

**MINUTES OF THE FEBRUARY 24, 2009 REGULAR 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 24, 2009, at the Yamhill Grill, 2818 Portland Road, Newberg, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioners Jean Kinman and Joyce Morrow. Commissioner Knutson was excused from the meeting. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Yanira Vera, Mike Jager, Cliff Hardy and Jonia Pierce.

Chair Newville called the regular meeting to order at 7:25 p.m.

Commissioner Morrow moved to approve the minutes of the January 27, 2009 annual meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

We had 2 FSS graduates this month: Maryann Brewer received \$3,813 total escrow, and Tina Cotton-Strugeon received \$3,530. 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 prior to the meeting asked James about a couple payments, to which he answered to her satisfaction.

James reported on the financial reports. Total revenue was \$1,044,308, total expenses were \$1,049,559, and total non-operating expense was \$56,706 for a net loss of \$61,957. Approximate cash flow for the month was a negative \$75,858. The negative cash flow is due to spending more HAP than our subsidy, and for accruing large principal payments on our Fannie Mae line of credit, which was used to purchase Heritage Place. Most properties are performing well, except Fresa Park, Palmer Creek, and Abbey Heights, which are slightly in the red due to high vacancies and maintenance costs.

Yanira and Cliff reported on families served. With the addition of the 50 occupancies at Village Quarter, total families served increased 66 to 2,051. Overall occupancy decreased .2% to 95.8%. We've had quite a few vacancies at Abbey Heights, but should be filling most in March. Palmer has been difficult to keep occupied because we lost Rural Development rental assistance there, since many of the tenants were on Section 8 at the time we acquired the property. Fresa Park's wait list has been very low. We have hired a manager for Haworth & Vittoria. After much effort, Village Quarter was completely filled in January. Section 8 lease-up is very high, but we are going to work to lower it in coming months. Mary Jacquez will begin half-time at Abbey Heights, and we have hired Doug Berry full-time to fill the half time Administrative Assistant position that opened up with Mary filling the Abbey Heights position.

Mike reported on the Maintenance and Construction. Average time to complete work orders was 8.35 days. We have only one more LRPH property that is going to get the roof replaced and we will be done with roof replacements. Vittoria rehab has finally begun. New Reflections designs and specifications were delivered today and Mike will be working with the architect on those. One maintenance staff member is out on medical leave until April. Jean complimented the hard work at Village Quarter done by Leo, Yanira and Nanette.

Jonia reported on homeownership:

*Housing Rehabilitation:* We have an audit by OHCS on February 27<sup>th</sup>. That day, Ernie Kirchner from Oregon Housing and Steve Olson with Newberg are going to meet with us and tour some properties. Diane is working hard on making Sheridan loans, although interest has waned since initial marketing. Staff attended a roundtable in Vancouver to share ideas, challenges, and concerns.

*Housing Resource Center:* Attendance has gradually been decreasing. This seems to be a statewide trend. We were awarded \$70,000 in VIDA funds, we had requested the maximum allotment of \$100,000.

*Home Ownership:* We recently showed the Bridge Street home in Sheridan and hope to get an offer on it soon.

*YCAHC:* The YCAHC board is meeting again on April 22.

Mark reported on development:

*Village Quarter:* We are going to tap into our remaining Fannie Mae line of credit to purchase the Village Quarter retail space. The Board has already passed a resolution approving this. We achieved 100% occupancy by the end of January. We are now in a 3-month compliance period, and will then close the permanent loan. Today, Gene Zinda declined being the realtor for the retail space. We will begin looking for another realtor. Nick Diamond told us he has a medical company interested in buying 6,000 of the total 9,300 square feet however this is just interest with nothing firm yet. We have almost completed the process of dividing Village Quarter into two condo units.

Under Reports of Committees, Elise reported on the latest OHA meeting held on February 12 and 13 in Salem. State Representative Tina Kotek wants to create legislation that disallows landlords to discriminate against Section 8 voucher holders. Oregon Housing authorities as a whole are taking a neutral stance on this. Elise does not feel this is good legislation, and would prefer marketing to landlords instead of making this a mandatory requirement. OHCS is hoping the Federal Stimulus package will result in replacing some of the funding they have lost recently.

Under Unfinished Business, Elise went over the memo that Walt Gowell provided on meal expenses. Walt has informed us that Commissioner spouses may receive up to \$50 per year in “gifts”, which includes meals.

Under the category of New Business, Commissioner Knutson has announced her resignation, but will continue on until her successor is in place. She has been a commissioner for over 15 years. We have a number of potential candidates to replace her

that we will approach in addition to advertising locally. Dave asked Elise to contact Kathy George with the information of Barbara's retirement, and list of potential replacements.

Also under New Business, Dave mentioned that he has been asked to be a member of NAHRO's National Commissioner Board. Dave is interested in doing this. There is a requirement to attend 2 of 3 National conferences per year, which would mean additional training/travel costs. Dave asked for Board feedback. The Board supports Dave doing this.

Commissioner Newville adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary