LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, July 28th at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Regular Meeting

Chair Ostermiller called the meeting to order at 4:00 PM

Present
Chair, Wayne Ostermiller
Vice Chair, Linda Brigham
Commissioner, Lori Bashor Sarancik
Commissioner, Bruce Fischer
Commissioner, Joan Lemieux
Commissioner, Axel Swanson
Secretary, Chris Pegg

Absent

Staff Present
Finance Director, Tom Drake, Housing Assistance Programs Supervisor, Vickie Rhodes,
Asset Manager, Katie Bonus, Director of Community Services, Jon Dieter, Director of
Development, Dan Freedman

Public Present – Sharon Rockett, Joint Pacific County HA Vice Chair, Diane Knutson,
Joint Pacific County Housing Authority Board member, Phil Hedrick, Cascade Housing
Group, LLC

CHANGES AND ADDITIONS TO THE AGENDA: Chairman Ostermiller requested that a
discussion/action item be added to the Unfinished Business about the Mason County
Management Agreement. Secretary Pegg requested that a discussion item be added to
the New Business agenda regarding an update to the Strategic Plan.

OPPORTUNITY FOR PUBLIC DISCUSSION – No comments.

CONSENT AGENDA

Commissioner Fischer moved to approve the Consent Agenda as presented.
Commissioner Brigham seconded the motion.

Discussion:
None.

Motion passed unanimously.

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BOARD COMMITTEE REPORTS: Commissioner Fischer presented a report from the Finance Committee.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg reported on a recent meeting with the Washington Dept. of Veterans Affairs at the Stratford Arms Apartments. She also reported on the status of planning for the Lilac Place Open House scheduled for August 14, 2014. Secretary Pegg also informed the Board of a new webinar by Foster, Pepper on the Open Public Meetings Act. There is a new legislative requirement that all Commissioners receive training. Commissioners can participate from the LHA office or from their homes or workplace. Secretary Pegg also reported on the award of 5 additional VASH (Veterans Affairs Supportive Housing) Vouchers.

Chairman Ostermiller deferred his report to a later meeting due to the anticipated length of discussion/action items on the agenda.

INTRODUCTION OF STAFF

Asset Manager Katie Bonus introduced Lilac Place Property Manager Bettina Wilson.

UNFINISHED BUSINESS

1. STAFF PRESENTATION: Director of Development Dan Freedman provided a brief update on development projects. Asbestos has been found in the light wells at Stratford Arms that will require a change order and additional work. Commissioner Bashor Sarancik suggested Home Depot executives be invited down to tour the project upon completion. Board members agreed and Secretary Pegg agreed. No action was taken.

2. BOARD PRESENTATION: Presentation of the checks to Woodland Community Action Center and the Emergency Support Shelter was deferred until the open house event at Lilac Place on August 14, 2014.

3. BOARD DISCUSSION: Chairman Ostermiller informed the Board the current Strategic Plan would expire in 2015. He suggested a Saturday meeting be schedule on a date in September. Secretary Pegg agreed to send an email offering a couple of dates for Board members to select from. No further action taken.

NEW BUSINESS

1. BOARD ACTION: Approval of Resolution 14-10: Approving a revolving operating line of credit with Heritage Bank.
A motion was made by Commissioner Bashor Sarancik to approve Resolution 14-10 establishing a line of credit with Heritage Bank in the amount of $100,000. Commissioner Swanson seconded the motion.

Discussion:
Director of Finance Tom Drake cited the need to establish an operating line of credit to cover temporary shortfalls in funding. There are occasional delays in receipt of certain monies due to the processing of documents by grantors and funding agencies.

Motion passed unanimously.

2. Declaration of Emergency to Replace Heat Pumps at 820 11th Ave. administrative office.

Commissioner Fischer moved to declare the repair/replacement of heat pumps at 820 11th Ave. an emergency situation. Commissioner Swanson seconded the motion.

Discussion:
Secretary Pegg reported two of the heat pumps at the main office malfunctioned during the recent heat wave. Computer systems were compromised and staff are working in extremely hot conditions. She requested the Board declare this an emergency situation to allow staff to address the problem as quickly as possible. There was no further discussion.

Motion passed unanimously.

3. BOARD DISCUSSION/ACTION: Termination of Mason County Management Agreement

Commissioner Fischer moved to approve the termination of the Management Agreement with Mason County effective 08/31/2014. Commissioner Brigham seconded the motion.

Discussion:
Secretary Pegg requested the Board approve termination of the management agreement with Mason County due to excessive work load on staff. Discussion followed.

Motion passed unanimously.

4. BOARD DISCUSSION/ACTION: Approval to project base additional vouchers for development of affordable housing in Pacific County.
Commissioner Fischer moved to approve project-basing of up to 42 vouchers for the 10th St project in Long Beach, WA and Phase II of the Pacific Pearl project in South Bend, WA. Commissioner Lemieux seconded the motion.

Discussion:

Joint Pacific County Board members, Sharon Rockett and Diane Knutson, discussed the extreme need to additional affordable housing in Pacific County. Commissioner Rockett shared the JPCHA Board was willing to return committed vouchers to LHA through attrition from the tenant based housing choice voucher program if the LHA Board approved the project basing of these vouchers. The LHA Board discussed several policy decisions related to project-basing of additional vouchers in Pacific County. Although the jurisdiction for LHA includes Cowlitz, Pacific, Wahkiakum and Lewis counties, a set number of vouchers for Pacific County and Lewis County were originally combined with Cowlitz County vouchers when administration of the programs was assumed by LHA. Attaching additional vouchers to Pacific County projects would involve dedicating a larger number of vouchers than originally awarded to Pacific County. Discussion centered around future development of other projects and usage of vouchers throughout the entire jurisdiction.

Amendment to the Motion: Commissioner Fischer requested his motion be amended to request that any additional vouchers project-based to these two projects be returned to LHA through attrition over time. Commissioner Swanson agreed to this amendment.

There being no further discussion the motion passed unanimously as amended.

EXECUTIVE SESSION: None scheduled.

Chairman Ostermiller adjourned the meeting at 5:35 p.m.

SCHEDULING OF NEXT REGULAR MEETING: August 25, 2014

Respectfully submitted by:

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary