

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Tuesday, January 28, 2025, 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  
Patti Olson, Regional Property Manager

**Public Present:**

Darian Sheldon, Pacific County  
Karen Carter, WH Herald

**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: Yes.**

Agenda item 7c, Discussion: HOSWWA/JPCHA Organization will be removed as we are not ready to discuss.

**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.

**5. Consent Agenda:**

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

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

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

(b) Chair Glasson gave the Chair report and stated he talked to PUD about a deposit that was made for Rivers Edge property. They will be changing their code to have the property billed to JPCHA and not have it individually billed to tenants. PUD will be discussing this at their next meeting.

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

- Driftwood, all testing has been done, we are waiting for the reports to come back. Roger is working on the final report which will lead to getting an environmental covenant on the property and that will need to be finalized.
- Willapa Center, will be similar to Driftwood. We had a meeting with the department of Ecology regarding grant funds to assist with this remediation.
- Alder House, completion should be April 16<sup>th</sup>, which is the end of the contract. We are looking at dates for the Grand Opening, April 24<sup>th</sup>, or April 29<sup>th</sup>. We will reach out to commerce; we believe they will have a selection of people who would like to attend the Grand Opening.
- Rivers Edge fka (Raymond Manor) closed on December 23<sup>rd</sup> and currently is under HOSWWA management, there is an action item on the agenda asking to approve the management of the property. We had a meeting with Pacific County, and they will be rolling over the leftover funds to help with the repairs at River's Edge. We also have fifty thousand in escrow that we set aside for repairs.
- Staffing – our Developer Drew will be leaving the agency; we will be hiring for that position. Max with Community Frameworks is stepping down. We will also be hiring another JPCHA property manager as Rick is retiring.

**7. New Business: Board Action:**

(a) Board Resolution 25-01 Contract with Pacific County

*Vice Chair Chaffee made a motion to approve Resolution 25-01 Contract with Pacific County. Commissioner Holland seconded the motion. Motion passed unanimously.*

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(b) Board Action: Amendment to Management Agreement

*Vice Chair Chaffee made a motion to approve Management Agreement. Commissioner Holland seconded the motion. Motion passed unanimously.*

**8. Unfinished Business: None**

**9. Executive Session: None**

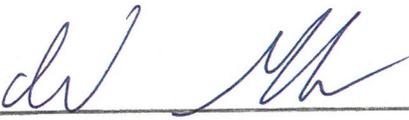
**10. Adjournment:**

(a) The next Board Meeting will be on Tuesday March 25, 2025, at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 10:28 a.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

		3/25/25
Chair, David Glasson		Date
		3/24/25
Attest: Jennifer Westerman, Secretary, Executive Director		Date