



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

**BOARD OF COMMISSIONERS MEETING**  
**August 25, 2025, at 4:00 p.m.**  
**In Person and Zoom**

**PRESENT:**

Chair Marchelle Knapp  
Vice Chair Sue Lantz  
Commissioner Allan Rudberg  
Commissioner David Vasquez  
Commissioner Rayleen Aguirre  
Secretary Jennifer Westerman

**ABSENT:**

Commissioner Dixie Kolditz

**STAFF:**

Katie Bonus, Director of Operations  
Alex Wallis, Finance Manager  
Elizabeth McGarry, Executive Assistant  
Cecilia Larson, Rent Assistance Program Manager  
Rhonda Compton, Supportive Services Program Manager  
Lisa Lopez, Finance Director  
Laura Jackson, Housing Developer

**PUBLIC:**

MaryAlice Wallis, Longview City Council

**1. CALL TO ORDER**

a) Chair Knapp called the meeting to order at 4:00 pm.

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

No changes simply a correction: Under new business Resolution 25-11, where it says "Now, Therefore, Be it Resolved, the sentence should read; that the CEO or her designee is authorized to submit any and all funding applications to complete this project including HTF funding from the State of Washington."

**3. OPPORTUNITY FOR PUBLIC DISCUSSION: N/A no public discussion**

**4. FINANCIAL REPORTS:**



- a) Ms. Lopez provided financial reports for July 2025 for HOSWWA and Lilac Place, as provided in the Board Packet.

## 5. CONSENT AGENDA:

- a) *Vice Chair Lantz made a motion to approve the Consent Agenda for HOSWWA and Lilac Place. Commissioner Aguirre seconded the motion. Passed unanimously.*

## 6. STAFF REPORTS

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

Chair Knapp provided us with a success story from a client who used to live at Campus Towers, who applied to Sunrise Village and was able to get the unit. The client told Chair Knapp, she loves being able to live in affordable housing now and really enjoys the diversity of her neighbors and feels right at home. She is very happy she made the transition.

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

## 7. CHAIR AND SECRETARY REPORTS

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

Secretary Westman presented the final diagram of The Landing at Goldfinch Grove that will be submitted to the funders for this development. Seventy four is the max numbers of units that we can get on the site for tax credit funding. We have proposed an idea that the community and Admin building be a little bit bigger. We have been renting a space every month for our All Staff meetings and it would be nice to have a space big enough to have our meetings. There is really not that many options in Longview that has the right size meeting space that we need. Secretary Westerman also stated that since there will be no locks on the path we have revised the path to terminate at the community building for safety, we do not want to invite the whole world to be walking on the path because it would not be safe for the residents. We have also turned the path to land in front of the Homeownership side instead of having the path behind the buildings. This



will help us with the boundary line adjustment. There might be some slight changes to the site once we get this land funded but this is the plan that will be sent in with the funding application.

Secretary Westerman also talked about the meeting that she had with Firstenburg Foundation related to funding for this project. She also stated that we have a presentation at City Council this week, Kelly Rupp will be giving the strategic planning data presentation and Westerman will be presenting the HOSWWA update including information about The Landing at Goldfinch Grove could bring.

Secretary Westerman also mentioned that October 9th, Microsoft stated that Windows 10 is going to be obsolete. Our servers run on Windows 10 so we will be switching over to Sharepoint and the cloud for record retention. Right now, we have about thirty five thousand dollars' worth of computer that can't be upgraded. Secretary Westerman suggested that we should put a policy together that every three years, we upgrade computers. This will also help keep the computers secure.

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

- a) Board Action: Motion to approve Resolution 25-11 Regarding Commerce Down Payment Assistance Program

This is a resolution that gives us permission to apply for the Down Payment Assistance Program.

*Commissioner Rudberg made a motion to approve Resolution 25-11 Down Payment Assistance Program. Commissioner Vasquez seconded the motion. Passed unanimously.*

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

#### **10. EXECUTIVE SESSION, IF ANY: No**

#### **11. ADJOURNMENT:**

- a) The next regular meeting will be Monday, September 29, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:45 p.m.



**Board Approval of Minutes:**



**Marchelle Knapp, Chair**

9/29/25

**Date**



**Attest: Jennifer Westerman, Secretary**

9/29/25

**Date**

