



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

**BOARD OF COMMISSIONERS MEETING**  
**February 23, 2026, at 4:00 p.m.**  
**In Person and Zoom**

**PRESENT:**

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

**STAFF:**

Katie Bonus, Director of Operations  
Alex Wallis, Finance Manager  
Elizabeth McGarry, Executive Assistant  
Cecilia Larson, Rent Assistance Program Manager  
Lisa Lopez, Finance Director  
Patti Olson, Regional Property Manager  
Rhonda Compton, Supportive Services Program Manager

**PUBLIC:**

Ruth Kendall, Longview City Council  
Erik Halverson, Longview City Council

**ABSENT:**

Commissioner Dixie Kolditz

**1. CALL TO ORDER**

a) Chair Knapp called the meeting to order at 4:03 pm.

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

**3. OPPORTUNITY FOR PUBLIC DISCUSSION:**

Erik Halverson noted that the City Council's meeting on Thursday will include a review of the 2026 Local Legislative Plan.



#### 4. FINANCIAL REPORTS:

- a) Ms. Lopez provided financial reports for January 2026 for HOSWWA and Lilac Place, as provided in the Board Packet.

#### 5. CONSENT AGENDA:

- a) *Commissioner Vasquez made a motion to approve the Consent Agenda. 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.
- b) **Property Summaries:** Ms. Bonus gave an update on the Property Report on behalf of Ms. Olson as provided in the Board Packet.

Ms. Bonus also added, back in January when we had that huge windstorm, a few trees fell at our Woodland properties. There were no injuries, we are still working on some insurance claims. We did have an arborist come out and evaluate all the trees.

Commissioner Vasquez inquired about the timeline for Phoenix House to return to 100% occupancy. Ms. Bonus explained that occupancy depends on the number of individuals on the waitlist, the agency relies on the Supportive Services Department to identify and refer eligible clients. Staff are actively engaging with community agencies to add prospective participants to the waitlist so they can be housed as units become available. She noted that it can be challenging to find clients willing to live in community housing, as Phoenix House serves a very specific population—individuals who are exiting a drug/alcohol program. Due to the funding source requirements, participants must remain in Cowlitz County, as the funding was provided locally and is restricted to serving Cowlitz County residents.

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

Vice Chair Lantz inquired about the inspection process. Ms. Bonus responded by saying, for our homeless properties we do inspections every 6 months, Lilac Place, Sunrise Village, and Driftwood Point. Most of the other properties do an annual inspection. When we do these inspections, we are looking for anything



that might be broken that they have not reported yet. Mainly what we do is go in with our check sheet and we test smoke detectors; we make sure that the plumbing is working properly and check to make sure everything is in good living condition. Commissioner Vasquez inquired whether Lilac Place, Sunrise Village, and Driftwood Point might eventually transition to annual inspections. Ms. Bonus explained that the six-month schedule is primarily maintained to support property managers in planning and to ensure consistent workflow. She noted that Lilac Place has followed a six-month inspection cycle since 2014, and residents have not expressed concerns about the frequency. Ms. Bonus also stated that residents are informed at move in, they may experience up to four inspections per year, not all conducted by HOSWWA. For example, Section 8 participants receive inspections from the property manager, tax credit inspectors, and funder representatives. She emphasized that the agency cannot control when external inspectors choose to conduct their reviews.

## 7. CHAIR AND SECRETARY REPORTS

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

## 8. NEW BUSINESS:

- a) Board Action: Motion to approve Resolution 26-07 Admin Plan

Ms. Larson explained the resolution related to the Admin Plan. She noted that PHAs are now allowed to use withheld, abated HAP funds to assist families with relocation costs. This assistance is available only to families who must relocate because an owner fails or refuses to complete required HQS repairs. The PHA may use up to two months of withheld or abated payments to help cover the security deposit at the family's new unit. These funds may not be used for any other type of relocation assistance.

Commissioner Vasquez inquired about what steps are taken to assist someone who finds themselves in this situation. Ms. Larson responded by saying, first we issue a voucher, and cancel their HAP contract. Vouchers are issued, and the family presents the papers to potential landlords as proof of them having rental assistance. They initially receive 120 days to search for housing, with the option of requesting a 60-day extension.

*Commissioner Vasquez made a motion to approve Resolution 26-07 Admin Plan.*



*Vice Chair Lantz seconded the motion. Passed unanimously.*

b) Board Action: Motion to approve Contracting with Consultant

These requirements require that we do benchmarking and management for commercial buildings.

Washington's Clean Building Performance Standards (CBPS) managed by the Department of Commerce, mandates energy benchmarking and management for commercial buildings 20,000-50,000 sq. ft and multifamily buildings 20,000 sq. ft. HOSWWA has two properties that meet under tier 2, these criteria and must comply with the benchmarking and reporting requirements no later than July 1<sup>st</sup> 2027. However, if we complete these metrics early, we qualify for an early adopter incentive. This incentive would provide approximately \$25,000 in additional revenue for the agency; it could be more dependent on the different measures in the buildings.

Commissioner Vasquez inquired about the Add Alternate of \$3,400. Secretary Westerman responded that it would be the cost if they had to walk the property and gather data, but we are planning to supply them with the data information.

*Vice Chair Lantz made a motion to approve Contracting with Consultant. Commissioner Aguirre seconded the motion. Passed unanimously.*

c) Board Action: Motion to approve Salary schedule change

This schedule set the wage for Senior Accountant at level H.

*Vice Chair Lantz made a motion to approve Salary schedule change. Commissioner Vasquez seconded the motion. Passed unanimously.*

**9. UNFINISHED BUSINESS: None**

**11. EXECUTIVE SESSION, IF ANY: Yes**

a) Personnel Discussion:

Chair Knapp started the Executive session at 5:10 pm

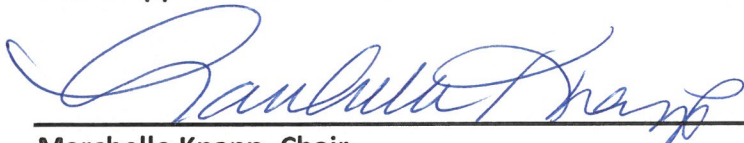
Ended the Executive session at 5:40 pm




**12. ADJOURNMENT:**

- a) The next regular meeting will be Monday, March 23<sup>rd</sup>, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 5:44 p.m.

**Board Approval of Minutes:**

  
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Marchelle Knapp, Chair 3/23/26  
Date

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary 3/24/26  
Date

