

**MINUTES OF THE MARCH 27, 2007 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 27, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, Jean Kinman and Barbara Knutson. Commissioner Dave Newville had an excused absence. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, Cliff Hardy, Yanira Vera and Darcy Reynolds. A guest in attendance was Lisa Harrington, FSS graduate.

Chair Morrow called the meeting to order at 7:30 PM. Joyce asked everyone to introduce themselves to Lisa Harrington, a recent FSS graduate. Then Darcy introduced Lisa and shared a little about Lisa's life, including her recently getting a job at St.Vincent DePaul. Lisa shared her experience in the FSS program, and feels the goal-setting the program requires was very helpful to her. She expressed her appreciation of FSS and the help HAYC employees have provided. Joyce congratulated her and presented her with a framed graduation certificate and a graduation check of \$3,745. Phil asked Lisa if she would be willing to offer a testimonial for our marketing purposes. She readily agreed to it. Darcy excused Lisa and herself from the meeting.

Commissioner Knutson moved to approve the minutes of the February 27, 2007 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

Commissioner Morrow stated that said she reviewed the list of expenditures and didn't have any questions or concerns.

James reported on the financial reports. For the month of February we had a net loss of \$18,000 and breakeven cash flow. Fiscal year-to-date net income has been \$217,000, and year-to-date cash flow has been a positive \$341,000. Section 8 had a second month of lease-up that was slightly over 100%. Phil asked about our investments, specifically what kinds of investments we have. Mark said most of our programs come with State requirements, including limits to what kinds of investments we can make. James said all our investments are money market savings accounts and some low-risk bonds.

Cliff reported on families served. Total families served decreased 10 to 1,960. Overall occupancy decreased .41% to 98.16%. Section 8 is cruising along just above 100% lease-up. Yanira outlined occupancies: Abbey Heights had 2 vacancies, Tice Park & Woodside Park are still doing very well. Our onsite manager at Riverside Terrace has accepted a position in our Section 8 department and we are now advertising for her previous position at Riverside Terrace.

Mike reported on maintenance and construction. Average time to complete all work orders was 5.85 days. We've had a lot of move-outs lately and have improved the turnaround time over last year. Elise mentioned that we reorganized the way we process the waiting list, resulting in a ready list of qualified move-ins. Joyce asked why we received additional capital funds. Mike explained that they set-aside a reserve early in the year, and then if available, disburse those funds later in the year to high performing agencies.

Mark reported on Development:

Jandina Park & Vittoria Square rehab: We are still waiting for word from RD on funding availability.

Village Quarter: We continue to work with the architects on design issues. We released a Request for Qualifications to select a general contractor. Responses are due March 28th. Investors continue to be very interested in the project, offering good investment options. The landowners, the Legards, have unfortunately declined the swapping of the land with the retail space and now are requesting that HAYC purchase the land (see New Business).

Under Unfinished Business Elise updated the Board on the LRPB disposition checklist. So far, we have 1) sent out notices to LRPB tenants of the potential disposition, 2) held 2 public meetings with LRPB tenants (many are interested in acquisition of their properties), 3) updated our agency plan to include disposition, 4) a RFP was distributed to about 15 real estate brokers, with proposals due in by March 30th, 5) a RFP for selecting an appraiser is being finalized, and finally 6) a presentation to the county Commissioners is in the draft stage.

Under New Business we had Resolution #07-03 Certifications of Compliance with PHA Plans and Related Regulations which is the Board of Commissioners authorization for approval of, and submission of, the Streamlined Annual PHA Plan and PHA Certification of Compliance with the PHA Plans and Related Regulations. Elise mentioned that the major differences between this year's plan and last year's plan involves the Low Rent Public Housing Program and the intent to dispose of the 70 public housing units. Meetings have been held with public housing tenants as well as with the Resident Advisory Board and staff have been receiving a positive response to the proposed disposition. Commissioner Griffin moved to approve the resolution. The motion was seconded by Commissioner Knutson and unanimously approved.

Under New Business Mark briefed the Board that we had been advertising various fully depreciated technology equipment no longer used by HAYC and while much of it had been sold, we still had many old CRT monitors and several vintage fax machines of limited value. A request was made for board approval to donate the remaining items to nonprofit organizations and if we cannot find any takers, then proceed with disposal. Commissioner Griffin moved to approve the technology equipment disposition. The motion was seconded by Commissioner Knutson and unanimously approved.

The Board moved into executive session at 8:02PM to discuss property and personnel issues. They returned to regular session at 8:31PM.

The last item under New Business was Village Quarter restructuring. In a change of plans for the land of the building, the current landowners are now proposing to sell the land to HAYC. This would mean that HAYC would be required to borrow additional funds because the money in the budget originally set to go to pay for the retail space construction will go instead to purchase the land. When the project is complete, HAYC would lease the space using a leasing agent and then sell the retail space and pay off the construction loan. A recommendation was made for the board to approve a motion indicating support for purchasing the land for Village Quarter and accepting the risk of owning the retail space to be constructed until it can be sold. Commissioner Knutson moved to approve purchase of the land and temporary ownership of the retail space of Village Quarter. The motion was seconded by Commissioner Griffin and unanimously approved.

As part of the Management Report, Elise gave the Board members an agenda for the upcoming Regional NAHRO conference. She also showed everyone the latest NAHRO magazine which had an article & pictures of our Resource and Administration building that we won an award for. She reminded the Board of our Agency Service Award party on April 3rd.

The meeting was adjourned at 8:35 PM.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary