

**MINUTES OF THE JANUARY 27, 2009 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 22, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Vice-Chair Phil Griffin, Commissioners Jean Kinman, Barbara Knutson and Dave Newville. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Yanira Vera and Jonia Pierce. Absent were Mike Jager and Cliff Hardy who were on vacation. A guest in attendance was Twila Hill who has been asked to be a member of the advisory board (representing Social Services).

Chair Morrow called the annual meeting to order at 7:30 p.m.

Commissioner Griffin moved to approve the minutes of the December 30, 2008 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

We had 2 FSS graduates this month: Jana McCarty received \$6,004 total escrow, and Rebekah Siefken received \$9,162. Details of FSS graduates are provided in the Families Served Report memorandum. As there was no public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures, and had previously asked James about a payment to Bobby Hui. James explained it was a reimbursement for the holiday visa gift cards.

James reported on the financial reports. Total revenue was \$1,071,590, total expenses were \$1,102,288, and total non-operating expense was \$66,671 for a net loss of \$97,369. Approximate cash flow for the month was a negative \$111,710. The negative cash flow is due to spending more HAP than our subsidy, and due to accruing large principal payments on our Fannie Mae line of credit, which was used to purchase Heritage Place.

Yanira reported on families served. Excluding Village Quarter, total families served increased 31 to 1,985. Overall occupancy decreased 1.0% to 96.0%. Now that we have managers at Heritage Place, we hope to increase occupancy there soon. Village Quarter has only 2 vacancies, which should be filled tomorrow. Fresca vacancies have grown, and there is nobody on the waiting list, so we are going to begin some marketing efforts.

In Mike's absence, Elise reported on maintenance and construction. Average time to complete work order was 10.52 days. The inclement weather was a big hindrance.

Jonia reported on homeownership:

*Housing Rehabilitation:* We have obligated all of the Newberg rehab grant, and are working with OHCS on monitoring requirements. We are now working on the Sheridan rehab grant, and have verified 8 applicants so far. Cities interested in applying for a 2010

rehab grant include Amity, Dundee, and Willamina. We recently held a City Council presentation for Dundee and Amity. Those applicants that can identify a targeted need will have better success.

*Housing Resource Center:* We continue to collaborate with Polk County for a larger regional area and more funding. Our center is a “state-approved” counseling center, and we will explore becoming “HUD-approved”, for access to additional funding opportunities. One hang up for HUD approval is the requirement that the non-profit have employees, whereas our non-profit contracts the work with HAYC employees. We may be able to resolve the issue by adjusting the non-profit’s bylaws.

*Home Ownership:* At a recent YCAHC Board meeting, we discussed the Bridge Street Sheridan house. The Board decided to continue until April to try to sell the house, preferably to one of the HAYC clients.

*YCAHC:* We have our eye on the State’s Neighborhood Stabilization funds, which could be used to purchase, repair, resell, land bank, or redevelop foreclosed properties. Dave asked if the houses the non-profit purchases were all bought at auction; Jonia said yes, except for the house in Lafayette.

Mark reported on development.

*Vittoria Square Rehab:* We closed on rehab funding on January 7<sup>th</sup>! We have a pre-construction meeting with RD next week. Rehab construction should begin soon with Mike overseeing the process.

*Village Quarter:* Now that 100% occupancy will likely be achieved tomorrow, we begin a dance of activities with 3 financial institutions to close the deal. It is probably a good thing that the limited partner, PNC, was given an 8 billion dollar bailout from the federal government. Dave asked about the possibility of turning the retail portion to housing; Mark said doing so is not feasible. Unfortunately the adverse market conditions indicate we will likely own the retail portion for quite a while.

*New Reflections:* The environmental report required that we hire someone to search for a buried oil tank, but fortunately one was not found. We are also required to test the soil for contamination, and are reviewing proposals from soil testers. OHCS has asked us to again request Board approval of signers for New Reflections documentation.

Commissioner Newville moved to approve Elise, Mark and James as signers. The motion was seconded by Commissioner Griffin and unanimously approved.

Under Unfinished Business, the draft planning retreat agenda was discussed. The retreat will tentatively be a one-day event on February 20<sup>th</sup> at the HAYC offices from 8:30 to 4:30. The agenda looked acceptable to the Board.

Also under Unfinished Business per the Board request last meeting, Mark presented a cash flow projection of the Retail portion of Village Quarter. Using conservative assumptions on rental income, the project begins with a negative cash flow, moving to a positive one in 2011. We would be willing to sell the retail portion at our cost of \$1.6 million, but there have not been any interested buyers, so we are focusing on leasing the spaces. Per REIG recommendation, staff requests approval to hire local realtor, Gene Zinda, to find leasers of the retail space.

Under Unfinished Business Joyce asked if our attorney had any information on paying for Board spouse meals. Elise said the only information he had provided so far is that companies may gift up to \$50 per person per year. Elise is hoping to have something in writing to present to the board by the next regular meeting.

Under the category of New Business, James presented an operating budget for Village Quarter for calendar year 2009. This is the first operating budget for our newest property. Commissioner Knutson moved to approve the Village Quarter operating budget for calendar year 2009. The motion was seconded by Commissioner Newville and unanimously approved.

Also under New Business was Resolution 08-12, authorizing approval of the revised Section 8 Housing Choice Voucher Program Administrative Plan. At times our Section 8 Housing Choice Voucher program administrative plan requires some revisions to keep in compliance with HUD regulations and requirements, as well as to add policy changes. Specifically with this revision there was an addition to working family preference, and disaster displacement preference. Commissioner Griffin moved to approve Resolution 08-12. The motion was seconded by Commissioner Knutson and unanimously approved.

Chair Morrow stated that this is the annual meeting of the Board and it is time for election of officers for 2009. Commissioner Knutson nominated Commissioner Morrow to serve as Chair and Commissioner Griffin nominated Commissioner Newville to serve as Chair. With more votes, Commissioner Newville was elected Board Chair for 2009. Commissioner Kinman nominated Commissioner Griffin to serve as Vice Chair the nomination was unanimously approved. Based on this, the slate of officers for 2009 is as follows:

Chair – Commissioner Newville

Vice-Chair – Commissioner Griffin

Under the Management Report, Phil asked about the status of union contract negotiation training. Elise said she is still waiting to hear from the union.

Dave asked about Twila's attendance at the meeting. Elise said she is serving on the Board's Social Services advisory committee. Twila shared a little about herself and her involvement in the Willamina community, including serving as city mayor in the past.

Commissioner Morrow adjourned the meeting at 8:23 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary