

**MINUTES OF THE FEBRUARY 26, 2008 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 26, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson, Dave Newville and Phil Griffin. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Cliff Hardy, Jonia Pierce and Judi Herubin.

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

Elise handed out revised minutes of the regular meeting on January 22, 2008. The version in the packet was not the final revised version and corrections were needed. Commissioner Newville moved to approve the revised minutes of the January 22, 2008 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

We had two FSS graduates in the last month, Michelle Edwards, and Connie Mosgrove. Michelle Edwards received total escrow of \$2,584, and Connie Mosgrove received total escrow of \$1,429. Further details are provided in the Families Served Report. Judi and Elise shared some information about a November 2007 FSS graduate, Francine Perea-Duran, who was unfortunately unable to attend the meeting as planned. She received a total escrow of \$11,922. Afterward, Judi excused herself from the meeting. As there was no public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures and didn't have any questions or concerns.

James reported on the financial reports. He handed out a revised budget comparison that reflects another \$20,000 accrued developer fee for Village Quarter. His initial report in the packet excluded it, due to concerns about over-accruing the developer fee. But, a subsequent check of the development agreement shows that we can expect to earn approximately 65% of the \$435,000 fee by June 30<sup>th</sup>, or \$282,750. Therefore, we have gone back to accruing \$20,000 per month. Total accrued to date is \$180,000. Dave asked why the accrued developer fee added to cash flow when we haven't received the cash yet. James explained that the cash flow figure is a rough estimate of cash available for capital improvements, and doesn't include all adjustments from net income, just some basic categories that are usually a significant amount. It is James' preference to treat the developer fee on an accrual basis across the months that we earn it, rather than show the whole fee in the one month that it is eventually deposited into the bank. However, since the developer fee is a significant amount, and adjusting for it would more accurately reflect actual cash flow, James agreed to add it as another cash flow adjustment item in future reports.

Cliff reported on families served. Total families served increased 5 to 1,882. Overall occupancy increased .82%. We had audits by OHCS and HUD recently, and we are busy addressing their comments and suggestions. Section 8 voucher utilization is not increasing as quickly as we hoped, partly due to some clients having difficulty finding units that they are qualified for.

In Mike's absence, Elise reported on maintenance and construction. Average time to complete work orders was 4.54 days, so it was a good month. Mike has been working on a roofing contract for the LRPH units, and Jimmy has been working on painting and residing at Haworth.

Mark reported on Development.

*Village Quarter:* Construction continues. The contractor is pouring concrete for the parking lot, and working on the first floor "deck" that the first apartments will be on. We will begin accepting applications for tenants on March 10<sup>th</sup>. Phil asked if there have been any developments on the commercial space. Mark said Patti Web of the MDA said leasing in the downtown area has been a bit slow lately with numerous vacant spaces. The realtor in charge of the commercial space thinks we'll have to get further along in the project before we get a feel for the interest in the space.

*Vittoria Square Rehab:* RD has a new plan to rehab the property, and we will be talking with them soon to find out more details. They seem willing to give us more money to do the rehab work they want us to do.

*Jandina Park:* RD has recently completed an appraisal, which is an initial step in preparing a proposal to have us purchase the property this Spring.

*Heritage Place:* Bowen Property management initially declined to sell the property to us, but seem to have adjusted their thinking and provided us with the financial information we requested. They have given us permission to do an appraisal. Don has done some calculations of the estimated purchase price, which we think would be around 2 million.

*New Reflections:* We have been looking for property for the 5-bedroom house we would construct for Yamhill County to house their drug treatment program for woman and their children. We've located potential sites around McMinnville, and have settled on a nearby lot on Norton lane. The ADF application is due April 11<sup>th</sup>.

*Sunflower Park:* We finally received the paperwork transferring the full general partner interest to HAYC. In return, we traded our \$89,500 developer fee.

Jonia reported on Homeownership activities. We continue to work with the City of Newberg to meet OHCS checklist requirements, and have recently received the environmental reports, so hopefully the \$100,000 funds will be released soon. We are preparing to submit this year's rehab grant application for the City of Sheridan. The application is due February 28<sup>th</sup>. Megan Ramos has replaced Karen Christiansen as Homeownership Program Specialist. We were not awarded the HRC capacity grant, so we will be working on resubmitting another application in conjunction with Polk County and Yamhill Community Development Corporation. Homeownership has been on the back burner, but we will be working on marketing the two houses that our non-profit currently owns again soon. There has been a legal snag on the Willamina house, where the potential buyer installed carpet just prior to loan closing, after which the loan fell through. Now he wants us to pay for the carpeting, but we are unhappy with the color and quality of it, so we may have to come to a settlement with him. Dave asked where the money to buy the homes comes from. Jonia explained that initially, half came from the defederalized revolving fund owned by YCAHC and half from OHCS in the form of a 10 year loan, hoping to grow the account as homes are cycled. YCAHC holds title.

Under Unfinished Business, we discussed the summary of the board planning retreat. There were 4 main areas discussed that resulted in decisions:

1. Revised mission statement and goals
2. The formation of an advisory board.
3. Support for future development in McMinnville, Newberg, and Amity.
4. Performance Measurement Charts will be revamped.

Chair Morrow requested a motion to approve the revised HAYC mission statement, FY2008 goals, and long-range planning goals. Commissioner Griffin moved to approve the motion. The motion was seconded by Commissioner Newville and unanimously approved.

Under the category of New Business, information was provided regarding the request from Phil during the planning retreat for more information on the 10-year homeless planning process. HAYC will be taking the lead role on the 10-year homeless plan for our county. Elise provided a guide written by the US Interagency on Homelessness that will help us with the planning process.

Also under the category of New Business was the Heritage Place Predevelopment Budget. Staff asked for approval of a predevelopment budget of \$15,000, to include legal costs, an appraisal, and HAYC personnel costs. Commissioner Newville moved to approve the motion authorizing staff to spend up to \$15,000 exploring the possibility of purchasing Heritage Place. The motion was seconded by Commissioner Knutson and unanimously approved.

An addition to the agenda under New Business was a budget for down payment on land for the New Reflections house. Mark requested approval of a \$5,000 budget for a down payment on a lot for the New Reflections drug treatment house. Commissioner Newville moved to approve the motion authorizing staff to spend up to \$5,000 for down payment on a lot for the New Reflections drug treatment house. The motion was seconded by Commissioner Griffin and unanimously approved.

Under the category of New Business was the Revised Section 8 Housing Choice Voucher Program Administrative Plan. Revisions to the plan were made to the S8 Homeownership Section of the Plan (Chapter 15) as we are preparing to launch the S8 Homeownership Program. Commissioner Knutson moved to approve Resolution 08-02 revising the Section 8 Housing Choice Voucher Program Administrative Plan. The motion was seconded by Commissioner Kinman and unanimously approved.

Under the Management Report section, Phil commended management on the staff training that we offered to staff. Elise explained that it is training offered by our EAP program through Providence.

Joyce adjourned the regular meeting at 8:28 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary