

**MINUTES OF THE FEBRUARY 27, 2007 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 27, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, and Barbara Knutson. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, Cliff Hardy and Karen Brummert. Guests in attendance were Sandra McClain and Jacob Russell, FSS graduates.

Chair Morrow called the meeting to order at 7:30 PM. Joyce welcomed Cliff to his first Board meeting, and congratulated him on his promotion. Joyce welcomed the FSS graduates who were attending the meeting. Karen Brummert introduced former FSS graduate, Sandra McClain, and her husband Jacob Russell who attended the meeting to share Sandra's experience after graduating from the FSS program. Sandra and Jacob bought a house in Lafayette that our non-profit, Yamhill County Affordable Housing Corporation (YCAHC) purchased, rehabilitated, and sold to them. Sandra shared with everyone a picture book she created that shows the process of rehabilitating the new house. Joyce congratulated Sandra and presented her with a framed graduation certificate.

Commissioner Griffin moved to approve the minutes of the January 23, 2007 meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

Commissioner Morrow stated that said she reviewed the list of expenditures and didn't have any questions or concerns.

James reported on the financial reports. For the month of January we had a net loss of \$33,000 and positive cash flow of approximately \$3,000. Fiscal year-to-date net income has been \$210,000, and year-to-date cash flow has been a positive \$353,000.

James reported on the Audited Financial Statements. There were no findings, but there were 2 significant adjustments to the books as reported back in July 2006. One change was to eliminate the \$540,000 deferred HAP revenue. The other change was to recognize tax credit funding of \$149,000 for the construction of the Fresa Park community building as revenue, rather than as an equity contribution. As a result, the Audited Financial Statements show a large net income of \$573,000.

Joyce mentioned that she and Dave met with the auditor a few weeks prior and were satisfied with the meeting. Joyce was impressed with the software they use to help with the audit and to create the audited financial report.

Cliff reported on families served. Total families served increased 33 to 1,970. Overall occupancy increased .03% to 98.6%. There are currently 1104 applicants on all our waiting lists. We have recently posted internally Cliff's previous position of Housing Specialist, will be interviewing 2 internal applicants this coming Friday, and hope to have a selection made by the following week.

Mike reported on maintenance and construction. Average time to complete all work orders was 8.6 days. We had a record number of work orders, including our first work order at Palmer Creek for a move-out. We had a water-main break at Woodside last week which has been repaired. Joyce asked why we've had so many work orders lately. Mike said largely due to more properties than we've ever had before, and we also had some on-site inspections by the state recently. We posted the annual OSHA summary of injuries and illnesses. In 2006 we had 3 injuries and 83 work days missed.

Mark reported on Development.

*Jandina Park & Vittoria Square rehab:* It may be a while before the Oregon Rural Development office knows if they will be appropriated funds for these projects. It will probably be a least a month from now before we know anything.

*Village Quarter:* We continue to work with the Legards, owners of the land and ultimate owners of the retail shell, to satisfy their concerns about the lease agreement. We still don't have the lease agreement signed. On March 15<sup>th</sup>, the project architects will present our case for a parking variance and conditional use permit for higher housing density than normal to the City of McMinnville. We expect both will be approved. We've had a lot of design work lately, especially on the retail areas. Mark continues to work closely with Don on Village Quarter.

Elise discussed a summary of Planning Retreat actions for approval. 1) Begin tracking ROI on select properties to be presented quarterly with other performance measurement indicators. 2) Place a high priority on LRPH disposition. 3) Hire a part-time assistant for Mark to help with computers and systems. 4) Create Board advisory committees. Joyce summarized Staff and Board's decisions on which Board members and Staff members would be assigned to which advisory committee topics:

- a) Finance – Dave & James
- b) Social Services – Barbara & Elise
- c) Administration – Phil & Elise
- d) Facility Development – Joyce & Mark
- e) Marketing – Phil, Jean & Yanira

Chair Morrow requested a motion to approve the FY2008 goals and long-range planning goals. Commissioner Knuston moved to approve the motion. The motion was seconded by Commissioner Griffin and unanimously approved.

Elise discussed the disposition of Low Rent Public Housing properties. Don has prepared a disposition plan checklist, property inventory listing, a procedure on "Method of Sale", an affirmation of "Justification of Proposed Disposition", and a "Plan for Relocation of Tenants". Joyce questioned some of the values on the Inventory list, and Mark reminded

the Board that the source of the values was the County's property tax rolls and are not accurate. Elise said if we proceed with disposition we would recommend hiring a realtor, which would result in much more accurate market values. Joyce asked if we would be getting formal appraisals of the properties. Mark said we would if the Board wanted to. Phil expressed support for hiring an appraiser due to our fiduciary responsibility to the federal government. Mike added that many of our floor plans are the same and that we may save some costs as a result. Mark said that during the interim before disposition, we should utilize capital fund grants to make improvements as much as possible to maximize the values before disposition. Joyce asked if we were going to consider splitting the common wall of duplexes in order to sell them as 2 different properties. Mark said he will remind Don to look into it. Chair Morrow asked for a motion to approve the "Justification of Proposed Disposition" authorization form. Commissioner Griffin moved to approved the motion and Commissioner Knutson seconded the motion. The motion was unanimously approved.

Under New Business we had the Village Quarter Contractor Selection. Mark explained that our consultants are recommending we select the general contractor during the design phase so that the contractor can work with the architects on practical ways to reduce construction costs. This is not the usual way that we select a contractor, but is recommended, and is approved by OHCS. Staff asks for Board approval to implement a "Request for Qualifications" process to select the general contractor. Commissioner Griffin moved to implement a "Request for Qualifications" process to select the general contractor, Commissioner Knutson seconded the motion, and the motion was unanimously approved.

As part of the Management Report, Elise reminded the Board of the Pacific Northwest Regional NAHRO conference coming up at the end of April, and for board members to let her know if anyone will attend so that she can make registration and lodging arrangements.

The meeting was adjourned at 8:17 PM.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary