



# HOUSING ADVISORY COMMITTEE

## MEETING AGENDA AND INFORMATION PACKET

**THURSDAY, June 22, 2023 • 9:00 am – 11:00 am**

Olympic Conference Room: 161 NW Adams Ave. 2<sup>nd</sup> Floor, Hillsboro, OR 97124  
and

Zoom Webinar ID: 815 5483 5905 PW: 173720

Call-in number: 1 253-215-8782

### OUR MISSION

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

### OUR 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

### OUR 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.



# AGENDA

**THURSDAY, June 22, 2023 • 9:00 am – 11:00 am**

Olympic Conference Room: 161 NW Adams Ave. 2<sup>nd</sup> Floor, Hillsboro, OR 97124

Zoom Webinar ID: 892 7558 8004 PW: 087757

Call-in number: 1 253-215-8782

- I. MEETING CALLED TO ORDER
- II. PUBLIC COMMENTS – ATTENDEES (INCLUDING ONLINE GUESTS)
- III. DISCUSSION – ORAL COMMUNICATIONS and MEMBER UPDATES/ROLL CALL
- IV. ACTION – APPROVAL OF MINUTES
  - A. May 25, 2023 **9:15 A.M.**
- V. EXECUTIVE DIRECTOR’S REPORT
  - A. Executive Director Report..... Page 3 **9:20 A.M.**
- VI. RESOLUTIONS / ACTION ITEMS
  - N/A
- VII. ONGOING BUSINESS
  - A. Public Records/Meeting Training for HAC Members Report..... Page 5 **9:35 A.M.**
  - B. Housing Executive Director Recruitment Forum ..... Page 5 **9:40 A.M.**
- VIII. NEW BUSINESS
  - A. Introduction of Interim Director - Michael Buonocore ..... Page 5 **9:45 A.M.**
- IX. DEPARTMENT UPDATES AND Q&A
  - A. Homeless Services Updates ..... Page 6 **10:00 A.M.**
  - B. Written Department Updates..... Page 8
- X. MEMBER COMMUNITY UPDATE ..... Page 13 **10:40 A.M.**
- XI. MOTION TO ADJOURN **11:00 A.M.**

<b>2023 HAC MEETING SCHEDULE</b>	
Thursday, January 20 – <i>(Rescheduled 2022 Forum)</i>	<i>[No July Meeting]</i>
Thursday, February 23	Thursday, August 24
Thursday, March 23	Thursday, September 28
Thursday, April 27	Friday, October TBD – <i>Forum</i>
Thursday, May 25 – <i>Budget Review</i>	Thursday, November 16
Thursday, June 22	Friday, December TBD – <i>Luncheon</i>



## V. EXECUTIVE DIRECTOR'S REPORT

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On Saturday, May 6<sup>th</sup>, Executive Director, Komi Kalevor, announced via email his retirement from affordable housing after nearly three decades of dedicated service. Komi's last day as Director was June 16<sup>th</sup>, 2023, and after a planned vacation he will return in August/September to assist with the transition of the newly appointed Director. He leaves the department, confident that it will continue to grow and thrive under the capable leadership of whoever is chosen as his successor as the new Housing Executive Director. Michael Buonocore has been appointed as the interim Director of the Housing Authority to assist during this time of transition. With over thirty years of experience in the public and nonprofit sectors, including twenty years at Home Forward, the housing authority for Multnomah County, Buonocore is well qualified. At Home Forward he held a variety of positions, including Policy Director for the Moving To Work program, Deputy Executive Director, and seven years as Executive Director. During his tenure as Home Forward's Executive Director the agency secured an additional 3,492 vouchers, added 280 new affordable apartments, preserved 2,213 apartments through major rehabilitation, built a development pipeline of over 1,000 new apartments through 2024, increased agency operating revenues by over \$112 million, and completed seven years of clean financial audits.

On Friday, June 16<sup>th</sup>, Washington County participated in the groundbreaking of The Plambeck Gardens location. The property is located in Tualatin and will contribute 116 much-needed affordable housing units near the Basalt Creek area. More than half of the units being developed will be two-bedroom or larger, with approximately 20% of the units being three or four bedroom to accommodate the differing needs of families. The groundbreaking event included speeches from notable organizations and representatives such as: Tualatin Mayor Frank Bubenik, Washington County Chair Kathryn Harrington, Metro Councilor Gerritt Rosenthal, CPAH Executive Director Rachael Duke, and more. The event concluded with statements from Carol Plambeck, who spoke on her husband's work and being honored through this community's naming. The project is being developed by Community Partners for Affordable Housing (CPAH) with funds from Washington County's allocation of the 2018 voter-approved Regional Metro Affordable Housing Bond.

As of May 2023, the shelter system in Washington County has the sustainable year around capacity to service 426 households, due to the additional state funding and the combined Supportive Housing Services (SHS) and Continuum of Care (CoC) funding. Washington County partners with Open Door HousingWork, Project Homeless Connect, Just Compassion, Centro Cultural, Greater Good NW, Family Promise of Tualatin Valley and Boys and Aid Society to provide shelter operations to the growing system. Shelter is allocated through a simple assessment coordinated by Community Action. Shelter assessments can be completed by outreach providers and housing case managers to ensure shelter options are low barrier. Once individuals reach the top of the waitlist, they are given 72-hours to claim their spot.

Lastly, On April 14, 2023, the Housing Authority of Washington County received authorization to waive the contingencies and commit to a full deposit at a special Housing Authority Board of Directors' meeting to move forward with its intent to purchase the 172-unit Woodspring Apartments in Tigard and preserve its affordability rates for all current residents. The Housing Authority, along with legal counsel and development consultants, will prepare the required documents for Board approval, with anticipated action in early June. Acquisition closing is scheduled to occur between mid-June and early July.



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Meanwhile, we are happy to confirm the short-term assistance program will still move forward for current Woodspring tenants, regardless of the outcome. We will continue to communicate the latest developments with tenants in a variety of means, such as website update, phone calls, mail, and meetings.

Thank you for your interest and dedication to affordable housing in Washington County!

Michael Buonocore  
Interim Director



## VI. RESOLUTIONS/ACTION ITEMS

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N/A

## VII. ONGOING BUSINESS

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### A. Public Records/Meeting Trainings for HAC Members

On Thursday, June 15<sup>th</sup> at 10am, County Counsel, Jacquilyn Saito, provided a second free training opportunity to the members of the Housing Advisory Committee (HAC) on the rules and regulations of public meetings and public records. The purpose of the training was to keep the members of the HAC up to date and in line with current public meeting standards and practices, and to eliminate any potential inefficiencies during the regular monthly meetings. Any Committee members who were not able to attend the two trainings provided, but have questions regarding public records or public meeting laws/rules, please contact Jacquilyn Saito ([Jacquilyn\\_Saito@washingtoncountyor.gov](mailto:Jacquilyn_Saito@washingtoncountyor.gov)) and include a HAC liaison on the email for follow up.

### B. Housing Executive Director Recruitment Forum

Washington County's Housing Services Department will be holding a community forum to help determine the next Executive Director open to staff and community partners on the anticipated date of Thursday, July 27<sup>th</sup> from 5:30pm to 7:30pm. The forum will be held in rooms 1203 and 1204 of the Washington Street Conference Center, and will feature the top candidates for the position speaking on their experiences and their visions for the future of Washington County's Housing. Following the candidate introduction portion there will be an open Q&A session between the attendees and candidates, concluding with light refreshments for a small social hour. Attendees will receive a specific QR code for attending that will allow them to provide anonymous feedback on each of the candidates. The feedback received will be provided to the panelists for the final interview and directly impact the scores of the final candidates. An official invite will be sent via email once the forum date is confirmed.

