

Meeting Minutes

HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY

BOARD OF COMMISSIONERS

Location of the meeting:

Board of County Commissioners Conference Room, Public Service Building, 125 East 8th Avenue, Eugene, OR, 97401

Phone: 541.682.2506

The meeting location is wheelchair-accessible. Anyone needing special accommodations (deaf, people with hearing loss, language translation, chemical sensitivity needs, and large print copies of agenda), please make your request at least 48 hours prior to the meeting.

WEDNESDAY, JANUARY 25, 2017 — HOUSING AND COMMUNITY SERVICES AGENCY

(2:30 p.m.) (Board of County Commissioners Conference Room)

1. ADJUSTMENTS TO THE AGENDA

2. COMMISSIONERS' BUSINESS

A. Election of New Chair

Commissioner Pete Sorenson moves to appoint Char Reavis as Board Chair
Motion passed, Char Reavis appointed Board Chair unanimously.

3. #PUBLIC COMMENTS

None

4. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER

ISSUES AND REMONSTRANCE

None

5. EMERGENCY BUSINESS

None

6. ADMINISTRATION

A. Approval of Minutes: 12/13/2016

Char Reavis would like the minutes to be edited to show more content of her intervention regarding Jacob Fox performance.

With that change minutes are approved unanimously.

- B. REPORT/Annual Implementation Review of the HACSA Strategic Plan 2016-2018
(Jacob Fox, Executive Director)

Jacob Fox highlights the big strategic plan tasks that HACSA has been focusing on since June 2016. They include: expanding HACSA's communications capacity, public relations, rebranding, relationship with Lane County, landlord liaison position, important need to engage with the community.

Jacob Fox has been added to Sacred Heart Community Health board.

Expand the self-sufficiency program, FSS coordinators used to do the calculating of rents, that has been shifted to ensure they can expand their work load.

HACSA is becoming really supportive of its employees, recognition and award system has been established. The Real Estate Development received a Golden Key Award for its partnership with University of Oregon.

- C. REPORT/Public Relations Request for Proposals selection process (Jacob Fox, Executive Director, and Ela Kubok, Public Relations Coordinator)

Jacob Fox: informs the commissioners that thanks to their guidance and encouragement towards engaging with public relations, HACSA has gone through an RFP process and selected Verb Marketing + PR.

Commissioner Sid Leiken thanks Jacob for meeting with him and thoroughly explaining the process as selection drivers at his request.

Ela Kubok: Outlines the selection process for the RFP that was published in October, the selection committee consisted of four HACSA staff from different departments, including Property Management, Family Self Sufficiency and Executive Staff, Lane County Public Information Officer and an architect that is working on HACSA's new administrative building research. The selection process was very competitive with three top local firms participating in the interview process: The Turell Group, Funk/Levis and Verb Marketing + PR. The selection committee was interested in the depth of knowledge of the affordable housing sector issues as well as tailor made, personalized solutions for HACSA needs. The selection committee awarded the contract to Verb Marketing +PR

- D. ORDER 17-01-25-01H/ In the Matter Authorizing the Executive Director or the Executive Director's designee to Execute the Sale of Property at 48th Street and Main Street in Springfield, Oregon. (Jacob Fox, Executive Director, and Steve Ochs Real Estate Development Director)

Jacob Fox explains that in the next three board orders HACSA is asking for approval to disposition of property that has previously been discussed with the Board. Jacob informs the Board that HACSA Legal Counsel is reviewing all board items prior to them being published. HACSA legal counsel checked on the statutes related to sale of property for Housing Authorities.

Steve Ochs, recaps the issues with the 48th and Main Street property that don't make it ideal, environmental review process showed that the proximity to the Mill , would have huge impact on design, and such design would do not work for affordable housing (limited outdoors space, no play area for the kids). HACSA would have also been required to extend the streets bordering the property, which would have be a high cost burden as well.

Commissioner Sid Leiken: It makes sense to sell it. Good choice.

***The motion to approve the order 17-01-05-01H is passed
Board order is approved unanimously***

- E. ORDER 17-01-25-02H/ In the Matter Authorizing the Executive Director or the Executive Director's designee to Execute the Sale of Property on River Road in Eugene. (Jacob Fox, Executive Director, and Steve Ochs Real Estate Development Director)

Steve Ochs: this River Road property is right on the bike path, and unfortunately in the flood zone, if HACSA wanted to develop it for HUD to allow such a development it would be difficult. HUD does not like affordable housing to be in the flood zone. There also is not a grocery store nearby; the property has infrastructure issues as well. There is a site review overlay which would require a land use process in order to develop it, which can get very expensive if the project gets appealed. There is a more ideally located site for affordable housing farther north on River Road. City of Eugene acquired the site that HACSA might be interested in.

***The motion to approve the order 17-01-05-02H is passed
Board order is approved unanimously***

- F. ORDER 17-01-25-03H/ In the Matter Authorizing the Executive Director or the Executive Director's designee to Execute the Sale of Property at 177 Day Island Road in Eugene, Oregon. (Jacob Fox, Executive Director, and Steve Ochs Real Estate Development Director)

Jacob Fox: Every staff member that works at HACSA loves the location, however we experience serious issues with the building, and it is with a heavy heart to ask you to

approve this disposition process. We are determining our space needs, amount of sq footage has been already determined. We are also in discussion with John Brown, he suggested that the price would be around \$40-50 per sq foot. We would have the ability to negotiate the timing of the deal, while we seek the new building; we are also working on a plan b solution, to prepare a move to an interim site if the need would arise.

Steve Ochs: the property is in a great location, it is zoned for community commercial, which means anything could really be built here, it is in the greenway process, there is a lot of due diligence process that the developer will have to go through.

Commissioner Pete Sorensen: What kind of timeline do we have?

Jacob Fox: The timeline we are thinking between 12-18 months. We plan to engage with LTD, school district, the Bus Barn site; we have the space identified to accommodate most of the DI employees.

***The motion to approve the order 17-01-05-03H is passed
Board order is approved unanimously***

- G. ORDER 17-01-25-04H/ In the Matter of entering into a loan agreement for refinancing of the Walnut Park Limited Partnership permanent loan, Eugene, Oregon.
(Beth Gyde, Asset Manager)

Jacob Fox : Asset management has become a priority for HACSA, we created this position dedicated to Asset Management , while Beth Gyde's job has not been easy, a lot progress has been made due to positive changes, our real estate tasks this is one of many things that Beth Gyde does to improve the physical condition of our portfolio

Beth Gyde: The reduction has expired on our loan at Walnut Park, the interest rate has increased by \$1000, we did some due diligence, as that is a big impact on our operating reports. We have been able to negotiate a new reduction which is a great option. Banner bank has been really aggressive locally in their proposals, and easy to work with.

***The motion to approve the order 17-01-05-04H is passed
Board order is approved unanimously***

- H. ORDER 17-01-25-05H/ In the Matter of approving a Contract with Johnson Controls, Inc. for Energy Auditing (Valerie Warner, Deputy Director)

Valerie Warner: In Spring/Summer 2016 we started to look into energy service contracting, in July 2016 the board authorized us to put the Request for Proposals

out. To understand how this works you have to understand how public housing is funded. HUD regulations reduce our funding if we make substantial improvements to be creating more energy efficiency that is not the case under energy performance contracting. The performance contracting partner audits and performs an analysis of our portfolio. Our operating subsidies are not reduced; using this mechanism is the best solution for old HUD system. Because prior to the opportunity for energy contracting Housing Authorities really did not have an incentive to improve energy efficiency. Johnsons Controls was the only bidder on our project. We had to evaluate the bid; we had to go back and do a lot of background work. We received glowing reviews, the project team included former HUD energy employees, which will maximize our service.

Three visits to the board, contract for auditing our public housing. Right now the maximum exposure for HACSA in terms of costs is \$39,000. We are asking for your approval to enter into the first phase of the project.

***The motion to approve the order 17-01-05-05H is passed
Board order is approved unanimously***

- I. ORDER 17-01-25-06H/ In The Matter Of Accepting a Bid and Awarding Contract #17-M-0008 for the HACSA Replacement Mechanical Systems Contracts for County wide Heat Crisis and Weatherization Projects (Steve Jole Energy Program Manager)

Steve Jole: I wanted to thank you for approving the other projects for Weatherization in the past. This year we will put 90 heat pumps for residents of Lane County, if someone has no heat, a lot of agencies can refer them to us. The utilities, pay for the systems, last year 90 homes, 60 got a new heating system, 129 homes served in total. We do an annual bid for the contractor, which means we have the most cost effective mechanical system process. This time we got 2 contractors, the prices are very competitive.

Commissioner Pete Sorenson: are they limited in very cold weather, in a cold weather emergency, do the residents get some kind of back up.

Steve Jole: It is true that cold weather happens in Lane County. We make sure there is back up.

Board Chair Char Reavis: comments on experiencing the heat pump, it is very economical, there is back up, the heat pump makes a big difference in the energy bills.

***The motion to approve the order 17-01-05-06H is passed
Board order is approved unanimously***

7. EXECUTIVE SESSION as per ORS 192.660

(BCC Conference Room)

a) Executive Session 1 (estimate 10 minutes)

"On January 25th, 2017, the HACSA Board will hold an executive session pursuant to ORS 192.660(2)(h) to consult with HACSA's legal counsel regarding legal rights and duties related to litigation or litigation likely to be filed."

b) Executive Session 2 (estimate 10 minutes)

"On January 25th, 2017, the HACSA Board will hold an executive session pursuant to ORS 192.660(2)(h) to consult with HACSA's legal counsel regarding legal rights and duties related to litigation or litigation likely to be filed."

8. OTHER BUSINESS

Commissioner Pete Sorensen wanted to discuss scheduling for the spring with the budget committee meetings at Lane County, the May HACSA meeting is at risk of similar schedule jamming. He acknowledges that HACSA staff worked hard to put the meeting together and we have issues with attendance due to overscheduling. He suggests having all the items for May meeting in the consent calendar which could potentially eliminate the May meeting.

Commissioner Sid Leiken: The Board barley made a quorum today, the board orders would not have passed.

Char Reavis: for the record acknowledges that Commissioner Jay Bozievich and Pat Farr were excused today.

Adjourn