

**MINUTES OF THE MARCH 24, 2009 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, March 24, 2009, at the HAYC office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioners Jean Kinman, Barbara Knutson and Joyce Morrow. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, Cliff Hardy, Jonia Pierce and Darcy Reynolds. Absent was Yanira Vera. Guests in attendance were Miranda Houser (FSS Graduate) and Louis King (Spirit Mountain Community Fund).

Chair Newville called the regular meeting to order at 7:32 p.m.

Dave introduced the Board members to the guests and asked staff to introduce themselves. We had 1 FSS graduate this month: Miranda Houser, who received \$2,644 total escrow. Darcy introduced Miranda and Miranda described her experiences while on the program. Darcy outlined Miranda accomplishments. Dave congratulated Miranda and presented her with a certificate of achievement. Darcy then excused Miranda and herself from the meeting. Details of FSS graduates are provided in the Families Served Report memorandum.

Mark introduced Louis King of Spirit Mountain. Louis commended the Housing Authority for helping make lives better, and then presented HAYC with a ceremonial check of \$50,000 for the New Reflections project. Dave commended Spirit Mountain for their participation in, and contributions to their community, and thanked them for the contribution.

Commissioner Griffin moved to approve the minutes of the February 24, 2009 annual meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

Joyce said she reviewed the list of expenditures and asked about a payment to C&S Quality Homecare. Mike or James will get back to Joyce on what that payment was for.

James reported on the financial reports. Total revenue was \$1,023,170, total expenses were \$1,104,082, and total non-operating income was \$56,706 for a net loss of \$57,298. Approximate cash flow for the month was a negative \$90,528. Our goal was to lease-up 100% of our 1,343 vouchers available, but we over-shot that goal and paid 1,411 HAPs totaling \$713,434. This is \$101,742 over budget, which is a lot more than we want. We will now have to drop utilization as quickly as possible before we deplete our HAP reserves.

James reported on the Abbey Heights 2008 Audited Financials. Total revenue was \$209,670 and total expenses were \$352,916 for a net loss of \$143,246. The loss is anticipated and desired by the limited partner for the tax credits they will receive. Estimated cash flow was a negative \$13,896.

James reported on the Sunflower Park 2008 Audited Financials. Total revenue was \$238,319 and total expenses were \$380,056 for a net loss of \$148,366. The loss is anticipated and desired by the limited partner for the tax credits they will receive. Estimated cash flow was a negative \$745.

Cliff reported on families served. With the addition of the 50 occupancies at Village Quarter, total families served increased 34 to 2,085. Overall occupancy decreased .95% to 94.89%. Cliff is working to lower Section 8 lease-up. Dave noticed Abbey and Fresa are still struggling with vacancies, but otherwise we are doing well.

Mike reported on the Maintenance and Construction. Average time to complete work order was 4.1 days. Due to the Stimulus Bill, we have been awarded an additional \$158,000 capital fund, although we may not be eligible to receive it due to the disposition of the public units. Dave passed by Vittoria recently and saw that we are well into the rehabilitation work now.

Jonia reported on Homeownership:

Housing Rehabilitation: The state has let us know that they are not funding classes on lead certification. This may make it difficult to find lead certified contractors.

Housing Resource Center: The annual grant application deadline was moved up a month to May 15th. This may cause a problem with Yamhill County, who cannot have more than 3 open grants at once. Laura Tschabold at the County is working to make sure they are in a position to be an approved recipient for the Housing Resource Center grant application.

Home Ownership: We have one person as well as the Sheridan School District interested in the Bridge St, Sheridan home. The intent is to turn these houses within a six to nine month period, but due to poor market conditions we have had the house for over a year. Dave asked what our investment in the house is; James said about \$103,000. Dave suggested we list the house with a realtor, even though that may mean commission costs. This will be discussed at the YCAHC board meeting on April 22nd. We may end up realizing a loss on the house but not for the overall program.

Mark reported on Development:

New Reflections: On March 31 we should close on New Reflections. Unfortunately the contractor is on vacation, and there will be a slight delay on starting construction.

Village Quarter: We are closing on the purchase of the commercial space on April 1st. Afterward, we move on to getting formal OHCS approval for the tax credits. Mark commended Kathy George for helping get the recording of the condominium documents completed faster. We are concerned about our Fannie Mae Community Express line of credit draw request of \$470,000. As of today, Fannie Mae has still not approved the draw

request. We are supposed to know their decision tomorrow. If the draw is denied, we will have to come up with the money from unrestricted reserves.

The Board entered Executive Session at 8:25 p.m. and returned to Regular Session at 9:05 p.m.

After discussion, the Board supports closing on the purchase of the Village Quarter commercial space on April 1st even if it means tapping into unrestricted reserves.

Under Reports of Committees, Elise talked about the NAHRO Legislative Conference in Washington, D.C. It was the best-attended national conference to date. The atmosphere was much improved over last year with new HUD Secretary, Shaun Donovan in place. Secretary Donovan received a standing ovation when he entered the room to talk to the conference delegates. Elise and other Housing Authority reps met with aides from Oregon Senators Ron Wyden and Jeff Merkely's office and Elise and Housing Authority of Portland staff met with an aide from Representative Wu's office. Elise felt fortunate to see both President and Michelle Obama while she was there. Elise attended an Executive Director workshop, but having a lot of past experience in housing services, really did not learn much new but was able to make some good contacts from other attendees. The candidate for HUD Assistant Secretary is Ron Sims from Washington State and Pacific Northwest delegates were excited about this opportunity, as it would bring some local knowledge and concerns to Washington, DC.

Under Unfinished Business, Elise provided a summary of planning retreat actions. Elise presented the revised Goals for FY2010, as discussed at the planning retreat. Joyce asked to change the wording of "review the feasibility of landlord training or orientation" to "begin landlord training or orientation". Commissioner Morrow moved to approve the revised FY2010 Goals and Long-Range Planning Goals as revised. The motion was seconded by Commissioner Kinman and unanimously approved.

Also under Unfinished Business, Dave mentioned that he was accepted to be a member of the National NAHRO Commissioner Committee.

Under New Business, Elise reported that it is once again time to submit our annual PHA Plan and Certifications to comply with Federal Law. Commissioner Griffin moved to approve Resolution 09-01 Certifications of Compliance with PHA Plans and Related Regulations. The motion was seconded by Commissioner Morrow and unanimously approved.

Also under New Business, staff requests revising our Section 8 Admin Plan to include a set aside up to 10 available vouchers for placing individuals on probation or post-prison release as well as a set aside of up to 2 available vouchers for families referred from the Yamhill County Health and Human Services Department (YCHHS) who meet the Section 8 Fast Track Eligibility Criteria established by YCHHS. Phil asked if this meant additional staff work; Cliff said it would have minimal impact. Commissioner Morrow moved to approve Resolution 09-02 revising the Section 8 Housing Choice Voucher

Administrative Plan. The motion was seconded by Commissioner Knutson and unanimously approved.

Under New Business, Mike reported that due to the economic stimulus plan by the federal government, we might be eligible for additional capital grant funds of \$158,502. Staff asks that the Board resolve to accept the American Recovery and Investment Act (ARRA) grant. Commissioner Morrow moved to approve Resolution 09-03 authorizing an amendment to the Capital Fund Program Consolidated Annual Contributions Contract to accept the ARRA LRPH Formula Grant. The motion was seconded by Commissioner Knutson and unanimously approved.

Also under New Business, Mark discussed how in July last year, the Board approved the selection of Walsh Construction as the general contractor for New Reflections and the negotiation of a construction contract. The contract has been finalized and needs approval. Dave asked the square footage of New Reflections; Mark said it would be approximately 3,500 square feet. Commissioner Morrow moved to approve the construction contract with Walsh Construction to build the New Reflections project at an amount that does not exceed the project budget. The motion was seconded by Commissioner Griffin and unanimously approved.

Under the Management Report Elise provided commissioner training opportunities at the NAHRO summer conference to the Board for consideration.

Mark handed out a Photo Release Form to the Board members. This asks for their permission to post pictures of them on our website.

Elise said union contract negotiations are scheduled to begin April 10th so we are preparing for that.

Jean announced that due to her health, she must resign from the Housing Authority Board. She would like it effective as soon as a replacement can be found. She added that Village Quarter needs better maintenance work done, and that a lot of the tenants are upset about it. She complained that the onsite manager is frequently not there when needed. Dave suggested holding a future Board meeting at Village Quarter to provide an opportunity for tenants to attend and speak their minds. Joyce suggested soliciting tenants with a suggestion form.

Commissioner Newville adjourned the meeting at 9:33 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary