HOUSING OPPORTUNITIES of SW Washington

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

BOARD OF COMMISSIONERS MEETING
October 27, 2025, at 4:00 p.m.
In Person and Zoom

PRESENT:
Vice Chair Sue Lantz
Commissioner Dixie Kolditz
Commissioner Rayleen Aguirre
Secretary Jennifer Westerman

ABSENT:
Chair Marchelle Knapp
Commissioner David Vasquez
Commissioner Allan Rudberg

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
Patti Olson, Regional Property Manager
Laura Jackson, Housing Developer

PUBLIC:
MaryAlice Wallis, Longview City Council
Brian Wolf, Audit Lead
Greg Wynn, Audit Supervisor
Linsday Osborne, Program Manager

1. **CALL TO ORDER**

   a) Vice Chair Lantz called the meeting to order at 4:02 pm.

2. **CHANGES AND ADDITIONS TO AGENDA, IF ANY:** yes
   We will be introducing Resolution 25-15 Signature authority for The Landing at Goldfinch Grove LLLP.

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

4. **SAO AUDIT ENTRANCE**

   Auditors provided audit entrance as stated on the agenda.

5. FINANCIAL REPORTS:

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

6. CONSENT AGENDA:

a) *Commissioner Aguirre made a motion to approve the Consent Agenda. Commissioner* Kolditz *seconded the motion. Passed unanimously.*

7. STAFF REPORTS

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

b) **Property Summaries**: Ms. Olson 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.

8. CHAIR AND SECRETARY REPORTS

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

Secretary Westerman commended the team for their exceptional achievement in fully leasing Sunrise Village, a tax credit property, in just three months. She also stated that we are submitting the necessary files for our next pay in which is expected to pay off our construction loan. Over the next several months we will be working on the close-out paperwork.

Secretary Westerman also stated that Kelly Rupp has completed the draft for the Strategic Plan and we are reviewing. The final plan should be ready for the board to approve in November or December.

9. NEW BUSINESS:

a) Board Action: Motion to approve Resolution 25-14 SEMAP Certification

HUD requires Housing Authorities to submit a SEMAP certification annually. This implements a management assessment system that measures agency compliance and processes.

Commissioner Aguirre made a motion to approve Resolution 25-14 SEMAP Certification. Commissioner Kolditz seconded the motion. Passed unanimously.

b) Board Action: New Commercial Lease

The Executive Director of HEVIN contacted us asking if we had any vacant office space available. We are seeking Board approval to rent two of our office spaces out at 1207 Commerce to a nonprofit organization, HEVIN (Helping Every Veteran in Need). HEVIN is dedicated to supporting and meeting the needs of veterans.

Commissioner Aguirre made a motion to approve the New Commercial Lease. Commissioner Kolditz seconded the motion. Passed unanimously.

c) Board Discussion: Motion to approve change to wage comp

At the implementation of the wage scale we discovered a mistake and the Director of Operations was comped incorrectly. The position was compared to Director of Property Management position which is a more narrow scope of work. We are requesting an adjustment to account for the difference in the starting wage. Approving this change will impact the budget by $21,037.

Commissioner Aguirre made a motion to approve change in wage comp. Commissioner Kolditz seconded the motion. Passed unanimously.

d) Board Action: Motion to approve Board Meeting Schedule FY 2026

As discussed, we will be eliminating the December 28th meeting. The Board agreed, if something important comes up, we will call a special meeting in December via hybrid.

Commissioner Aguirre made a motion to approve Board Meeting Schedule FY 2026 and to take off the December 28th meeting. Commissioner Kolditz seconded the motion. Passed unanimously.

e) Board Action: Motion to approve Resolution 25-15 Signature authority for The Landing at Goldfinch Grove LLLP.

This resolution authorizes Katie Bonus, Director of Operations as a backup signer for The Landing at Goldfinch Grove LLLP.

Commissioner Aguirre made a motion to approve Resolution 25-15 Signature authority for The Landing at Goldfinch Grove. Commissioner Kolditz seconded the motion. Passed unanimously.

10. UNFINISHED BUSINESS: None

10. EXECUTIVE SESSION, IF ANY: No

11. ADJOURNMENT:

a) The next regular meeting will be Monday, November 24, at 4:00 p.m.

b) Vice Chair Lantz adjourned the meeting at 5:00 p.m.

Board Approval of Minutes:

Sue Lantz 10-27-25

Sue Lantz, Vice Chair **Date**

10/27/25

Attest: Jennifer Westerman, Secretary **Date**