

**MINUTES OF THE MARCH 26, 2013 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 26, 2013 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

Board members present were Chair Joyce Morrow, Vice-Chair Fred Michelson (via teleconference), and Commissioners Mike Gougler, and Phil Griffin. A board member absent was Cheri Strawn. Staff members present were Executive Director Elise Hui, James Umfleet, Jonia Pierce, Mike Jager, and Yanira Vera. A staff member absent was Judi Herubin.

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on February 26, 2013. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Hearings of Visitors:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James for clarification on a few payments, which he gave to her satisfaction.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$2,471 for the month, and \$131,356 year-to-date.

*Abbey Heights Audited Financials by James:* Net loss for the year was \$118,231, which is \$3,006 more loss than budgeted. Cash flow was negative \$308, which is \$5,258 less than budgeted. This will be the last separate audited financial report for Abby Heights, as the 15-year tax credit period ended 12/31/2012, and the property is now owned by HAYC.

*Sunflower Park Audited Financials by James:* Net loss for the year was \$93,305, which is \$2,765 less loss than budgeted. Cash flow was \$17,742, which is \$14,961 more than budget. We were able to pay \$18,331 of the deferred developer fee to HAYC, leaving \$9,000 left to pay.

*Village Quarter Audited Financials by James:* Net loss for the year was \$250,743, which is \$8,132 less loss than budgeted. Cash flow was \$25,468, which is \$9,738 more than budget. We were able to pay \$29,002 of the deferred developer fee (\$8,002 interest, and \$21,000 principal) to HAYC, leaving \$112,000 left to pay.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased .2% to 97.5%, and financial occupancy increased 1.6% to 97.6%. The two vacancies at Heritage should be filled this month. Tice's 4 vacancies are more than usual, but they should be filled soon. We are working with YCAP on their youth outreach program, and are going to offer a unit at Tice and Woodside to older students (ages 18-22). The average time to complete work orders decreased .7 days to 1.0 days, which is our best month ever. It's nice to have the maintenance

staff all healthy and working hard. We are doing a minor rehab to add a stove to the kitchen at Heritage Place so that FULFIL can teach the tenants some cooking skills. FULFIL is paying for half the remodel cost. Commissioner Griffin noted that at Haworth Terrace some tree roots are tearing up the sidewalks and the black weed barrier is showing; Mike said we have discussed replacing the trees there, and hope to do that sometime soon when reserves allow for it.

*Housing Services Report by Elise:*

*Housing Resource Center:* We've allocated \$47,074 of the Innovations grant to 13 households. The goal is 20 households at \$5,000 each. There is a big need for more Innovations money, but the State tells us there is not any more of that specific kind of funding right now.

*Housing Development Report by Jonia:*

*Deskins Commons:* Wells Fargo ordered an independent market study which indicated garbage disposals and washer and dryer hookups would be provided in all units based on the original CFC application. This has changed as the project has developed; there will no longer be garbage disposals provided and washer and dryer hookups will be installed in 15 of the 56 units. This has an impact on final rent levels, which we are still able to meet and satisfy the 15% spread the investor wants to see.

*Neighborhood Stabilization Program:* Two of the McMinnville homes should be available the end of April. We have accepted an offer on the 22<sup>nd</sup> street house (owned by YCAHC), inspections are taking place within the week, and we are working toward closing in April.

*Executive Director Report:* Elise provided a report of her activities in the last month. Total families served were 2,170. We are working with GRTHA on a revised sub-recipient agreement for additional vouchers. GRTHA's intent was to distribute vouchers in Polk County, Salem and Yamhill County; however Polk County has opted out of participating in the program, so we will be picking up a portion of their vouchers. Salem has not yet committed to participate, if they do we will likely be going from 12 vouchers to 21 under this program; if they do not participate, the number of vouchers we receive could even be higher.

***Reports of Committees:***

None.

***Unfinished Business:***

*Low Rent Public Housing Disposition:* We are on track to close on 1680 Wright St in McMinnville, and 919B Charles St in Newberg in late March or early April. We are suddenly receiving a lot of interest from realtors in the other units on the market so hope to get some additional offers in the near future.

*Summary of Planning Retreat Actions:* The approved FY2014 goals, Long-Range Planning Goals, HAYC Bylaws, and Statements of Vision, Mission and Values were all provided.

***New Business:***

*Resolution 13-03 – Certification of Compliance with PHA Plans and Regulations:* As part of our annual agency plan process, our annual certification of compliance with HUD rules was provided for approval. Commissioner Griffin moved to approve the Certification of Compliance with PHA Plans and Regulations. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Executive Session:***

Chair Morrow excused staff and moved to Executive Session at 6:35 p.m. to discuss personnel and/or property issues, and returned to the regular meeting at 6:47 p.m.

*Executive Director Contract:* Commissioner Gougler moved to approve the Employment Agreement for the Executive Director effective January 1, 2013. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:50 p.m. The next meeting of the HAYC board will be held on April 23, 2013.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary