

**MINUTES OF THE JANUARY 24, 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, January 24, 2017 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 Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Mike Gougler, and Phil Griffin. A Commissioner absent was Catherine Jones.

Management staff present were Elise Hui (Executive Director), James Umfleet, Mike Jager, and Yanira Vera. A management staff member absent was Judi Herubin. Guests present were Village Quarter tenants Carol McCausland and Sarah Wilson.

Public Comments:

None.

Public Hearing:

Request for Exemption from Competitive Bidding Requirement: A Notice of Public Hearing Request was published in the Daily Journal of Commerce 9 times from December 26th through January 13th requesting an exemption from the competitive bidding requirement and authorization to use the Request for Proposals (RFP) method to obtain a Construction Manager/General Contractor for our new construction project. This is the public's last opportunity to submit comments on this request. Elise said she has not received any comments to date and since there was no public at the meeting to submit comments, Chair Morrow said we are clear to request the exemption under New Business.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on December 6, 2016. The motion was seconded by Commissioner Gougler, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting she asked James about two payments to Gulliksen, which James said were for a move-out refund and final paycheck for our Woodside Park manager who resigned. Commissioner Griffin noted that we bought 27 new PCs for the main office staff; James said they are mini-desktop PCs that are only about 8" x 8", and come with Windows 10. Vickie has not had time to start implementing them yet, however, as we have been really busy with the Yardi Voyager upgrade and issue resolution.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations for November was \$6,839, and for December was negative \$11,583. The cash flow for the 6 months year-to-date has been \$74,110. The holiday gift cards put the Admin Benefits – Other category over budget. Prior to the meeting Chair Morrow asked James what membership fees we paid that put us over budget in November and December; James said we paid the annual fees to PHADA (Public Housing Authorities Directors Assoc), NAHRO Regional Counsel, and LIHTC Fees for several properties to OHCS. Although we're over budget on membership fees for the two months

reported, we are very close to the YTD budget at the end of December. Also prior to the meeting Chair Morrow asked James why we are running over budget on medical insurance costs, which James said was due to increasing the amount going into the medical spending accounts for employees with coverage through Providence so that the overall benefit is close to the benefit for employees with coverage through Kaiser. Chair Morrow commended Judi and her staff for ending the year with a 99.5% average voucher utilization.

Asset Management Report by Yanira & Mike: Physical occupancy decreased 1.3% to 96.2% in November, and increased 1.9% to 98.1% in December. Financial occupancy increased 2.1% to 97.6% in November, and decreased .2% to 97.4% in December. We have new managers for Haworth Terrace/Vittoria Square, and for Sunflower Park/Heritage Place, so Asset Management is fully staffed again.

The average time to complete work orders decreased 2.3 days to 4.7 days in November, and decreased 1.2 days to 3.5 days in December. We have a maintenance staff member on medical leave again, so work order completion times will probably increase a bit in January. McMinnville Water and Light has a weatherization assistance program, and are going to pay for most of the cost of new ductless heat pumps at Homeport. Our Rehab Specialist, Darcy, is also working with MW&L to utilize their weatherization grant funds with Rehab clients. Commissioner Griffin moved to approve Mike entering in to a contract with an HVAC company for heat pump installation at Homeport. The motion was seconded by Commissioner Gougler, and was unanimously approved.

Housing Services Report by Elise in Judi's absence:

There were 2 FSS graduates in the last two months: Mark Guedon, who received \$28,686 total escrow, and Brittany MacDonald, who received \$8,610 total escrow. We have been developing a post home purchase class called Keys to Success, which is intended to increase the knowledge of first time homeowners. Our first class is scheduled for March 4th.

Executive Director Report by Elise:

Total families served in November was 1,999, and in December was 2,034. Chair Morrow congratulated Elise on her appointment to the YCCO Board of Directors. We closed on the sale of the Norris Court house. Elise was invited by Friends of Yamhill County to give a presentation on affordable housing, which turned into a good networking opportunity. Elise and Mike are helping with the homeless count tomorrow morning. The Newberg Graphic recently had an article about NAHRO poster contest winner Kristal Gaona, which Elise included in the Board packet. Yanira said the Newberg Mayor Bob Andrews went to Deskins Commons to meet with the Gaona family and congratulate Kristal.

Reports of Committees:

None.

Unfinished Business:

Status of HAYC Properties: No new action on the Sheridan Property, Cumulus Avenue lots, or Village Quarter Retail Space.

Executive Session:

Chair Morrow excused the guests from the meeting and moved into Executive Session at 6:35 to discuss property issues. The board returned to the regular meeting at 6:46.

New Business:

Findings of Fact – Authorization to use RFP method to Obtain General Contractor Services: In order to use the Request for Proposals method (rather than the competitive bidding process) to solicit a Construction Manager/General Contractor for our next development process, the Board must approve Findings of Fact that justify the granting of the exemption. Commissioner Griffin moved to approve the Findings of Fact for exemption from the competitive bidding requirement, and authorization to use the RFP method to obtain Construction Manager/General Contractor services. The motion was seconded by Commissioner Gougler, and unanimously approved.

Potential Development Site Pre-development Budget: We couldn't come to an agreement with the seller of the potential development site next to Wilco in McMinnville. But, we found a new 4.6 acre site in southwest McMinnville that looks promising. We will have to spend a significant amount upfront to get us to the OHCS NOFA submittal without knowing if we'll be funded for sure through the current NOFA, but this is no different from other development projects we have done. Commissioner Mickelson moved to approve authorizing staff to present the option agreement and purchase and sale agreement to the seller's agent, along with the specified earnest money amount, as well as to spend LRPH sale proceeds funds in a total amount not to exceed \$200,000 for predevelopment costs. The motion was seconded by Commissioner Gougler, and unanimously approved.

Potential New Development Consultant RFQ Award: At our December Board meeting the Board approved the issuance of a RFQ for Development Consultant, with a recommendation brought to the Board in January for final approval. As we are now looking at a new potential development site, staff would like to have additional time for RFQ responses by moving the deadline back to January 25th. Due to this timing and need for a quick selection, staff is requesting authorization for the Executive Director to proceed with a contract for Development Consultant based on the criteria in the RFQ. Commissioner Gougler moved to approve authorizing the Executive Director to proceed with a contract for a development consultant based on the criteria in the RFQ. The motion was seconded by Commissioner Griffin, and unanimously approved.

Potential Development Site Architectural and Engineering Services Award: We issued a new RFQ for architectural and engineering services on January 5th, with a plan to bring a recommendation to the Board in January for final approval. As we are now looking at a new potential development site, staff would like to have additional time for RFQ responses by moving the deadline back to January 24th. Due to this timing and need for a quick selection, staff is requesting authorization for the Executive Director to proceed with a contract for architectural and engineering services based on the criteria in the RFQ. Commissioner Mickelson moved to approve authorizing the Executive Director to proceed with a contract for architectural and engineering services based on the criteria in the RFQ. The motion was seconded by Commissioner Griffin, and unanimously approved.

Planning Retreat Agenda: Elise provided a draft Planning Retreat agenda for the Board's consideration. The Planning Retreat will be on March 7th at 3:00 p.m., with dinner planned at 5:00 p.m., and the regular meeting at 5:30 p.m. After discussion, the Board approved the agenda as presented.

Executive Director Review: Chair Morrow said it was time for the annual Executive Director Review, and that she and Vice-Chair Mickelson would perform the review. Chair Morrow asked Elise to provide her 2016 accomplishments, and 2017 goals.

Additions to the Agenda:

Commissioner Gougler's Term of Office: Since we still have not found someone to replace Commissioner Gougler, who has agreed to stay on the Board until we do, Elise said the Yamhill County Commissioner's office recommended that we renew Commissioner Gougler's term of office, and when his replacement is found they can complete his term of office. Commissioner Gougler said that he would be willing to do so and the board unanimously agreed to this direction.

Adjournment:

Chair Morrow adjourned the meeting at 6:55 p.m. The next meeting of the HAYC Board will be held after the annual Planning Retreat, at approximately 5:30 p.m. on March 7, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary