

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

PRESENT:

Chair David Glasson
Vice Chair Rebecca Chaffee
Commissioner Steve Holland
Commissioner Julie Overby
Commissioner Janice Davis
Commissioner Jim Snyder
Secretary Jennifer Westerman

ABSENT:

Staff Present:

Lisa Lopez, Finance Director
Alex Wallis, Finance Manager
Katie Bonus, Director of Operations
Elizabeth McGarry, Executive Assistant
Acoya Windsor-Moran, Supportive Services Case Manager
Drew Cummingham, Housing Development Coordinator
Tina Sturdevant, Property Manager, Willapa Center
Cecilia Larson, Rent Assistance Program Manager

Public Present:

Mark Perez, City Council Long Beach
Jewell Hardy – Action for a Better Community
Darian Sheldon, Pacific County
Steven Judd, Finney Neill & Company
Jenny Gebhart, Finney Neill & Company

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:

4. Financial Reports:

(a) Ms. Lopez reported on the financial reports for September and October 2024 for JPCHA and Driftwood Point as submitted in the Board Packet.

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5. Consent Agenda:

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

6. Property, Secretary, and Chairperson Reports:

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

Darian from the public stated that if any tenants receive TANF and are behind on rent, to have the property managers tell them to reach out to DSHS to get help with past due rent. Ms. Bonus responded by saying we are vetting ideas on how to help our tenants and provide them with resources that are essential. Not all our properties provide this service and so they are being directed to the community for resources now. Darian inquired if Pacific Pearl has Supportive Services on site? Ms. Bonus responded by saying CSN provides the services, and it is available for all tenants.

Commissioner Snyder inquired about how long tenants stay at the units. Ms. Bonus stated that at Pacific Pearl, a 15-unit property, we have had the same three tenants since we opened the property in 2010. It really depends on the tenant, some stay for a long time, and some move out quickly.

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

Secretary Westerman also stated that we are working through an issue at Willapa Center in the daycare. When we originally started this project, it used to be the Raymond School District that was going to run an ECAP program, and they had a cooking facility at the school and so the project was designed with a warming kitchen and not for commercial cooking. The fire department has issued a report, and they are not allowed to cook there until we install a commercial hood. Currently, we are in the process of getting quotes for this project. We cannot use Pacific County funds for this, we would need to get funding from Willapa Center or JPCHA.

Vice Chair Chaffee inquired about the registration of children. Secretary Westerman responded by saying, the Daycare cannot commence until they have a cooking facility. Commissioner Hollard added that if they can't open till we have the commercial hood installed, then we should go ahead and get pricing.

Secretary Westerman also stated that River Edge has had some issues with rot from water damage and we are in the process of getting the front and rear entrance deck replaced, stairs

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and the entrance ramps. We were able to get a credit back of fifty thousand dollars which will be Escrowed for the repairs done to the building.

7. New Business: Board Action:

(a) Board Action: Motion to Approve CY 2025 Board Meeting Schedule

Vice Chair Chaffee made a motion to approve CY 2025 Board Meeting Schedule. Commissioner Davis seconded the motion. Motion passed unanimously.

(b) Board Action: Resolution 24-06 JPCHA 2025 Budget

Vice Chair Chaffee made a motion to approve Resolution 24-06 JPCHA 2025 Budget. Commissioner Holland seconded the motion.

(c) Board Action: Resolution 24-07 FY 2025 Budget Driftwood Point

Commissioner Davis made a motion to approve the Resolution 24-07 FY 2025 Budget Driftwood Point. Vice Chair Chaffee seconded the motion. Passed unanimously.

(d) Board Action: Resolution 24-08 Purchase and Sales Agreement Raymond House

Vice Chair Chaffee made a motion to approve Resolution 24-08 Purchase and Sales Agreement Raymond House. Commissioner Holland seconded the motion. Passed unanimously.

(e) Board Action: Resolution 24-09 Updating Bank Signatories

Commissioner Davis made a motion to approve Resolution 24-09 Updating Bank Signatories. Commissioner Synder seconded the motion. Passed unanimously.

(f) Board Discussion: Willapa Center Lease Up

Secretary Westerman stated that we just had a meeting recently, we will be going into two lease ups on our properties. Alder House is supposed to go online in April and Sunrise Village in Longview is scheduled to go online May 30th. This is going to be a huge project for our small staff and we expect this to be a difficult project to lease. Therefore, we would like permission to open the waiting list without the Pacific County preference to see if this makes for an easier leasing process. This preference keeps people from coming back to Pacific County that had to leave due to lack of housing. We would like persons that were displaced to have a chance to lease here. Ms. Larson mentioned, we will be reaching out to Darian when our waitlist opens to

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see if she has any leads on people that live in Pacific County. The board expressed support for this idea. This will be executed at the beginning of the waitlist.

8. Unfinished Business: None

9. Executive Session: None

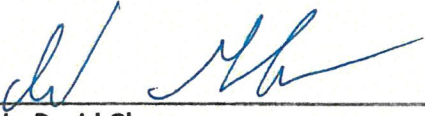
10. Adjournment:

(a) The next Board Meeting will be on Tuesday January 28, 2025 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:



Chair, David Glasson 1/28/25
Date



Attest: Jennifer Westerman, Secretary, Executive Director 1/30/25
Date