



HOUSING **A**DVISORY **C**OMMITTEE



**Thursday, March 24, 2016
9:00 a.m.**

**Housing Authority of
Washington County
Department of Housing Services
111 NE Lincoln Street, Suite 200-L
Hillsboro, Oregon 97124**



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Next Meeting:

Thursday, April 28, 2016

2016 HAC Schedule
Thursday, March 24
Thursday, April 28
Thursday, May 26 - Budget
Thursday, June 23
Thursday, July 28
Thursday, August 25
Thursday, September 22
Friday, October 14 – Retreat (Tentative)
Thursday, November 17
Friday, December 9 – Luncheon (Tentative)

HOUSING ADVISORY COMMITTEE



Department of Housing Services
Room JUV 105, Main Floor
March 24, 2016 at 9:00 A.M.

AGENDA

- I. **ROLL CALL**
- II. **SPECIAL PRESENTATION**
Project Introduction: Affordable Housing Development Strategy
Open Doors Housing Solutions
PSU MURP workshop project
- III. **ACTION – APPROVAL OF MINUTES**
 - A. February 25, 2016 Meeting Minutes
- IV. **DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- V. **EXECUTIVE DIRECTOR’S REPORT**
- VI. **STAFF REPORTS**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
- IX. **RESOLUTIONS/ACTION ITEMS**
- X. **ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
February 25, 2016, 9:00 a.m.

Washington County Department of Housing Services – Juvenile Services Building
111 NE Lincoln Street, Suite 200-L, Hillsboro, OR 97124 – Housing Conference Room

COMMITTEE MEMBERS PRESENT

Anapreet Kaur-Gill
Annee vonBorg
Carina Delgado
Sid Scott
LaShanda Williams
Gary Whiting

STAFF PRESENT

Val Valfre, Executive Director
Komi Kalevor, Assistant Director
YaLing Huang-Dressel, Finance Manager
Melanie Fletcher, Rental Assistance Manager
Gary Calvert, Asset Manager
Kim Armstrong, Program Coordinator

COMMITTEE MEMBERS ABSENT

Ben Sturtz
Jack Schwab

GUESTS PRESENT

Rob Massar, Assistant CAO
Nichole Weaver, HABOD

LaShanda Williams called the meeting to order at 9:06 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from January 28, 2016—Sid Scott

Second: Gary Whiting

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

Housing Advisory Committee members, the Housing Authority Board Director, and County Administration staff introduced themselves.

- Sid Scott reported that the Cornelius Library project, which includes senior housing, was awarded HOME funding and is awaiting State funding announcements. Edwards Scott Architecture is working on three additional affordable projects in Multnomah and Clackamas Counties.
- Annee vonBorg noted that the volatile real estate market is impacting employment prospects, making it even more difficult for households to afford increasing rents.



- Gary Whiting stated that the January housing inventory has increased to 1.8 months of inventory—still a very low amount of inventory. RMLS sales for 2015 are up, and median housing prices increased from \$286k to \$310k between January 2015 and January 2016.
- LaShanda Williams noted that in other areas in the United States, property tax increases are outpacing income gains for lower-income households or households on fixed incomes.

IV. EXECUTIVE DIRECTOR'S REPORT

Many current legislative actions appear to be moving forward, including increased protection for tenants and the removal of the statewide prohibitions on inclusionary zoning and construction excise tax. Construction excise tax revenue may be used to fund affordable housing.

Housing Authority Operations

Regional Special Fair Market Rent (FMR) Study: Our regional FMR study has been accepted by HUD, increasing allowable rents 28% from the previous levels. This will increase the housing options available to Section 8 clients by raising the total allowable rent. This will result in more Housing Assistance Payment (HAP) per household, which will require HAWC to monitor its budget closely to avoid a budget shortfall. This will likely slow turnover in the Section 8 program, which could mean that households may remain on the waitlist for a longer time period.

Sid Scott asked if HUD would make more funding available. This is uncertain. HAWC does not expect funding increases in the immediate future, but this action may result in higher funding levels long-term.

Section 8/Public Housing Waitlists: Public Housing has begun pulling waitlist clients who applied for assistance in May 2015. Section 8 will pull existing legacy waitlist clients before beginning to pull from May 2015 applicants.

Public Housing Agency Annual/Five-Year Plan: The PHA plan is out for public comment currently. The HABOD is scheduled to hold a public hearing and approve the plan for submission to HUD at its April 5, 2016 meeting.

Capital Repair Investment: No updates were provided at the meeting.

Housing Authority Finances

Housing Authority Affordable Housing & Services Initiatives

The Housing Authority is involved in several housing projects currently. Most of these projects include some project-based vouchers.

Orchards at Orenco: No updates were provided at the meeting.



Bridge Meadows in Beaverton: This project was awarded HOME funding.

Cornelius Place: This project was awarded HOME funding.

Sunset View Apartments: Photos of the project construction were provided. This project will include 236 units of affordable housing when it is completed, including 24 project-based vouchers serving households at 30% MFI and under.

Blanton Road Veterans Housing: This 20-unit project was recently awarded HOME funding. The project was also awarded GHAP funds from the State, as well as 20 project-based Section 8 and VASH vouchers from HAWC allowing deep subsidy to extremely low-income veterans and their families. This project is now fully funded, and should begin construction soon.

Tigard Triangle Project: No updates were provided at the meeting.

Cornell and Murray Project: No updates were provided at the meeting.

V. STAFF REPORTS

A. Financial Statement

HAWC is waiting for information from HUD on expected funding levels for calendar year 2016, which will impact the Housing Authority's FY2016-17 budget.

The recent FMR increase will likely result in an additional \$400,000 in HAP expenses for the current year—meaning that HAWC will not be able to issue new vouchers without a funding shortfall. There may also be a small increase in Section 8 Administrative funding for the coming year.

The Department of Housing Services budget requests for FY2016-17 will be reviewed in early March. The proposed FY2016-17 HAWC budget will be presented to the HAC at its May meeting. The HABOD will be asked to approve the FY2016-17 HAWC budget in June.

B. Section 8 and Low Rent Public Housing

HAWC is looking for a public housing property to acquire with replacement housing fund dollars.

Property maintenance work is underway at several properties, including roofing work at the Villager and Van Rich, and painting at Marilyn Court. Contractors are very busy, and it has been a challenge to engage contractors.

- The Public Housing and Section 8 Unified Waitlist are currently not accepting new applications.
- Occupancy rates remain high in public housing (98.77%), and the Section 8 program is maximizing occupancy (91.97%) with available funding.
- HAWC acquired new box vans to replace old vehicles.



- Laundry equipment in many of the Public Housing units is aging and will likely need to be replaced soon.
- HAWC prepares a Public Housing Agency (PHA) plan for submission to HUD every year. The draft PHA plan is available on the website at <http://www.co.washington.or.us/Housing/PoliciesPlans/plans.cfm>. The new PHA plan will request the option to convert up to 100 additional tenant-based vouchers to project-based to promote new construction and increased affordability. The HABOD hearing and approval of the PHA plan is scheduled for April 5, 2016.

C. Affordable Housing

- HAWC has acquired a new property at 192nd and Baseline as a result of property tax foreclosure. The property is a single-family home that was vacant and occupied illegally prior to foreclosure. HAWC is rehabbing the property, which will be rented as an affordable unit for a household at 80% AMI.
- Occupancy rates remain high in affordable housing (97.13%).

D. Special Projects

- Project-Based Vouchers

As mentioned previously, the PHA plan will request approval to project-base up to an additional 100 vouchers. HAWC has already awarded about 200 project-based vouchers to existing projects and projects in the pipeline.

- Family Self-Sufficiency

This new report will provide updates for the FSS program in between quarterly reports from Laura Araza.

E. Report on Homelessness

Annette Evans was not available for the meeting, so Val Valfre provided limited updates.

- FY2015 Federal McKinney-Vento Homeless Programs

No additional updates were provided at the meeting.

