

**MINUTES OF THE MARCH 22, 2010 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 Monday, March 22, 2010, at Sunflower Park Apartments, 267 NE May Lane, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Fred Mickelson and Lynai Briggs. Staff members present were: Elise Hui, Mark Davis, Mike Jager (attended last part), James Umfleet, Cliff Hardy and Jonia Pierce. Excused was Commissioner Newville.

Chair Griffin called the meeting to order at 7:10 p.m.

***Minutes:***

Joyce noted 2 corrections needed to the minutes: Chair Griffin called the February meeting to order, not Chair Newville, and the number of LRPH houses sold is 8 not 7, and duplexes sold is 17, not 18. Commissioner Morrow moved to approve the minutes of the February 23, 2010 meeting as corrected. 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 had previously asked James about a duplicate payment Sunflower Park made to NOAH. We received a refund from NOAH for the duplication.

***Reports of the Secretary:***

*James reported on financial reports:*

Total revenue was \$1,102,200 total operating expenses were \$1,081,654 and total non-operating expense was \$62,903 for a net loss of \$42,357. Approximate cash flow for the month was a negative \$22,680. A correction to the memo was needed in that we have sold 8 houses not 7, and 17 duplexes not 18. Total cash flow from ongoing operations is approximately \$50,000.

*James reported on the Abbey Heights 2009 Audit Financials:*

Net loss for the year was \$145,390, which is \$27,275 more than budgeted.

*James reported on the Sunflower Park 2009 Audit Financials:*

Net loss for the year was \$111,176, which is \$14,527 less than budgeted.

*Jonia reported on Housing Programs:*

*Housing Rehabilitation:* We should receive word in April if the application for Willamina will be awarded. Elise, Diane and Jonia met with Newberg City Manager Dan Danicic about City staff comments quoted in the local paper that appeared to reflect negatively on the rehab program and suggested a lack of understanding of how the program could help City residents. It was a good meeting and we were able to express our willingness to assist them with the rehabilitation needs of their citizens. OHCS audited the Sheridan rehabilitation grant and gave us a thumbs up.

*Housing Resource Center:* We streamlined the loss mitigation program intake, and now give new participants an orientation packet and arrange a counseling session, which seems to help process assistance more quickly and thoroughly. We were awarded \$119,450 in VIDA funds for 2010.

*Staff Departures:* We held exit interviews for Leon Ramos and Heather Harris, who have recently left the agency.

*Elise and Cliff reported on families served:*

Elise reported that overall occupancy remained the same at 93.6%. We are experiencing our normal seasonal spring increase in move-outs. This also tends to happen in the fall before school starts. Cliff reported that Section 8 lease-up increased slightly and is just below baseline. We are being careful not to overshoot baseline, which should not ever happen like it did last year since precautionary measures have been put into place. The waiting list has grown quite long and is now at 1,287. Cliff has chosen to return to an open Housing Specialist position. We are advertising for a replacement Section 8 Supervisor.

We had 4 FSS graduates this month: Debra Hamilton, who received \$8,834 total escrow; Michael Paola, who received \$8,857 total escrow, Sylvia Montoya, who received \$13,494 total escrow, and Kelly Sitton, who received \$1,741 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum.

*Elise reported on maintenance and construction:*

Average time to complete work orders was 7.2 days. We had 216 work orders and completed 178 of them in a timely manner. We were fortunately able to get bids for the duplex partitioning and obligate the ARRA capital grant funds before the March 17<sup>th</sup> deadline.

*Mark reported on development:*

*VQ Commercial Space:* The construction is taking longer than expected, so we are unlikely to meet the May 31<sup>st</sup> deadline to close as specified in the sales agreement. At present we are waiting on McMinnville to review the plans for approval.

*Future Development:* We have a possible property purchase for Board consideration under Executive Session later in the meeting.

### ***Reports of Committees:***

*OHA Meeting Report* - Elise reported on the February OHA meeting. She provided information on legislative activities and current HUD funding. In reference to information on properties moving toward non-smoking, on January 1<sup>st</sup> of this year we disallowed smoking in units and common areas at some of our properties, and completely disallowed it at our other properties. Elise was elected to a 3-year term as Director on the HARRP Board. Jonia is participating on OHCS' Budget and Finance Committee.

### ***Unfinished business:***

*Update on LRPD Disposition* - Elise provided an update on LRPD disposition. As of February 28<sup>th</sup> we have sold 17 duplexes and 8 houses for a total of 42 units. We currently have 4 pending sales and 3 units left that are not yet on the market due to having tenants remaining in them at this time.

*Summary of Planning Retreat Actions* - Elise provided a summary of the results from the planning retreat, including modification to the mission statement, new Vision and Values statements, FY2011 Goals and Long-Range Goals, direction on future development, and change to the Bylaws.

***New business:***

*Resolution 10-04, Certification of Compliance with PHA Plans and Regulations* - Elise reported that it is once again time to submit our annual certification of compliance with PHA Plans and the related regulations and requirements. As required by HUD, we held a resident advisory board meeting, which Lynai attended and reported on. Commissioner Morrow moved to approve Resolution 10-04. The motion was seconded by Commissioner Mickelson and unanimously approved.

*Potential Dates for Property Tours* - Since 3 of our 5 Board members have not toured our properties, staff thought it is time for another tour of some of our properties. The Board tentatively chose April 19<sup>th</sup> or 23<sup>rd</sup> for the tour and agreed with the list of suggested properties for the tour as long as we tour Riverside Terrace sometime later this year. They would also like to have lunch as part of the tour. Elise said that Yanira would be contacting them with additional details as they develop.

*Disposal of Computer Equipment* - Staff provided a list of computer equipment that we have not had success selling in the past and is now more than five years old. Staff requests Board approval to take the equipment to the local recycling depot. Commissioner Morrow moved to approve the disposal of the computer equipment. The motion was seconded by Commissioner Briggs and unanimously approved.

***Management report:***

An updated Board Roster was provided. Web site visitors totaled 1,334. Fred asked to get more web site statistics. Mark invited Fred to stop by the office to view all the statistics that the system generates and Fred indicated he would like to do that. Our web site has been updated to reflect our recent Board Retreat and summary of actions.

***Additions to the agenda:***

The Board entered Executive Session at 8:40 p.m. and returned to Regular Session at 9:15 p.m. Commissioner Morrow moved to approve the Executive Director to negotiate for purchase the property located at 1103 N. Meridian Street in Newberg. The motion was seconded by Commissioner Mickelson and unanimously approved.

Commissioner Griffin excused staff except for Elise, and moved to Executive Session again at 9:17 p.m. The Board returned to Regular Session at 9:40 p.m.

Commissioner Griffin adjourned the regular meeting at 9:40 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary