



MEETING MINUTES  
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY  
April 23, 2020, 9:00 a.m.

MS Teams Teleconference

<u>COMMITTEE MEMBERS PRESENT</u>	<u>STAFF PRESENT</u>
Katherine Galian (Chair)	Komi Kalevor, Executive Director
Melinda Bell (Vice-Chair)	Yaling Huang-Dressel, Housing Controller
Ben Sturtz	Melisa Dailey, Housing Program Coordinator
Sheila Greenlaw-Fink	Gary Calvert, Asset Manager
Dave Bachman	Josh Crites, Assistant Director
Cindi Otis	Shannon Wilson, Housing Development Coordinator
Vince Chiotti	
Jason Hitzert	
Gary Whiting	
Sid Scott	<u>ABSENT</u>
	Annette Evans, Homeless Program Manager
<u>ABSENT</u>	Liz Morris, HCV Manager
	Emily Nichols, Program Coordinator

I. **ROLL CALL** – 9:08 a.m. A quorum was present.

II. **ACTION - APPROVAL OF MINUTES FROM March 26, 2020**

Approval of minutes was delayed until the next meeting to give HAC time to review the minutes.

Motion:

Second:

Vote:

III. **DISCUSSION - ORAL COMMUNICATIONS & MEMBER UPDATES**

MEMBER UPDATES

Jason – funds are being added at the State for COVID-19 response.

Gary – March numbers for home sales were normal. April will be a totally different story.

Dave – he is getting some industry numbers that show about 90% of rents are collected in Oregon (in Washington it's more around 85%). Cascade is looking at tactics to engage

residents in payment plans. Cascade's portfolio is closer to 92-94% rental collections, although collections are slow primarily based on folks' uncertainty. Just over 1/2 of payment plans are COVID-19 related, the others are not. They are finding it best to send emails and reminders and to work with folks. He had been expecting about 80% collection for April.

Sid – commented that it is very interesting learning how to run an architectural firm remotely. The good news is affordable housing projects are continuing, they have some on the horizon, and work is continuing.

Vince – asked Dave if the market rate and affordable housing projects are the same for collections. Dave said they are pretty close to the same percentages. The bigger change is based on regions.

Ben – he was at a housing alliance Land Use and Development Committee meeting and heard industry wide news. They talked about affordable housing Class C properties in April with lower rent collections and expect May to be really bad. A lot of talk about rental assistance at that meeting, and the talks will also be at the state level where they also do not have the resources to provide rental assistance. At BRIDGE they had more rent collection than anticipated in April but expect May to be worse. REACH is buying a property in Clackamas from Dave's Killer Breads and another site across the street that will be scattered site providing 132 units total with 56 PBVs (60 units for seniors; 72 units 2-3 BRs for families) that are near the Orange MAX line. REACH is also working on two applications in WashCo.

Katherine – Community Action has significantly ramped up of rent assistance and not requiring 72-hour notices, just requiring documentation from landlords that tenants are behind. They have doubled the amount of rental assistance they provide per month and received additional funding from local jurisdictions. They plan to ramp up even more with rental assistance. Also working on 3-24 month rapid rehousing, doing rental adjustments, and extending rent assistance plans. They are working with partners to extend severe weather shelter season. Ninety beds will be online through May 31. Two shelters are in Beaverton and one in Hillsboro providing permanent shelter through May 31. The Comfort Inn Respite Shelter is being set up by Annette Evans for homeless who have COVID-19. Utility assistance is continuing – they are doing this by mail/email. People can drop off paperwork, as well. Here Together ballots are dropping soon; Katherine can get people signs!

## **ORAL COMMUNICATION**

### **IV. EXECUTIVE DIRECTOR'S REPORT**

Komi Kalevor reported WashCo is still open. Most County colleagues are at home; 60% of housing staff are in the office. All are free from COVID-19 so far. The lobby is closed to the public and staff meet people online or by phone. Occupancy Specialists and managers are in the office every day processing interim adjustments for people who have lost jobs. The finance department is here because it's budget season; the County

budget has to be approved by the end of June. The Board was not doing appointments to committees but recently said that can start back up again; today was going to be volunteer appreciation day but it was canceled - we do appreciate our HAC volunteers! HAP funds are being spent at 105% of budget so we'll be in the hole if we don't get additional funding from HUD. HAC's bi-monthly meeting was scheduled and then canceled because public meeting noticing requirements, but we will do the next one and give enough public notice. The Here Together ballot measure is going forward, and we hope for best on election day.

Ben – Jason said it is a Class C misdemeanor for landlords evicting during this time; also, Ben is thankful that the Metro Bond deadline was extended for two weeks.

## **V. STAFF REPORTS**

### **A. Financial Statement:**

Yaling Dressel reported financial statement looks OK. We are on track for projections; but, waiting for affordable housing portfolio information. We will be using reserves from prior years for operations....Public Housing is doing OK so far, quiet. She is working with managers on next year's budget, and how to project for Public Housing while going through Section 18 and hoping for a budget we can manage. Cornelius Village, 14 units, is doing OK; but in the loan agreement we agreed to replace the roof for \$58,000 and reserves are enough to pay for so will use developer fee from local funds to pay for this which are mostly from Quatama. Quatama rents are not sure for the future. In May we will ask for HAC approval of the budget to recommend to BOCC. HUD funding for Sec. 8 inflation is at 5%, it's not a huge increase. HUD did not give us enough inflation; we may receive additional funds but the amount is unknown. Also, the County pays support services such as ITS, BOCC, rent/utilities; at issue is the cost allocation plan went up to \$860K and is a 20% increase. Housing Services needs a more reasonable rate (staffing did not grow by 20%). In 2010 Housing had 47 employees and indirect costs were \$500,000. Today, there are 42 employees and \$826,000 indirect costs.

Komi – Quatama was projecting a 40% loss for April but the actual loss was more like 10%. We did not receive our payment for last month, so it is good news losses were not as high as anticipated and we will receive a payment.

### **B. Housing Choice Voucher Program**

Josh provided updates since both managers are doing a 3-day PBV training. The CARES Act funding of \$1.3B was allocated for Public and Indian Housing; \$400M for housing authorities for assistance payments and additional administrative funding. Public Housing was allocated \$600M for operating funds. This will provide 2 months of additional operating and administration for HCV; housing authorities will have to apply for offset funding for increasing costs. That will be announced through a notice of release of funding. HCV is pretty similar, with 91% lease-up rate since there is not enough funding to lease up all the vouchers we are allocated. We are spending a good chunk of our funds. Staff are processing income decreases so tenant rent is decreased. We are working with 40% of staff out of office, doing a lot of phone work and increasing

social distancing. Staff home 1 day/wk. Josh is super proud of HCV and public housing staff PH; they are doing really good work.

Komi – Doing some quick math, Oregon is 1.2% of national so we might expect \$2M from CARES Act.

The new chart in the packet, made by Liz, is appreciated by HAC members. Katherine, referring to the chart, asked about only 72 people having job loss, so does that mean many people are fixed income? Josh says yes, about 60% are fixed income and 40% are work-able households.

### C. Public Housing

Gary – The HABOD approved the 2021 PHA Plan, changes to the ACOP, and also the Admin Plan changes. Section 18 is with HUD in Chicago and we are waiting for them to respond with questions/concerns. Public Housing is very quiet right now; there is some difficulty finding applicants right now. They had two households move in and move right back out. Maintenance is very quiet and slow, doing workorders and emergencies first. The month of March rental collection still has some holdovers; April will have higher non-payments than normal. He thinks the tenants just haven't reached out yet. Public Housing should be fine, and we'll see what May brings.

### D. Affordable Housing

This will be discussed in more detail in new business.

### E. Programs and Special Projects

Josh – The Kaiser Permanente program got off to a slow start due to COVID-19. We had 8-10 referrals and now program managers are working from home so processing is going slower. The first person moved in last month. They are working with Community Action and have a meeting tomorrow. Senior, disabled and homeless or risk of homelessness are who the program serves but they do need to have some kind of income after 6 months to sustain their housing since it's not an ongoing funding source; this also results in not being able to serve the highest acuity folks. The Here Together ballot measure would provide a steady source of income and could help higher acuity folks. Meyer Memorial Trust PSH funds are available and Meyer said we can use the funds for whatever we need. We are sticking with the program (serving 15 people with services) but scaling back processing.

Project Based Vouchers are on cruise control; they are in Metro Bond projects and we are waiting to see the allocations we need to for this program. We are not really releasing vouchers when people give them up.

