

**AGENDA FOR THE MEETING OF THE
BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF JACKSON COUNTY**

August 17, 2016

1. Call to Order
2. Roll Call
3. Approval of Minutes of Previous Meetings:
 - July 20, 2016 2.0
4. Hearing of Visitors (on items not on Agenda):
5. New Business:
 - Jason-Approval of Resolution 2016-07; Authorizing the Signing and Acceptance of Tax Credits, Grants and Loans for Newbridge Place 4.0
 - Jason-1.3 Authorization and Acceptance Form for Newbridge Place 4.0
6. Financials:
 - Brian-June Financials 7.0
7. Bills and Communications:
 - Scott-Board/Staff Retreat-Scheduled for October 1, 2016 @ The Bella Union Restaurant 4.0
 - Brenda-Lead the Way: PHA Governance and Financial Management-Training for Board Members 2.0
8. Department Reports:
9. Secretary's Report:
10. Unfinished Business:
11. Adjourn

**MINUTES OF THE
BOARD OF COMMISSIONERS OF
HOUSING AUTHORITY OF JACKSON COUNTY
July 20, 2016**

CALL TO ORDER: Joan Middendorff called to order the meeting of the Board of Commissioners at 12:15 PM at the Housing Authority of Jackson County, 2231 Table Rock Road, Medford, Oregon.

ROLL CALL: The following persons were present:

Commissioner, Joan Middendorff
Commissioner, Jay Stormberg
Commissioner, Lori Magel
Commissioner, John Hanson
Commissioner, Pat Stoddard
Commissioner, Kimberly Clark

Absent: Commissioner, Cate Hartzell

The executive session scheduled was cancelled and the regular meeting started as usual.

Visitors present:

Employees present were:

Scott Foster, Executive Director
Brian Conover, Director of Finance
Riley Pierce, Director of Maintenance
Cara Carter, Director of Housing Programs
Christie Van Aken, Director of Social Services
Jennifer Jennings, Housing Choice Voucher Supervisor
Tiffany Bactista, Leasing Supervisor
Cheyenne Giles, Administrative Assistant
Dianna Berry, Asset Manager
Andrea Miranda, Project Developer
Jerryck Murray, Project Developer
Brenda Doggett, HR/Office Manager

APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

The minutes June 22, 2016 were approved as presented.

HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:

During last month's meeting Scott Foster informed the Board that he will be retiring at the end of his 2017 contract. Joan Middendorff said that she, John Hanson, and Jay Stormberg had been the previous succession planning/recruitment committee and she would like for the committee to remain the same, which all present agreed with. Two additional committee members will be selected at a later date. Joan would like to open discussions in September in order to start the succession process in a timely manner.

NEW BUSINESS:

None

FINANCIALS:

Brian Conover distributed the May financials along with the Financial Summary report for this period.

BILLS AND COMMUNICATION:

Scott Foster announced that the two day fundamentals training for board members will be scheduled for a weekend in February 2017. Brenda Doggett will provide updates as they materialize and she is also researching online training.

October 1, 2016 has been set for the Board/Management team retreat. Further details will be provided when the venue and schedule have been confirmed.

DEPARTMENT REPORTS:

Parkview Terrace Apartments are fifty percent complete and we expect the balance of the units to be leased up by mid-August. The Concord Apartments is on schedule for the completion date of November 13, 2016. A tour of The Concord will be provided to the Board when the building is close to completion.

SECRETARY'S REPORT:

None

UNFINISHED BUSSINESS:

None

The regular meeting was adjourned at 12:45 PM.

DATED: _____

Joan Middendorff, Chairperson

ATTEST:

Scott Foster, Secretary

**RESOLUTION 2016-07
AUTHORIZING SIGNING AND ACCEPTANCE
OF TAX CREDITS, GRANTS AND LOANS
FOR NEWBRIDGE PLACE**

WHEREAS, it is necessary from time to time for the Housing Authority of Jackson County to apply for tax credit and grant programs from LIHTC, HOME, HDGP, GHAP, LIWP, OAHTC and other funding sources, and,

WHEREAS, the Housing Authority of Jackson County desires to have Scott Foster, Executive Director and Jason Elzy, Director of Development, authorized to sign the Authorization and Acceptance forms for tax credit and grant programs applied for on behalf of the Housing Authority of Jackson County for funding for up to 64 units of affordable housing in a development to be known as Newbridge Place. The project site is located at 217 North Ross Lane Medford, OR. The Board of Commissioners, by this action, agrees the Housing Authority of Jackson County will accept the responsibilities and requirements of any tax credit and/or grant or loan programs applied for in this application, now therefore,

BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS of the Housing Authority of Jackson County that Scott Foster, Executive Director, and Jason Elzy, Director of Development, be authorized to sign the Authorization and Acceptance Forms, and,

BE IT FURTHER RESOLVED, that Scott Foster and Jason Elzy be authorized:

1. To apply to Oregon Housing and Community Services for loans or grants from LIHTC, HOME, HDGP, GHAP, LIWP, OAHTC and other funding sources.
2. To apply for all loans necessary to complete the funding of the project.
3. To execute all legal documents associated with the tax credit and grant programs (including the encumbrance of valuable property owned by the corporation). To execute all loan documents.
4. To sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit and grant programs awarded to the project.

DATED: _____

Joan Middendorff, Chair

ATTEST:

Scott Foster, Secretary

1.3: Authorization and Acceptance Form

Owner/Board of Directors of: The Housing Authority of Jackson Count
Project Name: Newbridge Place
Project Address: 217 North Ross Lane Medford OR, 97501

By this action the Owner/Board of Directors accepts the responsibilities and requirements of all tax credit, grant and loan programs applied for in this Application. In accordance with the corporation's by-laws, effective this date, authorization has been given by the Owner/Board of Directors to the following named parties:

1. To apply for programs, grants or loans in this application: The undersigned, being duly authorized to submit this application on behalf of the named Applicant, hereby represents and certifies that all required documents have been submitted in this application packet, and that the information provided in this application, to the best of his/her knowledge, is true, complete, and accurately describes the proposed project. The undersigned further authorizes the release of project information to Oregon Housing and Community Services ("Department," "OHCS") from all financial partners listed in the Application and authorizes the Department to verify any Application information, including financial information, as required to complete its due diligence.

Signature Executive Director
Title
Scott Foster
Print Name Date

2. To execute all legal document associated with tax credit, grant and loan programs (including the encumbrance of value property owned by the corporation).

Signature Scott Foster, Executive Director
Title

Signature Jason Elzy, Director of Development
Title

3. To sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit, grant and loan programs awarded to the project.

Signed:

Joan Middendorff
Owner/ Board Chair Name Signature
Housing Authority of Jackson County
Organization Date

Is a Board Resolution required to authorize any of the above? (yes/no) Yes . If "yes", include a copy of the Resolution with the Application.



Housing Authority of Jackson County

June 2016

Financial Highlights

- Sold 1845 Hart Ave in Medford for \$175,000. Received cash of \$159,828 and recorded a gain of \$128,170.
- Purchased property at 3739 Avenue C in White City for potential future development. Paid \$264,000 in cash.
 - Added development costs for Parkview Terrace of \$568,640. Funding was from construction loan proceeds.
 - Added development costs for Sixth & Grape of \$805,509. Funding was from construction loan proceeds.
 - Added development costs for Patriot Station of \$788,703. Funding was \$675,000 HOME loan from Oregon Housing and Community Services and \$113,703 from construction loan proceeds.
- Rental income up across the board in comparison to first half of 2015 and budget for 2016 for the following reasons:
 - Rent increases enacted for 2016
 - Occupancy of 99% for 2106 compared to 97% for 2015
 - Most projects are budgeted with vacancy percentage of 5% to 4%
- Maintenance expense for the first quarter 2016:
 - Down \$59,000 compared to the first half of 2015
 - \$70,000 under budget
- Operating income increased \$192,000 compared to the first half of 2015 due mainly due to:
 - Increased funding for Section 8
 - Grants received from Meyer Memorial Trust (see below)
 - Developer fee for Patriot Station of \$220K
 - Six houses sold in 2016 compared to three sold in 2015
- Operating income \$236,000 over budget due mainly to rental income and maintenance expense.
- Received \$175,000 in grants from Meyer Memorial Trust. \$100,000 was for security deposit loan program for Section 8. Paid out \$60,000 to other housing authorities to establish their own program. \$75,000 was for asset management program.

Lead the Way: PHA Governance and Financial Management – Training for Board Members

- Enter: www.hudexchange.info
- This will take you to the HUD Exchange webpage
- Top right of page you will see “Login to my HUD Exchange”-select this option
- Enter username: HAJC@1 (case sensitive)
- Enter password: 2251Hajc
- Top of the right page you will see a box that says, “Search HUD Exchange” type the following here: Lead the Way: PHA Governance and then select the search tab (it is the magnifying glass at the end of where you type in governance)
- The very first training on this page is the Lead the Way Training-select this option
- Scroll to the bottom of the page until you see the header: “Below the Access the Training, Get Credit and Provide Feedback box” right below this you will see Go to Training (blue lettering) click on this option
- This will take you to the training page-if you receive a message that you are blocked-make sure your pop-up blockers are turned off and then it will take you right to the training.
- The video screen will open up here so just click on the 
- Once this section of video is complete you will need to go to the bottom right of the screen and select the next 
- When each section is complete you will just continue selecting the arrow to the bottom right until you have completed the training.

If you stop the training and go back to it a day or days later it will take you back to where you left off.

Should you have any difficulties you can always call me (541-944-3749) and I will walk you through the process.