

**MINUTES OF THE JANUARY 22, 2019 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, January 22, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:56 p.m.

***Roll Call:***

Commissioners present were Catherine Jones, Chair Joyce Morrow, Vice-Chair Fred Mickelson, Mike Gougler, and Phil Griffin. Management staff members present were James Umfleet, Massey Casper (Executive Director), Megan Ramos, Vickie Ybarguen, and Yanira Vera. Guests present were Commissioner Mary Starrett (liaison county commissioner), and Riverside Terrace residents Harriet Davenport and Teddy Collins.

***Approval of Minutes:***

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on December 4, 2018. Commissioner Jones moved to approve the minutes of the meeting held on December 4, 2018 as presented. The motion was seconded by Commissioner Gougler and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures, and did not have any questions beyond the details on large payments James provided on the report.

***Reports of the Secretary:***

*Finance and Rehab Report by James Umfleet:* Prior to the meeting the Commissioners reviewed the budget-to-actual comparison reports, and Chair Morrow had asked about the budget overage on maintenance salaries in November (Mike Jager severance pay) and the budget overage in December on Admin Other Benefits (holiday gift cards to staff). Cash flow from operations was \$3,178 for November, \$3,459 for December, and negative \$85,278 for the six months year-to-date. It's looking like things are starting to move on the next property acquisitions from the County.

*Systems Report by Vickie Ybarguen:* Vickie attended many meetings and trainings in November and December:

- November 13<sup>th</sup> – Lindsay Software Demo
- November 16<sup>th</sup> – Meeting with Chemeketa Community College
- November 28<sup>th</sup> – 29<sup>th</sup> - Workshop for Executive Directors.
- November 29<sup>th</sup> – Meeting with John Larson from YCAP.
- November 29<sup>th</sup> – Meeting Regarding Sheridan Riverside Project
- December 10<sup>th</sup> – Affordable Housing Task Force “Strategic Doing” Workshop.
- December 11<sup>th</sup> – OHSC Statewide Housing Plan Meeting (Vickie distributed the pamphlet that the State gave out at the meeting to the Commissioners).
- December 14<sup>th</sup> – Meeting with France of CDP regarding Newberg Project
- December 27<sup>th</sup> – Maintenance Staff training on Yardi Mobile Work Orders
- Multiple meetings regarding HHS MOU.

Vickie worked with the Yoop intern to remove data from old IT equipment, and then recycled or donated equipment to Yoop. Yoop intern Naomi had her final day in December. She did a great job and we sadly said good-bye and gave her a letter of recommendation signed by all HAYC directors. We completed working with the George Fox branding class and gave them feedback on their final logo proposal. We will be adding the new logo to the 2019 Board Retreat agenda to determine if it should be implemented. Yanira Vera and Vickie met with the maintenance staff and site managers to discuss work orders, demonstrate the Yardi Mobile Maintenance App to site managers, and give directions and answer questions from maintenance staff regarding the app. Vickie followed up with the maintenance staff after correcting issues brought to our attention during the meeting, and gave them written step-by-step directions on how to properly use the app. Adding security cameras to Abbey Heights is ongoing, as it has turned out to be more difficult than we thought it would be. We are very happy to announce Steven Stone is our new Systems Technician, and started in his new position December 17, 2019. Vickie has charged him with the security cameras at Abbey Heights and other tasks. Vickie organized and planned priorities for a Yardi onsite meeting. They sent two representatives here on January 15, 2019, at no charge to HAYC, to work with us on some of our software issues, and to better utilize their product. When we deploy our new website, it will no longer be hosted by Online NW.

*Asset Management Report by Yanira Vera:* For November physical occupancy increased .8% to 98.7%, and financial occupancy increased 1.0% to 98.1%. For December physical occupancy decreased .4% to 98.3%, and financial occupancy decreased 1.6% to 96.5%. Our new manager at Woodside Park, Maribel Martinez, is doing a really good job and has reduced the vacancies there to just one. For November and December 638 work orders were closed. Roofing at all properties has been completed. Despite heavy rains, there were no leaks from the planting boxes or green roof at Village Quarter. We still need to decide what to fill the planting boxes with.

*Housing Services Report by Megan Ramos:*

*Family Self Sufficiency:* In November and December 2018 we had 3 FSS graduates:

(1) Nickcole J., who came onto the Section 8 program as homeless single mother. During her time in the FSS program she worked hard to increase her income through employment and graduated with \$16,104.79 in escrow, She continues to work toward her goal of homeownership. (2) TeAnn K., graduated in order to move to Polk County to be closer to her work. After some setbacks, she finally landed her dream job in the medical field. She is looking forward to settling in Polk County and continuing her career at her current dental office. She who graduated with \$10,424.77 in escrow, and (3) Amanda B., and her husband started the FSS program in Dec 2015 with zero income. They both had a goal to enroll in school which they did. After graduation Brad found a full time job and Amanda got hired part time at a nursing home. They who graduated with \$6,990 in escrow and are planning a family vacation in the summer of 2019.

*Section 8:* All of our hard work in bringing up voucher utilization numbers paid off and we ended 2018 with 98.4% voucher utilization. Going into 2019 we will work on maintaining our voucher utilization at a more steady number, so have pulled back on leasing up. We are keeping a close eye on the federal shutdown and how it will affect our participants. At this point we have been funded through the end of February and are hopeful the shutdown will have ended prior to that. We are advertising for the Housing Specialist position that will be open from Steven Stone moving to Information Technology.

*Executive Director Report by Massey Casper:* For November total families served increased 25 to 2,082, and for December total families served increased 52 to 2,134. Some highlights of the many activities happening lately:

- Attended Oregon Housing Authorities two-day Quarterly Meeting in Eugene. Met with ED's from across the state. Also present was Saeed Hajarizadeh, Deputy Director of Vancouver Housing, WA.
- Met with Officers and Regional staff of Columbia Bank for a meet and greet and to present us with an overview of our current relationship with them.
- Met with Marci Ingram, School Liaison for Homeless kids and possibilities of those families working closely with us. It was heartbreaking to hear some of the stories about the homeless kids.
- Met with Directors to get update on HHS portfolio, findings and to assess vacancy costs, damages, bad debts and go over proposals moving forward.
- Met with HCV department Director to get an update on HCV lease ups and funding spend.
- Meet and greet with residents of Fresa Park.
- Had a successful meeting with Jay DeLapp with Rural Development management in Tangent to re-introduce ourselves and to welcome the new management, and to apologize for our past non-cooperation. We are working to get off their 'difficult to work with' list. We were able to cajole them to allow replacement reserve draws of \$170k that we spent for roofing replacements at Fresa Park and Riverside Apartments, despite not being budgeted or approved.
- Attended HCV Management training in Seattle with Director Megan Ramos. We made a lot of connections, including new contacts at Seattle Housing Authority. We are planning a trip up there to learn about their award winning SMART maintenance program, and LEAN work program.
- Held an all Staff Winter Potluck, which was a lot of fun.
- Working on a revised Use Restriction Agreement with the buyer of Meadowbrook Apts, and attempting to implement a management fee into the agreement. After that we will be looking at Lafayette Apartments and Camelia Court, the last two properties that we have an agreement with so that they can get property tax exemption.
- We will be holding a Synergy Summit on January 29<sup>th</sup>. Commissioner Starrett has agreed to attend and speak at the meeting.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:*

*Cumulus Avenue Property:* We sent the market analysis of the Cumulus Avenue property to Steven Maxfield, M.D. of the McMinnville Eye Clinic. They reviewed the market analysis, and are very interested in putting forward an offer on the property. They are currently talking to a contractor and architect to get estimates on how much construction costs would be so that they have an idea on the total cost of the project. He said we should be hearing from him soon with an offer.

*Legacy Place (Springbrook Rd, Newberg property):* HDC, CDP and Casa of Oregon have all expressed an interest in being consultants for the project. The paucity of time to properly vet each consultant, and the time needed to apply for additional funds, and the need to send in a winning application to OHCS has led us to make a decision to temporarily hold off on the project until sometime between the 3rd quarter of 2019 to the 1st quarter of 2020. In the meantime HAYC has offered to purchase the property from Commissioner Mike Gougler after diligence is

done by Mark Davis (ex HAYC employee and developer), a consultant hired to help with procurement of the said property.

*Sheridan Road Property:* Yamhill County Health & Human Services (HHS) development plans are very much on track, as they are awaiting a commitment from HAYC for an additional 65 vouchers. Our entire HHS portfolio model was analyzed to bring them in line with newer sustainable practices. Tenant charges, vacancy loss, personnel costs, and other compliance related costs have been added to a new single MOU agreement. The new fee structure will bring an additional 52k per year for our existing agreements. When the Sheridan project comes on line late 2019 we stand to add 99k to our recurring revenue stream.

*YCAHC Housing Rehabilitation:* YCAHC has acquired one empty duplex buildable corner lot in Lafayette for property taxes owed to the County, and we are in conversations to take possession of four additional dwellings for back taxes owed. YCAHC is also looking at acquiring a foreclosed property that is about to go on the auction block, one on which we have an outstanding 7k rehab loan.

*Other Potential Development:* Vickie Ybarguen brought to Massey's attention a piece of property immediately behind our offices that is 2.83 acres and zoned P4. Plans are underway to start a conversation for acquisition purposes especially if the Cumulus property sale goes through.

***New Business:***

*Resolution 19-01 – Revision of Section 8 HCV Admin Plan:* We have changed the Section 8 Housing Choice Voucher Administrative Plan to (1) Update client identification policies to remove and image copies of social security cards after verification, (2) Require 3<sup>rd</sup> party verification of assets under \$5,000 every three years, and (3) Update earned income disallowance policy to exclude 100% of earned income for 24 months. Commissioner Gougler moved to approve the Section 8 HCV Admin Plan as revised. The motion was seconded by Commissioner Gougler and unanimously approved.

*HAYC Audited Financial Report FY 2018:* James said the audit went very well; the auditors did not have any findings or adjustments and gave an unqualified opinion of acceptance. For FY2018 our net position increased \$708,217 from \$17,898,781 to \$18,606,998. The Board congratulated staff on another good clean audit. Commissioner Mickelson said he fielded questions from the auditors this year, and they had several important questions, including any knowledge of fraud, etc.

***Additions to the Agenda:***

None.

***Executive Session:***

Chair Morrow excused staff, except for Massey Casper, and moved into Executive Session at 6:46. She returned to the regular meeting at 7:21.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:21 p.m. The next meeting of the HAYC Board will be held after the Board Retreat that begins at 3:00 p.m. on March 5th, 2019.

Respectfully submitted,

Massey Casper  
Executive Director/Secretary