

**MINUTES OF THE JANUARY 25, 2005 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 25, 2005, beginning at 7:30PM at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson, Dave Newville and Barry Philpott. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, James Umfleet, Karen Brummert and Beth Stevenson. Guests present were: Juan Flores and Corine Flores.

Chair Morrow opened the meeting at 7:30PM. The minutes of the last meeting were reviewed. Commissioner Knutson moved to approve the minutes of the December 28, 2004 meeting. The motion was seconded by Commissioner Philpott and unanimously approved.

Juan Flores, a recent Family Self-Sufficiency (FSS) Program graduate, was introduced by Karen Brummert who gave a brief history of Juan's progress in the FSS program. Beth Stevenson, Juan's FSS coordinator, provided additional information. Chair Morrow congratulated Juan and Corine on their success and presented them with a certificate and FSS escrow check. Karen presented them with a floor mat for their new home.

The list of expenditures for December 2004 was reviewed. James reported that the "HAP Disbursements" included a cash transfer from the Section 8 account to the Local checking account of \$394,513. The amount should actually be reported as \$631,302. This represents a catch-up reimbursement payment between programs.

James reported on the financial statements for the period July 2004 through December 2004. Non-operating Income includes an accrual of \$98,000 for the Hendricks Place grant from the State.

Elise gave the Families Served report. Occupancy dropped some at Woodside and Abbey Heights in December. Don presented updated Section 8 funding projections based on a recent HUD notice. Housing Assistance Payment (HAP) funding dropped by about 6.7% from last fiscal year and this will require some policy and procedural changes in order to remain within the funding limitation this calendar year. Administrative fee funding increased by about 1% but not enough to cover increased costs. We did receive new funding for an additional FSS Coordinator position, thanks to an excellent application prepared by Elise. Our success in homeownership was a very important factor in receiving this new funding. Commissioner Newville asked if the "units available" in the report are really "available". Mike stated that the units are usually available as soon as a tenant is ready to move in. There are occasions when the unit is not ready due to turnover work in the unit.

Mike summarized the Maintenance and Construction report. The work order data includes work performed at Tice, Woodside and Haworth by on-site managers for the first time. Formerly, that work was performed by the property management firm and not reported in our work order data. Mike expressed appreciation for the work of Martin at Tice Park and Aaron at Woodside Park, our new on-site maintenance employees at those properties. The window project at Riverside should be completed in February. Progress has been made in finalizing the construction contract at Fresa Park.

Mark reported on development projects. The Sunnyside loan is closing on January 26th, which represents the final completion of the Sunnyside development project. The Hendricks Place project is moving ahead on schedule and there were 11 applicants that applied this month for the 8 Hendricks Place units.

Don gave a report on the Housing Rehab Program that is operated by HAYC on behalf of our affiliated nonprofit, Yamhill County Affordable Housing Corporation (YCAHC). Commissioner Newville asked for clarification on whether the rehab loans are reflected on the HAYC books. Don explained that they are not since they are owned by YCAHC. HAYC serves as the program administrator for this program. James stated that the “administration” of the Rehab Program is the only thing reported on the HAYC books. To help offset the administrative expenses of HAYC, the Authority receives an administrative fee for each loan issued.

Under Unfinished Business, Chair Morrow reported that, on January 31st, she and Yamhill County Commissioner Kathy George will be interviewing two candidates for the position currently held by Commissioner Knutson.

Under New Business, Don requested Board approval of the Mission Statement, FY2006 Goals and the Long-Range Goals established at the Board Planning Retreat on January 24, 2005. Commissioner Philpott moved to approve these documents as developed at the retreat and as presented in the Board packet, with the exception that the word “promote” in the first objective of the mission statement be changed to “provide”. The motion was seconded by Commissioner Knutson and unanimously approved. Commissioner Philpott asked about the status of the HAYC web site re-design. Mark reported that we have a team working on the web site that includes Mark, Don, Elise, Bruce Sahagian and Paola Vargas. We are hoping to have the project completed within the next few weeks.

Mike presented the status of the construction contract for the Fresa Park Community Center and rehabilitation. Four contractors took applications for the project, but only one contractor submitted a bid, Cedar Mill Construction. Staff has found no negative information on the contractor, and the architect has worked successfully with them in the past. Commissioner Philpott asked if we include liquidated damages in our contracts. Mike stated that we almost always do. Commissioner Philpott made a motion to approve a contract with Cedar Mill Construction for \$353,338. The motion was seconded by Commissioner Newville and unanimously approved.

Mark summarized an amended Letter of Intent that has been negotiated with Cascade Housing Group for the development of Sunflower Park Apartments. The original Letter of Intent was approved by the Board approximately two years ago and has now been amended to include further details regarding the relationship between HAYC and Cascade Housing and the option for HAYC to acquire the property at a later date. The amendment provides for HAYC to take primary control of the partnership after the first three years of operation. We will manage the property from the inception, but Cascade will be responsible for tax credit compliance for the first three years. In addition, the amendment provides the ability for HAYC to buy-out Cascade Housing Group's interest in the partnership in year 16 of the partnership, after the tax credit compliance period. The Letter of Intent, as amended, will likely be converted into a formal agreement and/or incorporated into the partnership agreement prior to closing. Commissioner Newville moved to authorize the Executive Director to sign Amendment No. 1 to the Letter of Intent with Cascade Housing Group for Sunflower Park, plus any other documents needed to implement the provisions of the Letter of Intent. The motion was seconded by Commissioner Knutson and unanimously approved.

Chair Morrow reported that this is the "Annual Meeting", and it is time for the election of officers for the coming year. She opened the floor for nominations. Commissioner Knutson nominated Commissioner Dave Newville for Chair. Commissioner Kinman seconded the motion and Commissioner Newville was unanimously approved as Board Chair. Commissioner Newville nominated Commissioner Barry Philpott for Vice Chair but Commissioner Philpott declined. Commissioner Newville then nominated Commissioner Morrow for Vice Chair. The motion was seconded by Commissioner Knutson and unanimously approved. Don noted that the position of Secretary is, according to the Bylaws, assigned to the Executive Director.

The Management Report was reviewed. Commissioner Morrow noted that, according to Yanira Vera's report, there was apparently no hot water or lights in some units at Woodside. Mike stated that the former property management firm was sometimes slow in resolving issues in the units.

The meeting was adjourned at 8:14PM into executive session to discuss property and personnel matters. At 8:22PM the meeting was called out of executive session and adjourned.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary