

**MINUTES OF THE FEBRUARY 22, 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, February 22, 2005, beginning at 7:30PM at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Barbara Knutson, Joyce Morrow, and Barry Philpott. Commissioner Jean Kinman had an excused absence due to being out of town. Staff members present were: Don Clark, Mark Davis, Elise Hui, and James Umfleet.

Chair Newville opened the meeting at 7:12PM and immediately went into executive session to discuss property and personnel issues. At 7:30PM, the Board came out of executive session and Chair Newville called the regular meeting to order. The minutes of the last meeting were reviewed. Commissioner Morrow moved to approve the minutes of January 25, 2005. The motion was seconded by Commissioner Knutson and unanimously approved.

The Board and staff congratulated Commissioner Barbara Knutson on being re-appointed to the Board for another 5-year term beginning January 1, 2005. Commissioner Morrow reported that she and Yamhill County Commissioner Kathy George conducted interviews and Commissioner Knutson was the unanimous selection. The other candidate interviewed, Patricia Britton, was commended for her qualifications and excellent interview. She was encouraged to attend HAYC Board meetings in the coming months in order to become more familiar with HAYC mission, goals and programs. Commissioner Morrow stated that Patricia Britton could be a very good commissioner in the future.

The list of expenditures for January 2005 was reviewed and discussed. James then summarized the financial statements for the period of July 2004 through January 2005. Because of recent cuts in Section 8, the Housing Assistance Payments for January were \$13,000 more than the HUD funding for January. This will likely occur during some months of the year. However, we spent less than the HUD funding in earlier months and we will be making some changes to the program in order to remain within budget for the year. Staff will be describing those changes in an upcoming budget revision that will be presented to the Board probably in March.

Elise reported on Families Served. Occupancy at Abbey Heights is down, primarily due to residents purchasing homes. Elise also reported that occupancy at Tice Park, Woodside Park and Haworth are holding steady but may incur a small decline in the near term due to the eviction of some problem tenants. Elise finalized the application to HUD this month for HAYC to be classified as a "Housing Counseling Agency". We will then be eligible to apply for housing counseling grant funds. Elise also reported that Karen Brummert, Family Self-Sufficiency Coordinator, has been selected to fill the new Homeownership Program Specialist position. Duties are being re-arranged within the

Housing Services staff in order to accommodate the new position without hiring another person, given the HUD cuts in Section 8 funding.

Don reported that Mike Jager was home ill and could not attend the Board meeting. On Mike's behalf, Don reported that the sinkhole at Homeport has now been repaired. The Board commended Mike for completing this project. Don also reported that work order statistics for January were not available in time for the Board report and they will be provided at the March Board meeting.

Mark reported on Systems and Development activity. Hendricks Place is framed up to the second floor and construction is on schedule. Mark and Don continue to work with Cascade Housing Group and the new limited partner, PNC Multifamily Capital, to finalize documents for the Sunflower Park tax credit project. We continue to wait on USDA (Rural Development) regarding the availability of funds to close on Vittoria Square. The latest projected date for closing is now the end of March.

Mark reported on discussions that we are having with the owner of Palmer Creek. The owner has received an incentive letter from Rural Development. However, there is currently a gap between what the seller wants and what Rural Development is willing to fund for the project. Don asked the Board for feedback regarding whether we should continue to work with the seller and Rural Development on this 10-unit project in Dayton. The consensus of the Board was for staff to continue looking into it.

Don gave a report to the Board regarding a new potential source of funding for the homeownership program. New Market Tax Credits (NMTC) are similar in theory to the Low Income Housing Tax Credits that we have used previously for Abbey Heights and Sunflower Park. However, NMTC are broader in scope and include mixed-use projects and home buying as eligible uses. The credits can only be used in low-income census tracts. Don has checked into it and found that there are eligible census tracts in the Sheridan/Willamina, McMinnville, and Newberg areas. After further discussion, the Board indicated an interest in pursuing this potential funding source and asked staff to look further into it.

Under New Business, Don presented a draft policy on the use of the HAYC Board/Community Room. There has been interest by other agencies to use the room. Some guidelines should be set for approving/disapproving the use of the room and the procedures that should be followed. Commissioner Philpott suggested that we check into the issues surrounding the use of the room by religious groups. Chair Newville suggested adding a provision that HAYC has the right to refuse the use of the room to anyone. He also suggested setting a limit on the recurring use of the room so that no single entity uses it more than once per month. Don recommended tabling this policy and allowing staff to bring back a revised policy at a later date. The board agreed. Mark requested that, since we have already given approval for YCAP and other agencies to use the room, that Don be given authority to approve requests for the room as needed until the policy is implemented. The Board approved that request by consensus.

Don asked Board members to let him know by the end of March if they are planning to attend the Northwest Regional NAHRO Conference in May 2005. Information on the conference agenda was included in the Board packet. Don will follow-up with each Board member.

Don asked the Board members if they would like to have a tour of HAYC properties in the near future. Board members indicated that they would, and that it would be especially helpful for the newer Board members. Don said staff would make arrangements.

Don summarized a resolution regarding the Rural Development loan for construction of the Fresa Park Community Center. The Board had approved the loan in August 2003 for this project. However, Rural Development requires a new resolution that includes the exact amount of the loan, which is \$325,000. Commissioner Philpott moved to approve Resolution No. 05-01, Fresa Park Community Center and Rehabilitation Loan Resolution. The motion was seconded by Commissioner Knutson and unanimously approved.

The meeting was adjourned at 8:35PM.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary