



**MEETING MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**January 24, 2019, 9:00 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**

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

**I. ROLL CALL** – 9:01 a.m. A quorum was present.

**II. ACTION - APPROVAL OF MINUTES FROM November 15, 2018**

Motion: Charri Schairer  
Second: Katherine Galian  
Vote: All approved

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

**MEMBER UPDATES**

Katherine Galian reported on the challenges Community Action is having with PGE billing that may impact those living in affordable housing units. PGE changed their data system last summer and the transition went over poorly. In turn, several affordable housing families didn't receive shut off notices. The Housing Authority is working with the PUC and PGE to help these families obtain affordable payment plans. There are some avenues they are utilizing to financially assist these families as well.

Gary Whiting cited a slowdown in the real estate market as reflected on the Market Action report. He stated Senate Bill 608, statewide rent control, has not had much opposition. Right now, the bill has a 7% maximum rent increase and the concern is if it passes the state legislature could come back in the future and decrease it down to as low as 2%. This bill does not affect properties that are newer than 15 years old or properties that will have a major renovation.

Sheila Greenlaw-Fink reported state level legislation regarding a zoning proposal that would allow people to subdivide their single-family property to more affordable multi-unit properties. She stated work is happening to fund the services needed for the housing created by the bond money the county will be receiving for affordable housing. One option is a Thrives levy. She invited everyone to attend the Thrives collaborative meeting next Wednesday to discuss ways Thrives can help the bond be successful. She also announced Vision Action Network (VAN) is sponsoring a half day seminar on equity.

Melinda Bell said the Union Gospel Mission is in the process of building a new women and children's center. There is currently a women and children's center in Beaverton that serves domestic violence, homeless, and drug addiction services. People enter in the program at the stability phase (4 months), and then they can apply for the extended one-year program. After the year is completed individuals can apply for a program called WOW (Women of Wisdom) where women learn several new job skills through an internship. Lastly, individuals can apply for TEAM (Transition, Employment, Education, and Maintenance) for a year. During this phase individuals can live for free while going to school and working to save up enough money to move out on their own. This new center will be bigger and the hope is to have transitional housing for women to live in after they complete all the phases because many times the housing waiting list can take years before housing becomes available.

## **ORAL COMMUNICATION**

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

Komi Kalevor reported the implementing jurisdictions will be meeting with Metro tomorrow to discuss implementation plans for the Metro bond. Metro will present the implementation plans to a Metro appointed Oversight Committee; then early summer everything will go to the Metro Council for approval and afterward the program launch will take place. Mr. Kalevor believes the distribution of funds will take place in the fall of 2019. Staffing is looking good but additional staff will be needed for implementation. The department is currently recruiting an assistant director and will be looking for a finance person as well as a housing specialist to work with Melanie's group on project-based vouchers that will be partnered with units produced by the Metro bond funds.

Mr. Kalevor thanked everyone who attended the HAC housing forum. He noted several elected officials who attended left feeling positive about what was discussed. The Board of County Commissioners recently approved the ability of the Housing Authority to

submit offers to purchase land or buildings for affordable housing. He distributed the draft work plan for the Metro bond and will inform the committee each month as things are updated. The target is 1,315 total regulated housing units countywide.

## **V. STAFF REPORTS**

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

Yaling Dressel stated Section 8 housing is higher now at 80%. Low income housing funding request will be submitted for calendar year 2019 but may be delayed because of the government shutdown. The affordable housing portfolio is doing well. Overall the current cash flow is higher than the budget.

### **B. Section 8 and Low Rent Public Housing**

Melanie Fletcher reported the voucher waiting list numbers dipped slightly. This is due to finding those on the list who are eligible for the Mainstream voucher program. In doing so several people on the list had outdated information and could not be located. They utilized 98 percent of their voucher funding which is within the range HUD requires. Any funding remaining at year-end HUD holds in an account. With the ongoing government shutdown these funds are “available if needed” to pay for housing assistance in February.

### **C. Affordable Housing**

Gary Calvert reported public housing occupancy was down for a while because of the maintenance team’s focus on Noble House. Now that Noble House is completed, they have filled the vacancies and are back to normal. Low rent public housing is doing well. There are discussions about a Section 18 disposition which would result in the sale of about 50 to 60 single-family homes from the public housing stock. The revenue from the sale of the homes would be invested in multifamily properties which would double the amount of families that could be housed. The earliest this would move forward would be in July/August 2019.

### **D. Special Projects**

### **E. Report on Homelessness**

Annette Evans reported because of the warm winter, the severe weather shelters have not turned anyone away. A public health concern arose in one of the shelters regarding exposure. The Washington County public health nurse has tested all who may have been affected. Ms. Evans was grateful for the HMIS system which enabled her to quickly access all the locations this individual had visited. They currently have five individuals, one of which has already moved into housing, and the rest should be moving into housing in the next few weeks.

There was a theft of some tools at the Clover Court project despite having security fencing. Reimbursements to Luke-Dorf for the construction costs of this site are being

paid through department funds because the Portland HUD office who issues the funding is closed during the government shutdown. The final draft of the Metro funded tri-county housing equity plan will be reviewed on January 29, 2019. This plan isn't aligning as closely to the Metro Affordable Housing or the Southwest Corridor plans as desired. Ms. Evans shared the fiscal year 2018 federal grant was submitted in September. Due to the government shutdown the grants have not yet been awarded leaving several agencies to possibly dip into their contingency funds until the shutdown is over. This year the majority of the Point in Time counts took place on one day instead of the usual seven days. Counts for both the shelter and non-sheltered individuals should be in by the beginning of March.

#### F. Housing Affordability/Development Initiatives

Shannon Wilson reported on development projects. She stated construction is ongoing at Willow Creek Crossing and The Fields. There are several potential projects in the negotiation phase. As the Metro bond moves forward there will be an opportunity to solidify the process to access the funds and prioritize the timing of which projects move forward.

### **VI. OLD BUSINESS**

Melisa Dailey stated the non-profit affordable housing property tax waiver application process will open February and will be due by March 1. Several jurisdictions within the county are considering adopting the property tax exemption as well.

Komi Kalevor noted that he and Ms. Dailey attended a showing of the movie *Priced Out* in Tigard. This showing was to increase awareness of the southwest corridor lightrail that will be going through Tigard and the concern of gentrification in the triangle. The City of Tigard is planning ahead in terms of what properties to buy so not all lower income individuals are pushed out when the lightrail is built.

### **VII. NEW BUSINESS**

#### **Presentations**

Melanie Fletcher reported on the Housing Choice Voucher program which is separate from other type of rental assistance called Section 8. This HUD program provides rental assistance to low income households and allows people to choose where they rent. Eligibility is based on income requirements (50% AMI with an exception of 80% AMI for families who meet local preference groups). They also have to pass a background check (no drug or fraud related crimes in the last 60 months of being screened), and no convictions for murder of sexual crimes or crimes against children at any time. There are additional eligibility requirements regarding pre-based program participation (individuals who have been previously terminated for not complying with program rules and regulations). The wait list is based on lottery order. However, there are three groups of applicants that are prioritized first. The first are homeless or those previously homeless and receiving short-term assistance from Community Action. The second group is those fleeing domestic violence, and the third group is elderly or disabled individuals who have no income or a fixed income. There are also targeted vouchers such as Veterans Affairs Supportive Housing (VASH) vouchers as well as mainstream

vouchers for non-elderly disabled which are prioritized to homeless and at-risk households.

HUD funds housing authorities and interprets the amount of funding in two ways. One is assigning a maximum number of households you can lease up called the annual contributions contract (ACC) number. For the Washington County Housing Authority this number is 2,903. To be in compliance with HUD at year-end, the expenses need to be around 98% of what is funded. With increasing rental costs, it is difficult to lease up to the number of vouchers given. There are two types of money given for the voucher program. One is housing assistance payment (HAP) funding (and some also get help with their utility payments). The second is when HUD pays housing authorities to administer the housing choice voucher (HCV) program with administrative fees, up to about 80 cents on the dollar. The amount funded is based on the number of households leased up each month. As rental prices increase, the number of units leased up decreases in turn lowering the administrative fees. HUD monitors and measures the performance of the program through the Section 8 management assessment program (CMAP). A report is sent to HUD every year and the Housing Authority has received a high-performance rating for the last several years. Another limitation is that individuals with vouchers cannot pay more than 40% of their monthly income for their share of the rent. Ms. Fletcher added that a housing authority cannot project-base more than 20% of their annual budget authority. Within a housing development, the PBV unit cap is the greater of 25% of the total units or 25 units, with an exception if services are available on site.

Gary Calvert explained as an asset manager he is basically the landlord for the Housing Authority. He oversees all the properties the Housing Authority owns as well as the peripheral relationships. The following are some of the programs served within the Housing Authority:

- Neighborhood Stabilization Program (NSP) – Grant funded program that allowed the Housing Authority to purchase a duplex and two single family dwellings.
- KICK – Supportive housing program. There are two properties owned under this program. One home has been converted for housing and offices for Virginia Garcia who house youth ages 18-21. The other home is a small 5-unit apartment complex that has 24/7 monitoring for mentally ill individuals. A Community Action group oversees this property. The funding for this program comes from Virginia Garcia, another contractor, and the state program pays for large capital items.
- Tax Foreclosures – The Housing Authority is given first right of refusal on County tax foreclosed properties. These are affordable housing properties that operate at 80% AMI.
- Transitional Housing – Three homes in partnership with Community Corrections. The individuals that rent these homes are extremely high-risk. The success rate of this program is between 60-70%.
- Kaybern Terrace – 12-unit Rural Development (RD) property in North Plains of which six units are subsidized with USDA-RD rental assistance.
- Quatama Crossing – 711-unit property of which the Housing Authority has 50% ownership. This property generates income for the Housing Authority.

- Gateway Commons and Covey Run – The Housing Authority has no direct ownership but has “interest” in it because of issuing conduit bonds many years ago. These properties are coming up to the end of the Housing Authority’s right of first refusal to purchase. Discussions are ongoing to purchase or partnering with the current owners of these properties.
- Brentwood Oaks – 72 units under the same ownership group as Gateway Commons and Covey Run.
- Sunset View – This is the newest property to come online that the Housing Authority was a partner in.
- Affordable Bond Properties – Each property has their own requirements as far as tenant income levels.
- Public Housing – The Housing Authority owns 244 units of public housing. In 2009 the Housing Authority owned 283 units and sold 40 units to become a small housing authority (<250 units); one house was added in 2018 using RHF funds (Replacement Housing Funds).

The Housing Authority and its partners have a little over 1,800 units.

### **Metro Bond Update**

Shannon Wilson presented an update on the Metro bond. The overall bond amount for the region is \$652 million dollars of which \$188 million goes to Washington County, Beaverton, and Hillsboro. Washington County will receive \$116 million, Hillsboro 40 million, and Beaverton \$32 million. A draft work plan for the implementation of the bond will be presented to Metro Council next week with local implementation strategies to follow. There will also be an intergovernmental agreement (IGA) which will be signed by the county chair that describes how the county moves forward with the bond. Each jurisdiction can have their own phase one project to be presented to Metro for funding before the IGA and the formal roll out of the Metro bond. Washington County’s phase one project is the acquisition of a newly constructed property in Aloha.

Komi Kalevor reported on the administrative funding portion of the Metro bond. Metro has set aside 5% (\$33 million) of bond proceeds for administrative funding. The split of these funds will be distributed as follows: Metro, \$40 million; seven implementing jurisdictions, \$40 million; Oversight Committee, \$20 million. Washington County’s share of administrative funds will be \$330,000/ year over the next several years. There will be 13 people on the Oversight Committee including Serena Cruz with Virginia Garcia and Andrew Tall from Washington County. The breakdown of units in Washington County is: Beaverton-218 units; Hillsboro-284 units; Washington County-813 units.

### **Additional Discussion Items**

The HAC members discussed if the current day/time of meetings works well for most everyone. Everyone agreed to keep the day/times of the meetings the same with nine regularly scheduled meetings and two outside meetings.

Komi Kalevor noted Gary Calvert is planning a resident advisory board meeting for February 13, 2019. It will be located at the Washington Street Conference Center from 2:00-3:30 p.m.

Komi Kalevor introduced Carolyn Roper who is on the Housing Authority Board of Directors.

Yaling Huang-Dressel announced the financial audit is completed and no issues were found.

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

N/A

#### **IX. ADJOURNMENT**

Meeting adjourned at 11:16 a.m.

Komi Kalevor  
Secretary/Executive Director