City Council

**1. CALL TO ORDER**

a) Chair Knapp called the meeting to order at 4:05 pm

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

**3. OPPORTUNITY FOR PUBLIC DISCUSSION:**

**4. FINANCIAL REPORTS:**

a) Ms. Lopez provided financial reports for October 2024 for HOSWWA and Lilac Place, as provided in the Board Packet.



## 5. CONSENT AGENDA:

- a) *Commissioner Vasquez made a motion to approve the Consent Agenda for HOSWWA and Lilac Place. Vice Commissioner O' Neill seconded the motion. Passed unanimously.*

## 6. STAFF REPORTS

- a) **Voucher Status:** Ms. Larson gave the Voucher Status Report as provided in the Board Packet.

Commissioner O'Neill inquired about how many people are currently enrolled in the FSS Program? Ms. Allan responded, there are 82 participants as of right now, a few of the participants will be off the program soon. Commissioner O'Neill also inquired about when the last time Section 8 wait list was opened? Ms. Larson responded, saying it was in April 2022 when we opened the waitlist last time and within twelve hours, we had about 1,300 applications.

- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet
- c) **Supportive Services Division:** Ms. Burch gave an update on the Supportive Services Division as provided in the Board Packet.

## 7. CHAIR AND SECRETARY REPORTS

**Secretary Report:** Secretary Westerman gave an update on the secretary report as provided in the board packet.

Mr. Cunningham provided us a sketch for the Ocean Beach property. We confirmed with Wolf Industries, the units can be attached like a duplex, or they can be stacked on top of each other. We are vetting ideas to make this property beneficial. Secretary Westerman stated, if we move forward with an entity like Wolf Industries that builds modular homes, we will have to release a Request for Proposal, and it may have to be built in a couple different stages.

Commissioner O'Neill inquired to see if we could get some of the units on an accelerated schedule or do we have to do it all together? Secretary Westerman responded by saying for the rental units we would require funding to build the rental units because we would not be selling them and getting the funds back. Ms. Bonus inquired about how many units we are looking at. Mr. Cunningham responded with 51 unit's total. 12 of those would be 1 bedroom units. We are



looking at two different layouts for the 2 bedroom units. One model would have 14 units and the other would have 21 units. For 3 bedroom units, we are looking at having 4 units. Secretary Westerman stated that the purpose of this sketch is to see how many units we can fit on the property and the cost of the development so then we can figure out if we can fund the development of this property.

#### **8. NEW BUSINESS:**

- a) Board Action: Resolution 24-15 SEMAP Certification

*Commissioner O' Neill made a motion to approve Resolution 24-15 SEMAP Certification. Commissioner Rudberg seconded the motion. Passed unanimously.*

- b) Board Discussion: Resolution 24-16 Updating Bank Signatories

*Commissioner O' Neill made a motion to approve Resolution 24-16 Updating Bank Signatories. Commissioner Rudberg seconded the motion. Passed unanimously.*

- c) Board Action: Resolution 24-17 FY 2025 Budget Lilac Place

*Commissioner Vasquez made a motion to approve Resolution 24-17 FY 2025 Budget Lilac Place. Commissioner O' Neill seconded the motion. Passed unanimously.*

- d) Board Action: Requesting Approval to amend the Expenditure Policy

*Commissioner Vasquez made a motion to approve the Expenditure Policy. Commissioner O' Neill seconded the motion. Passed unanimously.*

- e) Board Discussion: Coordinated Entry Applicat

*Commissioner O' Neill made a motion to approve an application for running Coordinated Entry. Commissioner Rudberg seconded the motion. Passed unanimously.*

#### **9. UNFINISHED BUSINESS: None**

#### **10. EXECUTIVE SESSION, IF ANY: Yes**

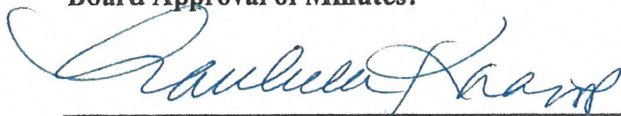
Chair Knapp called for an Executive Session at 5:35 pm to discuss Real Estate. Chair Knapp called the regular HOSWWA Board Meeting back to order at 5:50 pm. No actions from Executive Session.



**11. ADJOURNMENT:**

- a) The next regular meeting will be Monday, January 27, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 5:52 p.m.

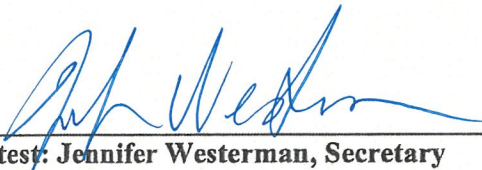
**Board Approval of Minutes:**



**Marchelle Knapp, Chairperson**

1/27/25

**Date**



**Attest: Jennifer Westerman, Secretary**

1/30/25

**Date**

