

**MINUTES OF THE MARCH 22, 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, March 22, 2011, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Fred Mickelson (by phone), Commissioners Joyce Morrow and Lynai Briggs. Staff members present were: Elise Hui, Mark Davis, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera. Excused from the meeting was Commissioner Dave Newville and staff member Judi Herubin.

Chair Griffin called the meeting to order at 5:50 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the February 25, 2011 meeting. 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 \$49,000 positive cash flow from ongoing operations thanks in part to MPA grant income of \$20,000. Year-to-date cash flow from ongoing operations is \$225,000. Financial occupancy was 93.1% for the month and 92.7% year-to-date. James suggested we show the sale of the partitioned units for \$1 to the non-profit for a loss on HAYC's books (as specified in the LRPH Disposition Plan), and when the properties are finally sold by the non-profit and the agreed-upon funds are forwarded to HAYC for services provided, we will show the revenue as unrestricted. Elise and the Board agreed with handling the sales this way, and asked James to also run it past the auditors for their opinion on it. Phil noted utilities are \$10,000 under budget, James said this is largely due to Woodside's utility bills which were not received in time to be included in the books. Joyce noticed the new Fraud recovery revenue account in Section 8. James said we used to reduce HAP expense by the repayments, but started tracking them in a revenue account this fiscal year as we learned that half the repayments can go toward admin fee reserves instead of all to HAP reserves.

Abbey Heights 2010 Audited Financials: Net loss for the year was \$124,288, which is \$8,468 more than budgeted. Operating cash decreased \$10,958, which is \$17,313 less than budgeted.

Sunflower Park 2010 Audited Financials: Net loss for the year was \$127,575, which is \$155 more than budgeted. Operating cash decreased \$6,591, which is \$19,111 less than budgeted.

Vittoria Square 2010 Audited Financials: Net loss for the year was \$278,342, which is \$10,548 less than budgeted. Operating cash decreased \$54,982, due to paying down some of the deferred developer fee.

Asset Management Report:

Yanira reported that overall physical occupancy increased .4% to 95.3%. We have been marketing heavily for Village Quarter, and are starting to see results. Average days to complete work orders was 4.6 days, with most work orders being completed by Rick and Ray, with Leo out on medical leave.

Update on Physical vs. Financial Occupancy (Unfinished Business item): Since there has been some discussion at recent meetings about the 2% difference between physical and financial occupancy, we felt it necessary to report the discovery of a couple significant contributing factors to the difference. We realized that rent increases for 6 of our properties were not implemented last year, resulting in actual rent revenue being about \$47,500 less than budgeted. The rent increases will be implemented as soon as possible. Also, for Tice and Woodside we budgeted at the 6-month concession rate, but most tenants are at the lower 1-year concession rate, which also contributed to budgeted rent revenue being higher than actuals. We will go with the lower 1-year rates in next year's budget.

Housing Programs Report:

Section 8: Jonia reported that we reclassified Claudia to half-time to Section 8 and half-time to the remaining housing programs, and we brought Melissa back on full-time to cover the front desk. Three of the people indicted for fraud of the Section 8 program have pleaded guilty, and restitution arrangements are being worked out by mandate of the court.

Mortgage Payment Assistance: The intake process is complete and MPA Program Coordinator, Ben Pray, told us that our agency had the lowest percentage of errors of submitting applications statewide! The State is now in negotiations with loan servicers, while we wait to receive contracts to review and process. Recipients of MPA money will have to take an online financial literacy course.

GRTHA Vouchers: To date 3 families have been issued a voucher, and 9 other families have secured units and will soon be issued a voucher, fulfilling the 12 vouchers we have to offer.

VIDA: We were awarded \$80,000 for 2011.

Families Served: We have added additional categories of the different kinds of vouchers we have issued. Total families served by HAYC for the month of February were 2,058.

Systems & Development Report:

Mark asked to move into executive session to discuss property and legal issues.

The board went into Executive Session at 7:10:

The board returned to Regular Session at 7:27.

Executive Director Report:

Elise reported her activities for the month.

Reports of Committees:

None

Unfinished business:

Update on LRPD Disposition: Elise reported that we sold the Border Lane house in February, and we sold the Zee Court property in March, bringing total units sold to 58 with 12 units left to sell. Rehab on the partitioned duplexes continues, and should be completed in the next month or two.

Summary of Planning Retreat Actions: The FY2010 Goals, Long-Range Goals, and Future Development summary as revised during the Planning Retreat were presented.

New business:

Resolution 11-02, Certificate of Compliance with PHA Plans & Regulations: Elise reported that it is once again time to submit our annual certification of compliance as part of the agency planning process. Commissioner Morrow moved to approve Resolution 11-02. The motion was seconded by Commissioner Briggs and unanimously approved.

Grounds keeping Service RFP: Currently the grounds maintenance is split between contracts at some sites and in-house and/or seasonal staff at other sites. Initial cost reviews indicate we could cut costs by contracting all the grounds maintenance work. Proposals are due April 5th. If we do award a contract, we would let a Maintenance Laborer go. Phil asked for a motion for staff to award a contract to the contractor with the best proposal as long as it cuts costs by at least \$5,000 per year. Commissioner Morrow moved to approve award of the grounds keeping contract under these conditions. The motion was seconded by Commissioner Mickelson and unanimously approved.

Additions to the agenda:

None

Commissioner Griffin adjourned the regular meeting at 7:35 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary