



MEETING MINUTES

HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY

May 24, 2023- 9:00 a.m.

Virtual Meeting Via Zoom

<u>COMMITTEE MEMBERS PRESENT</u>	<u>STAFF PRESENT</u>
Renee Brouse	Jacob Boyett
Eric Schmidt	Yuhua Tan
Nina Stafford	Katherine Galian
Dave Bachman	Leslie Gong
John Epstein	Andrew Crampton
Gena Briggs	Will Seals
Bruce Dickinson	Jes Larson
Fernando Lira	Melissa Sonsalla
Hayley Purdy	Emily Nichols
Dena Casterjohn	
Ryan Cain	
Nina Sparr	<u>GUESTS</u>
	Ling Huang-Dressel
<u>ABSENT</u>	Jacquelyn Saito
Carine Arendes	
Melinda Bell	<u>HABOD MEMBERS PRESENT</u>
Narendar Sahgal	

I. MEETING CALLED TO ORDER – 9:02 a.m. A quorum was present.

II. DISCUSSION – ORAL COMMUNICATIONS and MEMBER UPDATES

Hayley Purdy shared, she will be attending a webinar hosted by Energy Trust of Oregon to discuss sustainability and energy efficiency in multi-family housing. She will be representing Scott-Edwards Architecture to advocate for sustainability methods and strategies to be employed in the future.

III. ACTION – APPROVAL OF MINUTES

The committee voted to approve the April 27, 2023 meeting minutes.

Motion: Eric Schmidt

Second: Nina Stafford

Vote: All in favor



IV. EXECUTIVE DIRECTOR'S REPORT

Presented by Jes Larson, Assistant Executive Director.

Jes explained that the current Executive Director, Komi Kalevor will be retiring on June 16, 2023. Assistant County Administrator, Marni Kuyl will be stepping in to assist during this transition until an interim Executive Director is chosen. The posting for the Executive Director position will be open until June 11. She stated that Heartwood Commons is a new acquisition made possible by the Affordable Housing bond which will offer permanent supportive housing for 54 households who previously experienced long-term homelessness. Due to the governor's executive order, the Housing Authority was able to work with jurisdictional partners to ensure the winter based shelter capacity will remain open instead of closing this spring. To maintain Woodspring apartment's affordability, the Housing Authority is in the process of acquiring this property at the end of its affordability term. This will ensure the stabilization of the 172 units and the tenants who reside at this property.

V. RESOLUTIONS / ACTION ITEMS

A. Vote to Recommend Approval of the FY2023-24 to the Board

ACTION: Recommend approval of the FY2023-24 Budget to the Board

MOTION: Eric Schmidt

SECOND: Ryan Cain

VOTE: Unanimous approval

VI. ONGOING BUSINESS

A. Public Records/Meeting Training for HAC Members

Jacob Boyett stated the public records and meeting training took place on May 5 and for those who were unable to attend, a second training session will take place virtually on June 15 at 10:00 am.

VII. NEW BUSINESS

A. Housing Executive Director Recruitment Forum

Jacob Boyett noted as part of the recruitment for the new Housing Authority Executive Director there will be a recruitment forum on July 27 at 5:30 pm at the Washington Street Conference Center. The purpose of the forum will allow the community and staff to meet the finalist candidates for the Executive Director position and ask questions. A QR code will be distributed to provide feedback which will be used in the in person interviews for the candidates.

B. Housing Director Recruitment Workshop

Jacob Boyett explained a recruitment workshop was held for staff to provide input on characteristics and traits they felt were desirable in the next Executive Director. A Zoom meeting will take place on June 2 that will be conducted by Leslie Gong, Melissa Sonsalla, and Jacob Boyett to ascertain the traits the HAC committee value in the leadership at the Housing Authority. This information will be utilized in the questions posed to the candidates in the first round of interviews.

Where has the Executive Director position been posted?



Jacob indicated the listing has been posted to six national websites as well as the county website. Partners and members within the community have also been contacted about this listing. For links of where the listing has been posted or the listing itself, please contact Jacob Boyett Jacob_Boyett@washingtoncountyor.gov.

C. Potential Site for Purchase

Andrew Crampton reported the Housing Authority has been proactive in becoming an active leader in development. He has been working with commercial brokers to actively find development sites suitable for purchase using local development funds. The most recent development is a three acre site located between NW Brugger Road and NW Kaiser Road. After discussions with the seller, a letter of intent will be drafted and briefings will take place to enter into a purchase and sale agreement to assess the site prior to purchase. After initial discussions with the planning department for this site, a minimum of 75 units will be allowed with zoning for a four story structure with surface parking. There are two bus lines that run through this area. Some challenges to this site is the requirement to add half street improvements and the ground floor would need to have mixed use commercial. Various funding sources are being considered for this project.

Has the Housing Authority looked into programs to assist people in purchasing housing to help transition into homeownership?

The FSS and HCV programs both have a homeownership element. The Housing Authority has contracted with Bienestar to provide homeownership preparedness courses for residents if they are interested in purchasing a home. They have also contacted the Community Partners team to see if there is downpayment assistance for families.

Is the Housing Authority involved in the homeless issue with HUDs involvement in a church in Aloha?

Yes, this is one part of a bigger initiative to expand shelter capacity to reach the goal set for permanent shelters. Temporary pod shelter programs are being used in the interim as a way to scale up shelter capacity until the future permanent sites come online. This work is all done through the Housing Services division.

How will the end of Bauman Street factor into this potential project?

Discussions are ongoing with the county's transportation department to look at the Transportation System Plan and the reasoning this road has been stubbed out right before Kaiser Road.

Will the Housing Authority be looking at the FEMA flood plain with the dry creek to the south of this site?

There is no identified flood plain or stream corridor from the county and Metro's mapping system but the county will pursue due diligence to confirm.

Is this a site that Washington County is looking to purchase and develop themselves or use with something like the Metro bond to be developed by someone else?

The intent is that the Housing Authority would own and develop as a general partner.



How much property does Washington County currently own that have multi-use and other services?

The Housing Authority has a special limited partnership with Willow Creek Crossing which is owned by a private developer. This potential new site would bring a great opportunity to think strategically with community partners in this mixed used space.

Has this property been on the market for a while and if so why?

It has been on the market for a while due to the limitations this kind of site has with for profit developers. As a private developer, Senate Bill 8 has allowed the Housing Authority to compete for these types of properties to create the multi-family unit counts needed for this type of site that are not viable for the for profit companies.

How is this project being funded?

The intent is to use Housing Authority local development funds to land bank the project which is a bit of a risk but the future is favorable in making this type of purchase.

VIII. DEPARTMENT UPDATES

A. Public Housing Updates

The AHP4 project stems from the department's decision in 2019 to address deferred maintenance on several public housing properties within the county's housing portfolio. The five properties that encompass this rehabilitation projects are Bonita Villa, Aloha Park, Parkside, Villager, and The Ridge. This deal was finalized in the summer of 2022 with 47 million dollars allocated for construction costs. Some of the major upgrades included ADA compliance, providing energy efficiency, mitigating water intrusion, and upgrading the interior of the buildings including appliances. Out of the 332 units, 160 have been renovated, 100 are actively being renovated, and 72 are pending construction. The Housing Authority applied for and received 90 project based vouchers for several of these properties and there are 25 residents with a tenant based subsidy furthering the affordability. All construction is anticipated to be completed by December 2023 and so far has remained within budget.

Is Washington County pursuing any incentives for improving long-term maintenance sustainability efforts on those properties and does the county have the ability to access and pursue incentives for offsetting those costs?

Energy efficiency has been factored into the long-term maintenance and utility costs of these units. The county has looked into incentives available to assist with these costs going forward.

Is there a projection of the long-term sustainability this investment will render over a period of time?

Long-term sustainability was a main factor in the rehabilitation of these units to extend the life of the units. The decision to rehab instead of building new units allows for more affordable units.

B. Finance Updates

The Housing Authority 2023-24 proposed budget includes Housing Services which is part of the Washington County budget and the Housing Authority. 13.8 million dollars have been allocated for staffing costs for 106 full-time staff with 59 FTE for Housing Services, and 47 FTE for the Housing



Authority. There is also 3.9 million in indirect costs. There are six divisions: Homeless (CoC and SHS), Affordable Housing Development, Rental Assistance, Asset Management, Finance, and Administration

Housing Services Budget

- HUD Continuum Care grants, Metro Affordable Housing bond, Metro Supportive Housing Services.
- 10.4 million dollars (59%) allocated to Housing Services programs.

Housing Authority Budget

- Housing Choice Vouchers, Public Housing, Local Fund programs, Affordable Housing portfolio.
- 7.3 million dollars (41%) allocated to Housing Authority programs.
- Net income for FY2023-24 is \$559,758 with increases in revenues at 14% and expenses at 18%.
- 84% of revenue will come from HUD, which is an increase of 2% from the current fiscal year.
- Housing Assistance payments is projected to increase by 5.66 million in FY2023-24 due to additional Housing Choice Vouchers (HCV) awarded during the Covid-19 pandemic. It also has the highest projected expense at 42.05 million dollars which is an increase of 6.52 million from the current fiscal year.
- The Housing Choice Voucher program has steadily been catching up to increased rents.
- There were 69 new vouchers awarded this past year.
- Other revenue sources that assist in funding the HCV program for FY2023/24 include the HCV Admin fee to pay for operations and FSS Coordinator.
- There are three sources of revenue in the Public Housing program that can be used on operations and capital improvements. These are tenant revenues, operating subsidies, and capital funds.
- The Local Fund programs include cash flow distributions from Quatama Crossing, real estate development fees and bond issuance fees, and ten non-federal properties.
- The Kaybern Terrace property has 12 units for senior and disabled individuals of which half are subsidized by USDA. It is projected to have a deficit of \$24,809 and the Housing Authority is working with USDA to reduce this deficit.
- Cornelius Village property has 14 units and is projected to break even before depreciation expense.
- Heartwood Commons property is a converted Quality Inn that contains 54 units. It is the first Housing Authority property to house the county's most vulnerable providing onsite supportive services.
- The Housing Authority owns 269 units in 6 properties and 3 single family houses within the Affordable Housing portfolio. The rents have been kept below 60% AMI.

Is the increase in the HCV program due to inflation or are more households being served or a little of both?

The Housing Authority has received additional funding through the CARES Act activities as well as the increase of inflation to 7.51%. Also, additional Housing Choice Vouchers were awarded during the pandemic bringing in over 200 new vouchers that is not calculated as part of the renewal process.

Why is tenant revenue down 3 million dollars from where it was three years ago?

When the phase one of the Affordable Housing portfolio was converted into low income tax credits, it is no longer a part of the Housing Authority.



Why is there such a large increase in the expenditures of the Heartwood Commons property this year?

This property is a converted hotel that is just coming online this year with full operation expenditures occurring this coming fiscal year.

Does the Housing Authority have a budget line item of funds that is not allocated to a specific program that can be used for emergency situations?

Each of the programs has an allotted reserve to be used for this purpose. There are unrestricted funds that can be used as needed but it is generally set aside for the Affordable Housing portfolio.

C. Written Department Updates

Additional department updates can be found in the May 2023 HAC packet.

IX. ADJOURNMENT

Meeting adjourned at 10:47 a.m.

Komi Kalevor
Secretary/Executive Director