

**MINUTES OF THE JANUARY 23, 2018 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 23, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:02 p.m.

***Roll Call:***

Board Commissioners present were Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. A Board Commissioner absent was Catherine Jones. Management staff present were Elise Hui (Executive Director), Mike Jager, James Umfleet, and Yanira Vera. A management staff member absent was Megan Ramos. Guests present were Mary Starrett (Liaison County Commissioner), Riverside Terrace residents Harriet Davenport and Teddy Collins, and Village Quarter resident Sarah Wilson.

***Approval of Minutes:***

Commissioner Mickelson moved to approve the minutes of the meeting held on December 12, 2017. The motion was seconded by Commissioner Gougler and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow asked James about the Sunflower Park \$2,969 and Village Quarter \$3,167 payments to PNC Multifamily Capital, which were annual investor services fees. Commissioner Mickelson did not have any additional questions about the payment summary, and commended James for almost always addressing payment questions he may have in his memo.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was negative \$5,177 for November, positive \$228 for December, and \$92,001 for the six months year-to-date. Chair Morrow noted we sold the 14<sup>th</sup> Street McMinnville house; James said we had a \$23,217 profit on the sale, but the house had an old \$25,000 rehab loan on it, so we applied the profits toward the loan and wrote off the remaining \$1,783. James pointed out our HAP reserve at the end of the year was \$40,116, so without the \$44,566 shortfall funding we received, we would have had a HAP shortfall of \$4,402. Chair Morrow asked Yanira about the \$5,833 refund from Families United for Independent Living (FUFIL). Yanira said after they billed us for \$11,250 for retroactive tenant services, she entered into discussions with them to determine why they didn't bill us for so long. She found that FUFIL used to hire a company to do resident services at Hendrick's Place, but the company they were using quit providing the services around August 2016. So, they refunded for services they billed us for from August 2016 through September 2017, and are going to start providing tenant services by contracting with a new company from here on out.

*Asset Management Report by Yanira & Mike:* For November physical occupancy increased .2% to 96.8%, and financial occupancy decreased 1.9% to 95.8%. For December physical occupancy decreased .6% to 96.2%, and financial occupancy increased .3% to 96.1%. We had 6 vacancies

at Woodside Park, with 3 of them due to the units being abandoned. Fortunately we have 25 families on the waiting list. The average time to complete work orders in November increased 3.0 days to 7.1 days, and in December increased 3.1 days to 10.2 days. Our average days increased a lot because we have been doing a lot of annual inspections of units, which has resulted in a large number of work orders. In addition, we had one of our maintenance crewmembers resign, and are down a maintenance worker again. We have been through a couple hard rains this winter, and no leaks have been detected at Village Quarter, so we feel it is safe to say we are finally done with the leak repairs. The reconfiguration of the Bridges complex to add an additional unit and move the office may require changes per city code to parking spaces and the fire suppression system, etc., so the architect is working with a city code specialist to try and get a variance from code. Once we know if we can get a variance, the architect can continue working on the design drawings.

*Housing Services Report by Elise in Megan's absence:*

*Family Self Sufficiency:* We had two FSS graduates for the month, Jewely Wallace, who received \$24,505 total escrow while on the program, and Jeremey Shultz, who received \$25,817 total escrow.

*Section 8:* Housing Specialist Steven Stone is still with the agency until he finds employment closer to his new home in Roseburg. We were pleased to learn we were funded for 4 FSS coordinator positions again for 2018, so are posting for the fourth FSS coordinator position in preparation of Steven's departure. The Portland HUD office is coming in February to perform an onsite compliance audit.

*Housing Resource Center:* Claudia returned from maternity leave on December 5<sup>th</sup>, and has taken back over the bulk of our resource center programs.

*Executive Director Report by Elise:* Total families served in November was 1,977, and in December was 1,999. Elise continues to plan for the 2018 Community Connect Event, including buying 300 recyclable bags for \$32, utilizing a \$500 grant she got from 4imprint. This last holiday season was the first time we had lights put up on the main office building, and they were very festive.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:* As approved by the Board during the December meeting, we have extended the lease/option agreement with YCCO on the 3 Village Quarter commercial bays for another 2 years through December 31, 2019. We will continue to collect the monthly lease amount of \$8,967 for the 3 bays, which covers our current debt service on the property and any maintenance costs required.

***New Business:***

*Planning Retreat Date & Agenda:* The February Board meeting has been moved to March 6<sup>th</sup>, with the planning retreat scheduled to be held at 3:00 p.m. prior to the regular meeting that is expected to start around 5:30 p.m. Commissioner Mickelson moved to approve the planning retreat date and agenda. The motion was seconded by Commissioner Griffin and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

Chair Morrow moved into Executive Session at 6:37, and returned to the regular meeting at 7:03.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:04 p.m. The next meeting of the HAYC Board will be held at 5:30 p.m. on March 6, 2018.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary