

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

**December 14, 2016**

1. Call to Order
2. Roll Call
3. Approval of Minutes of Previous Meetings:
  - October 19, 2016 2.0
4. Hearing of Visitors (on items not on Agenda):
5. New Business:
  - Jason-Support Letter of Applicatin for CDBG Funds and Resolution 2016-14; Authorizing Submission of Application for CDBG Funds From City of Medford Home Repair Program 4.0
  - Jason-Resolution 2016-15; Authorizing Approval of Contract for Maple Park HOA Parking Lot 5.0
6. Financials:
  - Brian-September Financials 5.0
  - Brian-October Financials 5.0
7. Bills and Communications:
  - Scott-Article -A Peek Inside The Concord 3.0
  - Jason-Article-A Place to Call Home 3.0
8. Department Reports:
  - Christie-Verbal Update on Meyer Memorial Trust Award
  - Jason-Verbal Update on Development Projects
9. Secretary's Report:
10. Unfinished Business:
  - Joan-Verbal Executive Director Recruitment Update
11. Adjourn

**MINUTES OF THE  
BOARD OF COMMISSIONERS OF  
HOUSING AUTHORITY OF JACKSON COUNTY  
OCTOBER 19, 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, John Hanson  
Commissioner, Jay Stormberg  
Commissioner, Kimberly Clark  
Commissioner, Pat Stoddard

**Absent:** Commissioner, Lori Magel  
Commissioner, Cate Hartzell

**Visitors present:** Rick Dyer, Jackson County Commissioner-County Liaison

**Employees present were:**

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

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS:**  
The minutes September 21, 2016 were approved as presented.

**HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:**  
None

**NEW BUSINESS:**

Approval of Resolution 2016-13; Authorizing the LIFT Operating Agreement and Land Use Restrictive Covenants for Creekside Apartments and Freedom Square II. John Hanson motioned for approval. Jay Stormberg seconded motion. Motion passed with all Commissioners present in favor.

Strategic Plan Update-Brenda Doggett provided an update on the progress made regarding Organization Development: Christie Van Aken and Jason Elzy provided an update on Community Relations.

**FINANCIALS:**

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

**BILLS AND COMMUNICATION:**

HAJC's 2016 Annual Report was distributed to the Commissioners and staff members.

**DEPARTMENT REPORTS:**

Andrea Miranda provided an update on The Concord Apartments and reports that the project is on schedule for completion in mid-December.

Tiffany Bactista reported that there were 288 applications received the first week of taking applications for the Concord and there were 40 received thereafter. There are 5 accessible apartments, which all have applications for and they are pending approval.

**SECRETARY'S REPORT:**

None

**UNFINISHED BUSINESS:**

None

The regular meeting was adjourned at 1:10 PM.

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

\_\_\_\_\_  
Joan Middendorff, Chairperson

ATTEST:

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



# HOUSING AUTHORITY OF JACKSON COUNTY

2251 TABLE ROCK ROAD MEDFORD OR 97501

PH/TDD (541) 779-5785

FAX (541) 857-1118 / FAX 779-4656

December 14, 2016

**ANGELA DURANT, GRANT TECHNICIAN  
MEDFORD PARKS & RECREATION DEPT.  
701 N. COLUMBUS AVE.  
MEDFORD, OR 97501**

Dear Ms. Durant;

This approval letter is being submitted by the Board of Commissioners of the Housing Authority of Jackson County. We, the Commissioners, support the Housing Authority's application for CDBG funds for the continuation of the Medford Homeowner Repair Program to benefit low income homeowners in the City. We have directed the staff of the Authority to submit an application in the amount of \$200,000 in new grant funding and \$75,000 in anticipated Program Income for the 2017 Program year.

The Housing Authority's contact person for the grant application is Jeff Jackson. He can be reached at 541-779-5785 ext. 1019. Thank you.

Sincerely,

---

Joan Middendorff  
Chairman  
Board of Commissioners, Housing Authority of Jackson County

---

Scott Foster  
Executive Director  
Housing Authority of Jackson County

**RESOLUTION 2016-14**

**AUTHORIZING SUBMISSION OF AN APPLICATION FOR CDBG FUNDS  
FROM CITY OF MEDFORD FOR HOMEOWNER REPAIR PROGRAM**

**WHEREAS**, the Housing Authority carries out a Homeowner Repair Program for low income homeowners in the City of Medford, and

**WHEREAS**, the Housing Authority is required to apply for Community Development Block Grant Funds from the City of Medford to carry out the program, and

**WHEREAS**, the Housing Authority desires to apply for \$200,000 in new CDBG funding and \$75,000 in anticipated Program Income for the City of Medford Project Year 2017, and

**WHEREAS**, the City of Medford requires a letter approving the submission of such application signed by the Chief Executive Officer and the Chairman 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 the application for the continuation of the Medford Homeowner Repair Program and the Board of Commissioners will submit an approval letter to the City of Medford for said program to that effect.

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

\_\_\_\_\_  
Chairman, Joan Middendorff

ATTEST:

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

RESOLUTION 2016-15

AUTHORIZING A CONTRACT WITH COPELAND SAND & GRAVEL INC.  
FOR MAPLE PARK HOA PARKING LOT

**WHEREAS**, THE Housing Authority of Jackson County (HAJC) as agreed to construct a neighborhood parking lot at 1002 SE Park Plaza Drive, Grants Pass Oregon in accordance with a Development Agreement dated July 21, 2015 between HAJC and Maple Park HOA; and

**WHEREAS**, HAJC has formally solicited bids to complete the Maple Park HOA Parking Lot; and

**WHEREAS**, the most responsive and competitive bid submitted was from Copeland Sand & Gravel, Inc. for a grand total of \$83,530.00; and

**BE IT RESOLVED**, BY THE BOARD OF COMMISSIONERS of the Housing Authority of Jackson County, that Scott Foster, Executive Director or Jason Elzy, Director of Development be authorized to sign a contract with Copeland Sand & Gravel, Inc. to complete the said Maple Park HOA Parking Lot for a value not to exceed \$83,530.

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

\_\_\_\_\_  
Joan Middendorff, Chairman

ATTEST:

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

# Housing Authority of Jackson County

September 2016

## Financial Highlights

- Sold 1731 Lillian St. in Medford for \$172,000. Received cash of \$159,849 and recorded a gain of \$127,784.
- Sold 2584 Falcon St. in White City for \$165,000. Received cash of \$150,971 and recorded a gain of \$120,327
- Added development costs for Parkview Terrace of \$88,260. Funding was from construction loan proceeds.
- Added development costs for Sixth & Grape of \$915,623. Funding was \$648,489 from construction loan proceeds and \$267,134 from investor equity.
- Added development costs for Patriot Station of \$682,926. Funding was from construction loan proceeds.
- Rental income up across the board in comparison to nine months of 2015 and budget for 2016 for the following reasons:
  - Rent increases enacted for 2016
  - Occupancy of 98% for 2106 compared to 97% for 2015
  - Most projects are budgeted with vacancy percentage of 5% to 4%
  - Includes over \$48,000 in rental income from Parkview Terrace
- Maintenance expense for nine months 2016:
  - Down \$74,000 compared to nine months for 2015
  - \$68,000 under budget
- Operating income increased \$645,000 compared to nine months of 2015 mainly due to:
  - Increased funding for Section 8
  - Grants received from Meyer Memorial Trust (see below)
  - Over \$1 million in developer fees-\$487K for Parkview Terrace, \$296K for Sixth & Grape and \$220K for Patriot Station
  - Nine houses sold in 2016 compared to five sold in 2015
- Operating income \$316,000 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.

## A peek inside The Concord

**Wednesday**

Posted Nov 30, 2016 at 5:13 PM

Updated at 7:14 AM

By **Damian Mann**

Mail Tribune

[Follow](#)

About half as long as a football field, three hallways in a new four-story, low-income apartment building in downtown Medford give visitors some idea of the size of the new building.

The Concord, located along Grape and Sixth streets behind the Mail Tribune, is almost finished, and residents should start filling up the 50 apartments after Jan. 1.

"As far as applications are concerned, we've had tons," said Andrea Miranda, project manager for the Housing Authority of Jackson County.

The 50-foot-tall building that sits on more than a half-acre of land will have parking under the building, while the first floor will have a community room and activity room for children. The upper three floors contain one- and two-bedroom apartments.

The hallways on the upper three floors are 180 feet long, with sitting areas featuring lots of glass to catch the sunlight and views of downtown Medford and the surrounding hills.

Thirteen of the units are designed to house people with intellectual and developmental disabilities. Five of the units are fully accessible for those in wheelchairs, including kitchens with plenty of open space to maneuver.



The units will provide homes for veterans, families needing a place to recover from addiction and elderly residents living on fixed incomes.

The apartments have small balconies and are outfitted with new appliances, laminate countertops and wide doorways to accommodate those with disabilities.

Each apartment has a window-mounted HVAC unit that supplies heating and cooling, though the building is designed to be energy-efficient. Every floor has a chute to make it easier to get rid of garbage and a room to do laundry.

In the past, the Housing Authority has brought in portable toilets as people lined up to apply for housing when new rental units opened. This time the Housing Authority held a lottery to avoid having people stand outside for hours. Still, hundreds applied for the 50 units.

"Throughout the construction, we've been getting calls," Miranda said.

With a rental vacancy rate of 2 percent countywide, the Housing Authority has more potential renters than it has space available. The Concord will help somewhat, but Miranda said, "It's just a drop in the bucket."

Rents are \$430 for a one-bedroom apartment and \$520 for a two-bedroom unit. The income limit to qualify for a single person is \$18,700. For two people, it's \$21,350, for three, \$24,000, and for four, \$26,650.

The Housing Authority estimates rents for similar apartments on the open market in Medford would be \$750 and \$950, respectively.

The \$12.5 million project has drawn a lot of attention in downtown Medford, with the building dominating the neighborhood skyline. Previously the lot housed a Japanese restaurant and a public parking lot that was rarely full. Bonsai restaurant was demolished in October 2015, marking the beginning of work on the lot.

Adroit Construction Co. of Ashland is overseeing a small army of workers who are busy applying siding, laying asphalt and concrete, painting, installing cabinets and appliances and tackling a lot of big and small jobs. The project was designed

by ORW Architecture of Medford, and money for the project came from tax credits, grants and loans from Oregon Housing and Community Services.

To keep the project on budget, some features were dropped, including a second elevator and a different type of siding on the building.

The Housing Authority obtained the Grape Street lot from the city of Medford as part of an agreement to limit the size of its Cherry Creek housing complex on Spring Street.

The Housing Authority reduced the size of the Spring Street complex from 100 to 50 units and transferred 2.5 acres of the 6-acre property to the city for parkland and a buffer between the complex and Spring Street. In exchange, the city agreed to swap the commercially zoned lot downtown.

— *Reach reporter Damian Mann at 541-776-4476 or*

..... *Follow him on*

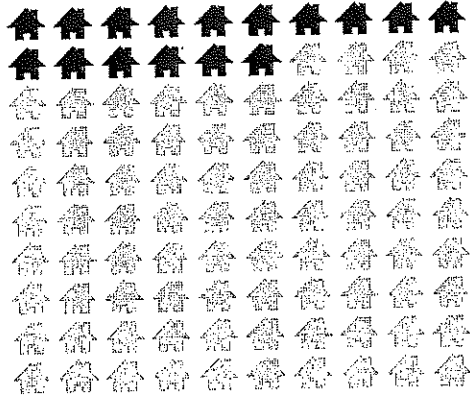
.....

# A Place to Call Home: Jackson County

Homes give people an opportunity to build better lives and communities. But how do Jackson County residents fare?

## We have a serious shortage of affordable housing

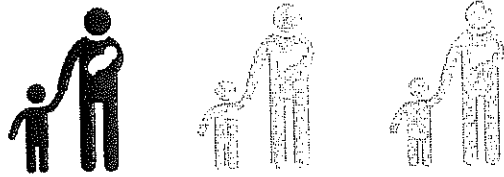
For every 100 families with extremely low incomes, there are only 16 affordable units available.



**4,705**

units are needed to meet the need

**1 out of 3**



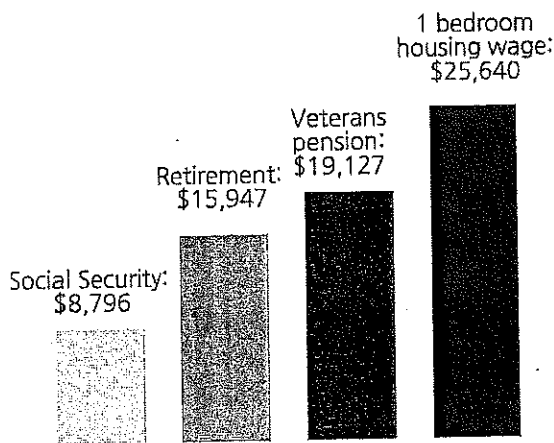
renters are paying more than 50% of their income in rent

**3 out of 4**



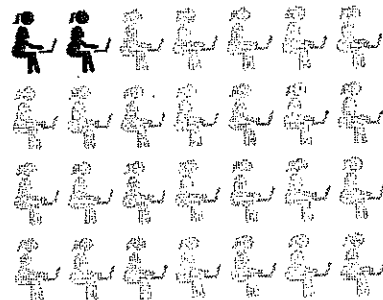
renters with extremely low incomes are paying more than 50% of their income in rent

## Our neighbors are facing homelessness



Oregonians on fixed incomes struggle to pay rent even for a one bedroom apartment.

**2 students**  
in each class were  
homeless in 2014-2015



That's 2,218 children during the 2014-15 school year in Jackson County.

## Workers can't afford rent

**\$11.92**

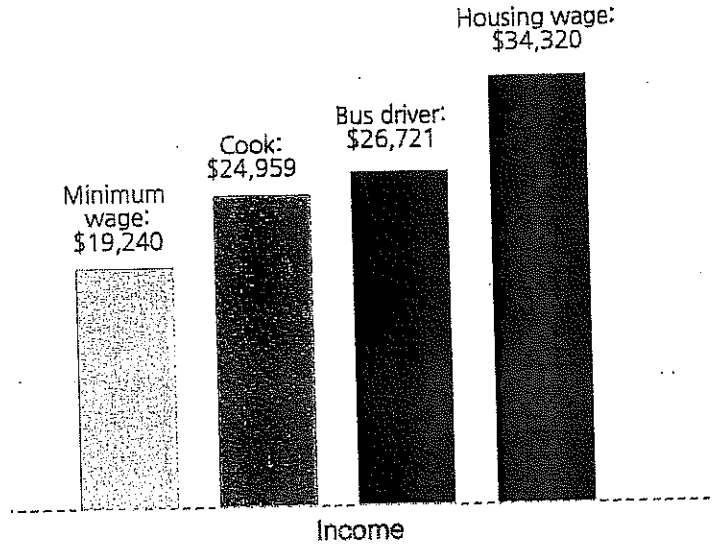


Mean renter wage



Number of hours per week at minimum wage needed to afford a 2 bedroom apartment

A household must earn at least \$34,320 to afford a 2 bedroom apartment at fair market rent.

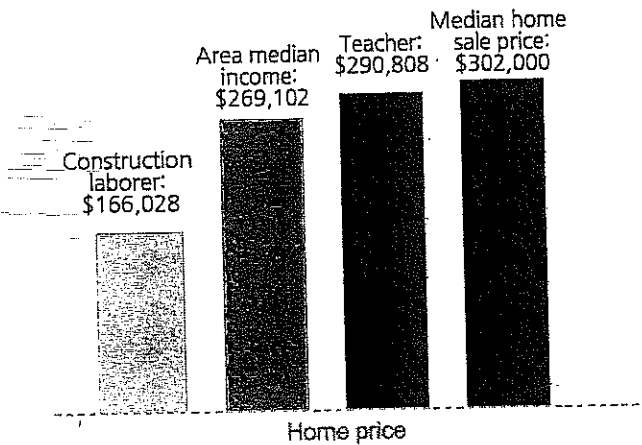


## Homeownership is out of reach for many

Average home price an individual can afford

**\$302,000**

median home price, first half of 2016



...up 11.2% from 2015



Oregon Housing Alliance  
www.oregonhousingalliance.org  
Alison McIntosh & Jenny Lee

amcintosh@neighborhoodpartnerships.org - jlee@neighborhoodpartnerships.org  
(503) 226-3001