



# JOINT PACIFIC COUNTY HOUSING AUTHORITY

820 11<sup>th</sup> Ave. Longview WA 98632

---

## BOARD OF COMMISSIONERS MEETING

June 23, 2026, at 10:00 a.m.

In Person and Zoom

### PRESENT:

Vice Chair Rebecca Chaffee  
Commissioner Janice Davis  
Commissioner Steve Holland  
Commissioner Julie Overby  
Commissioner Jim Snyder

### ABSENT:

Chair David Glasson  
Secretary Jennifer Westerman

### Staff Present:

Lisa Lopez, Finance Director  
Katie Bonus, Director of Operations  
Elizabeth McGarry, Executive Assistant  
Amanda Williams, Pacific County Regional Property Manager

### Public Present:

Darian Sheldon

#### 1. Call to Order:

(a) Commissioner Holland 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 April and May 2026 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 Davis seconded the motion. Motion passed unanimously.*

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

(a) Ms. Bonus gave the Property Report on behalf of Ms. Olson as submitted in the board packet.

Commissioner Overby asked about Alder House and the factors affecting its occupancy rate. Ms.

Bonus explained that, while Alder House is affordable for many applicants, staff try to avoid rent-burdening residents by keeping rent at no more than 50% of a household's income when no subsidy is available, since higher rent amounts leave limited funds for groceries, car insurance, gas, and other necessities. When a subsidy is available, rent may be limited to 30% of income. Ms. Bonus also stated that rent concessions are being offered, including a \$100 monthly reduction, to help applicants who are close to meeting the 50% threshold become housed.

Vice Chair Chaffee stated that she had heard from members of the community that the Alder House application process seemed complicated. Ms. Bonus asked whether the issue was related to the portal. Ms. Williams confirmed that it was due to the portal and stated that she had been assisting clients with completing the application. She explained that applicants were getting stuck at a certain point in the process, and she would contact the Yardi administrator to help move the application forward. Commissioner Overby asked whether the issue had been resolved, and Ms. Williams responded that it had been fixed.

Vice Chair Chaffee asked about the south wall at the Eagles, noting that there appeared to be some cracks. Ms. Bonus responded that the issue was likely related to the dark paint on the brick, explaining that brick can sometimes produce a white substance that can seep onto the paint. She also noted that similar discoloration was occurring on bricks around some of the garbage enclosures. Ms. Bonus stated that the building is structurally sound.

(b) Ms. Bonus gave the Supportive Services Report on behalf of Ms. Compton as provided in the Board Packet.

Vice Chair Chaffee asked how Wild Roots is doing. Ms. Bonus responded that Wild Roots is currently seeking a change to its occupancy permit so it can serve toddlers. She stated that the permit has either already been filed or will be filed soon and noted that Wild Roots is working to expand its program.

(c) Ms. Bonus gave the Secretary Report on behalf of Secretary Westerman as provided in the Board Packet.

## **7. New Business:**

(a) Board Action: Motion to Approve Request to Purchase Laundry Equipment

We are requesting that each property buy coin operated laundry machines. We would like a motion to approve the cancellation of current CSC ServiceWorks laundry contract and the purchase of laundry equipment by each property owned by JPCHA.

*Vice Chair Chaffee made a motion to approve to purchase of laundry machines. Commissioner Snyder seconded the motion. Motion passed unanimously.*

8. **Unfinished Business:** None

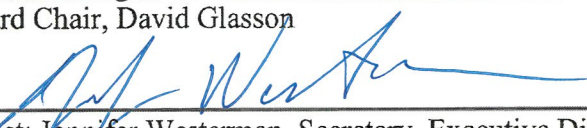
9. **Executive Session:** No

10. **Adjournment:**

- (a) Commissioner Holand adjourned the meeting at 10:44 a.m.
- (b) The next Board Meeting will be on Tuesday August 25, 2026, at 10:00 a.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

|                                                                                    |         |
|------------------------------------------------------------------------------------|---------|
|   | 8/20/26 |
| Board Chair, David Glasson                                                         | Date    |
|  | 8/31/26 |
| Attest: Jennifer Westerman, Secretary, Executive Director                          | Date    |