



**MINUTES OF THE MAY 23, 2017 REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF YAMHILL COUNTY**

***Call to Order:***

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, May 23, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

Board Commissioners present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. A Commissioner absent was Catherine Jones. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, and Yanira Vera. A guest present was Village Quarter tenant Sarah Wilson.

***Public Comments:***

None.

***Approval of Minutes:***

Elise handed out corrected minutes that reflect changing the word “November” that was under the Executive Director Report to “March”. Commissioner Gougler moved to approve the revised minutes of the meeting held on April 25, 2017. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns that were not addressed in James’s memo.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$18,355 for the month, and \$187,106 for the 10 months year-to-date. Since we have been overspending HAP, our HAP reserves were in the negative, so we drew \$150,000 HUD-held reserves to bring HAP reserves back into the positive. Commissioner Griffin asked where we can use the Meyer Memorial Trust rehab funds, which is all of Yamhill County.

*Asset Management Report by Yanira and Mike:* Physical occupancy increased .4% to 98.1%, and financial occupancy increased .5% to 97.2%. We have vacancies at Hendricks Place and Homeport, which are hard to fill being special needs properties that require a referral from the County. We’ve had 2 onsite managers resign recently, so Yanira has been working hard to fill those positions quickly. We have lowered the number of vacancies at Heritage Place from 3 at the end of April to 1 currently. The average time to complete work orders increased .8 days to 4.7 days. The new heat pumps for Homeport are scheduled to be installed sometime soon; we just need to get to the top of the installation company’s queue. Now that the weather has improved, we can proceed with the drainage work at Haworth Terrace.

*Housing Services Report by Megan:* We had 1 FSS graduate in the last month: Helinda Hayes, who received \$4,750 total escrow. We were awarded \$38,500 Valley Independent Development Account (VIDA) 2017 funding, which is quite a bit more than the prior year. We had a housing specialist resign recently, and are waiting for a while to fill the position in order to learn more about what our funding from HUD will be this year and next. We have also extended a limited

duration housing specialist position out a bit further through the end of September for the same reasons.

*Executive Director Report by Elise:* Total families served in was 2,098. Elise has been working hard on the upcoming Community Connect event. Elise has worked with the City of Lafayette in the past, which paid off, as they are contributing \$750 to the CCE which is the first time for a donation from a city. Elise attended a Foundation round-up workshop, with The Ford Family Foundation, Meyer Memorial Trust, M.J. Murdock Charitable Trust, Trail Blazers Foundation, and Spirit Mountain Community Fund.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:* HDC provided an NOFA application analysis for the Booth Bend Road project. A Mental Health Housing Funds NOFA was submitted on April 21<sup>st</sup> to OHCS for the development of 80 units of affordable workforce housing that would set-aside 17 units for persons with serious mental illness. OHCS declined review of the project for award consideration because the proforma was utilizing 9% tax credits and OHCS preferred 4% LIHTC pairing. There was a considerable gap in financing sources when structured as 4% LIHTC. Despite this, HDC is recommending we acquire the land now in anticipation of 9% LIHTC in 2018, and to proceed with environmental tests prior to finalizing acquisition. HDC also recommends installing a site security fence to prevent continued casual use of the site from area locals. After discussion, the Board agreed with HDC's recommendations to proceed with the development steps and acquisition of the Booth Bend Road property. Commissioner Mickelson moved to approve further development and acquisition of the Booth Bend Road property. The motion was seconded by Commissioner Griffin and unanimously approved.

***New Business:***

*Resolutions 17-06 – Revision to the Housing Choice Voucher Admin Plan:* Staff is proposing a revision to the Section 8 HCV Admin Plan to institute interim increases to take increases in a families countable income into consideration at the time of the increase. Commissioner Gougler moved to approve resolution 17-06 instituting interim increases in a families countable income. The motion was seconded by Commissioner Griffin and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:23 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on June 27, 2017.

Respectfully submitted,



Elise Hui

Executive Director/Secretary

## BOARD MEMORANDUM

DATE: June 16, 2017

SUBJECT: **Finance/Systems/Rehab May 2017**

FROM: James Umfleet



### Finance:

*Cash Flow from Operations:* Cash flow from operations was \$19,415 for the month and \$205,893 for the 11 months year-to-date.

*Payment Summary:* There were several payments that might raise a question:

1. The \$4,385 payment to Westerlund was for interior painting at Tice Park and Heritage Place.
2. The \$2,950 payment to Westerlund was for interior painting at Abbey Heights, Tice Park and Hendricks Place.
3. The \$7,366 payment to Lowes was mainly for appliances for various properties.
4. The \$18,000 payment to Bergsund Delaney Architecture was for the Booth Bend NOFA.
5. The \$5,876 payment HDC was for Booth Bend site feasibility assessment.
6. The \$4,988 payment to Novacoast was for 28.5 more hours of technical support.

### Systems:

Here is the volume of traffic at our website ([www.hayc.org](http://www.hayc.org)).

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Unique Visitors	4,693	3,189	4,719	4,323	4,370		2,419	3,680	2,769	2,818	2,670	2,471
# of Visitors	8,304	6,180	8,240	8,000	8,326		3,679	5,407	4,783	5,072	5,454	5,793
Pages	15,745	13,080	18,715	15,952	16,124		14,674	16,073	14,226	14,157	13,456	15,140
Hits	50,076	50,650	75,519	61,121	60,165		60,991	70,461	63,292	61,821	55,999	49,436

#### **Top 5 Pages Visited:**

1. Home
2. Homeowners
3. Renters
4. For Rent / For Sale
5. Bidders

#### **Top 5 Pdf downloads:**

1. Rental Application
2. Landlord List
3. Agencies & Community Resources
4. Section 8 Wait List Application
5. Rental Specials

### Housing Rehabilitation Loan Program:

*County Wide Revolving Loan:* Currently there are 14 families being assisted with revolving loan funds totaling \$270,800.

*City of Newberg 2016 CDBG:* The contracts are all signed and we have started the environmental review process.

*Meyer Memorial Trust Grant:* We are currently assisting 6 homeowners with older manufactured homes with grants to make critical health and safety repairs to their homes. We have obligated \$41,735 out of the \$50,000 that is available.

*McMinnville Water & Light Low Income Weatherization Program:* We are currently processing two applicants for the Meyer Memorial grant that we hope will also be eligible for this program so we can leverage those funds and provide more assistance to the families.

*Homeownership:* Work on the 14<sup>th</sup> street house is almost complete. We should begin marketing in late June.

*New News:* We are extremely excited that the state has received approval from HUD to allow agencies participating in the Neighborhood Stabilization Program (NSP) to transfer those remaining program funds into our regular Housing Rehabilitation program! Earlier this year we thought Oregon Housing and Community Services (OHCS) was going to recoup these funds that total \$328,422 due to the complexities of administering the NSP program. Several participating agencies, including us, encouraged them to consider making this request to HUD. These funds are going to be vital to sustaining our revolving loan and homeownership programs.

## Budget Comparison

Period = May 2017

Book = Accrual ; Tree = ysl\_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>OPERATING INCOME</b>									
<b>ADMIN FEES EARNED</b>									
Admin Fee Earned	45,716.77	46,425.83	-709.06	-1.53	556,973.73	510,684.13	46,289.60	9.06	557,110.00
<b>TOTAL ADMIN FEES EARNED</b>	<b>45,716.77</b>	<b>46,425.83</b>	<b>-709.06</b>	<b>-1.53</b>	<b>556,973.73</b>	<b>510,684.13</b>	<b>46,289.60</b>	<b>9.06</b>	<b>557,110.00</b>
<b>RENTAL INCOME</b>									
Dwelling Rent	289,089.54	278,583.35	10,506.19	3.77	3,099,814.29	3,064,416.85	35,397.44	1.16	3,343,000.00
Dwelling Rent HAP	228.22	0.00	228.22	N/A	1,197.22	0.00	1,197.22	N/A	0.00
Rent Concessions	0.00	0.00	0.00	N/A	382.50	0.00	382.50	N/A	0.00
<b>TOTAL RENTAL INCOME</b>	<b>289,317.76</b>	<b>278,583.35</b>	<b>10,734.41</b>	<b>3.85</b>	<b>3,101,394.01</b>	<b>3,064,416.85</b>	<b>36,977.16</b>	<b>1.21</b>	<b>3,343,000.00</b>
<b>OTHER INCOME</b>									
Other Income	16,387.50	14,850.00	1,537.50	10.35	171,774.81	163,350.00	8,424.81	5.16	178,200.00
Other Income-Late Charges	425.00	583.33	-158.33	-27.14	5,475.00	6,416.63	-941.63	-14.67	7,000.00
Other Income-Other Charges	76.66	0.00	76.66	N/A	1,353.69	0.00	1,353.69	N/A	0.00
Other Income-Maintenance Labor	0.00	750.00	-750.00	-100.00	5,909.41	8,250.00	-2,340.59	-28.37	9,000.00
Other Income-Maintenance Materials	0.00	833.32	-833.32	-100.00	10,786.76	9,166.52	1,620.24	17.68	10,000.00
Other Income-Laundry Revenue	2,657.92	3,166.68	-508.76	-16.07	44,450.68	34,833.48	9,617.20	27.61	38,000.00
Fraud Recovery	1,196.94	916.67	280.27	30.57	7,643.96	10,083.37	-2,439.41	-24.19	11,000.00
FSS Escrows Forfeited	1,639.39	250.00	1,389.39	555.76	41,325.67	2,750.00	38,575.67	1,402.75	3,000.00
<b>TOTAL OTHER INCOME</b>	<b>22,383.41</b>	<b>21,350.00</b>	<b>1,033.41</b>	<b>4.84</b>	<b>288,719.98</b>	<b>234,850.00</b>	<b>53,869.98</b>	<b>22.94</b>	<b>256,200.00</b>
<b>SUBSIDIES &amp; GRANTS</b>									
Operating Subsidy Income	32,587.00	31,333.33	1,253.67	4.00	370,737.00	344,666.63	26,070.37	7.56	376,000.00
ACC Earned-HAP	813,139.00	746,858.34	66,280.66	8.87	8,909,995.08	8,215,441.74	694,553.34	8.45	8,962,300.00
ACC Earned-Admin Fee	80,662.72	79,170.00	1,492.72	1.89	907,977.28	870,870.00	37,107.28	4.26	950,040.00
ACC Earned-FSS Coordinator	21,885.42	21,885.42	0.00	0.00	240,739.58	240,739.62	-0.04	0.00	262,625.00
Operating Grant Income	26,885.75	10,000.00	16,885.75	168.86	141,230.86	110,000.00	31,230.86	28.39	120,000.00
<b>TOTAL SUBSIDIES &amp; GRANTS</b>	<b>975,159.89</b>	<b>889,247.09</b>	<b>85,912.80</b>	<b>9.66</b>	<b>10,570,679.80</b>	<b>9,781,717.99</b>	<b>788,961.81</b>	<b>8.07</b>	<b>10,670,965.00</b>
<b>TOTAL OPERATING INCOME</b>	<b>1,332,577.83</b>	<b>1,235,606.27</b>	<b>96,971.56</b>	<b>7.85</b>	<b>14,517,767.52</b>	<b>13,591,668.97</b>	<b>926,098.55</b>	<b>6.81</b>	<b>14,827,275.00</b>
<b>OPERATING EXPENSES</b>									
<b>ADMINISTRATION</b>									

### Budget Comparison

Period = May 2017

Book = Accrual ; Tree = ysl\_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Administrative Salaries	112,725.80	113,881.67	1,155.87	1.01	1,234,510.78	1,252,698.37	18,187.59	1.45	1,366,580.00
Administrative Salaries Contracted Labor	175.00	416.67	241.67	58.00	9,674.76	4,583.37	-5,091.39	-111.08	5,000.00
Management Fees	29,011.78	27,604.16	-1,407.62	-5.10	312,009.48	303,645.76	-8,363.72	-2.75	331,250.00
Legal Expenses	778.00	416.64	-361.36	-86.73	7,066.64	4,583.04	-2,483.60	-54.19	5,000.00
Staff Training - All Staff	0.00	166.66	166.66	100.00	350.00	1,833.26	1,483.26	80.91	2,000.00
Staff Training - Asset Management	1,021.86	583.33	-438.53	-75.18	5,330.00	6,416.63	1,086.63	16.93	7,000.00
Staff Training - Exec Dir & Board	0.00	416.67	416.67	100.00	1,135.89	4,583.37	3,447.48	75.22	5,000.00
Staff Training - Finance	0.00	333.33	333.33	100.00	0.00	3,666.63	3,666.63	100.00	4,000.00
Staff Training - Housing Services	599.14	416.67	-182.47	-43.79	6,919.99	4,583.37	-2,336.62	-50.98	5,000.00
Staff Training - Maintenance	0.00	249.99	249.99	100.00	425.00	2,749.89	2,324.89	84.54	3,000.00
Staff Training - Systems	0.00	375.00	375.00	100.00	2,017.28	4,125.00	2,107.72	51.10	4,500.00
Staff Training - Housing Resource Center	64.50	416.66	352.16	84.52	8,077.97	4,583.26	-3,494.71	-76.25	5,000.00
Travel Expense	713.48	1,041.65	328.17	31.50	9,037.02	11,458.15	2,421.13	21.13	12,500.00
Accounting and Auditing Fees	0.00	0.00	0.00	N/A	20,232.00	21,000.00	768.00	3.66	21,000.00
Leases and Maintenance Contracts	12,270.38	8,600.83	-3,669.55	-42.67	96,008.41	94,609.13	-1,399.28	-1.48	103,210.00
Office Supplies	2,466.86	1,666.65	-800.21	-48.01	23,420.77	18,333.15	-5,087.62	-27.75	20,000.00
Membership Fees	466.92	1,720.84	1,253.92	72.87	19,695.94	18,929.24	-766.70	-4.05	20,650.00
Postage	2,456.86	1,874.99	-581.87	-31.03	17,731.02	20,624.89	2,893.87	14.03	22,500.00
Office Rent	12,030.00	12,031.67	1.67	0.01	132,330.00	132,348.37	18.37	0.01	144,380.00
Board Expenses	110.00	208.33	98.33	47.20	1,780.00	2,291.63	511.63	22.33	2,500.00
Communications	3,903.54	2,779.17	-1,124.37	-40.46	31,078.09	30,570.87	-507.22	-1.66	33,350.00
Publications	105.60	100.01	-5.59	-5.59	1,079.60	1,100.11	20.51	1.86	1,200.00
Advertising	0.00	333.31	333.31	100.00	2,042.49	3,666.41	1,623.92	44.29	4,000.00
Tenant Screening	-27.00	0.00	27.00	N/A	772.00	0.00	-772.00	N/A	0.00
Miscellaneous Administrative Expense	1,830.10	1,250.01	-580.09	-46.41	21,199.80	13,750.11	-7,449.69	-54.18	15,000.00
<b>TOTAL ADMINISTRATION</b>	<b>180,702.82</b>	<b>176,884.91</b>	<b>-3,817.91</b>	<b>-2.16</b>	<b>1,963,924.93</b>	<b>1,966,734.01</b>	<b>2,809.08</b>	<b>0.14</b>	<b>2,143,620.00</b>
<b>TENANT SERVICES</b>									
Tenant Services	4.13	766.65	762.52	99.46	2,878.45	8,433.15	5,554.70	65.87	9,200.00
<b>TOTAL TENANT SERVICES</b>	<b>4.13</b>	<b>766.65</b>	<b>762.52</b>	<b>99.46</b>	<b>2,878.45</b>	<b>8,433.15</b>	<b>5,554.70</b>	<b>65.87</b>	<b>9,200.00</b>
<b>UTILITIES</b>									
Water	11,007.20	14,016.68	3,009.48	21.47	135,304.20	154,183.48	18,879.28	12.24	168,200.00
Electricity	4,145.11	5,050.01	904.90	17.92	50,362.70	55,550.11	5,187.41	9.34	60,600.00

# Budget Comparison

Period = May 2017

Book = Accrual ; Tree = ysl\_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Gas	74.58	158.33	83.75	52.90	1,309.59	1,741.63	432.04	24.81	1,900.00
Other Utilities-Sewer	22,266.38	20,899.99	-1,366.39	-6.54	244,634.14	229,899.89	-14,734.25	-6.41	250,800.00
Other Utilities-Garbage	7,816.71	7,183.33	-633.38	-8.82	85,704.22	79,016.63	-6,687.59	-8.46	86,200.00
<b>TOTAL UTILITIES</b>	<b>45,309.98</b>	<b>47,308.34</b>	<b>1,998.36</b>	<b>4.22</b>	<b>517,314.85</b>	<b>520,391.74</b>	<b>3,076.89</b>	<b>0.59</b>	<b>567,700.00</b>
<b>ORDINARY MAINTENANCE</b>									
Equipment Maintenance	1,678.19	1,833.32	155.13	8.46	21,673.76	20,166.52	-1,507.24	-7.47	22,000.00
Maintenance Salaries	17,615.76	16,875.82	-739.94	-4.38	164,882.78	185,634.02	20,751.24	11.18	202,510.00
Maintenance Salaries Contracted Labor	1,088.70	833.34	-255.36	-30.64	15,272.07	9,166.74	-6,105.33	-66.60	10,000.00
Maintenance Materials	13,918.29	10,833.33	-3,084.96	-28.48	127,822.40	119,166.63	-8,655.77	-7.26	130,000.00
Maintenance Painting	6,238.28	5,000.00	-1,238.28	-24.77	83,680.16	55,000.00	-28,680.16	-52.15	60,000.00
Maintenance Contract Costs	16,712.44	16,666.69	-45.75	-0.27	201,056.46	183,333.59	-17,722.87	-9.67	200,000.00
Grounds Maintenance Contracts	15,498.20	9,416.67	-6,081.53	-64.58	82,269.63	103,583.37	21,313.74	20.58	113,000.00
Grounds Maintenance Materials	771.03	500.05	-270.98	-54.19	2,147.57	5,500.55	3,352.98	60.96	6,000.00
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>73,520.89</b>	<b>61,959.22</b>	<b>-11,561.67</b>	<b>-18.66</b>	<b>698,804.83</b>	<b>681,551.42</b>	<b>-17,253.41</b>	<b>-2.53</b>	<b>743,510.00</b>
<b>GENERAL EXPENSE</b>									
Insurance	6,817.79	7,138.32	320.53	4.49	80,492.71	78,521.52	-1,971.19	-2.51	85,660.00
Property Taxes	0.00	166.67	166.67	100.00	1,816.24	1,833.37	17.13	0.93	2,000.00
Admin FICA and Medicare Taxes	8,198.87	8,812.52	613.65	6.96	89,399.13	96,937.72	7,538.59	7.78	105,750.00
Admin Retirement	8,414.51	9,590.00	1,175.49	12.26	90,143.79	105,490.00	15,346.21	14.55	115,080.00
Admin Workers' Compensation	786.96	862.51	75.55	8.76	3,880.69	9,487.61	5,606.92	59.10	10,350.00
Admin Medical and Life Insurance	42,880.86	36,524.15	-6,356.71	-17.40	458,020.05	401,765.65	-56,254.40	-14.00	438,290.00
Admin Unemployment	113.36	575.00	461.64	80.29	1,239.33	6,325.00	5,085.67	80.41	6,900.00
Admin Other Benefits	506.75	575.00	68.25	11.87	11,065.22	6,325.00	-4,740.22	-74.94	6,900.00
Maint FICA & Medicare	1,263.42	1,289.18	25.76	2.00	11,840.89	14,180.98	2,340.09	16.50	15,470.00
Maint Retirement	1,246.24	1,319.15	72.91	5.53	12,391.34	14,510.65	2,119.31	14.61	15,830.00
Maint Workers' Comp	121.33	127.52	6.19	4.85	-170.25	1,402.72	1,572.97	112.14	1,530.00
Maint Medical & Life	5,951.58	6,445.84	494.26	7.67	53,271.92	70,904.24	17,632.32	24.87	77,350.00
Maint Unemployment	17.48	130.02	112.54	86.56	164.08	1,430.22	1,266.14	88.53	1,560.00
Maint Other Benefits	76.61	81.65	5.04	6.17	714.34	898.15	183.81	20.47	980.00
Bad Debt Expense	2,533.00	2,533.33	0.33	0.01	27,863.00	27,866.63	3.63	0.01	30,400.00
Admin Portable Vouchers	656.54	500.00	-156.54	-31.31	7,081.08	5,500.00	-1,581.08	-28.75	6,000.00



## Budget Comparison

Period = May 2017

Book = Accrual ; Tree = ysl\_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
TOTAL GENERAL EXPENSE	79,585.30	76,670.86	-2,914.44	-3.80	849,213.56	843,379.46	-5,834.10	-0.69	920,050.00
HAP									
Section 8 Housing Assistance Payments	807,798.00	717,400.00	-90,398.00	-12.60	8,441,533.02	7,891,400.00	-550,133.02	-6.97	8,608,800.00
Section 8 HAP Portables	9,642.00	6,250.00	-3,392.00	-54.27	93,856.39	68,750.00	-25,106.39	-36.52	75,000.00
Section 8 HAP FSS Escrow	19,736.00	15,000.00	-4,736.00	-31.57	220,825.45	165,000.00	-55,825.45	-33.83	180,000.00
GRTHA Housing Assistance Payments	13,103.00	7,500.00	-5,603.00	-74.71	116,199.00	82,500.00	-33,699.00	-40.85	90,000.00
GRTHA HAP FSS Escrow	972.00	1,416.67	444.67	31.39	10,899.62	15,583.37	4,683.75	30.06	17,000.00
TOTAL HAP	851,251.00	747,566.67	-103,684.33	-13.87	8,883,313.48	8,223,233.37	-660,080.11	-8.03	8,970,800.00
TOTAL OPERATING EXPENSES	1,230,374.12	1,111,156.65	-119,217.47	-10.73	12,915,450.10	12,243,723.15	-671,726.95	-5.49	13,354,880.00
NET OPERATING INCOME	102,203.71	124,449.62	-22,245.91	-17.88	1,602,317.42	1,347,945.82	254,371.60	18.87	1,472,395.00
NON-OPERATING INC/(EXP)									
Investment Income Unrestricted	4,280.18	974.16	3,306.02	339.37	34,019.40	10,715.76	23,303.64	217.47	11,690.00
Investment Income Restricted	1,063.32	455.00	608.32	133.70	9,308.33	5,005.00	4,303.33	85.98	5,460.00
Interest Income-Other	13,345.16	12,560.83	784.33	6.24	139,738.96	138,169.13	1,569.83	1.14	150,730.00
Interest Expense	-37,809.07	-40,143.33	2,334.26	5.81	-438,912.77	-441,576.63	2,663.86	0.60	-481,720.00
Depreciation Expense	-73,249.10	-71,105.41	-2,143.69	-3.01	-793,009.20	-782,159.51	-10,849.69	-1.39	-853,265.00
Gain/Loss Disposition of Real Property	0.00	0.00	0.00	N/A	-43,329.51	-35,000.00	-8,329.51	-23.80	-70,000.00
Gain/Loss on Investment in Limited Partnership	0.00	0.00	0.00	N/A	-177.62	0.00	-177.62	N/A	0.00
TOTAL NON-OPERATING INC/(EXP)	-92,369.51	-97,258.75	4,889.24	5.03	-1,092,362.41	-1,104,846.25	12,483.84	1.13	-1,237,105.00
NET INCOME	9,834.20	27,190.87	-17,356.67	-63.83	509,955.01	243,099.57	266,855.44	109.77	235,290.00
ADJUSTMENTS									
Replacement Reserves	-17,699.93	-16,497.49	-1,202.44	-7.29	-192,162.81	-181,472.39	-10,690.42	-5.89	-197,970.00
Loan Principal	-70,529.49	-69,087.91	-1,441.58	-3.81	-759,782.97	-759,967.01	184.04	0.13	-829,055.00
Depreciation Expense	73,249.10	71,105.41	2,143.69	3.01	793,009.20	782,159.51	10,849.69	1.39	853,265.00
Gain/Loss Disposition of Real Property	0.00	0.00	0.00	N/A	43,329.51	35,000.00	8,329.51	N/A	70,000.00
Deferred Interest Receivable/Payable	-10,444.17	-10,444.17	0.00	0.00	-114,885.83	-114,885.83	0.00	0.00	-125,330.00
TOTAL ADJUSTMENTS	-25,424.49	-24,924.16	-500.33	2.01	-230,492.90	-239,165.72	8,672.82	-3.63	-229,090.00

### Budget Comparison

Period = May 2017

Book = Accrual ; Tree = ysl\_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
CASH FLOW	-15,590.29	2,266.71	-17,857.00	-787.79	279,462.11	3,933.85	275,528.26	7,004.04	6,200.00
ADJUSTMENTS TO RESTATE CASH FLOW ONLY FROM OPERATIONS									
Section 8 HAP From/(To) Reserves	35,005.61	0.00	35,005.61	0.00	-73,568.89	0.00	-73,568.89	0.00	0.00
TOTAL ADJUSTMENTS	35,005.61	0.00	35,005.61	0.00	-73,568.89	0.00	-73,568.89	0.00	0.00
CASH FLOW FROM OPERATIONS	19,415.32	2,266.71	17,148.61	756.54	205,893.22	3,933.85	201,959.37	5,133.89	6,200.00

HOUSING AUTHORITY OF YAMHILL COUNTY  
SECTION 8 TRACKING 2017

Month	HAP		ADMIN FEE		FSS Coord.	Home Ownership		S8 Admin Fee	Funded	Spent	(Over)		%
	Funded	Spent	Under	(Over)		Under	(Over)				Under	(Over)	
Jan-17	781,475	804,200	(22,725)	-	16,135	5,750	77,433	99,318	114,133	(14,815)	-	-2.8%	
Feb-17	781,475	831,430	(49,955)	-	16,136	5,750	79,324	101,210	105,578	(4,368)	-	-6.0%	
Mar-17	799,933	848,592	(48,659)	-	16,135	5,750	76,386	98,271	101,560	(3,289)	-	-5.7%	
Apr-17	949,933	826,594	123,339	-	16,136	5,750	96,817	118,703	107,616	11,087	-	14.9%	
May-17	799,933	837,176	(37,243)	-	16,135	5,750	79,078	100,963	108,828	(7,865)	-	-4.4%	
Jun-17	-	-	-	-	-	-	-	-	-	-	-	-	-
Jul-17	-	-	-	-	-	-	-	-	-	-	-	-	-
Aug-17	-	-	-	-	-	-	-	-	-	-	-	-	-
Sep-17	-	-	-	-	-	-	-	-	-	-	-	-	-
Oct-17	-	-	-	-	-	-	-	-	-	-	-	-	-
Nov-17	-	-	-	-	-	-	-	-	-	-	-	-	-
Dec-17	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,112,749	4,147,992	(35,243)	-	80,677	28,750	409,038	518,465	537,715	(19,250)	-	-0.8%	

Month	HAP COUNT		HAP AVERAGE		HAP RESERVE		HH RES		AF RESERVE	
	Baseline	Actual	+/-	% Leased	Month	YTD	Forfeit/Fraud	To-Date	Other Inc.	To-Date
Jan-17	1,358	1,380	22	101.6%	582.75	582.75	2,225	948,120	429	313,868
Feb-17	1,358	1,402	44	103.2%	593.03	587.89	152	941,182	152	309,652
Mar-17	1,358	1,406	48	103.5%	603.55	593.11	1,294	915,786	1,294	307,657
Apr-17	1,358	1,392	34	102.5%	593.82	593.29	167	740,390	167	318,911
May-17	1,358	1,388	30	102.2%	603.15	595.26	2,237	714,994	602	311,648
Jun-17	-	-	-	-	-	-	-	-	-	-
Jul-17	-	-	-	-	-	-	-	-	-	-
Aug-17	-	-	-	-	-	-	-	-	-	-
Sep-17	-	-	-	-	-	-	-	-	-	-
Oct-17	-	-	-	-	-	-	-	-	-	-
Nov-17	-	-	-	-	-	-	-	-	-	-
Dec-17	-	-	-	-	-	-	-	-	-	-
TOTALS	6,790	6,968	178	102.6%	-	-	-	-	-	-

**HOUSING AUTHORITY OF YAMHILL COUNTY  
FINANCIAL SUMMARY  
MAY 2017**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
Cash/Investments Beginning of Month	4,847,976	(627,150)	4,220,826
Operating Revenue	967,890	364,688	1,332,578
Operating Expenses	990,182	240,192	1,230,374
Net Operating Income/(Loss)	<u>(22,292)</u>	<u>124,496</u>	<u>102,204</u>
Non-operating Income/(Expense)	(21,783)	(70,587)	(92,370)
Net Income/(Loss)	<u>(44,075)</u>	<u>53,909</u>	<u>9,834</u>
Adjustments	34,452	(24,871)	9,581
Cash Flow from Operations	<u>(9,623)</u>	<u>29,038</u>	<u>19,415</u>
Cash Flow Adjustment	(46,216)	5,727	(40,489)
Cash/Investments End of Month	<u><u>4,792,137</u></u>	<u><u>(592,385)</u></u>	<u><u>4,199,752</u></u>
<i>Desired HAP &amp; operating exp reserve</i>	<i>310,417</i>	<i>1,292,465</i>	<i>1,602,882</i>
<i>Actual HAP &amp; operating exp reserve</i>	<i>1,036,269</i>	<i>0</i>	<i>1,036,269</i>

<i>Total Cash/investments end of month</i>	<i>4,199,752</i>
<i>Less Section 8 portion</i>	<i>(291,326)</i>
<i>Less Rural Development portion</i>	<i>(29,949)</i>
<i>Less NSP portion</i>	<i><u>(328,422)</u></i>
<i>Net Cash/investments end of month</i>	<i>3,550,055</i>
<i>LRPH sale proceeds</i>	<i>6,972,395</i>
<i>Deskens Commons</i>	<i>(2,760,287)</i>
<i>Booth Bend Road development</i>	<i><u>(69,668)</u></i>
<i>Sale proceeds unused</i>	<i>4,142,440</i>
<i>Sale proceeds used for other development</i>	<i>(592,385)</i>

## BOARD MEMORANDUM

Date: June 19, 2017

SUBJECT: Asset Management Report for May 2017

FROM: Yanira Vera

*Yanira Vera*  
6-19-17

**Physical Occupancy rate:**

**98.5 % for May physical occupancy, change from April rate of 98.1 % /+.40 %**

**Financial Occupancy rate:**

**97.8 % for May financial occupancy, change from April rate of 97.2 % /+.60%**

**Open positions:**

Riverside –Effective end of April

Haworth/Vittoria Square June

**Maintenance Report**

Provided by Mike Jager

**HOUSING AUTHORITY OF YAMHILL COUNTY  
ASSET MANAGEMENT REPORT  
MONTH OF MAY 2017**

HAYC Rentals:	Families Housed	Units Available	# Of Vacancies	Occupancy Percentage	Prior Month Percentage	Percent Changed	Financial %
Abbey Heights	32	32	0	100.0%	100.0%	0.0%	100.0%
Bridges	6	6	0	100.0%	100.0%	0.0%	100.2%
Deskings Commons	56	56	0	100.0%	100.0%	0.0%	102.4%
Fresa Park	22	22	0	100.0%	100.0%	0.0%	100.1%
Haworth Terrace	35	38	3	92.1%	97.4%	-5.3%	99.2%
Hendricks Place	7	8	1	87.5%	87.5%	0.0%	87.5%
Heritage Place	59	60	1	98.3%	95.0%	3.3%	95.8%
Homeport	11	12	1	91.7%	91.7%	0.0%	89.4%
Palmer Creek	10	10	0	100.0%	100.0%	0.0%	88.8%
Riverside Terrace	27	27	0	100.0%	96.3%	3.7%	90.3%
Sunflower Park	33	33	0	100.0%	97.0%	3.0%	101.9%
Sunnyside	15	15	0	100.0%	100.0%	0.0%	98.6%
Tice Park	87	88	1	98.9%	98.9%	0.0%	98.7%
Village Quarter	50	50	0	100.0%	100.0%	0.0%	99.4%
Vittoria Square	43	43	0	100.0%	100.0%	0.0%	96.4%
Woodside Park	83	84	1	98.8%	98.8%	0.0%	100.0%
<b>Total HAYC Rentals</b>	<b>576</b>	<b>584</b>	<b>8</b>	<b>98.5%</b>	<b>98.1%</b>	<b>0.4%</b>	<b>97.8%</b>

Waiting Lists:	Added This Month	Families On List	# Of Vacancies	Section 8
Abbey Heights	1	15	0	11
Deskings Commons	2	37	0	27
Fresa Park	0	6	0	0
Haworth Terrace	1	18	3	18
Hendricks Place	0	1	1	7
Heritage Place	3	33	1	43
Palmer Creek	3	19	0	3
Riverside Terrace	2	30	0	0
Special Needs	0	2	1	32
Sunflower Park	4	12	0	18
Tice Park	2	10	1	26
Village Quarter	3	13	0	32
Vittoria Square	6	19	0	1
Woodside Park	4	20	1	18
<b>Total on Waiting Lists</b>	<b>31</b>	<b>235</b>	<b>8</b>	<b>236</b>

**BOARD MEMORANDUM**

Date: June 20, 2017

SUBJECT: MAINTENANCE/CONSTRUCTION RPT FOR MAY 2017

*mj*  
FROM: Mike Jager

<b>Work Order Overview</b>									
Period Date :	<b>May</b>			<b>April</b>			<b>Fiscal Year 2016</b>		
	05/01 To 05/31/2017			04/01 To 04/30/2017			07/2015 To 06/2016		
	<b>Period Activity</b>			<b>Period Activity</b>			<b>Period Activity</b>		
Balance Forward	71.00			42.00			88		
Created	350.00			261.00			3647		
Closed	334.00			230.00			3672		
Balance End	87			73			63		
<b>Average Per Day</b>									
Created	11.29			8.70			9.96		
Closed	10.77			7.67			10.03		
<b>Completed Activity By Category</b>									
	<b>Count</b>	<b>Avg. Days</b>	<b>%</b>	<b>Count</b>	<b>Avg. Days</b>	<b>%</b>	<b>Count</b>	<b>Avg. Days</b>	<b>%</b>
0100 General	29.00	3	9	21.00	8	9	214	5	6
0300 Inspections	10.00	2	3	3.00	1	1	211	5	6
1100 Appliances/Equip. Svs	44.00	4	13	27.00	3	12	474	2	13
1200 Furnishings/Cabinets	13.00	2	4	8.00	2	3	139	4	4
1500 Plumbing	65.00	3	19	36.00	3	16	719	2	20
1570 Heating/Air Conditioning	6.00	3	2	3.00	4	1	47	2	1
1600 Electrical	36.00	5	11	34.00	3	15	632	3	17
2000 Site Work	18.00	11	5	12.00	3	5	113	8	3
2984 Pest Control	7.00	2	2	2.00	2	1	37	3	1
6000 Interiors	21.00	3	6	15.00	7	7	211	8	6
7200 Exteriors	26.00	6	8	27.00	3	12	247	9	7
8000 Doors/Locks	45.00	2	13	34.00	6	15	493	5	13
9900 Paint	5.00	2	1	3.00	1	1	31	5	1
Make Ready	9.00	24	3	5.00	41	2	101	19	3
<b>Total</b>	<b>334</b>			<b>230</b>			<b>3,669</b>		
<b>Completed Activity By Priority</b>									
	<b>Count</b>	<b>Avg. Days</b>	<b>%</b>	<b>Count</b>	<b>Avg. Days</b>	<b>%</b>	<b>Count</b>	<b>Avg. Days</b>	<b>%</b>
1 Emergency	6.00	0	2	7.00	1	3	39	0	1
2 Urgent	53.00	2	16	25.00	2	11	283	1	8
3 Make Ready	9.00	24	3	6.00	42	3	106	18	3
4 Costs Will Increase	27.00	5	8	5.00	3	2	119	5	3
5 Standard	231.00	4	69	185.00	4	80	3,108	4	85
6 Tenant Service	8.00	1	2	2.00	11	1	14	9	0
<b>Total Overall</b>	<b>334</b>	<b>4.16</b>		<b>230</b>	<b>4.72</b>		<b>3669</b>	<b>4.18</b>	
<b>Total Minus Make Ready</b>	<b>325</b>	<b>3.61</b>		<b>224</b>	<b>3.72</b>		<b>3563</b>	<b>3.77</b>	


**2. CURRENT PROJECTS** Project activity during the reporting month.

<b>Palmer Creek</b>	Dry Rot Repairs	80% Complete. Remaining Work Will Proceed 1 <sup>st</sup> Week in July
	Back Fence Replacement	Complete
<b>Haworth Terrace</b>	Site Drainage/Sidewalk	Scheduled for last week in June
<b>Vittoria/Riverside</b>	Asphalt Repairs	Bid out.
<b>Homeport</b>	Heat Pumps	Contract w/ Heat Pump Store Scheduled for 28-30 June
<b>Bridges</b>	Reconfigure (Move Office Add Unit)	Design Proceeding (Shared Cost Project)
<b>Heritage Place</b>	Paint All Non-Vinyl Surfaces <sub>14</sub>	See Board Memorandum

## BOARD MEMORANDUM

Date: June 16, 2017

SUBJECT: **Housing Services Department report**

FROM: Megan Ramos 

### Family Self Sufficiency (FSS):

We had two FSS graduates in May. Additionally, Robert and Teri Gunn, who graduated in June will be coming to speak at the board meeting.

**Robert and Teri Gunn** graduated with \$12,445 in escrow in addition to \$7,647 they received in prior disbursements for a total to \$20,092.

This was their second time in the FSS program. The first time they were still attending college so voluntarily ended their participation early. This time they moved off TANF assistance when Teri found full time employment. Robert is an artist and has begun selling his paintings. They plan on using their escrow money to help start their own business.

**Courtney Bailey** graduated early from the FSS Program after two years with a total of \$1,310.92 in escrow. She is moving in with her boyfriend who is already a homeowner. During her time on the FSS program she has worked consistently and is planning on continuing her CNA in the future.

**Patty Keeling** graduated with \$6,546 as a final disbursement in addition to \$4,337 in interim disbursements for a total of \$10,883.

### Section 8

The entire Section 8 department has been doing an amazing job, especially while adjusting to Doug leaving and a new supervisor.

### Housing Resource Center

In May we had 12 people sign into the Resource Center with another six individuals reaching out to us for information by email or phone. We held an ABC's of Homebuying class which was attended by 32 people, making it one of our largest classes to date. We also held a Housing Choice Voucher for Homeownership (HCVH) orientation which was attended by 7 individuals. We received notification that our Resource Center grant will be extended for an additional year, at a slightly lower amount than our previous extension.

Currently we have 24 active cases under the Oregon Foreclosure Avoidance (OFA) program. Additionally, we have completed the program process with 272 homeowners. Our agency is currently averaging about 25 open cases at any given time. Our grant for this program expires June 30, 2017. Currently the state is still completing their budget, and we are awaiting word on if additional funding will be available.

Claudia continues to be available to provide foreclosure counseling to those outside of the OFA program. She has three open cases at this time.

The mortgage payment assistance program through the Oregon Homeownership Stabilization Initiative, Home Rescue, is continuing to accept applications with new slots opening every two weeks. We have had 54 people apply online, with 17 people having assistance offered to them. The Loan Preservation program, which provides funds to reinstate delinquent mortgages has had 14 people complete applications for the program with three of these applicants being offered assistance.



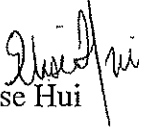
To date we have received 23 applications for the Down Payment Assistance program. We provided down payment assistance grants to 14 of these applicants. We had one recipient who was unable to use her funds and we were able to pull the top person off the wait list. We have currently allocated these funds to him and he is actively shopping for a home. We have two people on our wait list. We have also submitted our application for additional funding and expect to hear back on it in July.

Claudia and Megan are working to get people signed up for the VIDA program, and have submitted three applications to CASA so far.

## BOARD MEMORANDUM

Date: June 19, 2017

SUBJECT: Executive Director Report –May-June 2017

FROM: Elise Hui 

### **EXECUTIVE DIRECTOR:**

- May 17 – Attended “It’s All about the Money” webinar regarding different types of funding for developing affordable housing projects including 4% and 9% credits.
- May 18 – Facilitated Community Connect Event planning meeting.
- May 18 – Attended Yamhill CC Transitions of Care Subcommittee Meeting to discuss rental programs available locally.
- May 19 – Went to Icy-Hot Bottling in Wilson to pick up 100 water bottles for Community Connect Event.
- May 20 – Joslyn and I volunteered at the McMinnville Habitat for Humanity Booth at the UFO Festival to provide information on Habitat as well as the Community Connect Event.
- May 23 – Attended McMinnville Corporate Coffee to hear from Mayor Scott Hill and the new City Manager on city updates.
- May 24 – Attended McMinnville Affordable Housing Task Force meeting.
- May 25 – All-staff meeting.
- May 25 – Attended panel in Newberg along with Rick Rogers from Newberg Habitat and Stuart Brown from Guild Mortgage to present on affordable housing and role of realtors as well as provide information on Community Connect Event.
- May 26 – Meeting at Linfield with facilities personnel to go over plans for Community Connect Event, tables and chair needs.
- May 27 – Joslyn and I volunteered at Saturday Morning Breakfast at Cooperative Ministries as well as handed out additional Community Connect Event flyers.
- May 30 – Start set-up for Community Connect Event.
- May 31 – Community Connect Event all day.
- June 1 – Met Jamin Gentry at local Columbia Bank branch to sign loan docs for refinance of Village Quarter retail space.
- June 1 – Attended webinar on “A New Era of Homeownership”.
- June 6 – Attended webinar on “Public Benefit from Publicly Owned Parcels: Effective Practices in Affordable Housing Development”.
- June 12 – Met with Seamus McCarthy of the YCCO to discuss potential Pay For Success models. Also signed agreement extending lease/purchase option until December 31, 2017.
- June 12 – Attended McMinnville Homelessness Subcommittee meeting.
- June 13 (evening) – Attended McMinnville City Council work session to listen to updates on year 1 on McMinnville Affordable Housing Task Force.
- June 19 – Attended YCCO Board meeting.

Other items of potential interest:

- Sent out flyer in English and Spanish as well as press release for June 8th Piecing Community Together Event.
- 2017 Community Connect Event – Verified registered Community Connect providers, figuring out floor plans, revising floor plans after final walk through, completed full provider list. Sent out provider survey after event and compiled information from guests from event.

***FAMILIES SERVED REPORT:***

Total families served for the month of May = 2125

**HOUSING AUTHORITY of YAMHILL COUNTY**  
**In Partnership with Yamhill County Affordable Housing Corporation**  
**FAMILIES SERVED REPORT**  
**May-17**

Housing Choice Voucher (HCV) Program:	Families Assisted	Available	
Section 8	1036		
Family Self-Sufficiency (FSS)	152	/ 150	Families with escrow: 98
Housing Choice Vouchers for Homeownership (HCV-H)	19		
Yamhill Community Corrections	13	/ 15 (4 pending)	
YCAP Homeless Vouchers	20	/ 20 (0 pending)	
Family Unification Program (FUP)	43	/ 60 (3 pending)	
Yamhill County Health and Human Services	28	/ 40 (10 pending)	
Yamhill County Veterans Services	17	/ 20 (2 pending)	
Foreclosure Vouchers	2	/ 10 (0 pending)	
Baker Field Transitional Housing Fast Track	7	/ 8 (1 pending)	
Special Needs Clients	34		
Project-Based Deskins Commons	12	/ 12 (0 pending)	
VASH	5	/ 15 (6 pending)	
<b>Total HCV utilization by family</b>	<b>1388</b>	<b>/ 1358</b>	
<b>Grand Ronde Tribal Housing Authority (GRTHA)</b>	<b>15</b>	<b>/20 (4 pending)</b>	
<b>Total Voucher usage by family</b>	<b>1403</b>		<b>Total persons served: 3,601</b>
<b>Housing Rehabilitation Program</b>			
Paid off loans			0
New loans closed			1
Foreclosures			0
Loan portfolios	174		
Loans under construction	14		
<b>Total Loans managed</b>	<b>188</b>		
<b>Housing Resource Center Programs</b>	<b>Month</b>		<b>Total apps/ Graduate(s)</b>
Oregon Foreclosure Avoidance Program (SB 558)	24		
Foreclosure Avoidance (NFMC/HUD)	3	(0 new)	
OHSI - Home Rescue Program	54	(14 approved)	
OHSI - Loan Preservation Program	13	(2 approved)	
Valley Individual Development Accounts (VIDA)	27		0
Resource Center Activity	27	(12 Center, 15 other)	
Class Participants	39	(32 ABC's, 7 HCVH Orientation)	
Ready to Rent Enrollment			383
Rent Guarantee	7		
<b>Total contacts for month</b>	<b>194</b>		
<b>FAMILIES SERVED by programs</b>	<b>1785</b>		
<b>FAMILIES at HAYC properites w/o S8 assistance</b>	<b>340</b>		
<b>TOTAL FAMILIES served by HAYC</b>	<b>2125</b>		

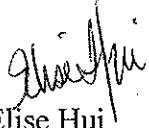
Affordable Homes	Bought/Agreement	Sold	Pending Offers
YCAHC Homes	10	9	0
NSP Homes	5	5	0

Waiting Lists:	Added this Month	Waiting on List
Housing Rehabilitation	3	25
Manufactured Homes in Parks	2	220
Section 8	80	2,446
Deskins Project Based waiting list	24	843
VIDA	11 19	64

## BOARD MEMORANDUM

Date: June 20, 2017

SUBJECT: **Status of Various Properties**

FROM: Elise Hui 

***Booth Bend Road Housing Project*** – We are starting to line up several environmental reports that we will complete prior to exercising our option on the property. These include an Environmental Phase I Assessment, an updated survey of the property, and a Phase I Geo-tech report.

***Village Quarter Retail Space*** – We have just completed refinancing of the Village Quarter Retail Space note as the note was maturing in June 2017 with a balloon payment due. We have refinanced it for a 5 year term with no prepayment penalty for early pay-off. I also signed a new extension to our lease with option to purchase with the YCCO to extend the lease/option to purchase for six months until the end of 2017. This should give us plenty of time to get the purchase wrapped up. All indications are that the YCCO will pursue the purchase of the space. I am working on getting an updated purchase price amount ready for the YCCO CEO, Seamus McCarthy.

***Riverside Terrace Community Room Expansion issue*** – On April 11, 2017, Yanira and I met with an ombudsman and two Riverside Terrace residents to talk about ongoing concerns with the lack of a larger community room and common bathroom at Riverside Terrace. After discussion, it was decided that the ombudsman and residents would look into the possibility of raising funds for the completion of the renovations. In June, two articles which are attached were written regarding this situation and asking for help with fundraisers and donations for the project. In 2012, the project was estimated to be around \$35,000; with inflation factors it would now be estimated more around \$46,000.

**ACTION NEEDED: INFORMATIONAL ONLY**

# Residents Request Community's Help to Fund Restroom at Riverside Terrace

Riverside Terrace is a 27-unit complex built in the 1970s for low income senior citizens and people with disabilities. It is located off Sheridan Road in Sheridan.

The complex offers a community center, which serves as a hub for those who live at Riverside. The community center is where residents check their mail, do their laundry, hold meetings and monthly potlucks, get together to play cards and create crafts, hold the occasional garage sale, celebrate holidays and visit with each other. The center offers opportunities for fun, friendship, health and socialization for the residents.

The center does not, however, have a restroom.

Imagine your 87-year-old grandma sitting down for a friendly game of gin rummy with a friend at the center, when she realizes she needs a restroom. And, she needs it now. What can she do? Her only choice is to hightail it back to her unit, which can be especially difficult if grandma uses a walker, wheelchair, or deals with other encumbrances that slow her down.

According to Riverside residents, some folks have been unable to make it all that way back to their homes in time. Which, of course, results in a horrifying and embarrassing experience that none of us would wish on anyone.

Some residents simply won't attend the potlucks and other

activities for fear of having an accident.

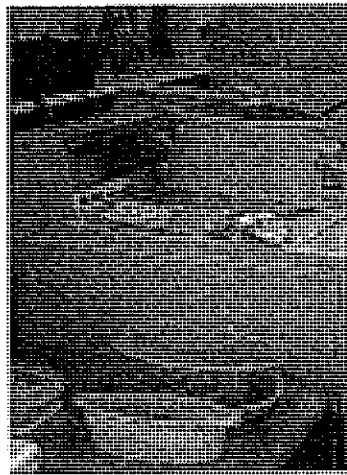
The facility has been operated by the Housing Authority of Yamhill County (HAYC) since 2002. A HAYC spokesman said there has been no money in the budget to build the needed restroom that residents have been requesting for the past 20 years.

She said that some time ago, a contractor was hired to draw up plans for a restroom, but the project was stopped at this point because they found they were legally required to use these funds to make another unit at the complex handicap accessible instead. Riverside residents report that neither of these projects materialized.

The spokesman said that improvements and projects are prioritized by need and must be approved by USDA Rural Development.

Housing Authority officials told residents that, although they would like to install a bathroom, there just isn't the money in Riverside's reserve fund to cover the cost.

However, HAYC purchased the vacant land located next to Riverside a few years ago with plans to build more apartments and a new community center that would include public bathrooms. But those plans were shelved when HAYC learned the land is located within the city's flood plain and they are legally unable to build on it. The property is cur-



rently for sale.

HAYC works with USDA Rural Development's office located in Tangent.

According to the Rural Development agency, Riverside could start a fund-raising effort to pay for a bathroom themselves, with proceeds from the fund-raisers to be kept in a separate account. Viamae McKnight, a former Riverside Terrace resident, said she would also like to see the Housing Authority build a bigger community center for Riverside. "The existing community center is so small that food must be

placed on top of the washer and dryer when a potluck is held. In addition, people can't get out of where they're sitting unless someone gets up and lets them out. There are 32 residents living at Riverside and only room for 18 to 20 to attend functions in the community center. They can't hold any functions that include non-residents as there are no public restrooms."

Ted Collins, president of the Riverside Resident Committee, said he will keep working to get a bathroom built no matter how long it may take.

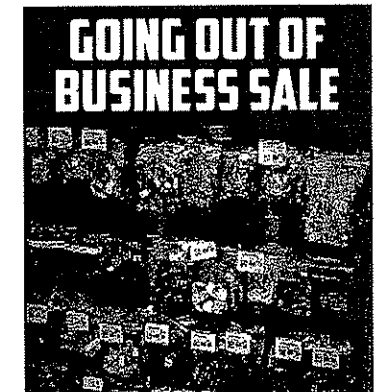
"My wife can't attend potlucks because she is disabled and is concerned about making it back to our apartment if she needs to use the bathroom," Ted said.

Ted plans to initiate a fund-raising campaign as soon as possible. Riverside residents are asking the community to help them resolve this issue. Contractors, building supplies and cash donations will be appreciated. Churches, clubs, civic groups, school groups and others who are willing to host fundraisers or make donations are asked to call Ted Collins at 503-568-9543 or Viamae McKnight at 971-237-7279.



## Guided Painting Class Scheduled for June 2

"Paint with Natalie Fletcher," a guided painting class for "drinkers with a painting problem" is set for 6-9 p.m. on Friday, June 2, at the Willamina Civic Club. Supplies are included. Seats may be reserved at fundraiserwithnatalie.eventbrite.com.



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**Can You Find Corky Hidden in the Bulletin Board?**

If you find him, email his location to:  
[bulletin@wavecable.com](mailto:bulletin@wavecable.com)  
or send your answer to:  
The Bulletin Board,  
144 E. Main, Sheridan 97378.  
You'll be entered in our monthly drawing for free advertising!

21

## **Give us a bathroom**

Riverside Terrace apartments in Sheridan, a 27-unit housing facility for low-income disabled and senior citizens, desperately needs a bathroom for people with disabilities.

For more than 20 years, the residents have been asking the Yamhill Housing Authority to build a bathroom in the commons/laundry room. Every year, we are given a questionnaire to fill out on what we would like to see improved, and at least 75 percent of us ask to have the commons enlarged and a bathroom accessible to people with disabilities.

There are many people living at the facility who are handicapped, using walkers and wheelchairs, and not able to get back to their apartments to use a bathroom. We were told we could use the bathroom in the manager's apartment (which is attached to the commons).

The problem is the manager is not always there, and the bathroom is not accessible to people with disabilities. We also have outside workers who do repairs and maintain the yard with no bathrooms for their use.

I recently presented the Housing Authority with a petition signed by 31 Riverside residents, urging the agency to build a new bathroom. I was told there just isn't any money in the budget because all the money from rent is spent on maintenance.

Housing Authority officials said Riverside residents could launch a fundraising campaign to pay for a bathroom. It would be kept in a separate fund. Residents are getting bids from contractors and then plan to ask local residents and businesses to support them.

If anyone wants to help (either by donating funds or working on a fundraiser campaign) please call me at [971-237-9279](tel:971-237-9279) and leave a message. I was a longtime Riverside resident who recently moved to another Housing Authority apartment in McMinnville, but I remain committed to helping Riverside get this much-needed facility.

**Viamae McKnight**

*McMinnville*

**Riverside Terrace Apts Community Room Extension and ADA Restroom**

*Estimate Based upon 2012 RS Means Square Foot Costs Rounded to the Nearest Thousand*

<b>Community Room Expansion and Restroom</b>	35,000.00
Subtotal	35,000.00
Overhead and Profit (25%)	8,750.00
Contingency (%5)	2,187.50
Total	\$45,937.50



## BOARD MEMORANDUM

Date: June 19, 2017

SUBJECT: **Tenant Receivable Write-offs FY2017**

FROM: James Umfleet



The following are total receivables for tenants that have moved out of our properties and that our property managers have found to be uncollectable. We would like to write off these receivables from the books. We will add them to our list of tenants who left owing money, and will disallow them future services until they pay us what they owe.

101-Tice Park = \$5,313  
121-Woodside Park = \$5,808  
301-Haworth Terrace = \$3,704  
308-Heritage Place = \$2,365  
313-Abbey Heights = \$291  
703-Bridges = \$0  
705-Sunnyside = \$615  
706-Hendricks Place = \$0  
707-Homeport = \$3,756  
801-Fresa Park = \$0  
804-Riverside Terrace = \$51  
806-Vittoria Square = \$2,239  
815-Palmer Creek = \$245  
Total = \$24,386

Most properties have monthly accruals for bad debt expense, which totaled \$30,400 this year, so we will see a \$6,014 reduction of bad debt expense for June.

The total write-offs of \$24,386 is .73% of our budgeted total rental income of \$3,343,000.

Action Recommended: Move to approve write off of bad debts listed above.

## BOARD MEMORANDUM

Date: June 20, 2017

**SUBJECT:** Heritage Place Apartments Paint

**FROM:** Mike Jager

**ISSUE:** Approval of Sole Bid Paint Contract

**BACKGROUND:** Board approval is required on all projects exceeding \$25,000 dollars. Single bid received for \$31,900.00 from Westerlund Painting and Maintenance. A total of four paint contractors were solicited, but only Westerlund responded.

**FISCAL IMPACT:** The projects will be funded through replacement reserve, and funds are available to do this work.

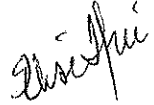
**RECOMMENDATION:** Request the Board approve, by motion, to allow award of the above paint project to the low responsive, responsible bidder.

## BOARD MEMORANDUM

Date: June 19, 2017

SUBJECT: **Approval of Vacation Time**

FROM: Elise Hui



In accordance with my contract with the Board, I am requesting approval of vacation time that exceeds 40 consecutive hours. I would like to be on vacation starting Friday, July 28, 2017 through Friday, August 11, 2017, and return to the office on Monday, August 14, 2017 which would be total leave time of a maximum of 88 hours (some of this time may be made up prior to the trip).

James will be the primary contact during my absence, and as usual during my absence the department directors will be in charge of their respective departments and have authority to make decisions that relate to their departments. They will coordinate with each other to ensure that there is management coverage in the office as much as possible.

**ACTION RECOMMENDED:** Approve vacation time for Elise from July 28, 2017 through August 11, 2017.