JOINT PACIFIC COUNTY HOUSING AUTHORITY

820 11th Ave. Longview WA 98632

BOARD OF COMMISSIONERS MEETING
August 24, 2026, at 10:00 a.m.
In Person and Zoom

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

ABSENT:

Staff Present:
Lisa Lopez, Finance Director
Katie Bonus, Director of Operations
Elizabeth McGarry, Executive Assistant
Amanda Williams, Pacific County Regional Property Manager
Rhonda Compton, Supportive Services Program Manager
Public Present:

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 June and July 2026 for JPCHA and Driftwood Point, as submitted in the Board Packet.

   Commissioner Snyder inquired about administrative expenses, noting that we are $67,000 under budget, and questioned whether the variance was due to a vacant position or lower-than-budgeted compensation. Ms. Lopez said she would investigate further but noted that the budget may have included employees who were not actively working at JPCHA or charging their time to JPCHA. She explained that the budget is based on estimated employee time allocated to JPCHA.

Vice Chair Chaffee asked how many employees currently work in Pacific County. Ms. Bonus reported that staffing currently consists of two property managers, one regional staff member, three maintenance staff members, and a facilities supervisor who also oversees HOSWWA properties. She added that the agency is recruiting a regional property manager.

Ms. Lopez noted that the transition between property managers has resulted in a temporary vacancy, which accounts for a portion of the amount under budget.

Commissioner Snyder asked whether income remaining 22% under budget was expected to continue or was attributable to this current point in the fiscal year. Ms. Lopez responded that the variance would likely continue unless revenue increased significantly during the final months of the year. She noted that tenant revenue was currently slightly higher than anticipated. Although grant revenue may not increase, the shortfall is offset by lower expenses; however, the tenant-revenue variance is expected to continue.

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

Vice Chair Chaffee asked whether all properties follow a consistent rent policy or maintain separate rent schedules. Ms. Bonus explained that each property has its own rent schedule based on the building's funding requirements. Vice Chair Chaffee noted that Timberland's rents appeared low compared with those at some subsidized properties, even though Timberland is not subsidized. Ms. Bonus stated that Timberland is a market-rate property and that rent increases have been considered and are generally implemented when appropriate. Commissioner Snyder asked whether rents are adjusted annually or reviewed periodically. Ms. Bonus explained that rents are reviewed each year and compared with similar units in the area to support any proposed increase. She added that the agency seeks to keep rents fair within the community and avoids increases that cannot be supported by comparable market data. Commissioner Snyder asked whether an annual cost-of-living increase is applied. Ms. Bonus clarified that increases are not automatic; rents are reviewed annually during the budget process to determine whether an increase is warranted, and we are capped at 10% with the state.

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

Chair Glasson inquired about Alder House and Rivers Edge, wondering if Rivers Edge tenants would want to participate in the activities in the community room at Alder House. Ms. Compton responded by, I think this is something tenants would appreciate. If Rivers Edge tenants have transportation to get to Alder House, we would certainly like to have them, and we can invite them to our activity calendar.

Chair Glasson inquired whether the bus stop could be relocated from the bottom of the driveway to the flatter portion of the Alder House parking lot. Ms. Compton reported that the size of the current bus makes access to and turnaround within the parking lot difficult. She further noted that transportation between Alder House and the bus stop remains a high priority because some clients have difficulty walking up and down the driveway. Staff are exploring potential partnerships with local transportation providers, including the possible use of a smaller bus capable of turning around in the Alder House parking lot.

Chair Glasson stated that the mayor is on the transit board, and he will talk to them and see what they can do.

Ms. Williams noted that Dial-a-Ride currently sends a small bus up the driveway to pick up some residents, primarily for trips outside Pacific County. She added that efforts are underway to arrange similar transportation for local trips, including visits to the grocery store and other essential destinations.

Chair Chaffee stated that maybe why we are having so much community interaction at Alder House is because of the layout of the community room. Ms. Williams added that we have two community rooms at Rivers Edge, one at Pacific Peal as well as Willapa Center. She also added that they have a library now at Alder House and Pacific Pearl where you can check out movies and books, the children are engaged in that as well.

(c) Chairpersons report
Chair Glasson stated that they are working on a comp plan in Pacific County and said that the state is pushing preservation for private housing. Secretary Westerman stated that there is a preservation program that is run by Lower Columbia Cap and believes they also go out to Pacific County. Secretary Westerman noted that she will reach out to them and see what they have available.

(d) Secretary Westerman gave her report as provided in the Board Packet.
Vice Chair Chaffee wondered if we would be able to work on Raymond House till October 2027. Secretary Westerman responded by saying that we don't know the answer to that right now. She stated that we have reached out to Commerce to try and schedule a meeting with them to see what we can do with the Commerce funds. If we can wait till October 2027, there is a new program in USDA that would be super favorable for us where we could proceed without doing a new USDA mortgage and just have the property come out of the USDA programs except for, tenant assistance, so it would be a normal property with the USDA rental assistance contract. We will be talking with Commerce to see if we can extend the contract.

7. **New Business:**
   (a) Board Action: Motion to Approve Resolution 26-03 Eagles Roof Repair

   Commissioner Snyder inquired about the condition of the existing asphalt shingles and the impact of rainy weather on the proposed work. Ms. Bonus explained that the roof is a torch-down roofing system, which uses a propane torch to heat and bond the roofing material, creating a waterproof layer. She stated that the work is intended to be completed this year before the rainy season begins and that this resolution would authorize the agency to execute the contract.

   Commissioner Snyder made a motion to approve Resolution 26-03 Eagles Roof Repair. Commissioner Davis seconded the motion. Motion passed unanimously.

8. **Unfinished Business:** None

9. **Executive Session:** No

10. **Adjournment:**
    (a) Commissioner Holand adjourned the meeting at 10:35 a.m.
    (b) The next Board Meeting will be on Tuesday October 27, 2026, at 10:00 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:

V.C. Board Chair, ~~David Glasson~~ Rebecca Chaffee 10/27/2026
Date

Attest: Jennifer Westerman, Secretary, Executive Director 10/28/26
Date