FSS Program – staff are reaching out to people and see if they have lost jobs, helping to inspire and motivate during this time. NAHRO will hold a 2-day training, getting more staff trained, it will be virtual with 5-6 staff and 2 managers and will be a virtual training in May.

## F. Report on Homelessness

Komi – Annette is at the Emergency Operations Center (EOC). Washington County has 415 people positive for COVID, the first case was Feb. 28, and there have been 10 deaths. Over 5,600 have tested negative. EOC is working well. BOCC approved a five-point plan to address homelessness. 1) Shelters will be open through end of May. 2) Communication and Outreach, personal assistance kits, hand washing, trash collection. 3) ID camps and provide sanitation. 4) Shelter capacity. 5) Respite Center in Hillsboro, approximately seven COVID-19 positive people there.

## G. Housing Affordability/Development Initiatives

Shannon - The Fields, 264 units near Tigard Triangle, have been under construction since Aug. 2019. Housing is working with the contractor and manager to identify a partner to provide resident services and also discuss what the lease up process will look like. The CDP Tigard Metro Bond project, 81 units in the triangle, is still scheduled to close on June 25. There are partner calls every week; this will be one of first Metro Bond projects to close. Shannon is working on receiving final approval from Metro (has been approved by our BOCC) by May 5. OHCS has been having partner calls for owners/operators of AH. The next one is for developers. Last Monday, they talked about the LIFT funding applications that are due this Friday and OHCS anticipates it will be severely over-subscribed. OHCS is also seeing lenders looking at higher vacancy assumptions and reduced revenue increasing over time which decreases the amount of debt a project can service. Ben asked if there are any delays in construction at The Fields. Shannon said they have been able to proceed. She has heard there are delays with materials in the industry, but this is not affecting The Fields. Komi said The Fields is about 80% complete; DBG has been their own GP so they can get subs on buildings. If it was a smaller project, it would be more difficult.

## **VI. OLD BUSINESS**

The HAC will have a Housing Development subcommittee meeting in two weeks; the subcommittee meeting two weeks ago was canceled due to not allowing enough time to advertise the meeting for public meeting requirements. These meetings will discuss the eviction moratorium and other affordable housing topics related to COVID-19.

## **VII. NEW BUSINESS**

### **Updates to Affordable Housing Portfolio/Josh**

Background information is that we released an RFP for CNAs of Affordable Portfolio of 600 units. There is a mish mash of conditions and buildings all over the County. We now have a better idea of what we need to do for repairs. Also last year full faith credit bond agreement was refinanced, saving about \$200,000/year. \$24.5M was refinanced with a lower interest rate. We wanted to reposition these assets and were able to pull three properties out of the full faith bond since these properties need a little more work than the others. Immediate capital needs and longer-term needs were identified. How can we be more intentional with capital needs in our portfolio? It will be a two-tiered approach. For the seven collateralized properties we cannot apply for tax credits so we will work with Cascade and invest some money into immediate capital needs. For the three properties that are non-collateralized, we will issue an RFP for a portfolio rehab and critical repair to see what our best options are. We will work with the winner of the

RFP over the next couple of years and work off of task orders. We want full transparency with HAC and HABOD. The RFP will be issued at the beginning of May; if the work plan makes sense, we'll bring it to HAC and HABOD for approval. Now is the time to act to make these improvements.

Komi will send a 2-page summary of the properties/work out after the meeting asking for feedback within a week or two from Real Estate Subcommittee members. He says to plan for the good times during the bad times. Bonita Village in Tigard is one of the properties that is one of the neediest. In bad times properties like that can suffer the most and we want to fix the critical properties now.

### **Metro Bond Update**

Shannon – Housing delayed the Metro Bond NOFA deadline to May 26; we should still be able to make awards by the end of July. We also have an RFP out to hire a financial analysis consultant for all the Metro Bond applications; the responses are due by May 11. Housing is also recruiting soon for another housing development program coordinator. Some of the position's work will be on the Metro Bond, and it's a limited duration 5-year position. Also, Hillsboro has an RFP out for their 53rd Avenue site.

### **VIII. RESOLUTIONS/ACTION ITEMS**

N/A

### **IX. ADJOURNMENT**

Meeting adjourned at 10:23 a.m.

Komi Kalevor  
Secretary/Executive Director