## VIII. NEW BUSINESS

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### A. Introduction of Interim Director – Michael Buonocore

Michael Buonocore has been appointed as the interim Director of the Housing Authority to assist during this time of transition. He will focus on the department's internal functions and serve as a technical expert for the County's administrators while coordinating with the Board of County Commissioners. With over thirty years of experience in the public and nonprofit sectors, including twenty years at Home Forward, the housing authority for Multnomah County, Buonocore is well qualified. At Home Forward he held a variety of positions, including Policy Director for the Moving To Work program, Deputy Executive Director, and seven years as Executive Director. During his tenure as Home Forward's Executive Director the agency secured an additional 3,492 vouchers, added 280 new affordable apartments, preserved 2,213 apartments through major rehabilitation, built a development pipeline of over 1,000 new apartments through 2024, increased agency operating revenues by over \$112 million, and completed seven years of clean financial audits.



## IX. DEPARTMENT UPDATES

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### A. Homeless Services Updates

#### **Oregon's All In – Focusing on Unsheltered Homelessness**

The work connected to Governor Kotek's Executive orders continues to move forward. Our first Locally Coordinated Command Center (LC3) was focused on the large encampment at Highway 47 in Forest Grove.

Highway 47 outcomes after 5 weeks:

49 individuals identified

Average age = 39

Male: 34, Female: 14, Non-binary: 1

Veterans: 2

Race: No response/Blank: 9

American Indian; Alaska Native; Indigenous: 3

Native Hawaiian; Pacific Islander: 2

White: 35

Ethnicity: Hispanic: 5

Non Hispanic: 37

Blank/refused: 6

Average Length of time Homeless: 10.4

9 Individuals enrolled in housing programs

10 Households, 12 Individuals accessed shelter

4 Awaiting shelter enrollment

9 Pending Referrals

Providers will continue to collaborate to support households identified at Highway 47 while focus shifts to establishing a similar process in Tigard to identify and engage with unsheltered individuals starting in July.

#### **Program outcomes, capacity, and reports**

**Permanent Supportive Housing** provides households with a disabling condition and have experienced prolonged homelessness with intensive case management services and long-term/permanent Rent Assistance to ensure permanent housing stability. Once placed in housing, case managers continue to provide wrap around supports for as long as needed.



**Housing Case Management Services – Permanent Supportive Housing – As of 6/20/23**

Enrolled in PSH program, working with a case manager	1,113 households
HCSMS Households Housed	828 households
Shelter Plus Care (SPC) Households Housed	180 households
Households enrolled and seeking housing with an RLRA or SPC voucher	203 households
Eligible and waiting for PSH program	842 households

**Rapid Rehousing** provides 2-24 months of rent assistance with supportive housing case management services for households who need temporary support to end their homelessness while working towards independent financial and housing stability.

**Rapid Rehousing - As of 6/20/23**

Enrolled in RRH program, working with a case manager	323 households
SHS RRH households housed	185 household
CoC RRH households housed	81 Households
Eligible and waiting for RRH program	1,379 households

**Homeless Prevention & Diversion** supports families to maintain existing housing through immediate and short-term financial assistance to prevent an episode of homelessness or divert a household from entering shelter or a housing assistance program.

**Homelessness Prevention - 3/1/23 to 6/20/23**

Eviction Prevention Assistance	405 households
Eviction Prevention Applications Pending	53 Households



**Eviction Cases Filed By Month**

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
January	380	113	30	286	294	211
February	299	100	28	250	257	186
March	286	117	39	98	267	194
April	157	168	33	5	232	198
May	262	269	32	12	262	234
June		173	28	17	253	240
July		197	84	24	275	221
August		302	90	14	252	234
September		277	92	19	284	218
October		387	89	15	246	259
November		342	132	16	239	241
December		378	96	31	234	188
<b>Total</b>	<b>1384</b>	<b>2823</b>	<b>773</b>	<b>787</b>	<b>3095</b>	<b>2624</b>
Rolling 12- Month Average	287	235	64	66	258	219

<b>2023 Eviction Court Cases Filed (by month)</b>	<b>Number of Eviction Cases Filed</b>	<b>Writs of Execution</b>
January	380	40
February	299	57
March	286	39
April	157	30
May	262	21





**B. Additional Department Updates**

**1. Rental Assistance**

**General Updates**

In May, the Rental Assistance Division completed a purge of the current Housing Choice Voucher waiting list as well as soliciting the waitlist for households that may be eligible for Mainstream Vouchers. For the HCV program, we finalized our current waiting list in August of 2021. We are required to purge and keep active members on the wait list every 2-3 years. Since we need to increase utilization of our Mainstream Vouchers and must first utilize our HCV waitlist before accepting referrals, we are completing both tasks at the same time. The HCV waitlist currently has 1,798 households on the list, and applicants have until June 7<sup>th</sup> to respond.

HUD Programs				
HUD Allocated Units	ACC	Unit Months Leased	Monthly HAP Expense	Monthly HAP per Household
Housing Choice Voucher (HCV)	2,732	2,561	\$2,789,377.00	\$1,089.17
Veterans Affairs Supportive Housing (VASH)	247	184	\$172,205.00	\$935.90
Foster Youth Initiative (FYI)	16	8	\$9,436.00	\$1,179.50
<b>Subtotal</b>	<b>2,995</b>	<b>2,753</b>	<b>\$2,971,018.00</b>	<b>\$1,079.19</b>
HUD Special Purpose Vouchers	ACC	Unit Months Leased	Monthly HAP Expense	Monthly HAP per Household
Mainstream Vouchers	208	140	\$151,557.00	\$1,082.55
Emergency Housing Voucher (EHV)	89	78	\$93,436.00	\$1,197.90
<b>Subtotal</b>	<b>297</b>	<b>218</b>	<b>\$244,993.00</b>	<b>\$1,123.82</b>
<b>HUD Total</b>	<b>3,292</b>	<b>2,971</b>	<b>\$3,216,011.00</b>	<b>\$1,082.47</b>

Regional and Referral Based Awards				
	Households to be Served	Unit Months Leased	Monthly HAP Expense	Monthly HAP per Household
Regional Long-Term Rental Assistance (RLRA)	800	792	\$1,307,589.00	\$1,651.00
SHS Rapid Rehousing (SHSRRH)	400	174	\$301,103.00	\$1,730.48
<b>Subtotal</b>	<b>1,200</b>	<b>966</b>	<b>\$1,608,692.00</b>	<b>\$1,665.31</b>
<b>Agency Total</b>	<b>4,492</b>	<b>3,937</b>	<b>\$4,824,703.00</b>	<b>\$1,225.48</b>



# WASHINGTON COUNTY OREGON

## Project Based Vouchers

PBV Utilization		07/22	08/22	09/22	10/22	11/22	12/22	01/23	02/23	03/23	04/23	05/23	06/23
HCV	Leased	174	178	186	198	235	245	247	253	257	261	267	
	Total Under Contract	242	299	304	304	304	304	304	304	304	304	304	
	Unleased	68	121	118	106	69	59	57	51	47	43	37	
	% Utilization	72%	60%	61%	65%	77%	81%	81%	83%	85%	86%	88%	
VASH	Leased	20	20	20	20	21	21	21	21	19	19	18	
	Total Under Contract	22	22	22	22	22	22	22	22	22	22	22	
	Unleased	2	2	2	2	1	1	1	1	3	3	4	
	% Utilization	91%	91%	91%	91%	95%	95%	95%	95%	86%	86%	82%	
RLRA	Leased	0	0	0	0	0	0	0	0	0	0	18	
	Total Under Contract	0	0	0	0	0	0	0	0	0	0	54	
	Unleased	0	0	0	0	0	0	0	0	0	0	36	
	% Utilization	-	-	-	-	-	-	-	-	-	-	33%	
Total	Leased	194	198	206	218	256	266	268	274	276	280	285	
	Total Under Contract	264	321	326	326	326	326	326	326	326	326	326	
	Unleased	70	123	120	108	70	60	58	52	50	46	41	
	% Utilization	73%	62%	63%	67%	79%	82%	82%	84%	85%	86%	87%	

## New Admissions by Race and Ethnicity

May 2023

Demographics shown for all new lease-ups across all Rental Assistance Division Programs.

New Lease Up Participants by Race		
Race	Count	%
American Indian	5	4%
Asian	3	2%
Black	15	12%
Missing race	0	0%
Multiple	3	2%
Pacific Islander	1	1%
White	94	78%
<b>Grand Total</b>	<b>121</b>	<b>100%</b>

New Lease Up Participants by Ethnicity		
Ethnicity	Count	%
Hispanic or Latina/o/e	34	28%
Not Hispanic or Latina/o/e	87	72%
x-missing ethnicity	0	0%
<b>Total</b>	<b>121</b>	<b>100%</b>

New Lease Up Participants by Race and Ethnicity, Combined		
Hispanic or Latina/o/e	Count	%
American Indian	1	1%
Black	0	0%
Missing Race	0	0%
Multiple	0	0%
White	33	27%
Not Hispanic or Latina/o/e		
American Indian	4	3%
Asian	3	2%
Black	15	12%
Missing Race	0	0%
Multiple	3	2%
Pacific Islander	1	1%
White	61	50%
<b>Grand Total</b>	<b>121</b>	<b>100%</b>

New Lease Ups, Total Served*	
121	
New Lease Ups, Total Households	
78	

\*All household members



## **2. Development**

The Plambeck Gardens partnership team celebrated their groundbreaking ceremony on Friday June 15. Located in Tualatin on a 4.66-acre lot, contributing 116 of much-needed affordable housing units near the Basalt Creek natural area. The project is being developed by Community Partners for Affordable Housing CPAH with funds from Washington County's allocation of the 2018 voter-approved Regional Metro Affordable Housing Bond. Of the 116 units, 47 are open to residents at 30% of Area Median Income (AMI) or below, 69 to residents at 40-60% AMI or below, and eight for project-based vouchers. More than half of the units are two-bedroom or larger to offer options to families.

Related NW and the Housing Authority of Washington County have recently completed Terrace Glen Apartments, a 144-unit affordable, intergenerational development for low and very low-income families and seniors located in the Metzger neighborhood near Washington Square Mall. The development is comprised of two, 4-story buildings formed around an inner courtyard with a communal area with playground and barbeque area.. On-site services to support self-sufficiency and independence will be provided by the Immigrant and Refugee Community Organization. EngAGE, a local nonprofit, will provide arts education to a multi-generational population, and HomePlate will provide services to the homeless youth between 18 and 24 years of age. Construction is scheduled for completion in June 2023.

Washington County Development Staff have commenced work on a preservation plan for the 12 properties in Washington County consisting of 1,247 units that have been identified as at-risk of losing their affordability protections by 2030. When the LIHTC program was initiated in the early 90's, a 30-year affordability period was required to receive tax credit funds. A proactive affordability preservation program will reduce conflict between property owners and residents, allow for strategic deployment of public funds, and promote housing stability for existing residents. Staff have mailed letters each property owner notifying them that Washington County staff would like to begin conversations about mutually beneficial preservation strategies. Three property owners of six apartment properties have made contact with development staff and all expressed interest in pursuing formal partnerships to preserve affordability while recapitalizing the aging properties. As staff continue to make contact and develop a formal strategy for each property, a more formal presentation to the Housing Advisory Committee will occur to gather feedback on recommended approaches.

After a productive and informative May HAC presentation on the purchase of the vacant 2.9 acre property in North Bethany, County development staff presented to the Internal Real Estate Advisory group consisting of County Leadership Staff. The Committee recommended the Housing Authority continue with pursuing a purchase of the property, and the Executive Director executed a letter of intent and presented a draft purchase and sale agreement to the seller. Staff plan to present to the Housing Authority Board of Directors the last week in June to seek authorization to execute a purchase and sale agreement and begin a 90-day due diligence period with the intent to acquire the property and landbank for a future approximately 100-unit affordable housing development that will be developed and owned by the Housing Authority.

Finally, the Washington County Development Team is recruiting for a development coordinator position, which will be the third person on the development team. This position will provide lead project management on Housing Authority development activities and will support private and non-profit developers on active and future development projects in Washington County.



**3. Finance**

No report will be given by the Finance division for the month of June due to commitments in getting the FY 23-24 budget approved. A detailed report will be included in the next meeting packet in August, since there is no July meeting.

**4. Public Housing**

Program	Units	Occupancy Rates			
		Feb - 23	Mar - 23	Apr - 23	May - 23
Public Housing	244	99.2%	98.8%	98.4%	98.4%

**Average Vacancy Days**

HAWC closed May with an occupancy rate of 98.4%. Two units were leased in May bringing the average YTD vacancy period to 46 days.

**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. HUD standard for completion time on emergency work orders is 24 hours; and 25 days for routine work orders. HAWC’s goal is 3 hours for emergency work orders and 3 days on routine work orders. For May, the average maintenance response time for emergency and routine work orders was:

Work Order Performance				Waitlist			
Emergency W/O	May - 23			1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
	Avg. Time	Routine W/O	Avg. Time				
11	2.4 hours	201	14.6 days	691	199	26	21

**Affordable Housing**

HAWC owns and operates affordable properties included in financial reports under Affordable Housing, Bond Portfolio, and Specialty Housing.

Occupancy Rates	
	May - 23
AHP4 (332 units)	70%
Bond Portfolio (297 units)	92%
Specialty Housing Portfolio (13 units)	76.9%
Valfre at Avenida 26 (36 units)	92%



**HAWC Partnership Affordable Projects**

Project Name	City	St.	1 BR	2BR	3 BR	4 BR	Total Units	Year Completed
Covey Run	Forest Grove				26	14	40	2001
Gateway Commons	Hillsboro		18	51	44		113	2004
Quatama Crossing	Beaverton		222	423	66		711	2006
The Orchards at Orenco Station	Hillsboro		40	17			57	2015
The Orchards at Orenco II Station	Hillsboro		44	14			58	2016
The Orchards at Orenco III Station	Hillsboro			33	19		52	2018
Sunset View Apartments	Beaverton		88	112	36		236	2016
The Fields	Tigard		128	104	32		264	2020
Willow Creek Crossing	Hillsboro	38	71	11			120	2020
<b>TOTAL</b>	<b>-</b>	<b>38</b>	<b>611</b>	<b>765</b>	<b>197</b>	<b>14</b>	<b>1,651</b>	

Note #1: Cascade Housing Inc., the development partner, has sold Covey Run and is in the process of selling Gateway Commons. Affordability covenants are unaffected.

**Portfolio Rehab**

Bonita Villa (96 units): There are four buildings at the property labeled A – D. Building A is complete and occupied. Major construction on Building C is complete but not yet occupied. Construction began in Building D with demolition and abatement.

The Ridge at Bull Mountain (96 units): There are 12 buildings at the property labeled A – L. Buildings A through H are complete and occupied. Construction is progressing on the remaining buildings and projected to be completed in June.

Aloha Park (80 units): There are seven buildings at the property labeled 1 –7. Buildings 7, 6, and 5 are complete and occupied. Construction is progressing on Buildings 1, 2, and 3. Building 4 remains under building permit review to begin fire restoration work from the October 2022 loss.

**X. MEMBER COMMUNITY UPDATES**

This portion of the agenda is intended to allow committee members to bring up questions or discussions regarding any housing or homelessness matters that they have within their community, and to provide a grounded discourse on the current housing related matters that the public sees and interacts with on a regular basis within the different communities in Washington County. Members may also share any insights, programs, or initiatives that they or their organization may be working on in the community to bring more awareness and support to the matter, or to receive feedback from the other committee members or members of the public in the meeting attendance.