- New Federal Chronic Homeless Definition

The new definition of chronically homeless will require additional documentation establishing “at least 12 consecutive months” of homelessness. This will impact the resources that homeless persons can access if they cannot document their chronic status, as many programs prioritize chronically homeless persons.

- Severe Weather Shelter Response Plan

This is an unfunded program that relies on volunteer efforts from churches in the community.

- 2016 Point-In-Time (PIT) Homeless Census

The Point-In-Time Count has taken place. Information should be available in about a month (April).



- Project Homeless Connect

Project Homeless Connect was held Friday, January 29, from 9am to 4pm at Sunrise Church.

- Family Justice Center (FJC)

No additional updates were provided at the meeting.

- Legal Clinics

These clinics, offered through the Oregon Law Center, have been successful in providing services to homeless households.

- Gap in Affordable Housing Serving <50% AMI

No additional updates were provided at the meeting.

VI. OLD BUSINESS

- Housing Works: Workforce Innovation Grant with Worksystems, Inc.

The Housing Works program has been a very successful effort to connect participants to education and job training over the last few years. The program funding period will close April 30, 2016. The remaining participants are working to wrap up their efforts and developing plans to complete education and training if needed. Housing Works participants are also eligible for the Health Careers NW program as well.

This program has been very successful, and has significantly reduced the rental assistance needed for participating families.

- Health Careers NW with Worksystems, Inc.

WorkSystems, Inc. was awarded Health & Human Services grant funding that will support Health Careers NW, which operates using a similar model as Housing Works. This 5-year grant will support low-income job seekers seeking to enter healthcare fields, including healthcare administration. The soft launch for this program was February 1.

Health Careers NW is supported by a research grant, so a control group will be established to allow comparison between job seekers receiving services through Health Careers NW and job seekers who do not have access to grant-funded career coaching. Participants who are assigned to the control group have access to education and job-skills resources through WorkSource, but do not have access to personal assistance through career coaches. HAWC hopes to enroll 33 job seekers in the first year, and about 100 job seekers over the 5-year grant period.

- Health Careers NW: Life Skills Supplement

This proposal was based on case worker experience with Housing Works job seekers who struggled to find and keep employment due to soft skills issues. WorkSystems, Inc. is a



partner on this effort, and has agreed to support this training through its online Train Oregon platform. This project was not awarded CDBG Services funding, but HAWC will request County General Fund support for the program.

- Metro CET Grant

This project will look at high-capacity transit and design options in the area near 185th and TV Highway, and includes work on reducing displacement of businesses and residents near the commercial center. An IGA with Metro is underway, and work should begin in March.

- Affordable Housing Site Identification and Proposal (MURP project)

Washington County submitted a proposal for a Masters of Urban and Regional Planning (MURP) student project through Portland State University (PSU). The team will be completing a workshop project for Washington County between February and June 2016.

The workshop team will assess vacant sites in unincorporated urban Washington County that allow multifamily development or could be reclassified to allow multifamily development, identify one or more parcels that could be particularly well-suited for development of affordable housing, and provide development recommendations for affordable housing in Washington County.

The MURP team will provide an introductory presentation on their project at the next scheduled HAC meeting on Thursday March 24. The Board of County Commissioners and the Housing Authority Board of Directors will be invited to the presentation. The presentation will take place 9-9:30am, and the regular HAC meeting will follow the presentation. The March meeting will be held in JUV 105.

There are three MURP workshop projects addressing affordable housing in some fashion. The MURP teams will discuss their projects, lessons learned, and best practices.

- HAC Vacancies

Three Housing Advisory Committee positions will expire March 31, 2016. Current HAC members are eligible to renew their terms. The Agricultural/Farm Worker representative position is also vacant due to a resignation. This position will be open for recruitment on March 15, 2016, and the position will be for a term expiring March 31, 2017.



VII. NEW BUSINESS

Val Valfre noted that the Oregon Housing Authorities have produced some short films for tenants and landlords. The HAC may be interested in viewing these films at future meetings.

- Housing Affordability Work Plan Item

The draft LUT 2016 Work Plan includes a Tier 1 task addressing housing affordability. Housing staff will be meeting with Land Use and Transportation to further define this task and determine how information from projects (including the MURP workshop project) can feed into this effort. Potential Legislative actions may also increase the tools available for local jurisdictions to address housing affordability issues.

Sid Scott asked how this effort would connect to other regional partners. Kim Armstrong noted that the Metro Equitable Housing Strategy included some regional recommendations, and that the Washington County strategy should consider Metro recommendations and resources, and work to coordinate with other regional partners, when applicable.

Rob Massar noted that there has been more conversation at the Board level about housing affordability issues.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:26 a.m.

Adolph "Val" Valfre, Jr.
Secretary/ Executive Director



V. EXECUTIVE DIRECTOR'S REPORT

The short 2016 Legislative Session (only 32 days) has concluded. Housing affordability and related issues were a major focus during this session. The State allocated additional funding for housing issues, including:

- \$10 million for the Emergency Housing Account and State Homeless Assistance Program to address the immediate crisis of homelessness. The State will work with the Community Action Partnership of Oregon to decide how to best deploy these funds.
- \$2.5 million to ensure the preservation of existing homes, and
- \$2.7 million to continue serving Oregonians impacted by foreclosure through the Oregon Foreclosure Avoidance program, which provides counseling and legal assistance.

Legislators also passed funding supports to implement Governor Brown's Local Implementation and Fast Track (LIFT) Development Program, designed to provide \$40 million dollars to fund innovative affordable housing projects for families. More information can be found on LIFT at the OHCS website: <http://www.oregon.gov/ohcs/Pages/lift-housing-development-program.aspx>

Other legislation provided during this short session includes:

- Protecting tenants by keeping rents stable during the first year of tenancy and requiring 90 days' notice for rent increases (HB 4143)
- Maintaining property tax exemptions for affordable housing developments (HB 4081)
- Providing "gap funds" to keep existing units affordable (SB 5701)
- Appropriating \$2.73 million in foreclosure counseling (SB 5701).

I am very pleased with staff's efforts to promote an array of programs that offer County-wide benefits to the community that extend beyond our strict Housing Authority role. We recently initiated our Health Careers NW pilot program, our new regional Workforce training program funded through the US Department of Health & Human Services. We are also completing our three-year Housing Works training program, funded through the US Department of Labor. Both of these programs help low-income participants increase self-sufficiency with education and job training in living wage careers.

The Housing Authority is dedicating considerable resources, singularly and with community partners, to increase housing affordability while minimizing citizen displacement and homelessness. Public awareness of the magnitude of the homeless issue and the ongoing need to reduce barriers has been enhanced through the Public Affairs Forum, radio broadcasts and a recent Homeless Summit in Forest Grove. Lack of affordable housing is a root cause of homelessness, and HAWC is working with lenders, developers, partners and jurisdictions to facilitate and/or broker affordable housing development. Most instrumental to these efforts have been our collaborations with Washington County Thrives, the Community Housing Fund and the Office of Community Development, and working in concert with the keen focus provided by their strategies and policies.



Housing Authority Operations: The following operations support the local mission of the Housing Authority:

- **Regional Special Fair Market Rent (FMR) Study:** This study was approved by HUD and a special bulletin was released on February 3, 2016 establishing new FMR rent levels for the seven-county Greater Portland Metro area. HAWC partnered with Home Forward (lead agency), the Vancouver Housing Authority, and the Housing Authority of Clackamas County to engage Washington State University to produce a Fair Market Rent (FMR) study demonstrating current rent levels in our community. Unexpectedly, HAWC and the other regional housing authorities received a substantial HAP increase as a result of this study – over \$2 million increase in Washington County. However, this very good news comes with a small catch – we must use the money by calendar year end, or HUD will recover what is “left on the table”. Staff has created a work plan involving overtime hours and also part-time employees (if needed) to quickly shift into an “overdrive” gear.
- **Section 8/Public Housing Waitlists:** No change from last month, except that HAWC will be greatly accelerating its processing of the waitlist due to the added \$2 million (see above). In the meantime, HAWC will purchase a Yardi waitlist module that will allow clients on the waitlist to update basic information online (including address and contact information). If successful, this effort will reduce staff time needed to process application updates, and allow greater productivity elsewhere.
- **Public Housing Agency Annual/Five-Year Plan:** The draft document has been completed and was shared with the Resident Advisory Board on February 10, 2016. Public notices were published in the Oregonian, Argus, the Skanner, the Asian Reporter, and El Hispanic News announcing the required 45-day Public Comment period. On April 5, 2016, the Housing Authority Board of Directors will hear public comment and then hopefully approve the document for release to HUD. The draft document may be found on our County webpage and/or reviewed in our lobby.
- **Capital Repair Investment:** HAWC has begun initiatives to prioritize and address over \$1 million in deferred capital repair issues, to include roofing, parking lots, siding, and exterior painting.

Housing Authority Finances: The Department has begun planning for the FY2016 Department of Housing Services (DHS) budget submission. With a COLA of 0.7%, the budget will remain relatively flat compared to last year. The Department intends to submit several budget requests to promote affordable housing and housing initiatives in response to the current housing crisis. The HUD Section 8 proration is estimated at 80% - a slight increase from last year. HAWC also received funding to support a second Family Self-Sufficiency Coordinator.



Housing Authority Affordable Housing & Services Initiatives: The following operations support active involvement in partnerships to promote affordable housing, prevent homelessness, and increase self-sufficiency:

- **Orchards at Orenco:** Orchards Phase III did not receive HOME funding in the recent awards, due to the strong array of proposals and limited HOME dollars. HAWC is a limited partner to this project (Phase I and Phase II) and has awarded 16 Project-Based Vouchers (PBVs) to the site (8 PBVs per Phase) to serve families making 30% or less AMI. Phase I held its grand opening in June, and units are now occupied. Phase II is now under construction. An additional 8 PBVs were awarded in December 2015 to Orchards Phase III. The Orchards did receive a short-notice visit from Governor Brown who toured the site and was very pleased with Orchards Phase 1's sustainability innovations with its Passive House engineering.
- **Bridge Meadows in Beaverton:** Bridge Meadows, a proposed 36-unit Intergenerational project to be built in Beaverton, receiving about 50% of its requested HOME funds. There were many strong proposals and insufficient HOME dollars to fund Bridge Meadows at 100%. This project was awarded State LIHTC (Low Income Housing Tax Credits) in 2015. This Beaverton project will incorporate the same housing model as the Portland Bridge Meadows development – families with foster children interacting with seniors who volunteer their time to assist these children, and in turn receive reduced rents. This project includes 8 project-based vouchers, HOME funds, and State LIHTC (Low Income Housing Tax Credit) funding. Windermere Stellar recently provided a \$100,000 gift to support this project's expansion into Beaverton.
- **Cornelius Place:** Bienestar's 40-unit mixed-use library and senior housing project was awarded 8 PBVs and \$750,000 in HOME funds in 2015. The project was awarded additional HOME funding in 2016. Cornelius Place was not awarded 9% LIHTC funding in 2015, and discussions are ongoing with the State and key legislators to identify a reasonable funding strategy going forward for the project. This project will apply for 9% LIHTC funds later in 2016. It was announced this month that the State would grant \$500,000 in Oregon lottery funds to Cornelius Place.
- **Sunset View Apartments:** The groundbreaking for this 236-unit project took place on July 14, and construction is underway. The entire project is restricted to families with incomes at 60% area median income or below, except for 24 units (10%) that are project-based and restricted to families earning 30% or less area median income. The 10 apartment buildings should become ready for occupancy in phases – beginning about August 2016 through August 2017. We met the Regional Manager assigned to this project and were pleased that she has great experience in overseeing the successful lease up and operation of over 15 new projects.



- Blanton Road Veterans Housing: Northwest Housing Alternatives Blanton Road project, a 20-unit development near 185th Avenue and TV Highway in Aloha, also presented to the PAB on January 27, 2016, and received its full HOME funding request. NHA was also awarded over \$3 million in State GHAP funds. The Housing Authority awarded 5 Project-based VASH vouchers and 15 Project-based Section 8 vouchers to this project to allow deep rental subsidy for these extremely low-income and homeless veterans.
- Tigard Triangle Project: This is a 47-unit project proposed by Community Partners for Affordable Housing (CPAH). This project was awarded 8 project-based vouchers.
- Cornell and Murray Project: This proposed 48-unit CPAH project at the corner of NW Cornell and Murray was not awarded HOME funding due to the large number of strong proposals and limited HOME dollars available. This project was awarded 8 project-based vouchers. A decision from the County on the use of this site by CPAH is forthcoming.

Other Initiatives:

- Local Innovative and Fast Track Housing Program (LIFT) HB 2198: This initiative received an allocation of \$62.5M for housing, including \$40M in GO Bonds, \$20M for mental health related housing in lottery-backed bonds, and \$2.5M for affordable housing preservation.

OHCS initiated the Local Innovative and Fast Track Housing Program (LIFT) to develop policy and financial guidelines for this funding, which will likely be available beginning in 2017. Val Valfre is serving on the Policy subcommittee. Information is available on OHCS's website here: <http://www.oregon.gov/ohcs/Pages/lift-housing-development-program.aspx> The State Housing Stability Council reviewed the LIFT guidelines and recommended forwarding them to the Legislature on/about February 5, 2016.

- HUD Section 811 Supportive Housing for Persons with Disabilities Program. The State received this award in 2013. Federal agencies and Oregon Health Authority have developed guidelines, and there may be a NOFA released later this year. This program provides only rental subsidy, no capital dollars for construction. Local and regional partners would like to see more capital dollars allocated toward the DD/DI populations, as much of the existing housing is aging.



- Oregon State NOFA (Notice of Funding Availability) Timeline

The following timeline is an estimate only, but good for planning purposes:

- Estimated LIHTC and HOME NOFAs – late May/Early June NOFA Open; October/November awards
- Estimated Mental Health Housing NOFA – June NOFA Open; November awards
- Estimated LIFT NOFA – July NOFA Open; December awards

A handwritten signature in black ink that reads "Adolph Valfre, Jr." in a cursive script.

Adolph "Val" Valfre, Jr.
Secretary/ Executive Director



VI. STAFF REPORTS
A. Financial Statement

1. Financial Report to the Housing Advisory Committee

Cash Flow

Along with comparison to budget, comparison to prior year is shown for all programs.

For January FYTD, cash flow from operations of \$211,134 was favorable to the budget by \$63,824 and unfavorable to the prior year by \$182,390.

Section 8 had positive cash flow from operations of \$13,992 which was \$51,827 favorable to budget. The favorable variance is due to lower administration cost than budgeted.

Public Housing had positive cash flow of \$21,818 which was \$32,332 favorable to budget; the increase is due to higher operating revenue from the Operating Fund and lower administration cost than budgeted.

Kaybern Terrace cash flow of \$9,232 was \$5,165 favorable to budget and favorable to the prior year by \$5,071.

Aloha Park had positive cash flow from operations of \$5,769, favorable to budget by \$4,102; this program is anticipated to operate at breakeven.

The Local Fund had negative cash flow of \$41,961, unfavorable to budget by \$10,269, which was the result of under budget on asset management allocation.

Affordable Housing had positive cash flow from operations of \$202,284, unfavorable to budget by \$19,333, which was due to a few deferred repair items added (i.e. roof replacement and sidewalk repair) after budget approval process.

Statement of Net Position (Balance Sheet)

The balance sheet has been revised to conform with recent Accounting pronouncements. Deferred refunding cost, which was previously reflected as a reduction of debt, is now discretely presented just below the Total Assets line; the title of the statement is revised from Statement of Net Assets to Statement of Net Position; and the equity section of the statement has revised terminology.

Restricted net assets in the Public Housing program had been transferred to Affordable Housing to eliminate the negative balance in unrestricted net assets.

Total unrestricted cash is a positive number: \$2,208,187, which \$1,069,788 of the total unrestricted cash is limited to Section 8, Public Housing and Kaybern Terrance programs. Previous year unrestricted cash had balance of \$570,856, which \$902,748 was limited to Section 8, Public Housing and Kaybern Terrance programs.



VI. STAFF REPORTS
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2015 – January 2016

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	1,061,697	771,395	12,986	-	68,049	5,467	1,919,594
Gross billable rent	-	406,863	37,450	308,880	53,270	2,697,048	3,503,511
Vacancy loss	-	(3,341)	(192)	(7,297)	(252)	(37,730)	(48,812)
Premiums (concessions/loss-to-lease)	-	(33)	(40)	(8,442)	-	(71,328)	(79,843)
Other tenant revenue	-	26,521	1,960	3,983	794	64,132	97,391
Tenant revenue	-	430,010	39,178	297,124	53,812	2,652,122	3,472,247
Other revenue (incl GF subsidy)	24,515	2,855	673	4,720	27	163,078	195,867
Total operating revenue	1,086,212	1,204,260	52,836	301,844	121,888	2,820,667	5,587,707
Operating expenses:							
Repair and maintenance	-	626,230	11,891	101,476	4,957	793,055	1,537,609
Operations	793,508	219,348	6,237	68,701	112,894	447,514	1,648,202
Utilities	-	56,366	5,728	38,292	4,295	289,784	394,464
Insurance	3,457	21,848	425	11,502	736	53,364	91,333
PILOT	-	35,264	-	-	-	-	35,264
Bad debt, net of recoveries	-	1,732	1,528	9,154	-	25,522	37,935
Other	15,370	1,000	-	-	784	-	17,154
Total operating expenses	812,335	961,787	25,810	229,125	123,666	1,609,239	3,761,962
Net program income	273,877	242,473	27,026	72,719	(1,778)	1,211,428	1,825,745
Other ongoing cash outflows:							
COCC management/agency overhead	240,290	205,616	-	-	30,143	469	476,518
Bank service charges	1,770	19	25	10	-	168	1,993
Audit fees	17,824	15,020	26	29	2,875	1,146	36,920
Debt service	-	-	17,744	66,910	7,166	1,007,361	1,099,180
Total outflows	259,885	220,655	17,794	66,949	40,184	1,009,144	1,614,611
Cash flow from operations	13,992	21,818	9,232	5,769	(41,961)	202,284	211,134
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	1,238	4,289	208	2,639	6,138	4,097	18,610
Capital fund receipts	-	26,225	-	-	-	-	26,225
Capitalized modernization	(1,500)	(68,773)	-	(121,782)	-	(4,242)	(196,297)
Debt Issuance Costs	-	-	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers from General Fund	-	-	-	-	83,839	-	83,839
Transfers to restricted cash - CAO	-	-	-	-	-	(100,709)	(100,709)
Transfers from (to) restricted cash - Repl Res	-	-	-	(21,000)	-	(79,730)	(100,730)
Section 18 transfers from Public Housing	-	-	-	-	1,139	164,309	165,448
Net unrestricted cash flows	13,730	(16,441)	9,440	(134,373)	49,155	186,009	107,520
Restricted cash flows:							
Housing Assistance Payments earned	12,101,265	-	-	-	-	-	12,101,265
Housing Assistance Payments	(12,225,446)	-	-	-	-	-	(12,225,446)
Investment income - restricted	1,651	285	-	-	-	-	1,936
Transfers from unrestricted - CAO	-	-	-	-	-	100,709	100,709
Transfers from (to)unrestricted - Repl Res	-	-	-	21,000	-	79,730	100,730
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(165,448)	-	-	-	-	(165,448)
Total restricted cash flows	(122,530)	(165,163)	-	21,000	-	180,439	(86,254)
Net cash flows	(108,800)	(181,604)	9,440	(113,373)	49,155	366,448	21,266



VI. STAFF REPORTS
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,919,594	1,933,137	(13,543)	1,967,877	(48,283)
Gross billable rent	3,503,511	3,513,248	(9,737)	3,439,089	64,422
Vacancy loss	(48,812)	(107,756)	58,944	(98,719)	49,907
Premiums (concessions/loss-to-lease)	(79,843)	(52,194)	(27,649)	(73,598)	(6,245)
Other tenant revenue	97,391	89,490	7,901	132,341	(34,950)
Tenant revenue	3,472,247	3,442,788	29,458	3,399,113	73,133
Other revenue (incl GF subsidy)	195,867	213,096	(17,229)	314,702	(118,835)
Total operating revenue	5,587,707	5,589,021	(1,314)	5,681,692	(93,985)
Operating expenses:					
Repair and maintenance	1,537,609	1,476,705	(60,904)	1,476,977	(60,632)
Operations	1,648,202	1,698,978	50,776	1,690,673	42,471
Utilities	394,464	379,289	(15,175)	358,507	(35,957)
Insurance	91,333	107,215	15,882	96,752	5,419
PILOT	35,264	35,264	(0)	33,739	(1,525)
Bad debt, net of recoveries	37,935	41,045	3,110	65,723	27,788
Other	17,154	31,127	13,973	20,728	3,574
Total operating expenses	3,761,962	3,769,623	7,661	3,743,099	(18,863)
Net program income	1,825,745	1,819,398	6,347	1,938,593	(112,848)
Other ongoing cash outflows:					
COCC management/agency overhead	476,518	530,094	53,576	409,600	(66,918)
Bank service charges	1,993	2,533	540	2,351	358
Audit fees	36,920	37,458	538	35,168	(1,752)
Debt service	1,099,180	1,102,003	2,823	1,097,950	(1,230)
Total outflows	1,614,611	1,672,088	57,477	1,545,069	(69,542)
Cash flow from operations	211,134	147,310	63,824	393,524	(182,390)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	18,610	8,372	10,238	9,104	9,506
Capital fund receipts	26,225	22,187	4,038	19,993	6,232
Capitalized modernization	(196,297)	(22,187)	(174,110)	(304,755)	108,458
Debt Issuance Costs	-	-	-	(79,173)	79,173
Loan from Berkadia Bank	-	478,191	(478,191)	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	83,839	83,839	-	58,027	25,812
Transfers to restricted cash - CAO	(100,709)	(108,382)	7,673	(231,673)	130,964
Transfers from (to) restricted cash - Repl Res	(100,730)	(100,730)	-	(98,420)	(2,310)
Section 18 transfers from Public Housing	165,448	171,583	(6,135)	590,966	(425,518)
Net unrestricted cash flows	107,520	680,183	(572,663)	357,593	(250,073)
Restricted cash flows:					
Housing Assistance Payments earned	12,101,265	11,927,517	173,748	12,197,787	(96,522)
Housing Assistance Payments	(12,225,446)	(11,927,517)	(297,929)	(12,082,589)	(142,857)
Investment income - restricted	1,936	-	1,936	2,752	(816)
Transfers from unrestricted - CAO	100,709	108,382	(7,673)	231,673	(130,964)
Transfers from (to)unrestricted - Repl Res	100,730	100,730	-	98,420	2,310
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(165,448)	(171,583)	6,135	(590,966)	425,518
Total restricted cash flows	(86,254)	37,529	(123,783)	(142,923)	56,669
Net cash flows	21,266	717,712	(696,446)	214,670	(193,404)



VI. STAFF REPORTS
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,061,697	1,088,347	(26,650)	1,065,741	(4,044)
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions/loss-to-lease)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	24,515	34,452	(9,937)	30,959	(6,444)
Total operating revenue	1,086,212	1,122,799	(36,587)	1,096,700	(10,488)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	793,508	830,968	37,460	814,617	21,109
Utilities	-	-	-	-	-
Insurance	3,457	3,556	99	3,446	(11)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	15,370	30,333	14,963	19,958	4,588
Total operating expenses	812,335	864,857	52,522	838,021	25,686
Net program income	273,877	257,942	15,935	258,679	15,198
Other ongoing cash outflows:					
COCC management/agency overhead	240,290	275,285	34,995	207,107	(33,183)
Bank service charges	1,770	2,235	465	2,151	381
Audit fees	17,824	18,257	433	16,885	(939)
Debt service	-	-	-	-	-
Total outflows	259,885	295,777	35,892	226,143	(33,742)
Cash flow from operations	13,992	(37,835)	51,827	32,536	(18,544)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,238	-	1,238	186	1,052
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(1,500)	-	(1,500)	-	(1,500)
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	13,730	(37,835)	51,565	32,722	(18,992)
Restricted cash flows:					
Housing Assistance Payments earned	12,101,265	11,927,517	173,748	12,197,787	(96,522)
Housing Assistance Payments	(12,225,446)	(11,927,517)	(297,929)	(12,082,589)	(142,857)
Investment income - restricted	1,651	-	1,651	-	1,651
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(122,530)	-	(122,530)	115,198	(237,728)
Net cash flows	(108,800)	(37,835)	(70,965)	147,920	(256,720)



VI. STAFF REPORTS
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	771,395	745,550	25,845	779,081	(7,686)
Gross billable rent	406,863	424,072	(17,209)	387,178	19,685
Vacancy loss	(3,341)	(2,042)	(1,299)	(3,615)	274
Premiums (concessions/loss-to-lease)	(33)	(126)	93	(301)	268
Other tenant revenue	26,521	25,667	854	25,913	608
Tenant revenue	430,010	447,571	(17,561)	409,175	20,835
Other revenue (incl GF subsidy)	2,855	4,083	(1,228)	9,085	(6,230)
Total operating revenue	1,204,260	1,197,204	7,056	1,197,341	6,919
Operating expenses:					
Repair and maintenance	626,230	639,667	13,437	616,333	(9,897)
Operations	219,348	220,614	1,266	229,588	10,240
Utilities	56,366	48,897	(7,469)	45,872	(10,494)
Insurance	21,848	28,041	6,193	22,194	346
PILOT	35,264	35,264	(0)	33,739	(1,525)
Bad debt, net of recoveries	1,732	-	(1,732)	22,070	20,338
Other	1,000	-	(1,000)	-	(1,000)
Total operating expenses	961,787	972,483	10,696	969,796	8,009
Net program income	242,473	224,721	17,752	227,545	14,928
Other ongoing cash outflows:					
COCC management/agency overhead	205,616	220,331	14,715	169,747	(35,869)
Bank service charges	19	63	44	58	39
Audit fees	15,020	14,841	(179)	14,333	(687)
Debt service	-	-	-	-	-
Total outflows	220,655	235,235	14,580	184,138	(36,517)
Cash flow from operations	21,818	(10,514)	32,332	43,407	(21,589)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,289	3,474	815	3,522	767
Capital fund receipts	26,225	22,187	4,038	19,993	6,232
Capitalized modernization	(68,773)	(22,187)	(46,586)	(52,926)	(15,847)
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(16,441)	(7,040)	(9,401)	13,996	(30,437)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	285	-	285	2,752	(2,467)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(165,448)	(171,583)	6,135	(590,966)	425,518
Total restricted cash flows	(165,163)	(171,583)	6,420	(588,214)	423,051
Net cash flows	(181,604)	(178,623)	(2,981)	(574,218)	392,614



VI. STAFF REPORTS
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	12,986	13,528	(542)	13,231	(245)
Gross billable rent	37,450	38,299	(849)	37,204	246
Vacancy loss	(192)	(1,149)	957	(523)	331
Premiums (concessions/loss-to-lease)	(40)	-	(40)	-	(40)
Other tenant revenue	1,960	999	961	885	1,075
Tenant revenue	39,178	38,149	1,029	37,566	1,612
Other revenue (incl GF subsidy)	673	905	(232)	793	(120)
Total operating revenue	52,836	52,582	254	51,590	1,246
Operating expenses:					
Repair and maintenance	11,891	14,222	2,331	13,891	2,000
Operations	6,237	5,640	(597)	5,251	(986)
Utilities	5,728	6,652	924	6,601	873
Insurance	425	540	115	437	12
PILOT	-	-	-	-	-
Bad debt, net of recoveries	1,528	1,145	(383)	939	(589)
Other	-	-	-	-	-
Total operating expenses	25,810	28,199	2,389	27,119	1,309
Net program income	27,026	24,383	2,643	24,471	2,555
Other ongoing cash outflows:					
COCC management/agency overhead		-	-	-	-
Bank service charges	25	20	(5)	15	(10)
Audit fees	26	25	(1)	24	(2)
Debt service	17,744	20,271	2,527	20,271	2,527
Total outflows	17,794	20,316	2,522	20,310	2,516
Cash flow from operations	9,232	4,067	5,165	4,161	5,071
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	208	169	39	167	41
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	9,440	4,236	5,204	4,328	5,112
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	9,440	4,236	5,204	4,328	5,112



VI. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	-	-	-	4,200	(4,200)
Gross billable rent	308,880	310,408	(1,528)	310,408	(1,528)
Vacancy loss	(7,297)	(12,842)	5,545	(33,285)	25,988
Premiums (concessions/loss-to-lease)	(8,442)	(17,500)	9,058	(8,720)	278
Other tenant revenue	3,983	3,850	133	11,866	(7,883)
Tenant revenue	297,124	283,916	13,208	280,269	16,855
Other revenue (incl GF subsidy)	4,720	4,317	403	4,471	249
Total operating revenue	301,844	288,233	13,611	288,940	12,904
Operating expenses:					
Repair and maintenance	101,476	87,057	(14,419)	122,710	21,234
Operations	68,701	80,747	12,046	69,389	688
Utilities	38,292	35,933	(2,359)	35,320	(2,972)
Insurance	11,502	13,125	1,623	15,094	3,592
PILOT	-	-	-	-	-
Bad debt, net of recoveries	9,154	2,625	(6,529)	3,923	(5,231)
Other	-	-	-	-	-
Total operating expenses	229,125	219,487	(9,638)	246,436	17,311
Net program income	72,719	68,746	3,973	42,504	30,215
Other ongoing cash outflows:					
COCC management/agency overhead	-	-	-	-	-
Bank service charges	10	-	(10)	3	(7)
Audit fees	29	169	140	79	50
Debt service	66,910	66,910	0	62,857	(4,053)
Total outflows	66,949	67,079	130	62,939	(4,010)
Cash flow from operations	5,769	1,667	4,102	(20,435)	26,204
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,639	-	2,639	-	2,639
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(121,782)	-	(121,782)	(228,785)	107,003
Debt Issuance Costs	-	-	-	(79,173)	79,173
Loan from Berkadia Bank	-	478,191	(478,191)	-	-
Transfers to (from) Local Fund	-	(353,434)	353,434	(225,819)	225,819
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(21,000)	(21,000)	-	(18,690)	(2,310)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(134,373)	105,424	(239,797)	(572,902)	438,529
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	21,000	21,000	-	18,690	2,310
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	21,000	21,000	-	18,690	2,310
Net cash flows	(113,373)	126,424	(239,797)	(554,212)	440,839



VI. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	68,049	77,658	(9,609)	97,007	(28,958)
Gross billable rent	53,270	53,416	(146)	52,208	1,062
Vacancy loss	(252)	(6,893)	6,641	(5,200)	4,948
Premiums (concessions/loss-to-lease)	-	-	-	(12)	12
Other tenant revenue	794	2,625	(1,831)	22,890	(22,096)
Tenant revenue	53,812	49,148	4,664	69,885	(16,073)
Other revenue (incl GF subsidy)	27	8,385	(8,358)	109,371	(109,344)
Total operating revenue	121,888	135,191	(13,303)	276,263	(154,375)
Operating expenses:					
Repair and maintenance	4,957	17,892	12,935	22,956	17,999
Operations	112,894	98,946	(13,948)	152,039	39,145
Utilities	4,295	4,712	417	4,242	(53)
Insurance	736	1,003	267	772	36
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	784	794	10	770	(14)
Total operating expenses	123,666	123,347	(319)	180,779	57,113
Net program income	(1,778)	11,844	(13,622)	95,484	(97,262)
Other ongoing cash outflows:					
COCC management/agency overhead	30,143	33,728	3,585	32,351	2,208
Bank service charges	-	4	4	3	3
Audit fees	2,875	2,638	(237)	2,751	(124)
Debt service	7,166	7,166	(0)	7,166	(0)
Total outflows	40,184	43,536	3,352	42,271	2,087
Cash flow from operations	(41,961)	(31,692)	(10,269)	53,213	(95,174)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	6,138	5,454	684	4,774	1,364
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(23,043)	23,043
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	353,434	(353,434)	225,819	(225,819)
Transfers from General Fund	83,839	83,839	-	58,027	25,812
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	1,139	4,472	(3,333)	11,199	(10,060)
Net unrestricted cash flows	49,155	415,507	(366,352)	329,989	(280,834)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	49,155	415,507	(366,352)	329,989	(280,834)



VI. STAFF REPORTS
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2015 – January 2016

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	5,467	8,054	(2,587)	8,617	(3,150)
Gross billable rent	2,697,048	2,687,053	9,995	2,652,091	44,957
Vacancy loss	(37,730)	(84,830)	47,100	(56,096)	18,366
Premiums (concessions/loss-to-lease)	(71,328)	(34,568)	(36,760)	(64,565)	(6,763)
Other tenant revenue	64,132	56,349	7,783	70,787	(6,655)
Tenant revenue	2,652,122	2,624,004	28,118	2,602,217	49,905
Other revenue (incl GF subsidy)	163,078	160,954	2,124	160,023	3,055
Total operating revenue	2,820,667	2,793,012	27,655	2,770,857	49,810
Operating expenses:					
Repair and maintenance	793,055	717,867	(75,188)	701,087	(91,968)
Operations	447,514	462,063	14,549	419,789	(27,725)
Utilities	289,784	283,095	(6,689)	266,472	(23,312)
Insurance	53,364	60,950	7,586	54,809	1,445
PILOT	-	-	-	-	-
Bad debt, net of recoveries	25,522	37,275	11,753	38,791	13,269
Other	-	-	-	-	-
Total operating expenses	1,609,239	1,561,250	(47,989)	1,480,948	(128,291)
Net program income	1,211,428	1,231,762	(20,334)	1,289,909	(78,481)
Other ongoing cash outflows:					
COCC management/agency overhead	469	750	281	395	(74)
Bank service charges	168	211	43	121	(47)
Audit fees	1,146	1,528	382	1,096	(50)
Debt service	1,007,361	1,007,656	295	1,007,656	295
Total outflows	1,009,144	1,010,145	1,001	1,009,268	124
Cash flow from operations	202,284	221,617	(19,333)	280,641	(78,357)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,097	(725)	4,822	455	3,642
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(4,242)	-	(4,242)	-	(4,242)
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(100,709)	(108,382)	7,673	(231,673)	130,964
Transfers from (to) restricted cash - Repl Res	(79,730)	(79,730)	-	(79,730)	-
Section 18 transfers from Public Housing	164,309	167,111	(2,802)	579,767	(415,458)
Net unrestricted cash flows	186,009	199,891	(13,882)	549,460	(363,451)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	100,709	108,382	(7,673)	231,673	(130,964)
Transfers from (to)unrestricted - Repl Res	79,730	79,730	-	79,730	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	180,439	188,112	(7,673)	311,403	(130,964)
Net cash flows	366,448	388,003	(21,555)	860,863	(494,415)



VI. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
January 2016

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	205,134	810,990	53,664	889,785	1,496,981	(1,248,367)	2,208,187
Restricted cash and cash equivalents	94,312	74,957	1,380	37,524	4,750	310,384	523,307
Accounts receivable, net	(59,909)	98,491	3,347	14,177	49,743	184,940	290,788
Current portion of contracts receivable	—	140	—	—	3,420	—	3,560
Other current assets	2,469	21,994	304	(302)	382	54,037	78,884
Total current assets	242,006	1,006,573	58,694	941,185	1,555,276	(699,007)	3,104,727
Non-current assets:							
Restricted cash and cash equivalents	251,476	—	36,106	281,929	—	2,430,610	3,000,122
Contracts receivable	—	—	—	—	331,226	—	331,226
Capital assets, non-depreciable	—	3,686,339	50,000	41,617	356,748	4,095,129	8,229,833
Capital assets, depreciable, net	—	2,649,274	8,772	667,447	737,211	13,188,003	17,250,707
Total non-current assets	251,476	6,335,613	94,879	990,994	1,425,185	19,713,741	28,811,888
Total assets	493,482	7,342,185	153,573	1,932,178	2,980,462	19,014,735	31,916,615
Deferred bond refunding costs							
	—	—	—	—	—	2,351,971	2,351,971
Total assets and deferred outflow of resources	493,482	7,342,185	153,573	1,932,178	2,980,462	21,366,706	34,268,586
Liabilities							
Current liabilities:							
Accounts payable	14	66,375	2,163	—	6,108	11,587	86,247
Deferred revenue	23,461	3,214	12	—	30,535	2,177	59,399
Accrued interest payable - bonds and notes	—	—	2,519	—	53	131,716	134,288
Current portion of notes and contracts payable	—	—	4,724	28,005	11,435	98,327	142,491
Current liabilities payable from restricted assets:							
Tenant and other deposits	94,312	74,957	1,380	37,524	4,750	310,384	523,307
Total curr. liabilities payable from restr. assets	94,312	74,957	1,380	37,524	4,750	310,384	523,307
Total current liabilities	117,787	144,547	10,798	65,529	52,880	554,191	945,733
Non-current liabilities:							
Contracts and notes payable	171,665	—	315,931	2,042,651	659,668	27,978,202	31,168,117
Total non-current liabilities	171,665	—	315,931	2,042,651	659,668	27,978,202	31,168,117
Total liabilities	289,452	144,547	326,729	2,108,180	712,548	28,532,393	32,113,850
Net Position							
Invested in capital assets	—	6,335,613	(261,883)	(1,361,592)	422,857	(8,441,426)	(3,306,431)
Restricted	80,577	—	36,107	281,929	—	2,430,610	2,829,222
Unrestricted	123,453	862,025	52,620	903,660	1,845,057	(1,154,870)	2,631,945
Total net position	204,030	7,197,638	(173,156)	(176,002)	2,267,913	(7,165,687)	2,154,736
Total liabilities and net position	493,482	7,342,185	153,573	1,932,178	2,980,462	21,366,706	34,268,586



VI. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
February 2016

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
VO#Families	195	142	112	75	40	32	11	9	1	0	617
Average Days	2,371	2,251	2,191	2,194	2,130	2,078	2,308	2,308	2,454	n/a	2,254
VOLOTT#Families	1,129	535	414	211	117	54	20	10	4	1	2,495
Average Days	297	297	297	297	297	297	297	297	297	297	297

Wait List Based on Gender			
Gender	Female	Male	Total
VO Total	455	162	617
VOLOTT Total	1,742	753	2,495

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
VO	6	35	99	4	450	6	17	617
VOLOTT	54	62	584	28	1,480	164	123	2,495

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
VO	148	462	7	617
VOLOTT	388	2,107	0	2,495

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
VO	107	49	356	105	617
VOLOTT	836	203	1,063	393	2,495

VO= existing legacy waitlist, including clients who applied for assistance before September 1, 2011.

VOLOTT= new waitlist, including clients who applied for the waitlist in May 2015 and were selected for the waitlist via random lottery.



WASHINGTON COUNTY

OREGON

VI. STAFF REPORTS

B. Section 8 and Low Rent Public Housing

2. Public Housing Average Vacancy Days

*Fiscal Year-to-Date
February 2016*

Average Vacancy Days - Public Housing

FY 2014-15		Units Turned Over This Month	Vacancy Days This Month	Average Vacancy Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)	Total Average Vacancy Days Per Unit (FY cumulative total)
July	2014	1	16	16.00	1	16	16.00
August	2014	2	29	14.50	3	45	15.00
September	2014	1	16	16.00	4	61	15.25
October	2014	1	26	26.00	5	87	17.40
November	2014	1	23	23.00	6	110	18.33
December	2014	4	113	28.25	10	223	22.30
January	2015	4	90	22.50	14	313	22.36
February	2015	4	37	9.25	18	350	19.44
March	2015	3	58	19.33	21	408	19.43
April	2015	1	15	15.00	22	423	19.23
May	2015	4	51	12.75	26	474	18.23
June	2015	2	23	11.50	28	497	17.75
FY 2015-16							
July	2015	1	2	2.00	1	2	2.00
August	2015	3	38	12.67	4	40	10.00
September	2015	3	53	17.67	7	93	13.29
October	2015	2	20	10.00	9	113	12.56
November	2015	2	14	7.00	11	127	11.55
December	2015	4	77	19.25	15	204	13.60
January	2016	2	40	20.00	17	244	14.35
February	2016	4	46	11.50	21	290	13.81



VI. STAFF REPORTS
C. Affordable Housing

• **SECTION 8 AND LOW RENT PUBLIC HOUSING**

- a) Section 8 Waiting List: 617 on the legacy VO list currently, last report: 614. The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available. HAWC accepted applications for a new waitlist from May 2-9, 2015. There are 2,495 households on the VOLOTT waitlist who submitted applications in May 2015 (last report: 2,499).
- b) Public Housing Average Vacancy Days: Vacancy days for the month of January 2016 were at 13.81 (last report – 14.35). FY2015-16 reporting began July 1. HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days. HUD rates 20 days or below as an “A”.
- c) Occupancy Rates:
 *Public Housing: 99.59% (last report – 98.77%)
 *Section 8: 91.9 % (last report – 91.97%)

We had 2,569 vouchers leased up on the first of January (last report – 2,569). Our Annual Contributions Contract (ACC) is 2,780 vouchers, so we need to lease up 224 vouchers to reach our authorized capacity. HAWC has issued 50 vouchers between February 1-29, 2016. There are 56 vouchers outstanding and not under lease. Our monthly allocation of Section 8 HAP funds is 87.8%*. Our goal of budget authority is 95% minimum.

*NOTE: Current HAP allocation is unusually low due to an unexpected \$2M increase in HAP funding received in response to the recent FMR increase.

- d) Work Order Effectiveness:
Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For February, the average maintenance response time for emergency and routine work orders for the public housing portfolio is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.36 hrs	3 hrs	24 hrs
Routine WO's	11 days	6 days	25 days



- **AFFORDABLE HOUSING**

HAWC owns and operates affordable properties included in financial reports under Local Fund, Affordable Housing, and two properties with stand-alone financials.

Total Occupancy: 98.41% (10 vacancies/629 units)

- a) Local Fund Properties (managed by HAWC and/or contractors) 92.31% (1 vacancy/13 units)
- b) Affordable Housing Properties (managed by Infinity): 98.47% (8 vacancies/524 units)
- c) Kaybern Terrace (managed by Infinity): 100% (0 vacancies/12 units)
- d) Aloha Park (managed by Infinity): 100% (0 vacancies/80 units)

The 711 units at Quatama Crossing co-owned in a partnership and managed by Simpson Property Management are not included.

- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned over four (4) Public Housing units.
- All repairs, painting and landscaping was completed by Housing staff.
- Carpet was replaced in two (2) Public Housing units.

Special Projects:

- Cabinet replacement services were performed at one (1) Public Housing unit.
- Fencing replacement service was performed at one (1) Public Housing unit.
- Concrete service was performed at one (1) Public Housing unit.
- Gutters were replaced at seven (7) Public Housing units (3 single-family units and one 4-unit complex).
- Reported 546 year-to-date non-emergency work orders have been completed in an average of 11 days.
- Reported 100% of 37 year-to-date emergency work orders completed within 24 hours.



VI. STAFF REPORTS
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

The Housing Authority may authorize project-basing a maximum of 20% of its total voucher allocation, with approval from HUD. HAWC currently has project-based vouchers (PBV) allocated to Category I (chronically homeless), “special needs” vouchers, Category II (30% or less MFI), and VASH (for homeless veterans).

Remaining available project-based vouchers and project-based vouchers that have been awarded but are not yet project-based continue to be utilized as tenant-based vouchers. Vouchers are project-based as units become available and residents leave the Section 8 tenant-based voucher programs.

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs			Project-Based VASH		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Pluss Apartments (Luke-Dorf, Inc)							12	12	9			
Tom Brewer House (LifeWorks NW)							13	13	13			
The Knoll (CPAH)	12	12	12									
Fircrest Manor Apartments (Enterprise Community Partners)				15	15	14						
The Orchards at Orengo (REACH CDC)				24	8	7						
Alma Gardens (Northwest Housing Alternatives)				8	8	8				3	3	3
The Barcelona (CPAH)				8	8	8						
Housing TEAM- SAHMSA (Luke-Dorf, Inc)	27	27	27									
Cornelius Place (Bienestar)				8								
Bridge Meadows (Beaverton)				8								
Tigard Triangle (CPAH)				8								
Blanton Street Veterans Housing (Northwest Housing Alternatives)				15						5		
Sunset View Apartments (Pedcor)				24								
Cornell & Murray (CPAH)				8								
Total PBVS	39	39	39	126	39	37	25	25	22	8	3	3

Awarded= Project has been allocated project –based vouchers contingent on satisfying RFP requirements.

Project-Based= Project is ready for occupancy and vouchers are attached to specific project-based voucher housing units in the property.

Leased= Units with project-based voucher assistance is occupied by an eligible client. HAWC provides HAP assistance to bring client’s rent down to 30% of client’s adjusted gross income.



- **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM UPDATES**

Participant Information:

- Total current FSS households: 86 (75 Section 8, 11 Public Housing)
- Total FSS participants w/escrow balance: 51 (Section 8) and 10 (Public Housing)
- Total Escrow Balance: \$216,953.80
- Average Escrow Balance: \$4253.98 (Section 8) and \$3482.15 (Public Housing)
- Highest Escrow Balances: \$25,482.05 (Section 8), \$10,189.60 (Public Housing)
- Individual Development Accounts (\$3 to \$1 matched account administered by CASA of Oregon): 2
- We are waiting on our new funding award for 2016-2017, which is expected by 4/15/2016.

Success Highlights in Feb & March 2016

- 1 participant completed a bachelor's degree
- 2 participants are currently participating in the IDA saver program (\$33,000 in match funds requested for 2016-2017. Awards will be announced in April.)
- 10 participants on the IDA waitlist, with 4 ready to start
- 5 participants accepted into Health Careers NW
- 1 hired by City of Hillsboro as a Victims Advocate - \$18/hr
- 1 hired by Cascadia Mental Health as a Case manager - \$17/hr
- 1 hired by Kaiser in their New Patient Customer Service Call Center - \$19/hr

Current Program initiatives (pending)

- HAWC was awarded funds for an additional FSS case manager to help expand the FSS enrollment.
- We are looking to build a partnership with a non-profit organization to add grant funded resources to remove barriers to education and employment.
- We are requesting a funding increase to the IDA Saver program to expand enrollment for small business, home ownership, and secondary education savings.



VI. STAFF REPORTS
E. Report on Homelessness

• **FEDERAL FY2015 MCKINNEY-VENTO HOMELESS PROGRAM AWARD**

On March 8, 2016 the U.S. Department of Housing and Urban Development (HUD) announced \$22.4 million award in Oregon through the Tier 1 portion of the Continuum of Care Program grant process, which is part of a national award of \$1.6 billion for high-priority homeless housing and service programs. HUD will announce the remaining Tier 2 awards at a later date.

With the Tier 1 funding award, Washington County Department of Housing Services will receive \$1,459,532 to renew existing housing and service programs, nearly half of the \$3.2 million requested in the grant application. The pending Tier 2 grant request will renew \$1.4 million in tenant-based rent assistance for Legacy Shelter Plus Care and \$409,250 in new funds for construction of a 6-unit Clover Court housing project.

On December 18, Congress passed and President Obama signed into law a spending bill that will fund all discretionary federal operations through FY2016. This includes \$2.250 billion for the McKinney-Vento Homeless Assistance Grants program, which represents a \$115 million or 5.4 percent increase over FY2015 funding.

Federal Homeless Program Funds	FY2011	FY2012	FY2013	FY2014¹	FY2015²	FY2016³	President Budget FY2017⁴
	\$1.901 billion	\$1.901 billion	\$1.929 billion	\$2.105 billion	\$2.135 billion	\$2.250 billion	\$2.664 billion
CoC Program Competitive Grant Funding	\$1.6 billion	\$1.6 billion	\$1.7 billion	\$1.8 billion	\$1.9 billion	\$1.918 billion	\$2.394 billion
County Grant Award – CoC Program	\$2.1 million	\$2.3 million	\$2.6 million	\$2.7 million	\$1.5 million award \$1.7 million Tier 2 award pending	NOFA Not Yet Available	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$225 million	\$250 million	\$215 million	\$250 million	\$250 million	\$250 million	\$270 million
County ESG Entitlement Formula Funds	\$137,797	\$157,499	\$134,781 ⁵	\$152,317	\$165,058	\$164,525	

¹ FY2014 Omnibus Appropriations; January 17, 2014.

² FY2015 Omnibus Appropriations, December 16, 2015

³ FY2016 Omnibus Appropriations, December 18, 2016

⁴ FY2017 President's Budget, February 9, 2016

⁵ FY2013 Emergency Solutions Grant reduced by Sequestration; HUD published May 30, 2013.



- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 9th year of operation, winter shelters opened November 1 and will continue operations through the end of March 2016. Seven church shelters reported 6,051 bed stays provided to homeless individuals that includes singles, couples and families, the highest number of bed stays provided since the beginning of the shelter response plan implementation in 2008. Food and shelter services are provided by more than \$13,500 volunteer hours during the past four months. The shelters have been running at capacity due to the rise in homelessness, and have turned people away in an effort to ensure safety in the shelters.

- **2016 POINT-IN-TIME (PIT) HOMELESS CENSUS**

The 2016 annual homeless point-in-time count (census) was performed under the leadership of Community Action, Luke-Dorf, Inc., and HomePlate agencies, and supported by community partner organizations and volunteers. Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a federal requirement in seeking funds under the McKinney-Vento Title IV Homeless Assistance Program, and support local homeless planning and program development.

The HSSN Workgroup (the CoC Board) will review the data on April 8, and authorize submittal to the U.S. Department of Housing and Urban Development. The Homeless Plan Advisory Committee (HPAC) will receive the data on April 21, at which time the data will be made public and available online at www.co.washington.or.us/homeless.

- **SYMPOSIUM ON HOMELESSNESS HOSTED BY PACIFIC UNIVERSITY**

On March 6, a symposium on homelessness was hosted at Pacific University that included a panel discussion on the current homeless demographics, myths about homeless people, and needs of homeless people in the city of Forest Grove. Three breakout sessions followed to discuss youth homelessness, affordable housing, and links between housing and health care.

New initiatives were discussed to include creating an Overnight Parking Program, greater linkage and referral of people to resources that prevent homelessness, and greater involvement in local government meetings to express the need perform community planning with a housing lens.



- **GAP IN AFFORDABLE HOUSING SERVING <50% AMI**

The success of “A Road Home”, the county’s 10-year plan to end homelessness is directly linked to the lack of available affordable housing units targeted for people at or below 50 percent area median income. A gap of 14,000 units is reported in the Washington County Consolidated Plan 2015-2020, and with rent increases occurring homelessness is on the rise (39% since 2013) despite re-housing efforts.

The need for affordable housing to serve people at or below 50% Area Median Income (AMI) is an action item that emerged from the findings of the Homeless Cost Study Report released in January 2015, with oversight provided by the Homeless Plan Advisory Committee (HPAC).

The All Thrives collaborative will be meeting on April 27 to review the case studies being developed in support of the three Thrives priorities, and to begin promoting the strategies developed at the January meeting. The approved strategies will be presented to local leaders in the coming months, and emphasize the need to address poverty through a focused effort on:

- Shortfall in Affordable Housing
- Increase access to Workforce Development
- Increase access to Early Learning and Education

VII. OLD BUSINESS

- **HOUSING WORKS: WORKFORCE INNOVATION GRANT WITH WORKSYSTEMS, INC.**

The performance period for this project will end on April 30, 2016. The program has been very successful for HAWC, and HAWC is happy to continue partnering with WorkSystems, Inc. in the new Health Careers NW grant.

- **HEALTH CAREERS NW**

WorkSystems, Inc. was awarded Health & Human Services grant funding to support Health Careers NW, which operates using a model similar to the cohort training model in Housing Works. This 5-year grant will support low-income job seekers seeking to enter healthcare fields, including healthcare administration. The soft launch for this program was February 1.

Health Careers NW is funded by a research grant, so a control group will be established to allow comparison between job seekers receiving services through Health Careers NW and job seekers who do not have access to grant-funded career coaching. HAWC hopes to enroll 33 job seekers in the first year, and about 100 job seekers over the 5-year grant period.



- **HEALTH CAREERS NW: Life Skills Supplement**

HAWC is working on a General Fund budget request for a soft skills supplement program. This proposal was based on case worker experience with Housing Works job seekers who struggled to find and keep employment due to soft skills issues. If these job seekers can be provided with soft skills training, it may support better and longer-lasting outcomes for job seekers that access education and training resources through Health Careers NW.

WorkSystems, Inc. is a partner on this effort, and has agreed to support this training through its online Train Oregon platform.

- **ALOHA TOWN CENTER & TRANSIT ORIENTED DEVELOPMENT (METRO CET GRANT)**

Washington County Land Use & Transportation was awarded \$400,000 in Metro CET (Construction Excise Tax) grants to continue planning efforts in the Aloha Town Center/Tualatin Valley Highway Transit-Oriented Development (TOD) area. Grant funds will support consultants and staff to continue planning efforts, including considering high-capacity transit and design options, for the area near 185th and TV Highway. Work is expected to begin very soon.

- **ODHS AFFORDABLE DEVELOPMENT STRATEGY (MURP project)**

Washington County Housing and Land Use & Transportation is working with a Masters of Urban and Regional Planning (MURP) graduate student team called Open Doors Housing Solutions to assess vacant land and make development recommendations for affordable housing in target areas in Washington County. The project will produce a vacant land inventory and analysis of parcels, as well development recommendations for affordable housing and feedback from community members. The workshop team will connect with stakeholders (including for-profit and nonprofit developers) and conduct public outreach during the process.

- **HOUSING AFFORDABILITY WORK PLAN ITEM**

The draft LUT 2016 Work Plan includes a Tier 1 (e.g. high-priority) task directly addressing housing affordability in Washington County.

Housing will be an active partner in this task, and is already engaged with LUT on several related projects, including the Aloha Town Center /TV Highway Transit-Oriented Development Plan and Group care and Fair Housing Community.

The Final Staff Report for the LUT Work Plan is available online (<http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/annual-work-program.cfm>) and the Board is scheduled to approve the Work Plan at its March 22, 2016 meeting.



- **HAC VACANCIES**

Three Housing Advisory Committee positions will expire on March 31, 2016.

Vacancies by category:

- 1 – Elderly or Minority Representative (currently filled by Anapreet Kaur-Gill)
- 1 – Real Estate, Development, Finance (currently filled by Gary Whiting)
- 1 – Legal/Design Professional (currently filled by Sid Scott)

These positions are for three-year terms, expiring on March 31, 2019.

The Agricultural/Farm Worker representative position is also vacant due to David Ruelas' resignation. This position will be for the remaining term, expiring on March 31, 2017. Recruitment for this position will be open March 15, 2016-April 26, 2016.

Applications are available on the County website at

<http://www.co.washington.or.us/CAO/BoardsCommissions/boardandcommissionform.cfm>

VIII. NEW BUSINESS

IX. RESOLUTIONS/ACTION ITEMS

X. ADJOURNMENT