

**MINUTES OF THE JANUARY 26, 2010 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 26, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioners Lynai Briggs, Fred Mickelson, and Joyce Morrow. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Yanira Vera and Jonia Pierce. Absent was Cliff Hardy.

Chair Newville called the “Annual” meeting to order at 7:25 p.m.

***Minutes:***

Commissioner Morrow moved to approve the minutes of the December 21, 2009 meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

***Public comments:***

None

***Bills and Communications:***

*List of expenditures* - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

***Reports of the Secretary:***

*James reported on financial reports:*

Total revenue was \$1,136,121 total operating expenses were \$1,117,950 and total non-operating income was \$38,255 for a net income of \$56,426. Approximate cash flow for the month was a positive \$156,787. We received the developer fee for New Reflections for net revenue of \$24,550, which boosted cash flow from on-going operations to \$17,840 for the month, and \$57,399 year-to-date. We sold 1 LRP duplex for proceeds of \$181,428, bringing total sales as of 12/31/09 to 16 duplexes and 8 houses. The YTD cash flow from ongoing operations is up to \$57,400. Dave asked if we thought we would reach the \$75,000 cash flow from ongoing operations that would reopen union negotiations. We think so, as NSP, VIDA, and Loss Mitigation grants have been greater than expected. We paid 238 more Housing Assistance Payments (HAPs) than baseline for the year, which Elise explained, was a good position to be in as you do not want to be less than 100% or it will negatively impact future administrative funding for the program.

*Yanira and Elise reported on families served:*

We had 3 FSS graduates this month: Natalia Oliver, who received \$9,301 total escrow; Rebecca Robertson, who received \$13,138 total escrow, and Heather Thompson, who received \$11,800 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum. The Board would like to see more graduates attend the

meetings. Elise said many are intimidated by a formal Board meeting, but we would continue to encourage them to come to the Board meeting.

Overall occupancy decreased .6% to 93.3%. Total families served decreased 19 to 1,857. Woodside is still struggling, and is at 88%. Abbey is at 97%, but will have a couple more vacancies in coming months, due to the rent increase effective February 1<sup>st</sup>. Fred asked what marketing technique is the most effective at increasing occupancy; Yanira said probably word of mouth, and referral incentive payments to existing tenants. We have a new manager for Haworth and Vittoria, so we hope to see occupancy increase in those properties soon.

*Mike reported on maintenance and construction:*

Average time to complete work orders was 3.9 days, which is very low. Fred commended the staff on this. The incident with an unknown powdery substance proved to be a good learning process, not only for HAYC but also the McMinnville police department, as neither organization has ever come across this situation. One outcome of the incident is we realized the need for a contact listing of all staff in case of emergency. The board also asked for Mike to follow-up with the fire and police as we were the customers in this matter and it would be good to know how they felt it went and what they would do differently next time.

*Jonia reported on the Homeownership Department:*

Staff is preparing a housing rehabilitation application on behalf of the City of Willamina which will be due to Oregon Housing and Community Services (OHCS) by February 12, 2010. Sheridan grant funds are being spent down. Megan is currently in Eugene getting her Housing Counselor Certificate and more training on loss mitigation for which demand has significantly increased. We are attempting to use the first of the NSP funding to purchase and rehab an REO property on 12<sup>th</sup> and Johnson. Dave asked for suggestions on how to handle the ongoing possibility of he and Jonia attending the same auction. Mark suggested we ask our attorney how to handle this conflict of interest. It was agreed that should be done, and Elise will do so.

We have purchased 2 properties here in McMinnville, one we plan to use Neighborhood Stabilization Program (NSP) funds on and the other is purchased with funds held by YCAHC to support the homeownership program.

*Mark reported on development:*

*VQ Commercial Space:* The 45-day option period for MCM to back out of the agreement to purchase 2,000 square feet of the commercial space has passed, and they are moving ahead with the purchase. Closing is tentatively scheduled for May 31<sup>st</sup>. There is currently no interest in the remaining space. Fred asked for the real estate broker's marketing materials, which Mark will provide.

***Unfinished business:***

*Update on LRPD Disposition* - Elise provided an update on LRPD disposition. As of December 31st we have sold 15 duplexes and 8 houses. Although sales slowed over the holidays and all pending offers have been closed there is still some of interest in the

remaining properties; however we currently do not have any viable offers on the table. Fred asked if there was a statute of limitation on how long we need to reinvest sale proceeds back into affordable housing; Elise said we are not aware of any time limitations.

Under Unfinished Business, the draft planning retreat agenda was discussed. The retreat will be a one-day event on February 23<sup>rd</sup> at the HAYC offices from 8:00 a.m. to 4:00 p.m. with the regular meeting beginning at 4:00 p.m. Commissioner Griffin moved to approve board retreat agenda. The motion was seconded by Commissioner Morrow and unanimously approved.

***New business:***

*LRPH Duplex Partitioning Contract* – Mike requested approval of a construction contract of \$330,000 to partition 5 public housing duplexes. \$269,000 of the project will be funded with the capital fund grant and Recovery Act grant. Per our procurement policy, a contract over \$25,000 requires Board approval. Fred asked why the policy is set at \$25,000; Mike said that amount was agreed to long ago, and seems like as good as number as any. Commissioner Morrow moved to approve the construction contract for partitioning. The motion was seconded by Commissioner Griffin and unanimously approved.

*Resolution 10-01 NSP Signatory Authority* – This resolution authorizes Elise to execute and deliver NSP documents and allows persons named on the Signature Card to sign for draws. Commissioner Morrow moved to approve Resolution 10-02. The motion was seconded by Commissioner Mickelson and unanimously approved.

*Resolution 10-02 NSP Regulatory Compliance Certification* – This resolution ensures HAYC and all subgrantees will comply with NSP regulations. Phil asked what “citizen participation” is required by the grant; Jonia said a public meeting is typically held to gather public comment. Commissioner Griffin moved to approve Resolution 10-02. The motion was seconded by Commissioner Morrow and unanimously approved.

*Election of Officers for 2010* - Chair Newville stated that this is the annual meeting of the Board and it is time for election of officers for 2010. Commissioner Morrow nominated Commissioner Griffin to serve as Chair, the nomination was seconded by Commissioner Mickelson and unanimously approved. Commissioner Griffin nominated Commissioner Newville to serve as Vice-Chair and Commissioner Mickelson nominated Commissioner Morrow to serve as Vice-Chair. Commissioner Newville took a verbal vote; Commissioner Griffin voted for Commissioner Newville, Commissioners Mickelson and Briggs voted for Commissioner Morrow. With more votes, Commissioner Morrow was elected Vice-Chair for 2010. Based on this, the slate of officers for 2010 is as follows:  
Chair – Commissioner Griffin  
Vice-Chair – Commissioner Morrow

*Landlord Surveys* – The Board really liked the summarized data, and expressed appreciation for Cliff’s efforts on it. Some of the comments raised the issue of landlord

stating that we should educate them further on tenant/landlord law; we do not provide training or advice on the laws. We provide tenant orientations, and are looking into orientations to landlords. Landlords also brought up the issues of tenants being able to move with a voucher if they have damaged the unit and staff not returning calls timely. Elise explained that many times landlords don't notify us quickly about damages and it is harder to do something when the person has leased up already elsewhere but when we are aware of damages prior to the person moving, we absolutely act on that and will revoke a voucher if there is cause to do so. We expect staff to be diligent about returning calls timely and continue to work on them to do so.

***Management report:***

No discussion.

***Additions to the agenda:***

*Resolution 10-03 ARRA Required Procurement Policy Changes* – The ARRA funding has some specific procurement requirements, including (1) approved Buy American contract language, and (2) stipulation that State and local procurement requirements shall not apply to ARRA Capital Fund Stimulus Grant projects. Commissioner Mickelson moved to approve Resolution 10-03. The motion was seconded by Commissioner Morrow and unanimously approved.

*2010 Report to the Community* – Elise presented a Report to the Community that will be posted on our web site in a form that we can also refer to or print out for presentations as necessary. Once the report is on the website, we will also email it to various important contacts. Commissioner Morrow moved to approve the 2010 Report to the Community to be put onto HAYC's website. The motion was seconded by Commissioner Briggs and unanimously approved.

The Board entered Executive Session at 9:05 p.m., returned to Regular Session at 9:10 p.m. and approved the new three-year contract for the Executive Director.

Commissioner Newville adjourned the regular meeting at 9:11 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary