



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



**Thursday, September 27, 2018
9:00 a.m.**

**Housing Authority of
Washington County
Department of Housing Services**



Mission

The Washington County Department of Housing Services provides a continuum of affordable housing options that promote community strength.

Strategies

- Provide rental assistance.
- Assist people in achieving housing stability, focusing on lower income populations.
- Develop, acquire and maintain affordable housing.
- Provide career placement and training opportunities through partner organizations.
- Connect low-income people to additional programs and services.
- Provide home ownership opportunities, where appropriate.
- Collaborate with public and private partners.

Equity Statement

The Department of Housing Services provides housing opportunities to all eligible persons no matter their race, color, religion, national origin, age, disability, familial status, marital or domestic partnership status, sex, gender identity, sexual orientation, veteran status, legal source of income or type of occupation.

In order to be relevant and effective in a rapidly changing and increasingly diverse environment, the Department of Housing Services commits to the principles of diversity, equity and inclusion for all members of the community we serve. Equitable access to resources and opportunity is the means to healthy, economically vibrant people and communities. We believe that authentically listening to, working inclusively with, and being accountable to the community we serve increases innovation and effectiveness and leads to more successful outcomes.

Mission, Strategies and Equity Statement are from our Strategic Plan 2017-2027



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Next Meeting:

Friday, October 26, 2018 - Retreat

2018 HAC Schedule
Thursday, September 27
Friday, October 26 - Retreat
Thursday, November 15
Friday, December 7 - Luncheon



HOUSING ADVISORY COMMITTEE
Department of Housing Services
Juvenile Services Building Room 258
September 27, 2018 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. August 23, 2018 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - A. Financial Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Programs and Special Projects
 - E. Report on Homelessness
 - F. Housing Affordability/Development Initiatives
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



**MEETING MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
August 23, 2018, 8:30 a.m.**

Washington County Department of Housing Services – Juvenile Services Building
111 NE Lincoln Street, Suite 200-L, Hillsboro, OR 97124
Juvenile Services Building Room 258

<u>COMMITTEE MEMBERS PRESENT</u>	<u>STAFF PRESENT</u>
Sid Scott (Chair)	Shannon Wilson, Housing Development Coordinator
Ben Sturtz (Vice-Chair)	Komi Kalevor, Executive Director
Jason Hitzert	Melisa Dailey, Housing Program Coordinator
Joshua Groesz	Melanie Fletcher, Rental Assistance Manager
Gary Whiting	Annette Evans, Homeless Program Manager
Charri Schairer	
Vince Chiotti	
Sheila Greenlaw-Fink	
<u>ABSENT</u>	<u>ABSENT</u>
Melinda Bell	Gary Calvert, Asset Manager
Teri Smith	Yaling Huang-Dressel, Housing Controller
Cindi Otis	
Megan Henning	
Katherine Galian	
Sig Unander	

I. ROLL CALL – 9:05 a.m. A quorum was present.

II. ACTION - APPROVAL OF MINUTES FROM June 28, 2018

Motion: Vince Chiotti
Second: Gary Whiting
Vote: All approved



III. DISCUSSION - ORAL COMMUNICATIONS & MEMBER UPDATES

MEMBER UPDATES

Jason Hitzer reported he attended a meeting focused on the next legislative session where a coalition will be working on moving the tenants' rights bill (SB2004) forward. Shemia Fagan would like to expand on the bill. The coalition would like to institute limitations on how large a percentage rents can be increased instead of lifting the preemption on rent control.

Joshua Groesz sits on the Board for the Oregon Coalition on Housing and Homelessness. He extended an invitation for everyone to attend the coalition's annual conference this September at The Resort at the Mountain in Welches. They will be offering workshops on best practices to reduce homelessness and how to increase affordable housing. He announced the Veterans and Family Center in Beaverton has hired Crystal Scott as their new director.

Sheila Greenlaw-Fink thanked everyone who attended the kickoff for the regional housing Metro bond campaign at the Community Warehouse. She shared there have been a lot of robust debates both for and against the bond. Westside Economic Alliance voted to be neutral on the bond but support the state amendment, and many of their largest members support the bond. The Washington County Thrives initiative could be seen as an alternate to the bond but it is a smaller amount of money focused on services, rather than housing, because of the amount it can raise. Thrives has supported the Metro bond as a group. Housing Oregon is holding their gala and industry conference in a couple weeks. Julian Castro will be the keynote speaker with his three-point plan to end homelessness which is eliminating SDC's, UGB, and think locally.

Vince Chiotti noted he's on a committee at CPAH and shared they were successful with OHCS funding applications, both a tax credit project in Beaverton and the LIFT project in Tigard, so they have two projects underway.

Gary Whiting explained the monthly Market Action report shows the market is still extremely strong. Inventories dipped from 1.6 months of inventory to 2.4 months with the normal range averaging between five and six months. He distributed an article from Realtor magazine which highlights Portland, OR, six times regarding granny flats (aka accessory dwelling units or ADUs) and describes the costs and regulations around the country.

Ben Sturtz said Orchards at Orenco III is about 95 percent complete and they are running into problems with a shortage of crews to finish the project. They are competing with school construction which is offering sometimes double wages as owners are in a time crunch because school starts in a few weeks. The grand opening of Orchards at Orenco III is September 19th. This opening will not only be about the project but also the Metro bond. He stated their project in Vancouver closed on Friday and construction will start on Monday. This is a 49-unit project which is second phase housing mainly



homeless families. In addition, they have a new 50-unit mixed use development project in Old Town Beaverton. They are projected to start this project in January of 2020 but could start earlier. If the Metro bond passes, the City of Beaverton wants the Beaverton property to be their bond project. He shared they were also successful in securing a project in SE Portland called The Rose which is for women leaving domestic violence with 30 percent AMI and below. This will involve a full rehabilitation with seismic upgrades. The current tenants will be relocated during the renovations but they have vacancies in their portfolio to house them until the renovations are completed. They also have a property near the Crystal Ballroom called The Taft which is a residential treatment facility for people with disabilities.

Anapreet Kaur-Gill explained the reason for her retirement is she had to leave her job because of her disability.

Sid Scott stated they have a project under construction and are running into the same problems as Mr. Sturtz with the number of subcontractors they can secure. They have contracted for 25 framers and have about 8 or 9 a day because of the shortfall of laborers in the industry right now. He shared that the Chair of the Multnomah County Commission will be coming to his offices to talk to his staff about the Metro bond.

ORAL COMMUNICATION

IV. EXECUTIVE DIRECTOR'S REPORT

Komi Kalevor reported they have plans to increase affordable housing. They are involved in the Metro bond committee meetings. The closing on Willow Creek Crossing has been delayed because of an inter creditor agreement. However, their development partner DBG has decided to proceed for now. The groundbreaking is scheduled for September 5th and he extended an invitation for everyone to attend. He directed everyone to page 11 of his report highlighting staffing updates.

V. STAFF REPORTS

A. Financial Statement:

Komi Kalevor gave a brief report for Yaling Dressel. He noted the cash flow for the Housing Authority is in a good position and unrestricted cash is growing. The books for the fiscal year will closed this Friday. Except for low rent public housing the financial report is stable. HUD is not funding low rent public housing adequately right now.

B. Section 8 and Low Rent Public Housing

Melanie Fletcher stated they are still waiting for results from their application for the Mainstream and Family Unification programs. They have applied for 100 Family Unification vouchers and 125 Mainstream vouchers. She added they replied to an announcement for housing authorities who were interested in adding to their veteran



affairs supportive housing program (VASH). On Monday HUD approved up to 30 VASH vouchers which brings their total VASH vouchers to 152. They are looking at the opportunity to do some project basing with those vouchers. She shared vouchers have been issued from their waiting list. The voucher funding is doing well but there is a concern if the current funding level stays the same next year and a lot more vouchers are issued they will be in the red again so she is keeping a close eye on it to make sure that doesn't happen. It has been easier for people to move with their vouchers which indicates the market has softened a bit. A fair market rent (FMR) study will take place again this year in cooperation with Multnomah County and Clackamas County and possibly Clark County.

C. Affordable Housing

Komi Kalevor gave a brief report in Gary Calvert's absence. Occupancy is very high (99.2% public housing, 92.5 % Section 8) which is reflected on page 15 of the report.

D. Special Projects

No report.

E. Report on Homelessness

Annette Evans said more homes are on the market to rent/lease and people are able to use their subsidies quicker and the request for extensions beyond the allotted 90 days has decreased. The continuum of care is working on helping individuals within their programs to increase their cash income. She has scheduled for Disability Rights of Oregon to talk to the HSSN about how to help people on social security and disability get back into the workforce working part-time with their work incentive program as well as with the social security administration office.

Clover Court construction costs increased to \$1.6 million and finance closing occurred on August 6th. The construction management team met with Troffer Contracting Inc. and plan to break ground mid-September.

The Metro tri-county housing equity strategy is a partnership with Multnomah, Clackamas, and Washington counties to look at how to create permanent supportive housing for 0 to 30 percent median income individuals and is primarily focused on the homeless population. They are in the midst of analyzing the value of permanent supportive housing services separate from operational costs and construction, rehab, or acquisition of units. They have developed a benchmark of \$10,000 per unit per year in services. The analysis that was done in Washington County with the Shelter Plus Care program showed they spent \$6,884 a year which is fairly close to the benchmark. She notes 58 percent of the services money spent is reimbursed through the state or other resources. The other 42 percent is non-reimbursed which includes purchasing furniture, helping reestablish apartments, food boxes, and clothing among other things. HUD released the NOFA (Notice of Funding Availability) and the Housing and Supportive



Services Network heard project presentations that included two bonus projects. The first was the Domestic Violence bonus which is a new \$50-million initiative the federal government is providing this year. They will place this project in tier one to guarantee funding. This project would be the Sojourners House which will be rapid rehousing for survivors of domestic violence in partnership with the Domestic Violence Resource Center. It will provide 10 units of rental assistance as well as client centered services annually. The other bonus project is \$202,000 under the Permanent Supportive Housing bonus which will be for shelter plus care chronic expansion to serve 15 units of families and individuals in both of these projects who meet the HUD definition of chronic homeless and having a disability. They also have the opportunity to compete for \$101,000 in COC planning for the collaborative applicant. They will be submitting a grant application for \$3.8 million that goes before the Board of County Commissioners on September 4th for approval to submit.

Economist Emily Starbuck presented to the Homeless Plan Advisory Committee and the committee recommended she present her research findings on income and economic housing applications at the BOCC's work session on September 11th. She will also be presenting to the HSSN membership on October 3rd. Metro has been invited to Washington County to pilot a project beginning in October partnering with Tualatin Parks and Recreation District, Forest Grove City parks, Hillsboro City parks and Beaverton and Hillsboro Police departments, and Washington County Sheriff's Office which will be called the trash bag collection pilot. The purpose is to increase disposal options for homeless individuals to reduce waste. The idea is to give them the incentive to clean up where they are camping and in turn they would be able to continue to camp in that location until winter shelters are available.

Sheila Greenlaw-Fink recommended a book called *Nomadland* by Jessica Bruder which covers what has happened to people who have lost their homes since the recession, started living in RV's and have become migrant laborers.

Annette Evans shared that Washington County Health and Human Services is investing in addictions through a care coordination program targeting the homeless population in alignment with law enforcement. They will be sharing with the HSSN in November to talk about how to have a closer partnership with law enforcement and service providers to educate people on why they need to go through treatment.

F. Housing Affordability/Development Initiatives

Shannon Wilson reported The Fields is expected to close shortly before Willow Creek Crossing as the funds have been approved by the Housing Stability Council at Oregon Housing and Community Services (OHCS). Work has already begun at The Fields. Alder Grove is a project that will utilize a portion that is currently undeveloped of the Willow Creek/185th park and ride location. The process with TriMet has been slow in partly due to TriMet's expectations regarding density and development of that site. They have been working with OTAK and DBG as potential development partners on this site as well as working with the city on zoning requirements. The 170th and Rosa location is



an unincorporated area in Aloha which is owned by the County and is in the midst of being transferred to the Housing Authority, hopefully this fall. There are some restrictions on the site such as setbacks and stormwater management issues. HAWC is considering different options for the site. One option is to apply for the LIFT home ownership NOFA that should be coming out this fall. HAWC has also been in conversation with the City of Hillsboro as they have some small sites they own where small homes could be built. There is another potential project in Cornelius of approximately 200 units which could possibly be a beta project for the Metro bond funding. She stated HAWC is moving ahead on obtaining additional authority from the County Administrative Office for the Housing Authority to be able to move forward on land acquisition deals or at a minimum sign an option to purchase and put earnest money forward.

VI. OLD BUSINESS

Melisa Dailey distributed the list of topics and speakers for the Housing Advisory Committee Housing Forum in October. Ms. Dailey said the forum is a way to give elected officials in attendance information about the services required for many residents of affordable housing. She explained the public portion of the meeting will happen first and after lunch the HAC will meet separately.

VII. NEW BUSINESS

Melanie Fletcher stated the Housing Opportunity Through Modernization Act was enacted in 2014 but implemented in pieces. The latest piece is that HUD finally issued guidance on how housing authorities should handle their over income families living in public housing. A few years ago, Washington County Housing Authority wrote a policy providing a threshold of households that would be considered over income. Now HUD has produced official guidance of the requirements so they are in the midst of updating their admissions and retaining an occupancy plan for public housing before to be completed by January 2026. If they are funded for mainstream and family unification program vouchers the administrative plan will also need to be updated. She will make updates on those in the next few months and will need the internal housing authority policy committee to review those changes.

Sheila Greenlaw-Fink noted the housing authority committee policy and bond subcommittees should probably be combined in a concerted effort to push for the Metro bond for the next few months. She shared both the Hillsboro and Beaverton Chambers of Commerce have both voted against endorsing the proposed Metro bond.

HAC discussed ways they can legally show their individual support on issues. Annette Evans cited ORS 260.432 which prohibits public employees from engaging in political advocacy while on the job but also applies to appointed boards or commission members



when they're acting in their official capacities. Therefore, the HAC cannot advocate as a group but are allowed individually.

Komi Kalevor noted HUD federal funds for location and operating subsidies to the housing authority have been declining. Public housing is not being adequately funded to maintain older buildings and become uninhabitable in the future. Currently there is \$56 billion in deferred maintenance in the public housing portfolio in the U.S. Washington County is a little better off as they have 130 units of single family homes that are part of portfolio as opposed to large public housing units. Section 18 with HUD gives support for housing authorities to dispose of up to 25 percent of their public housing portfolio. There is another option called RAD (rental assistance demonstration) which is a nationally competitive program but with the County's portfolio being mostly single-family homes they cannot be competitive unlike dilapidated, large, public housing properties in volatile areas. Section 18 is a better approach for Washington County, and we could also try to sell our properties to groups who can maintain them as affordable housing. One of the requirements is we must receive market price for the units that are sold. The families in the homes will still have affordable housing available to them through Tenant Protection Vouchers (TPVs). Also, a portion of the sales of these units will be allocated to replacement housing funds to purchase multi-family housing.

VIII. RESOLUTIONS/ACTION ITEMS

None.

IX. ADJOURNMENT

Meeting adjourned at 11:04 a.m.

Komi Kalevor
Secretary/Executive Director



MEMBER UPDATES

III. DISCUSSION

IV. EXECUTIVE DIRECTOR'S REPORT

Washington County staff continue to meet internally, as well as with Metro, regarding the Metro Bond. On September 11 and 18, Metro staff presented updates about the bond implementation at Metro Council Worksessions. Jurisdictions receiving bond funding will need to produce local Implementation Strategies defining the process and criteria for selecting projects to acquire/ rehab or build new housing. Also, bond recipients will have to supply a spending plan for the allocated funds, as well as an annual spending report of prior year funds. To stay updated on Metro Council meetings, please see this link: <https://oregonmetro.legistar.com/Calendar.aspx>.

Finance closings for Willow Creek Crossing and The Fields, both LIFT projects, are still pending. In spite of finance closing delays, our partner, DBG Properties LLC has been able to start construction in order to take advantage of the summer weather. The Sept. 5th Willow Creek ground breaking was a huge success, attended by many partners including, Community Housing Fund, KeyBanc Capital Markets and Umpqua- the banks who provided financing. Also in attendance were KATU Television, Walsh Construction, a Metro Commissioner and staff, Meyer Memorial Trust, County Commissioners, Westside Economic Alliance (WEA), and the City of Hillsboro Mayor and staff, to name a few.

The department is almost fully staffed although a few positions remain unfilled. Gary Calvert, Asset Manager has hired a new housing inspector who starts on October 1. Mr. Calvert is also working on hiring a maintenance technician to replace a staff person who moved out of state. Yaling Huang-Dressel is in the process of recruiting for a financial analyst towards the end of October 2018. And, I am in the initial stages of recruiting for an Assistant Director. It is indeed exciting times for affordable housing in Washington County – stay tuned.

As always, feel free to contact me with any comments, suggestions or concerns.

Komi Kalevor
Secretary / Executive Director



V. STAFF REPORTS

A. Financial Statement

1. Financial Report to the Housing Advisory Committee

(All amounts are expressed in thousands of dollars)

- The assets and deferred outflow of resources of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$9,088. Of this amount \$7,734 (unrestricted net position) may be used to meet the Authority's ongoing obligations to citizens and creditors.
- The Authority's total net position increased by \$2,715. The growth was due to the operating income of \$3,415 non-operating net expenses of \$1,133 and capital contributions of \$433.
- The Authority's debt decreased by \$278.



V. STAFF REPORTS
A. Financial Statement
2. Statement of Net Position
HOUSING AUTHORITY – UNAUDITED
June 2018

Assets	
Current assets:	
Unrestricted cash and cash equivalents	\$ 8,502,684
Restricted cash and cash equivalents	521,977
Accounts receivable	512,964
Current portion of contracts receivable	368,677
Other current assets	35,786
Total current assets	<u>9,942,088</u>
Noncurrent assets:	
Restricted cash and cash equivalents	3,270,966
Contracts receivable	92,860
Investment in partnership	1,009,947
Capital assets, non-depreciable	9,039,289
Capital assets, depreciable, net	16,054,094
Total noncurrent assets	<u>29,467,156</u>
Total assets	<u>39,409,244</u>
Deferred Outflow of Resources	
Deferred refunding costs	<u>1,990,130</u>
Liabilities	
Current liabilities:	
Accounts payable	599,312
Unearned revenue	17,391
Accrued interest payable	620,871
Current portion of notes and contracts payable	905,459
Current liabilities payable from restricted assets:	
Tenant and other deposits	521,977
Total current liabilities	<u>2,665,010</u>
Noncurrent liabilities:	
Notes and contracts payable	29,385,317
Deposits payable from restricted assets	261,527
Total non-current liabilities	<u>29,646,844</u>
Total liabilities	<u>32,311,854</u>
Net Position	
Net investment in capital assets	(1,652,314)
Restricted	3,006,082
Unrestricted	7,733,752
Total net position	<u>\$ 9,087,520</u>



V. STAFF REPORTS
A. Financial Statement
3. Statement of Revenues, Expenses and Changes in Net Position
HOUSING AUTHORITY – UNAUDITED
June 2018

Operating revenues:	
Intergovernmental revenues	\$ 28,590,523
Rental income	6,158,319
Other	4,200,500
Total operating revenues	<u>38,949,342</u>
Operating expenses:	
Housing assistance payments	26,241,552
Repairs and maintenance	2,759,037
Administrative costs	4,184,719
Utilities	714,321
Depreciation	1,144,166
Other	490,311
Total operating expenses	<u>35,534,106</u>
Operating income	<u>3,415,236</u>
Non-operating revenues (expenses):	
Gain on sale of assets	3,420
Investment in partnership	210,721
Interest on investments	145,306
Interest and amortization	(1,492,975)
Total non-operating revenues (expenses)	<u>(1,133,528)</u>
Income before capital contributions	<u>2,281,708</u>
Capital contributions	<u>432,787</u>
Increase in net position	<u>2,714,495</u>
Net position, beginning of year	<u>6,373,025</u>
Net position, end of year	<u>\$ 9,087,520</u>



V. STAFF REPORTS
A. Financial Statement
4. Statement of Cash Flows
June 2018

Cash flows from operating activities:	
Cash received for services provided	\$ 38,977,350
Cash payments for labor and benefits	(3,922,067)
Cash payments for goods and services	(30,169,493)
Net cash provided by operating activities	<u>4,885,790</u>
Cash flows from capital and related financing activities:	
Capital grants	432,787
Acquisition of capital assets	(1,107,567)
Increase in contracts receivable	(194,810)
Current maturities and principal payments of notes payable	(570,705)
Interest paid on notes payable	(1,312,569)
Proceeds from loan	292,880
Proceeds from disposal of capital asset:	3,420
Net cash used for capital and related financing activities	<u>(2,456,564)</u>
Cash flows from investing activities:	
Interest on investments	<u>145,306</u>
Net increase in cash and cash equivalents	2,574,532
Cash and cash equivalents at beginning of year	<u>9,721,095</u>
Cash and cash equivalents at end of year (1)	<u>\$ 12,295,627</u>
Reconciliation of operating income to net cash provided from operating activities:	
Operating income	\$ 3,415,236
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	1,144,166
Changes in assets and liabilities:	
Decrease in accounts receivable, net	19,371
Increase in other current assets	(7,294)
Increase in accounts payable	329,800
Decrease in deposits	(24,126)
Increase in unearned revenue	8,637
Net cash provided by operating activities	<u>\$ 4,885,790</u>
(1) Cash and cash equivalents are reflected on the Statement of Net Position as follows:	
Current assets - unrestricted	\$ 8,502,684
Current assets - restricted	521,977
Noncurrent assets - restricted	<u>3,270,966</u>
	<u>\$ 12,295,627</u>
Supplemental disclosure of non-cash transactions	
Investment in partnership	<u>\$ 210,721</u>



V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
August 2018

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,086	403	341	173	100	54	18	10	4	1	2,190
Average Days	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213

Wait List Based on Gender			
Gender	Female	Male	Total
Total	1,504	686	2,190

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	46	56	524	24	1,293	137	110	2,190

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	334	1,856	0	2,190

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	721	256	851	362	2,190

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



WASHINGTON COUNTY OREGON

V. STAFF REPORTS B. Section 8 and Low Rent Public Housing 2. Public Housing Average Vacancy Days *Fiscal Year-to-Date* August 2018

		Vacant Units 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)
FY 2016-17							
July	2016	1	11	11.00	1	11	11.00
August	2016	1	14	14.00	2	25	12.50
September	2016	2	27	13.50	4	52	13.00
October	2016	3	67	22.33	7	119	17.00
November	2016	1	18	18.00	8	137	17.13
December	2016	2	33.0	16.50	10	170	17.00
January	2017	2	31.0	15.50	12	201	16.75
February	2017	1	19	19.00	13	220	16.92
March	2017	2	26	13.00	15	246	16.40
April	2017	5	75	15.00	20	321	16.05
May	2017	3	65	21.67	23	386	16.78
June	2017	2	22	11.00	25	408	16.32
FY 2017-18							
July	2017	2	32	16.00	2	32	16.00
August	2017	2	36	18.00	4	68	17.00
September	2017	2	44	22.00	6	112	18.67
October	2017	3	49	16.33	9	161	17.89
November	2017	2	29	14.50	11	190	17.27
December	2017	2	32	16.00	13	222	17.08
January	2018	3	53	17.67	16	275	17.19
February	2018	0	0	0.00	16	275	17.19
March	2018	1	25	25.00	17	300	17.65
April	2018	4	88	22.00	21	388	18.48
May	2018	3	70	23.33	24	458	19.08
June	2018	1	15	15.00	25	473	18.92
FY 2018-19							
July	2018	2	33	16.50	2	33	16.50
August	2018	0	0	0.00	2	33	16.50



V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
3. Operational Performance Measures

SECTION 8 AND LOW RENT PUBLIC HOUSING

a) Section 8 Waiting List: HAWC’s waitlist is closed. The current waitlist accepted applications from May 2-9, 2015. There are 2,190 households on the waitlist for August (July report: 2,193).

b) Public Housing Average Vacancy Days: Average vacancy days for the month of August 2018 was at 0.0 (July – 10). HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days and HAWC achieved 16.5 days through August 2018. HUD rates 20 days or below as an “A”.

c) Occupancy Rates:
Public Housing: August 99% (July report – 99.2%)
Section 8: August 92.5% (July report – 92.5%)

We had 2,617 vouchers leased up in August (July report – 2,617). Our Annual Contributions Contract (ACC) is 2,828 vouchers, so we need to lease up 211 vouchers to reach our authorized capacity.

