

**MINUTES OF THE FEBRUARY 25, 2011 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 Friday, February 25, 2011, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Fred Mickelson, Commissioners Joyce Morrow and Lynai Briggs. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera. Excused from the meeting was Commissioner Dave Newville.

Chair Griffin called the meeting to order at 3:07 p.m.

Minutes:

Commissioner Morrow noted that the meeting minutes for January 25, 2011 should not have shown her as Vice-Chair as Fred is the current Vice-Chair. Commissioner Morrow moved to approve the minutes of the January 25, 2011 meeting as revised. The motion was seconded by Commissioner Mickelson 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:

Financial Report:

James reported that January had a \$44,751 positive cash flow thanks to MPA grant income of \$26,000, and \$39,328 Meyer Memorial loss mitigation grant income. Year-to-date cash flow from ongoing operations is \$177,000, which is far better than budgeted. Financial occupancy was 92.0% for the month and 92.7% year-to-date. Utilities are over budget lately due to a water leak at Vittoria, and a new meter at Woodside that replaced an old one that was not reading the correct amount of water usage.

Asset Management Report:

Yanira reported that overall physical occupancy decreased .6% to 94.9%. We added a column for financial occupancy, with overall financial occupancy of 92.0% for the month. Heritage Place has 8 vacancies with 22 on the waiting list however the 22 on the waiting list want downstairs units. Teresa is back and managing Village Quarter, and is working on filling the 4 vacancies there. Mike reported that the average time to complete work orders was 4.2 days. In January we finally had a full crew working again. We are awaiting responses to our RFP for grounds maintenance at a few of our properties, and then we will evaluate if grounds maintenance contracts would be more cost effective than our Maintenance Laborer employee. We have drawn down the entire \$80,000 2010 Capital Fund grant, and hope to spend it on the partitioned LRPD duplexes.

Housing Programs Report:

Section 8: Judi reported that we paid 1,346 HAPs, which is only 3 over baseline. Our Housing Specialists have been in a period of numerous re-exams due to over-leasing during this time a couple years ago. We let a Housing Specialist go, and have advertised to fill that position. The application for Rent Guarantee funds is with the State, and we hope to get funds in July.

FSS Program: We did not have any FSS graduates this month, but the caseworkers are doing a great job of helping our clients meet their goals toward self-sufficiency.

Jonia reported on the rest of the Housing Programs:

Housing Resource Center: We submitted the year-end draw for the Center grant. We are still waiting to hear back on the 2011 VIDA funding request for \$100k.

Mortgage Payment Assistance: We have completed the intake process, handling 672 applicants with 246 meeting the OHSI guidelines for submission. Although we were originally awarded 195 slots, on February 10th we learned that all 246 applicants would be assisted, and go through underwriting by the State. We get \$1,000 per applicant, so are very happy about the additional 51 applicants they will assist. Soon we will be closing loans that the State approves, and perform monthly verifications. We are monitoring a transitional assistance program the State may roll out in May. Total families served for the month is 2,027.

Systems & Development Report:

Mark asked the Board for approval to hire an attorney in the event there is an appeal to LUBA on the Meridian Street rezoning. Commissioner Morrow moved to approve the hiring of an attorney in the event there is an appeal to LUBA on the Meridian Street rezoning. The motion was seconded by Commissioner Briggs and unanimously approved.

Executive Director Report:

Elise reported her activities for the month.

Reports of Committees:

OHA Meeting Report: Elise handed out the latest OHA brochure, and reported on her OHA meeting of February 10th and 11th. Topics of discussion at the meeting included OHCS updates (Victor Merced's retirement, and MPA program scrutiny), HUD updates (potential 2011 funding cuts), and OHA marketing (green development, partnerships with the local communities, and efforts to reduce poverty, high school drop-outs, etc.).

Labor/Management Committee: Elise reported that the Labor/Management Committee continues to focus on the budget, and are working amicably. Latest cash flow from operations is projected to be \$99,700 this fiscal year. Soon we will add GRTHA voucher admin fees.

Unfinished business:

Update on LRPD Disposition - Elise reported that we sold the Border Lane house, bringing total units sold to 57 with 13 units left to sell. Rehab on the partitioned duplexes continues, and should be completed in the next month or two.

New business:

FY2012 Goals: Our goals for FY2012 were presented and discussed earlier during the Retreat. Phil asked for approval of the goals including the changes made earlier. Commissioner Mickelson moved to approve the FY2012 goals as revised. The motion was seconded by Commissioner Briggs and unanimously approved.

Long Range Goals: Our goals for FY2012 through 2016 were presented and discussed earlier during the Retreat. Phil asked for approval of the goals including changes made earlier. Commissioner Morrow moved to approve the Long Range goals as revised. The motion was seconded by Commissioner Mickelson and unanimously approved.

Meridian Street Sources & Uses: As follow-up to Commissioner Newville's concern about feasibility of the Meridian Street development at the January board meeting, Mark presented a pro forma of Sources & Uses of Funding for the Meridian Street development. Because it is so early in the process, he had to make a lot of assumptions and be conservative in estimates. With these assumptions constructing apartments at the site appears to be feasible.

Additions to the agenda:

None

Commissioner Griffin adjourned the regular meeting at 4:15 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary