

**MINUTES OF THE MARCH 24, 2015 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, March 24, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), Kevin Robertson, and Mike Gougler. A board member absent was Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, and Mike Jager. Management staff members absent were Judi Herubin, and Yanira Vera

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on February 24, 2015. The motion was seconded by Commissioner Robertson, and unanimously approved.

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and didn't have any questions beyond payments covered in James' memo.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$7,894 for the month, and \$73,450 for the 8 months year-to-date. We ran close to budget in every category, including even maintenance costs.

Furlough day cancellation: During the October 28, 2014 meeting, the Board approved the 2015 furlough day to be observed on April 24, 2015 unless we had a year-to-date positive cash flow of \$30,000 or more through February 28, 2015, in which case the furlough day would be canceled. Since we have a year-to-date cash flow of \$73,450, the furlough day is canceled. Commissioner Mickelson moved to approve the cancellation of the April 24, 2015 furlough day. The motion was seconded by Commissioner Robertson, and unanimously approved. Elise will let staff know of the cancellation.

Deskins Commons 2014 Audited Financials by James: The net loss for the year was \$307,609 (no operating budget for the start-up year to compare actuals to). The Distribution of Cash Flow report on page 21 (page 38 of the packet) shows there is enough cash available to pay HAYC up to \$126,748 of the \$250,000 deferred developer fee.

Sunflower Park 2014 Audited Financials by James: The net loss for the year was \$75,660, which is \$9,660 less loss than budgeted. The Distribution of Cash Flow report on page 16 (page 62 of the packet) shows there is enough cash available to pay HAYC up to \$24,176 of the \$67,065 deferred partnership management fees.

Village Quarter 2014 Audited Financials by James: The net loss for the year was \$238,237, which is \$16,703 less loss than budgeted. The Priority of Distribution of Cash Flow report on page 18 (page 86 of the packet) shows there is enough cash available to pay HAYC up to \$27,647 of the \$95,550 deferred developer fee.

Asset Management Report by Elise in Yanira's absence and Mike: Physical occupancy increased .4% to 98.1%, and financial occupancy increased 1.7% to 98.9%. We are really pleased with the very high occupancy levels. Unfortunately we had to terminate employment of one of our site managers due to performance issues, and will soon be posting an open position. The average time to complete work orders decreased 1.8 days to 3.7 days. The really nice weather has enabled us to get an early start on rehab work at Tice Park, with work progressing nicely out there. The repairs for smoke damage at Sunnyside is all done, and repairs at Haworth Terrace for the fire damage is nearing completion.

Housing Services Report by Elise in Judi's absence:

Section 8: We paid 1,356 HAPs, which is only 13 over our 1,343 baseline.

Family Self Sufficiency: We had one FSS graduate in the last month – Nancy Grimes, who received \$716 total escrow. A testimonial from Nancy was included.

Executive Director Report by Elise:

Total families served was 2,146. Elise has been talking with Silas Halloran-Steiner with Yamhill County Health & Human Services about a small parcel or property near the high school on which he would like to develop a small housing project to serve a handful of special-needs families and how we can potentially partner for the clients of this property. Elise attended a luncheon to learn more about A Family Place, which is a non-profit formed by Lutheran Community Services to support at-risk families by offering free professional home visiting, parent education, and specialized preschool for children ages 0 to 5. CASA was not funded for Jandina Park Apartments the last round of State funding, so Elise, Judi, and Yanira met with them to see how we can help them strengthen the residents services portion of their application for the next round of funding. Elise met with Doug Montgomery from City of McMinnville Planning Department to go over zoning and land uses for several properties, including the needs of the homeless situation that Co-op Ministries is working on. We received a \$1,500 grant from First Federal for 3 Medical Teams International (MTI) dental vans for the next Community Connect Event. We are working with the City of McMinnville on combining our two lots along Cumulus Ave, as one of them is only .3 acres and would be of better use if combined with the larger .8 acre lot. Commissioner Mickelson and Elise attended an awards banquet put on by the Chehalem Valley Chamber of Commerce to accept a Community Enhancement Award for the Deskins Commons project.

Reports of Committees:

None.

Unfinished Business:

Summary of Planning Retreat Actions: Elise included the revised FY2016 Goals and Long-range Planning Goals that were approved at last month's Board Retreat.

526 SE Sheridan Road Property: In talking with realtor Kim Greene, it would be nearly impossible to complete a CMA as there have not been any recent sales of similar properties in that area. However, she did provide information regarding four parcels of land available for

sale in Sheridan and Willamina as a comparison. Kim suggested we figure out what we need to get from the property and list it at that amount. Our total costs are about \$290,000, so Elise recommends listing the property at \$300,000 to start (to allow for potential realtor fees) and then lower it later on if it doesn't sell at that price. Commissioner Mickelson moved to approve the Executive Director to move forward with listing the property at \$300,000 and to sign all necessary documents for the sale of the property. The motion was seconded by Commissioner Robertson, and unanimously approved.

New Business:

Resolution 15-01 – Certification of Compliance with PHA Plans and Regulations: As part of our annual agency plan process, the annual certification of compliance with HUD rules was provided for approval. Commissioner Robertson moved to approve the Certification of Compliance with PHA Plans and Regulations. The motion was seconded by Commissioner Gougler, and unanimously approved.

3055 NE Cumulus Ave Property: Elise has found a 7.2 acre parcel of land for sale that is of interest for future development. It is a fairly level rectangular parcel with no existing structures and just a few clusters of trees. It is currently zoned R-4PD Single Family, so we would need to request a zone change to R-4PD Multi-Family. We had HDC look at the property, and they feel the site has the desirable characteristics for multi-family development. Commissioner Gougler moved to approve the Executive Director to move forward on further site analysis with HDC including costs to complete the due diligence needed in the site analysis. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Release of Excess Land Adjacent to Office: Elise sent a letter to Citizens Bank requesting the release of our excess land lots along Cumulus Avenue. The excess land served as collateral for the office complex loan, but we have paid down the office loan to less than 70% loan to value of the office alone (based on the appraisal done August 2013), so the collateral is no longer necessary. Citizens Bank is willing to use the appraisal that was done in August 2013, since it is less than two year's old and land values have not deteriorated in the last couple years, so has therefore approved the release of the land without the need for a new appraisal. We would just have to pay some minor processing and recording fees to Citizens Bank and Yamhill County. Commissioner Gougler moved to approve the release of the excess land and give the Executive Director authorization to sign all associated documents. The motion was seconded by Commissioner Robertson, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:48 p.m. The next meeting of the HAYC Board will be held on April 28, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary