

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS REGULAR MEETING

Monday, July 24, 2017 at 4:00 p.m.

820 11th Ave., Longview, WA.

Minutes to Regular Meeting

Chairperson Nolte called the meeting to order at 4:00 PM

Present

Chair, Floyd "Gus" Nolte
Vice Chair, Linda Brigham
Commissioner, Bruce Fischer
Commissioner, Wayne Ostermiller
Secretary, Chris Pegg

Absent

Commissioner, Peter Bennett
Commissioner, Lori Bashor-Sarancik

Staff

Becky Phillips, Finance Manager
Katie Bonus, Asset Manager
Vickie Rhodes, Housing Programs Supervisor
David Pennington, VIP Operations Manager
Lori Lengyl, Resident Services Coordinator Ariana Anderson, Administrative Assistant

CHANGES AND ADDITIONS TO THE AGENDA:

Lori Lengyl, Resident Services Coordinator, will make a presentation about "Operation Back to School", Secretary Pegg requested an action item to be added to the West Longview Development item requesting approval of Resolution 17-10: Approval to enter into a contract with the WA State Housing Finance Commission for a loan through the Land Acquisition Program.

OPPORTUNITY FOR PUBLIC DISCUSSION:

Operation Back to School: Lori Lengyl discussed the new format for Operation Back to School this year. For the past 18 years, the housing authority has raised money and prepared backpacks with all necessary school supplies for kids in the Woodland properties. Staff is changing the program this year because the Woodland Action Center is providing backpacks. This year funding is being solicited to provide money for each child to go shopping with a HOSWWA employee to get whatever is needed for school. The items purchased must be school related. The goal is to help reduce some of the tough choices parents are faced with when school starts. Deadline for tax-deductible donations is August 16, 2017. Monetary contributions can be made out to "Operation Back to School." The event is scheduled for August 26, 2017 at approximately 9:00 a.m. There will be a large barbecue and potluck at Tulip Valley immediately following. Questions should be directed to Lori at 360-423-0140, ext. 90.

Monthly Reports:

Finance Manager, Becky Phillips, presented the financial reports for the month of July 2017. Finances continue to slowly improve. The reduction in hours for staff funded by Housing Choice Voucher Administrative fees has helped. Secretary Pegg reported the agency recently received news from HUD that the request for blended administrative fees

was approved. Staff will be notified they can return to full time as of the end of July. There were no other major items to report.

Commissioner Fischer moved to approve the financial report as presented. Commissioner Ostermiller seconded the motion. There was no further discussion. The motion passed unanimously.

CONSENT AGENDA:

Commissioner Fischer moved to approve the Consent Agenda as presented. Commissioner Ostermiller seconded the motion. Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORTS:

- Chairman Nolte reported the Washington Low Income Housing Alliance is having a call-in day regarding the need for a Capital Budget on Thursday, July 27th.
- Secretary Pegg reported the Longview Planning Commission scheduled a public hearing for August 2, 2017 to receive testimony on the proposed Homeless Shelter ordinance.
- Secretary Pegg reported Woodside West and Tulip Valley are in the process of getting new roofs.
- Secretary Pegg reported staff is beginning the budget process for FY2018.
- Vice Chair Linda Brigham reported the Cowlitz County Veterans Center is having a ribbon cutting ceremony on August 3rd.

UNFINISHED BUSINESS:

BOARD DISCUSSION: Longview City Council Workshop

Secretary Pegg shared the draft PowerPoint presentation she plans to present to the Longview City Council for the Board's review. The Board recommended a couple of changes. Secretary Pegg will make the changes to the presentation and email it to the City Manager and City Council members prior to the workshop. The workshop will be held at City Hall in the training room at 6:00 on Thursday, July 27th. Board members and management team members have been asked to attend as well.

BOARD DISCUSSION/ACTION: West Longview Development/Approval of Resolution 17-10

Secretary Pegg updated the Board on the feasibility analysis being done on the West Longview property. An appraisal has been ordered by the funder and the Phase 1 Environmental Assessment is underway. Funding to purchase the property has been awarded by the Washington State Housing Finance Commission (WSHFC) through the Land Acquisition Program once feasibility has been completed. Secretary Pegg requested a motion from the Board to approve Resolution 17-10 authorizing the CEO and Board Chair to borrow money or obtain credit from the WSHFC.

Commissioner Fischer move to approve Resolution 17-10 as presented. Commissioner Ostermiller seconded the motion. There was no further discussion. Motion passed unanimously.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Resolution 17-09 Allowing Tenant Based Rental Assistance Programs to be modeled after the HUD Housing Choice Voucher Program

Housing Assistance Programs Manager Vickie Rhodes updated the Board on the Tenant Based Rental Assistance Program administered by the agency. Approval of this resolution would allow staff to model the program after the Housing Choice Voucher Program and increase payment standards up to 110% of Fair Market Rents to improve tenant's ability to locate housing in the tight rental markets.

Commissioner Fischer moved to approve Resolution 17-09 as presented. Vice Chair Brigham seconded the motion. There was no further discussion. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Request to roll over unused vacation for CEO Pegg

Secretary Pegg informed the Board that she would be losing up to 63 hours of vacation as of her anniversary date of 8/1/2017. She requested board approval to roll over the unused vacation to the following year. Commissioner Fischer moved to approve the rollover of vacation hours for CEO Pegg. Vice Chair Brigham seconded the motion. There was no further discussion. Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.


The meeting adjourned at 6:00 p.m.

SCHEDULING OF NEXT REGULAR MEETING: August 28, 2017

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Floyd "Gus" Nolte, Chairperson



Attest: Christina M. Pegg, Secretary