HAWC issued 19 vouchers in August. There are 41 vouchers outstanding and not under lease. Our monthly allocation of Section 8 HAP funds is 100.39%. Our goal of budget authority is 95% minimum.

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 August, 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	3.4 hrs.	3 hrs.	24 hrs.
Routine WO's	1.4 days	6 days	25 days



V. STAFF REPORTS
C. Affordable Housing

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: 97.3% (17 vacancies/629 units)

- a) Local Fund Properties (managed by HAWC and/or contractors) 100% (0 vacancies/13 units).
- b) Affordable Housing Properties (managed by Infinity): 97.0% (16 vacancies/524 units)
- c) Kaybern Terrace (managed by Infinity): 100% (0 vacancies/12 units)
- d) Aloha Park (managed by Infinity): 100% (1 vacancies/80 units)

The 711 units at Quatama Crossing co-owned in a partnership with the Tudor Foundation and managed by Simpson Property Management are not included, nor are the 236 units at Sunset View in partnership with Pedcor, Inc. currently being leased.

MAINTENANCE ACTIVITIES

Turnovers:

- No turnovers were completed during the month of August.

Special Projects:

- Cleaning services were performed at one (1) Public Housing unit.
- Arborist services were performed at one (1) Specialty Housing unit.
- Roofing services were performed at one (1) Specialty Housing unit.
- Pest control services were performed at two (2) Public Housing units.
- Reported 111 year-to-date non-emergency work orders have been completed in an average of 16.67 days.
- Reported 100% of 11 year-to-date emergency work orders completed within 24 hours.



V. 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 (i.e., 560 vouchers), with approval from HUD. HAWC currently has Project-Based Vouchers (PBV) allocated to Category I (chronically homeless), Category II (30% or less MFI), “Special Needs” 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.

As of:		10/31/2017									
Sponsor	Project	Location	Wait List Preference: Chronically Homeless		Wait List Preference: 30% MFI or Lower		Special Needs		Project-Based VASH		
			Awarded	Project-Based	Awarded	Project-Based	Awarded	Project-Based	Awarded	Project-Based	
Allied Argenta	Fir Crest Manor	Beaverton			14	14					
Bienestar	Cornelius Place	Cornelius			11						
Bridge Meadows	Bridge Meadows Beaverton	Beaverton			8	8					
CPAH	Barcelona	Beaverton			8	8					
CPAH	Cornell and Murray	Beaverton			8						
CPAH	The Knoll	Tigard	12	12							
CPAH	Tigard Triangle	Tigard			23						
LifeWorks NW	Tom Brewer House	Beaverton					13	13			
Luke-Dorf	Housing TEAM / SAMHSA	Multiple Locations	20	20							
Luke-Dorf	PLUSS Apartments	Tigard					12	12			
Northwest Housing Alternatives	Alma Gardens	Hillsboro			8	8			3	3	
Northwest Housing Alternatives	Pomeroy Place	Aloha			15	15			5	5	
Pedcor	Sunset View	Aloha			24	10					
REACH CDC	Orchards at Orenco (Phases 1-3)	Hillsboro			24	16					
Totals:			32	32	143	79	25	25	8	8	
Total Awarded:			208								
Total Project-Based:			144								

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.



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

Participant Information:

- Total current FSS households: 102
 - 83 Section 8 participants
 - 19 Public Housing participants
- Total Escrow Balance: \$361,993.84
- Highest Escrow Balances:
 - \$24,018.00 Section 8
 - \$22,732.00 Public Housing

Program Update

- FSS is enrolling now from FSS waiting list.
- FSS Coordinator Lonya Meier left the Department as of September 14, 2018. Occupancy Specialist Vanessa Savage is taking over FSS administration duties as of September 17, 2018.

HCV PROGRAM UPDATE

- Screening from Voucher Lottery List is suspended until further notice.
- 45 Mainstream (Non-Elderly/Disabled) Vouchers to be added to total Voucher count, effective 11/1/2018.
- 30 additional VASH Vouchers also to be added to total Voucher count - effective date pending.



V. STAFF REPORTS
E. Report on Homelessness

SEVERE WEATHER SHELTER RESPONSE PLAN

The Washington County Severe Weather Shelter (SWS) Response Plan will be implemented November 2018 through March 2019 to provide homeless persons with overnight shelter, meals and referral to community resources. The shelters are located in six cities: Beaverton, Forest Grove, Hillsboro, Sherwood, Tigard, and Tualatin. Special funding appropriation using the Oregon Emergency Housing Assistance valued at \$312,440 will fund the shelter with a mission to prevent loss of life for persons living on the streets during freezing temperatures and goal to rehouse 30% of the households exiting shelter. The outcomes will be tracked in the Homeless Management Information System (HMIS). Community Action will purchase and install equipment to meet the HMIS requirements and report outcomes to the Oregon Housing and Community Services. Information is available at <https://www.co.washington.or.us/Housing/EndHomelessness/severe-weather-shelter-response-plan.cfm>

CLOVER COURT – 6-UNITS PERMANENT SUPPORTIVE HOUSING

Luke-Dorf, Inc. contracted with Troffer Construction to develop the 6-unit permanent supportive housing project located in Aloha, Oregon. Anticipated construction completion is scheduled for May 2019, at which time an Open House will be held to invite partner agencies and the neighbors surrounding Clover Court to view the housing and Community Center. The \$1.6 million project will serve chronically homeless adults with disabilities. <https://www.co.washington.or.us/housing/proposed-clover-court-development.cfm>

METRO TRI-COUNTY HOUSING EQUITY STRATEGY TO EXPAND PERMANENT SUPPORTIVE HOUSING

Washington County Housing Services is a partner agency in the planning grant and Steering Committee to address the regional needs for affordable permanent supportive housing (PSH) serving homeless individuals and families. A gaps analysis performed by Corporation for Supportive Housing (CSH) reports a need of 226 new PSH units to address homelessness in Washington County. Implementation of the PSH plan may have funding implications for local governments to provide the supportive services that are not reimbursable through Medicaid, Medicare, OHP, etc. The Tri-County Steering Committee will meet September 27 to review the regional PSH unit needs. The Tri-County Housing Equity plan aligns with the Metro Housing Bond. If the Constitutional Amendment passes, Washington County is projected to develop 1,326 units of affordable housing, with 543 units serving 0-30% AMI in permanent supportive housing. Without the Constitutional Amendment, the project units include 816 with 335 units serving 0 to 30% AMI in permanent supportive housing.

METRO “TRASH BAG COLLECTION” PILOT PROJECT

Beginning in October, Metro will implement a 6-month tri-county solid waste “trash bag collection” project to increase disposal options for people experiencing homelessness, develop stronger relationships between regional partners serving the homeless, and



reduce the number of complaints related to trash generated by homeless campers. A kick-off meeting with Metro included Tualatin Hills Park and Recreation District, City of Forest Grove Parks Division, Clean Water Services, Beaverton Police, and Washington County Sheriff Office. The pilot will provide trash bags with Metro’s name and phone number to call for pick-up. The agencies will provide the trash bags to homeless persons and encourage the homeless to place their trash in the Metro bags and then notify Metro to pick-up the bags. Outcomes will measure tonnage collected, number of bags, location of collection, waste types, date cleaned up by Metro, and reporting entity.

FEDERAL HEARTH ACT FUNDING

On September 4 the Board of County Commissioners approved the submittal of the FY2018 CoC Program competitive grant application seeking \$3,858,293 in HUD funds to renew 235 units of rent subsidy/services and request new “DV and PSH bonus” funds that include \$185,531 for a 10-unit Sojourner’s House rapid rehousing program for persons experiencing domestic violence, and \$202,170 for a 15-unit Shelter Plus Care Chronic Expansion permanent supportive housing project serving chronically homeless persons with disabilities. The application is online <https://www.co.washington.or.us/Housing/EndHomelessness/homeless-programs-and-events.cfm>

Federal Homeless Program Funds	FY2013	FY2014¹	FY2015²	FY2016³	FY2017⁴	FY2018⁵
	\$1.929 billion	\$2.105 billion	\$2.135 billion	\$2.250 billion	\$2.383 billion	\$2.513 billion
CoC Program Competitive Grant Funding & Other	\$1.7 billion	\$1.8 billion	\$1.9 billion	\$1.918 billion	\$2.113 billion	\$2.243 billion
County Grant Award – CoC Program	\$2.6 million	\$2.7 million	\$3.4 million	\$3.4 million	\$3.5 million	Request \$3,858,293
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$215 million	\$250 million	\$250 million	\$250 million	\$270 million	\$270 million
County ESG Entitlement Formula Fund ⁶	\$134,781	\$152,317	\$165,058	\$164,525	\$166,014	\$169,025

2018 ANNUAL HOMELESS ASSESSMENT REPORT

The County’s homeless plan transitioned from *A Road Home: 10-Year Plan to End Homelessness (2008-2018)* to *A Road Home: Community Plan to Prevent and End Homelessness*. Annette Evans is completing the research and preparing the 2018 Annual Homeless Assessment Report: Outcomes and Challenges for the final year of

¹ FY2014 Omnibus Appropriations; January 17, 2014.
² FY2015 Omnibus Appropriations, December 16, 2015
³ FY2016 Omnibus Appropriations, December 18, 2016
⁴ FY2017 H.R. 244 Omnibus Appropriations, May 5, 2017
⁵ FY2018 H.R. 1625 Omnibus Appropriations, March 23, 2018
⁶ Emergency Solution Grant formula is based on percentage of CDBG funds



the 10-Year Plan. The draft report will be presented to the HSSN Strategic Planning and Discharge Workgroup on October 5, followed by the Homeless Plan Advisory Committee (HPAC) on October 18. Once approved by both committees, the report will be presentation to the Board of County Commissioners in November and release to the public. Copies of previous reports is available online at <https://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>

ECONOMIST REPORT ON EMPLOYMENT AND HOUSING IMPLICATIONS

The Board of County Commissioners received a report on Lower Income Employment and Housing Implications presented by Emily Starbuck, Washington County Workforce Analysisist for the Oregon Employment Department. The research included highlights in rents that appear to be stabilizing; e.g. ZillowRent Index reports median rents grew by 1% last year, Wilsonville continues to lead in population growth within Washington County, and construction jobs are forecasted to double over the next 10 years. Ms. Starbuck reported the ten-year average reports a shrinking middle-wage sector that only grew by 8%, as compared to higher-wage sector employment grew by 17% and low-wage employment grew by 14%. Emily will present these findings to the HSSN on October 3.



V. STAFF REPORTS
F. Housing Affordability/Development Initiatives

The Housing Authority of Washington County (HAWC), a separate legal entity of Washington County's Department of Housing Services, is responsible for Development and Portfolio Management. HAWC, either directly or through a wholly owned affiliate, may work with developers, financial institutions, and government agencies, to build, acquire, and/or rehabilitate, thriving affordable housing communities in Washington County.

HOUSING DEVELOPMENT

Staff

Komi Kalevor serves as Department Lead on affordable housing development projects in our pipeline. This includes overseeing the development process for the 120-unit Willow Creek Crossing project in Hillsboro and the 264-unit Fields Apartments in Tigard. In coordination with Asset Manager Gary Calvert, he oversees acquisition of surplus and foreclosed property for conversion to affordable housing. He coordinates essential communication with the State, other jurisdictions and funding entities, and local developers.

Shannon Wilson is our Housing Development Coordinator. She assists Mr. Kalevor with facilitating and encouraging accelerated affordable housing development in the County including affordable housing owned by the Housing Authority.

Melisa Dailey, as our Affordable Housing Program Coordinator, facilitates awareness of affordable housing tools and strategies, and participates on the three Metro Equitable Development Housing grant teams associated with City of Beaverton, City of Tigard-Portland, and Washington County. She is also participating with the Aloha Tomorrow project and oversees the Nonprofit Corporation Low-income housing property tax exemption (ORS 307:540-548) for Washington County.

POLICY – METRO BOND/CONSTITUTIONAL AMENDMENT

The two immediate policy issues effecting Washington County and affordable housing are the Metro Bond and a proposed amendment at the State level for affordable housing. The \$652.8 million Metro Bond was approved by the Metro Council for voter consideration on the November 2018 ballot. If passed, the bond will provide funds for the tri-county Metro jurisdictions to use for construction and preservation of affordable housing which is housing for those under 80% of the area median income. The second policy issue going to voters (statewide) is whether to approve a constitutional amendment that will allow bond revenue to fund nongovernmental affordable housing.



POLICY - EQUITABLE HOUSING ORDINANCES

The equitable housing study conducted by Washington County, *Equitable Housing Site Barriers and Solutions* (2018), was funded by Metro and adopted by the Board of County Commissioners on June 5, 2018. The ordinance changes/updates recommended in the report will be implemented over the next two to three years during Washington County's "ordinance season". The schedule and changes are:

- ◇ **2018 Ordinance consideration track items summary (see below for ordinance details)**
 - Reduced setbacks for multifamily dwellings under 35 feet tall
 - Reduce minimum landscaping requirements for some housing
 - Private Street flexibility for one-side sidewalks
 - Flexible Development Path for regulated affordable housing
 - Amend Section 203-processing Type I, II and III Development Actions to include 100-day review for qualified regulated affordable housing projects, per state law
 - Reduce minimum driveway width standards to 10 feet
 - Clarify on-street parking requirements
 - Amend ADU standards as needed to comply with state law

- ◇ **2018 start then 2019 Ordinance consideration (additional analysis required)**
 - Residential density bonus for regulated affordable housing
 - Planned Development (PD) Open Space amendments:
 - Allow drainage hazard/flood plains/etc. to count toward 50% of PD open space requirements
 - Reduce PD open space in general
 - Reduce PD open space in Community Business District (CBD)
 - Reduce PD open space for regulated affordable housing
 - Additional updates/amendments for ADU standards (compliance with Oregon Department of Land Conservation Development recommendations)

- ◇ **2019 Ordinance consideration (additional analysis required)**
 - Ground floor non-residential standards in Transit Oriented : Retail Commercial (TO:RC) and CBD
 - On street parking standards
 - Cluster Housing
 - Evaluate County land use districts within ½ -1 mile of centers and corridors

Washington County Community Development Code (CDC): Changes by Land Use and Transportation

Ordinance 832 - Portions of the Community Development Code (CDC) need to be updated to better comply with Fair Housing best practices, as well as state and federal laws and regulations. Work in 2018 included updates to the County's group care



definitions and requirements, including the list of group care types. The County also considered temporary day/overnight homeless shelter operations at religious institutions as a type of group care that serves populations entitled to Fair Housing protections. (The proposed changes will be heard at the Sept. 18 10:00 am BOCC meeting.)

Ordinance 841- The ordinance proposes an alternative land use review option for certain regulated affordable housing and would amend the CDC to provide both site development flexibility and density bonuses to encourage and facilitate regulated affordable housing development inside the Urban Growth Boundary (UGB).

Ordinance No. 841 would provide an alternative land use review option that allows for the following:

- ◇ *Through Type II review –*
 - Density increase up to 30 percent
 - Building height increase
 - Lot dimension, setback and landscaping reductions
 - Increased flexibility in parking provisions
 - Waiver of limitation allowing residential uses only above ground floor non-residential uses (in certain districts where normally applies)
- ◇ *Through Type III review –*
 - Density increase up to 50 percent
 - Applicant's proposal of alternatives to certain district provisions of the CDC, regarding building façades and parking areas/structures, when alternatives will otherwise provide for pedestrian-oriented/transit-oriented design
 - Exemption from certain denial criteria, consistent with exemptions for similar Type III uses

(The proposed changes will be heard at the Sept. 18 10:00 am BOCC meeting.)

Ordinance 842- proposes limited amendments to the CDC to facilitate development of housing. The ordinance amends certain setbacks within three districts, corrects/clarifies standards of the Transit-Oriented: Retail Commercial (TO:RC) district related to day care facility classification and housing, reduces certain landscape area requirements, allows omission of sidewalk on one side of a private street in some cases, reduces minimum residential driveway widths, and updates related parking standards. (The proposed changes will be heard at the Sept. 18 10:00 am BOCC meeting.)



HAWC Development Projects

Project Status: Finance closing October 2018.

Willow Creek Crossing (Hillsboro)			
Housing Units: 120		Commercial: 1,725 SF	
38 Studio	71 1BR	11 2BR	
Ownership: Partnership of Housing Authority/DBG		Total Project Costs: \$31.9M	
Funding: \$4.6M LIFT; LIHTC; Conduit Bonds			
Project Update:			
<ul style="list-style-type: none"> Recommended for \$300,000 grant by City of Hillsboro. Approved by City Council on 5/15. Award of \$500,000 in Transit Oriented Development funds from Metro is committed. Received \$250,000 grant for construction from Meyer Memorial Trust The conduit bond and 4% LIHTC application with OHCS go to a Housing Council vote in August '18. The development plan was approved at the Nov. 7 second reading by the Hillsboro City Council. Construction start: August 2018 Groundbreaking ceremony September 5 at 10:00 a.m. 			

Project Status: Finance closing October 2018.

Fields Apartments (Tigard)			
Housing Units: 264			
~100,000 SF GFA	128 1BR	104 2BR	32 3BR
Ownership: Partnership of Housing Authority/DBG		Total Project Costs: \$60.4	
Funding: \$9.8M LIFT; LIHTC; Conduit Bonds			
Project Update:			
<ul style="list-style-type: none"> On February 5, the City of Tigard Planning Commission approved the land use application and issued a Final Order. The 14 day appeal period ended Feb. 21 with no comments; applications for permits are pending. The conduit bond and 4% LIHTC application with OHCS was approved by Housing council in July 2018. Construction start: August 2018 			

Project Status: Construction underway.

Clover Court (Beaverton)	
6 Housing Units (Permanent Supportive Housing)	
6 Studios in 3 Duplexes	
Ownership: DHS/Luke-Dorf, Inc.	Total Project Costs: \$1.6M
Funding: \$413,058 HUD; \$240,000 FHLB	
Project Update:	
<ul style="list-style-type: none"> No LUBA motion was filed. The project team decided to not have a groundbreaking ceremony out of respect for the neighbors who opposed the project. The Hearing Officer's decision for the Type III Land Use Application was approved on Feb. 16, 2018. An intent to appeal to LUBA must be filed (including postmarked) within 21 days which is March 9. Environmental Review (ER) was completed and received a Finding of No Significant Impact (FONSI) 	

Project Status: Concept project. Would go in for 2019 NOFA.

Alder Grove (Hillsboro)	
Housing Units: 200	
Ownership: Partnership of Housing Authority/DBG	Total Project Costs: TBD
Funding: 2019 LIFT, 4% LIHTC, Conduit Bonds	
Project Update:	
<ul style="list-style-type: none"> Project would be in partnership with TriMet to provide housing on part of the underutilized Willow Creek MAX Park & Ride site and adjacent property. HAWC plans to submit an Unsolicited Proposal (process established by TriMet) to attain site control for a portion of the Park & Ride site. 	



- Received a \$100,000 Metro 2040 Planning Grant for predevelopment work at the site.

Project Status: Pipeline project.

SW 170th (Beaverton)	
4 Single Family Homes (Workforce Rental Housing)	
Ownership: Housing Authority	Total Project Costs: \$
Project Update:	
<ul style="list-style-type: none"> • Accept transfer of ownership in early 2018; properties are Washington County surplus land • 4 R-5 lots Single Family. May look at higher density; Unit size/type/development costs unknown • Target 80% MFI 	

Partner Development Projects

Project Status: Under construction and approximately 95% complete.

Orchards at Orenco III (Hillsboro)			
Housing Units: 52		Project Based Vouchers: 8	
0 Studio	0 1BR	33 2BR	19 3BR
Ownership: REACH CDC / Housing Authority Limited Partner		Total Project Costs: \$14.8M Funding: LIHTC; HOME; OAHTC; E Trust of Oregon	
Project Update:			
<ul style="list-style-type: none"> • Under construction. 			

Project Status: Under construction.

Cornelius Place (Cornelius)			
Housing Units: 45 (for seniors)		Project Based Vouchers: 11	
0 Studio	1BR	2BR	3BR
Ownership: Bienestar/BRIDGE Housing Corp.		Total Project Costs: \$18.4 Funding: LIHTC; GHAP; OAHTC; HOME; HPOF	
Project Update:			
<ul style="list-style-type: none"> • Under construction. 			

Project Status: Received funding in 2018 LIFT NOFA application round.

Red Rock Creek Commons (Tigard)			
Housing Units: 48		Project Based Vouchers: 23	
0 Studio	48 1BR	2BR	3BR
Ownership: CPAH		Total Project Costs: \$18.4 Funding: LIFT; 4% LIHTC; HPOF	
Project Update:			
<ul style="list-style-type: none"> • Successful in receiving LIFT award from OHCS. Also uses 4% tax credits. • All units are for <50% AMI; 8 units are for mental health housing in partnership with Luke-Dorf 			

Project Status: Received funding in 2018 NOFA application round.

Montebello (Hillsboro)			
Housing Units: 48		Project Based Vouchers:	
0 Studio	24 2BR	21 3BR	3 4BR
Ownership: Bienestar		Total Project Costs: Funding:	
Project Update:			
<ul style="list-style-type: none"> • Rehabilitation project. Constructed in 1989. 			



Project Status: Received funding in 2018 NOFA application round.

Cedar Grove (Beaverton)			
Housing Units: 44		Project Based Vouchers: 8	
0 Studio	1BR	2BR	3BR
Ownership: CPAH		Total Project Costs: Funding: 9% LIHTC	
Project Update:			
<ul style="list-style-type: none"> • Successful 9% NOFA application in August 2018 • Washington County property 			

Project Status: Pipeline project. Did not receive funding in 2018 NOFA application round.

Village at Washington Square (Tigard)			
Housing Units: 26		Project Based Vouchers:	
1BR	2BR	3BR	4BR
Ownership: CPAH		Total Project Costs: Funding:	
Project Update:			
<ul style="list-style-type: none"> • Rehabilitation project. Constructed in 2002. • NOFA application submitted in 2018 – was not funded. 			

VI. OLD BUSINESS

October Housing Forum

The topic for the October Housing Summit is Health, Housing and Supportive Services, and takes place on Friday October 26. We have a great lineup of speakers, and anticipate it will be an engaging event.

HAC Committees

At the June HAC meeting, members produced the following updated committee assignments:

1. Internal Housing Authority Policy Committee – Otis, Galian (committee leader), Smith, Bell
2. Real Estate Committee – Sturtz, Whiting, Scott, Chiotti, Schairer, Unander
3. Budget Committee – Galian Hitzert, Schairer, Smith
4. Public Advocacy Committee - Scott, Fink, Galian (committee leader), Groesz, David Gutzler (volunteer)
5. Metro Bond Committee - Schairer, Fink (committee leader), Galian, Hitzert, Scott, Otis, Unander

VII. NEW BUSINESS

HAC Meeting Procedural Questions

How much public notice is needed and can HAC conduct meetings by phone? In general, HAC is considered a “governing body” so it must conduct meetings in accordance with ORS192.610-695. All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting, as per ORS 192.630(1). Also, public notice shall be provided and, “...reasonably calculated



to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.” The exact amount of time for public notice is not stated in the statute. Paul Hathaway, Senior Assistant County Counsel, advises three days’ notice at a minimum with one week notice preferable. If a meeting is conducted by telephone, it needs public notice and a place shall be provided where the public can listen to the communication at the time it occurs. See ORS 192.670 for more information. (The entire ORS192.610-695 was passed out to the HAC.)

Attendance

There have been quite a few inquiries regarding absences and attendance requirements for maintaining HAC membership. The Absences section of the HAC Bylaws is included here:

Article 3, Section 3– Absences

Members will endeavor to attend each Committee meeting in person, when possible; to arrive to scheduled meetings on time; to attend the full meeting; and to alert the Executive Director and Committee Chair in advance if this is not possible to ensure quorum and to plan the agendas accordingly. Upon three (3) consecutive absences or four (4) total absences from scheduled Committee meetings within a year, the Committee Chair shall notify the Member and request that he or she resign from the Committee or resume participation. Should the Member fail to resume participation, the Member shall be considered to have resigned their position effective at the conclusion of the next regularly scheduled meeting of the Committee following notification, unless excused by the Committee Chair.

For our 15 member committee, a quorum is eight (8) people. Please be conscientious about meeting attendance. A lot of work goes into producing monthly reports and putting together the agenda, and your committee members depend on you to be here. There is great momentum with this group, and that can only be maintained by your attendance. Plus, we love you see your smiling faces!

VIII. RESOLUTIONS/ACTION ITEMS

MOTION REQUIRED: Recommend to Housing Authority Board of Directors to create an acquisition policy that authorizes the Director to negotiate and submit an offer to purchase unimproved land or acquire multifamily rental property for affordable housing.

IX. ADJOURNMENT