

**MINUTES OF THE JANUARY 27, 2015 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 27, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, and Mike Jager. A management staff member absent was Yanira Vera. A guest member present was Mary Starrett (Yamhill County Liaison Commissioner).

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on December 16, 2014. The motion was seconded by Commissioner Gougler, and unanimously approved.

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns beyond expenditures covered in James' memo. Commissioner Mickelson said he also reviewed the list of expenditures, and noted the large payment to treat bedbugs at Village Quarter and asked what method we were using to treat the bedbugs. Mike explained that we use high heat. Commissioner Mickelson stated that he was glad to hear we were using high heat instead of harsh chemicals to treat the problem.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was negative \$24,400 for the month, and positive \$74,689 year-to-date. As we expected, maintenance costs were high due to the early reporting cut off last month which caused some invoices for November to be deferred into December. Elise sold 1140 Goucher Street, adding \$85,608 to other income. We received a dividend payment from SAIF, which caused workers compensation expense to be a negative.

Asset Management Report by Mike: For December overall physical occupancy increased .2% to 96.4%, and financial occupancy decreased 1.3% to 95.0%. We had a few evictions at Abbey Heights, which had 3 vacancies in December. We had 4 vacancies at Woodside, but are working hard to fill those units quickly. The fire at Haworth Terrace contributed to the 2 vacancies there, but we already have qualified applicants waiting to move in. We had a rare vacancy at Sunnyside, as a tenant committed arson and was evicted. Commissioner Griffin explained to Mary Starrett the difference between physical occupancy (number of units occupied by month end) versus financial occupancy (dollar amount of rental revenue on the books). The average

time to complete work orders decreased .5 days to 3.5 days. We are glad to have a fully healthy maintenance crew working again.

Housing Services Report by Judi:

Section 8: Chair Morrow commended Judi and her staff for raising Section 8 lease-up to 1,338 HAPs paid for December, which is only 5 under our 1,343 baseline. A preliminary count for January is showing us at 1,350 HAPs paid, or 7 HAPs over baseline.

Family Self Sufficiency: We had two FSS graduates in the last month: Melissa Westling, who received \$4,952 total escrow, and Kim Ramirez Hernandez, who received \$7,853 total escrow. Judi included a nice letter from Kim Ramirez Hernandez expressing her gratitude for the program, and how she plans to utilize her escrow funds. Judi said the annual report for FSS is due within the coming week. Commissioner Griffin asked Judi to explain the FSS program to Mary Starrett, which she did, and then he and Commissioner Mickelson expressed what a wonderful program FSS is, as it helps our clients to greatly improve their lives.

Executive Director Report by Elise:

Total Families Served: Total families served was 2,125.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: On December 19th we closed on the sale of 1140 Goucher Street, which is the very last LRPD duplex! Mission accomplished!

Village Quarter Commercial: The build-out of the center east bay is underway. We have a tenant improvement change order for the center east bay (bay #3) for Board approval under New Business.

New Business:

Village Quarter Commercial Space Improvements: YCCO has committed to lease the third and last available bay (center east bay) at the same rate per square foot as the other two bays, contingent on the space being available by mid-March. The scope of the project will increase by \$283,878, with HAYC's portion being \$185,511. Integrity Builders has performed well on the first two bays, and in light of the mid-March deadline that is rapidly approaching, we would like to continue to utilize them for the last bay. Commissioner Mickelson moved to approve the Village Quarter commercial space tenant improvement change order, and 5% contingency fund for Executive Director approved changes. The motion was seconded by Commissioner Robertson, and unanimously approved.

2014 Report to the Community: Elise provided a draft of the 2014 Report to the Community. The Board thanked Elise for a very nice report. Chair Morrow recommended removing the part about financial occupancy, as most people would not understand what that means, and include just the physical occupancy accomplishment. The Board concurred with this change. Commissioner Gougler moved to approve the 2014 Report to the Community, as revised. The motion was seconded by Commissioner Griffin, and unanimously approved.

Planning Retreat Agenda: Elise provided a draft agenda for the planning retreat next month. The retreat will be held at the HAYC Board Room on February 24th starting at 3:00 p.m. Chair Morrow recommended we add to the topic of the Sheridan Land other land purchasing opportunities. Chair Morrow asked Elise to bring the State Report that usually goes out with the NOFA that covers housing needs in the state. Elise said she would bring this if she could however would need to see if it is even being produced now with the revised RFP that is being put out for housing development.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:35 p.m. The next meeting of the HAYC Board will be held on February 24, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary