

**MINUTES OF THE JANUARY 24, 2006 ANNUAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, January 24, 2006, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson, and Joyce Morrow. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, and James Umfleet. Guests present were: Anna Geller and David Crawford.

Chair Newville called the meeting to order at 7:43PM. He welcomed Anna Geller and David Crawford of Geller Silvis & Associates, the consulting firm previously approved by the board to work with us on a New Market Tax Credit project. Chair Newville then adjourned the meeting at 7:46PM to go into executive session to discuss property issues.

The meeting was reconvened at 8:23PM following discussions with Anna Geller and David Crawford. Commissioner Morrow made motion to authorize the Executive Director to negotiate and sign Purchase Option agreements with two owners of downtown McMinnville buildings as part of the New Market Tax Credit project. Approval is contingent upon the following: Securing a combined price for both transactions not to exceed \$1,610,000; obtaining adequate funding for the project; obtaining appraisals that support the purchase prices; and obtaining Board approval of the project development budget. The motion was seconded by Commissioner Knutson and unanimously approved.

The Board also discussed a new name for the New Market Tax Credit project but deferred a decision on the name to a later date.

The Board acknowledged the success of two recent graduates of the Family Self-Sufficiency Program, Sara Norwood and Lori Barton. Neither of them was able to attend the Board meeting.

Commissioner Joyce Morrow reported that she had reviewed the expenditures for the month of December 2005 and had no further questions.

Commissioner Morrow moved to approve the minutes of the December 27, 2005 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

James reported on the financial statements. Fresa Park and Haworth have been struggling this year with low occupancy and high maintenance costs. Section 8 HAP payments

were \$45,000 under budget and in line with our budget utilization plan for the year. HUD has recently announced that 2006 Section 8 funding will be based on the 2005 funding. James stated that he will be posting the \$89,500 developer fee over the next few months for Sunflower Park

Elise reported on families served. Overall occupancy decreased 1.35% to 93.3%. We had 5 vacancies at Tice Park, but we have candidates to re-fill those units. Woodside vacancy is up to 94%. Fresa is down to 4 vacancies. We are leasing up on Section 8 vouchers now.

Mike summarized maintenance and construction activities. Average time to complete all work orders was 13.11 days, which was another big improvement from prior months, thanks to a reduction in the volume of work orders. We had no bidders for the Fresa re-siding project, partially because the state is now requiring contractors to get a rather large bond, and small contractors are hard pressed to afford it. Joyce asked if we would hire an employee if we can't find an interested contractor. Mike said that would be a possibility. The siding at Homeport also needs to be replaced soon.

Mark reported on Development. *Vittoria Square Rehab* – still at USDA (Rural Development) for review of the specifications. *Sunflower Park* – Construction completion is nearing, and will be completed in stages. The community building and one residential building will be ready by February 1st. We have not heard back from Cascade Housing on the possible buyout of their interest in the partnership. Mark showed some pictures of the construction. Barbara asked about applicants and Elise said we have already filled the first building of 13 units. *New Market Tax Credits* – Our consultants with Geller Silvis & Assoc attended the meeting to update the Board on the project. *OHCS Funding* - A new requirement by OHCS requires PHAs who receive funding from them to have at least one Board member attend a training session.

Don summarized the agenda for the upcoming Board Planning Retreat to be held on February 3rd and 4th at Barry Philpott's residence in Depoe Bay.

Elise presented a revision to the Section 8 Administrative Plan. The revision increases the preference for homeless vouchers from 10 to 15. Seven of the 10 preference vouchers for homeless have been utilized through our partnership with YCAP. Because of the availability of six new units at Sunflower Park designated for "Transitional Housing", there is a need to increase the number of preferences. This would allow us to fill the designated units at Sunflower with transitional families. Commissioner Knutson moved to approve an increase in the maximum number of preferences for homeless vouchers from 10 to 15. The motion was seconded by Commissioner Morrow and unanimously approved.

Mike reported that staff had planned to bring a contract to the Board for approval for re-siding Fresa Park. However, no bids were received. Mike stated that new requirements of the Oregon Bureau of Labor and Industries, such as the requirement for a new bond,

discouraged vendors from bidding the project. Staff will make another solicitation for bids and bring it back to the Board.

Don presented the operating and capital budgets for Abbey Heights Limited Partnership covering calendar year 2006. Occupancy is budgeted at 92%, slightly higher than the 2005 budget. Utilities were adjusted down from 2005 because of water leaks in the previous year. Commissioner Griffin moved to approve the operating and capital budgets for 2006. The motion was seconded by Commissioner Morrow and unanimously approved.

Chair Newville stated that this is the annual meeting of the Board and it is time for election of officers for 2006. Commissioner Morrow nominated Commissioner Newville to serve again as Chair. Commissioner Griffin seconded the motion and moved that nominations be closed. The motions were unanimously approved. Commissioner Knutson nominated Commissioner Morrow for Vice Chair. Commissioner Griffin seconded the motion and moved that nominations be closed. The motions were unanimously approved.

The meeting was adjourned at 9:10PM.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary