

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

**January 20, 2016**

1. Call to Order
2. Roll Call
3. Approval of Minutes of Previous Meetings:
  - December 16, 2015 **2.0**
4. Hearing of Visitors (on items not on Agenda):
5. New Business:
  - Scott-Election of Officers **5.0**
  - Cara-Resolution 2016-01; Adopting Voucher Payment Standards **3.0**
  - Andrea-Resolution 2016-02; Authorizing Submission of Application for CDBG Funds **5.0**
  - Jason-Resolution 2016-03; Authorizing the Approval of Signing Authority **5.0**
6. Financials:
  - Brian-November Financials **10.0**
7. Bills and Communications:
8. Department Reports:
9. Secretary's Report:
10. Unfinished Business:
11. Adjourn

**MINUTES OF THE  
BOARD OF COMMISSIONERS OF  
HOUSING AUTHORITY OF JACKSON COUNTY  
DECEMBER 16, 2015**

**CALL TO ORDER:** Lori Magel called to order the regular meeting of the Board of Commissioners at 12:17 PM at the Housing Authority of Jackson County, 2231 Table Rock Road, Medford, Oregon.

**ROLL CALL:** The following persons were present:

Commissioner, Lori Magel  
Commissioner, John Hanson  
Commissioner, Jay Stormberg  
Commissioner, Cate Hartzell, arrived at 12:32PM  
Commissioner, Pat Stoddard  
Commissioner, Kimberly Clark

**Absent:** Commissioner, Joan Middendorff

**Visitors present:**

**Employees present were:**

Scott Foster, Executive Director  
Jason Elzy, Director of Development  
Brian Conover, Director of Finance  
Riley Pierce, Director of Maintenance  
Christie Van Aken, Director of Social Services  
Tiffany Bactista, Leasing Supervisor  
Jennifer Jennings, Section 8 Supervisor  
Jeff Jackson, Housing Rehabilitation Specialist  
Dianna Berry, Asset Manager  
Andrea Miranda, Project Developer  
Brenda Doggett, HR/Office Manager

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS:**

The Minutes from November 18, 2015 were approved as presented.

**HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:**

None

**NEW BUSINESS:**

Resolution 2015-26; Authorizing the Submission of Application for CDGB Funds from the City of Medford for the Homeowner Repair Program. Kimberly Clark motioned for approval. Pat Stoddard seconded motion. Resolution passed with all in favor.

**FINANCIALS:**

Brian Conover advised the Board that in September the public housing unit located at 3749 Jim Circle, White City, sold for the amount of \$145K, the agency received \$136K, showing an \$86K gain. The agency received grant income of \$53K for the Sunny Slope Apartments energy rehab project. In October we closed the project located at 6<sup>th</sup> and Grape Streets, known as The Concord. The project costs included: \$488K for the land, \$651K for predevelopment fees /closing costs, developer fee to HAJC of \$150K, \$226K in miscellaneous fees such as; tax credits, legal, loan and partnership fees. In October the public

housing unit located at 2453 Flanders, White City, sold for the amount of \$140K, \$131K to the agency and a \$118K gain. The 715 Welch Street property sold for \$98K, \$92K to the agency, reflecting a \$40K gain. Budget wise all projects are at or above budget with the exception of the Royal and Anderson Vista apartments, which have experienced some unexpected and higher than normal maintenance costs.

**BILLS AND COMMUNICATION:**

Christie Van Aken submitted an application for 2016 grant money for the Family Self Sufficiency (FSS) program and HUD awarded her department \$127K.

Tiffany Bactista announced applications for the Section 8, Project Based Voucher, and Mod Rehab programs are now available online for new applicants only. Current waiting list applicants are not able to use this service just yet; however, we expect to have this option available to them in the coming months.

Lori Magel asked the Board if they would like to continue the annual executive director performance reviews considering that Scott is under contract and the consensus was that there is no need to continue them.

**DEPARTMENT REPORTS:**

Jason Elzy informed the Board the seller for the New Medford Hotel has not released the agency's earnest money and we have requested that our legal counsel intervene to resolve the issue.

**SECRETARY'S REPORT:**

None

**UNFINISHED BUSSINESS:**

None

The meeting was adjourned at 1:07PM.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Lori Magel, Chairperson

ATTEST:

\_\_\_\_\_  
Scott Foster, Secretary

**RESOLUTION 2016-01**  
**RESOLUTION ADOPTING VOUCHER PAYMENT STANDARDS**

**WHEREAS**, new Fair Market Rents Housing Choice Voucher payment standards have been created due to changes in the FMR's published by HUD and due to changes in the local housing market making it more difficult for HCV participants to secure housing;

**WHEREAS**, it is necessary for the Board of Commissioners to adopt the new Housing Choice Voucher payment standards to assist families in securing housing;

**THEREFORE BE IT HEREBY RESOLVED** by the Commissioners of the Housing Authority of Jackson County that new Housing Choice Voucher payment standards are adopted, effective March 1, 2016.

<b>BEDROOM SIZE</b>	<b>FMR</b>	<b>CURRENT</b>	<b>PROPOSED</b>	<b>% OF FMR</b>
0 BEDROOM	\$615	\$555	\$615	100%
1 BEDROOM	\$641	\$685	\$705	110%
2 BEDROOM	\$858	\$885	\$943	110%
3 BEDROOM	\$1250	\$1125	\$1250	100%
4 BEDROOM	\$1365	\$1262	\$1365	100%

DATED: \_\_\_\_\_

\_\_\_\_\_  
Lori Magel, Chairperson

ATTEST:

\_\_\_\_\_  
Scott Foster, Secretary

**HOUSING AUTHORITY OF JACKSON COUNTY**

**RESOLUTION 2016-02**

**AUTHORIZING SUBMISSION OF AN APPLICATION FOR CDBG FUNDS FROM CITY OF MEDFORD FOR INFRASTRUCTURE IMPROVEMENTS TO PROPERTY AT 217 NORTH ROSS LANE IN MEDFORD, OREGON**

**WHEREAS**, the Housing Authority develops affordable rental housing for low income people in Jackson and Josephine Counties including the City of Medford, and

**WHEREAS**, the Housing Authority desires to develop property it owns at 217 N. Ross Lane in Medford into approximately 96 affordable apartments to be available for rent by low income persons, and

**WHEREAS**, the Housing Authority will apply to the State of Oregon for Low Income Housing Tax Credits in 2016 to fund the construction of the development, and

**WHEREAS**, the Housing Authority seeks local support and funds to install required private and public streets and other infrastructure to serve the project and the public, and

**WHEREAS**, the Housing Authority desires to apply for 2016 Community Development Block Grant funds for this infrastructure work not to exceed a \$200,000 request and

**WHEREAS**, the City of Medford requires a letter approving the submission of such application signed by the Chief Executive Officer and the Chairperson of the Board of Directors of the Authority, now

**THEREFORE BE IT HEREBY RESOLVED** by the Commissioners of the Housing Authority of Jackson County that the Housing Authority staff is directed to prepare and submit an application for up to \$200,000 in CDBG funds for street and infrastructure work described above and the Board of Commissioners will submit an approval letter to the City of Medford to that effect.

DATED: January 20, 2016

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Scott Foster, Secretary

**RESOLUTION 2016-03**

**APPROVAL OF SIGNING AUTHORITY FOR LAND USE AND BUILDING PERMITS FOR  
PATRIOT STATION**

**WHEREAS**, the Housing Authority of Jackson County seeks land use and building permit approvals from Jackson County to develop Patriot Station, a fifty-four unit apartment complex in White City, Oregon; and

**WHEREAS**, Jackson County requires proof of signing authority on land use and building permit application, authorization and acceptance documents, therefore;

**BE IT RESOLVED BY** the Board of Commissioners of the Housing Authority of Jackson County, Oregon that the Commissioners ratify and affirm Scott Foster, Executive Director and Jason Elzy, Director of Development are authorized to sign all documents related to such land use and building permit documents.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Lori Magel, Chairperson

ATTEST:

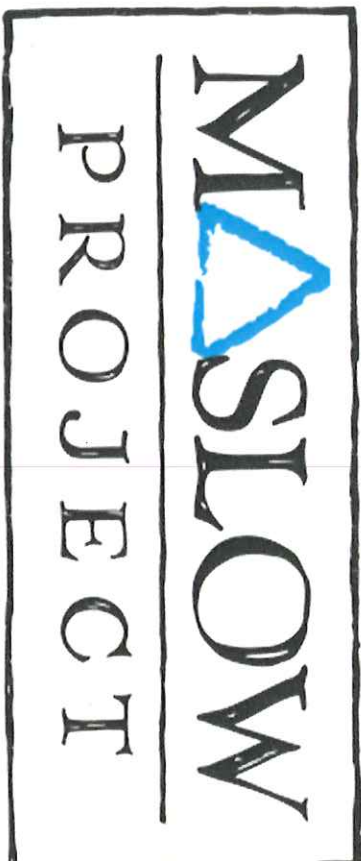
\_\_\_\_\_  
Scott Foster, Secretary

## Housing Authority of Jackson County

November 2015

### Financial Highlights

- Sold two vacant lots on Arrowhead Drive (Canterbury Hills) for \$95,000. Received \$94,165 in cash. Recorded loss of \$(19,540) in the Property Management program.
- Received HOME grant of \$200,083 to fund construction of The Concord project in downtown Medford (not reflected on financial reports).
- Paid \$37,766 for work done at Patio Village on the landscape project. This brings the total paid to date on the project to \$200,111 and recorded as Extraordinary Maintenance.
- Received additional \$30,446 in admin fee funding for the Section 8 voucher program. This represents admin fees earned for the period January through June 2015 based on actual results for that period compared to what was previously funded by HUD for the same period.
- Basic operations for the month were consistent with prior months. There were no other large or unusual transactions.



# Certificate of Appreciation

This Certificate is Awarded to:

**HOUSING AUTHORITY OF  
JACKSON COUNTY**

For sponsoring homeless youth in Maslow Project's 2015  
Holiday Program



January 2016

Mary Ferrell - Executive Director - Maslow Project

A handwritten signature in black ink, appearing to read "Mary Ferrell".