



JOINT PACIFIC COUNTY HOUSING AUTHORITY

820 11th Ave. Longview WA 98632

BOARD OF COMMISSIONERS MEETING
September 30, 2025, at 10:00 a.m.
In Person and Zoom

PRESENT:

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

ABSENT:

Commissioner Jim Snyder

Staff Present:

Alex Wallis, Finance Manager
Lisa Lopez, Finance Director
Katie Bonus, Director of Operations
Elizabeth McGarry, Executive Assistant
Patti Olson, Regional Property Manager

Public Present:

Darian Sheldon

1. Call to Order:

(a) Board Chair Glasson called the meeting to order at 10:00 a.m.

2. Changes and Additions to Agenda, if any: No

3. Opportunity for Public Discussion:

4. Financial Reports:

(a) Ms. Lopez reported on the financial reports for May and June 2025 for JPCHA and Driftwood Point as submitted in the Board Packet.

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. Olson gave the Property Report as submitted in the board packet.

Chair Glasson questioned whether the level of vacancy was expected for Alder House property.

Ms. Bonus explained that outreach efforts are being made to fill vacancies, including distributing flyers in South Bend and Raymond like grocery stores, libraries, and banks.

Secretary Westerman added, the idea of creating a Facebook page for outreach is being considered, no decision has been made yet due to the contentious nature of the platform.

Vice Chair Chaffee inquired if anyone could apply to the waiting list and if there are income requirements. Ms. Bonus responded by saying anyone can apply, the requirements and qualifications come at the time of the invitation.

(b) Secretary Westerman gave her report as provided in the Board Packet and provided a list of large objectives leading to slower response time.

- Lease-ups: Two lease-up processes are currently underway between both agencies.
- Budget: HOSWWA budget finalized and submitted, now working on the JPCHA budget.
- Audit: The JPCHA audit was recently submitted, and the auditors will attend a future meeting to explain the outcome.
- Development Projects: Working on three applications for our new six-acre property in Longview.
- Project Management: Ms. Bonus has been attending construction meetings for a Kelso property that we have been asked to manage.

As part of the Secretary report a discussion of Alder House water pressure issues was discussed. Ms. Bonus stated that the city measured the water pressure coming from the meter at 35 psi, which means it meets the minimum requirements. However, once it gets up the hill there is insufficient pressure. We are exploring other ways to add more water pressure to the building. Additionally, flooring repairs are underway as the flooring began to lift in areas.

Secretary Westerman explained that Pacific County's .09 funds cannot be used to create or support an operating reserve for Alder House. To optimize available resources, the team is exploring the possibility of shifting the .09 funds to River's Edge construction project. Pacific County funds would then be used to cover the operations reserve at Alder House.

Ms. Sheldon questioned whether the requirement for tenants to secure at least twice the rent at Alder House could or would be reconsidered, she stated it has been a barrier for applicants.

Secretary Westerman explained, if someone cannot meet the two-times rent threshold, their rent would exceed more than 50% of their income, which is financially unsustainable.

Ms. Bonus emphasized that placing individuals in housing they cannot afford leads to rent burden and potential failure in sustaining tenancy.

Secretary Westerman stated we are reviewing the Performa to explore the possibility of lowering rents instead of adjusting income requirements.

New Business:

(a) Board Action: Resolution 25-03 Piling Repair for River's Edge

The purpose of this resolution is to authorize the signing of the foundation repair contract, which falls outside the current budget. Staff are also requesting approval to temporarily use JPCHA funds to cover payments, if necessary, with the intent to reimburse those funds once external funding is received.

Vice Chair Chaffee made a motion to approve Resolution 25-03 Piling Repair for River's Edge. Commissioner Holland seconded the motion. Motion passed unanimously.

(b) Board Action: Resolution 25-04 Ecology for Willapa Center

The purpose of this resolution is to authorize an Inter-local Agreement with the Department of Ecology for funding for the Environmental Remediation at Willapa Center

Commissioner Holland made a motion to approve Resolution 25-04 Ecology for Willapa Center. Commissioner Overby seconded the motion. Motion passed unanimously.

8. Unfinished Business: None

9. Executive Session: None

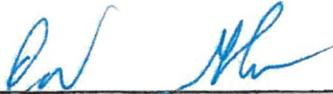
10. Adjournment:

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

(b) Chair Glasson adjourned the meeting at 10:40 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

	12-9-25
Board Chair, David Glasson	Date
	12-9-25
Attest: Jennifer Westerman, Secretary, Executive Director	Date