

**MINUTES OF THE MARCH 27, 2012 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, 2012, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Vice-Chair Fred Mickelson (via teleconference), Commissioners Mike Gougler, Joyce Morrow, and Cheri Strawn. Staff members present were: Elise Hui, Mike Jager, Jonia Pierce and James Umfleet. Chair Philip Griffin was excused. Staff members Mark Davis, Judi Herubin, and Yanira Vera were excused.

Vice-Chair Mickelson called the regular meeting to order at 6:30 p.m. With Chair Griffin being absent and Vice-Chair Mickelson attending via teleconference, Vice-Chair Mickelson made a motion to appoint Commissioner Morrow as Acting Chair for the meeting. The motion was seconded by Commissioner Gougler and unanimously approved.

Minutes:

Commissioner Strawn moved to approve the minutes of the February 21, 2012 meeting. The motion was seconded by Commissioner Gougler and unanimously approved.

Public comments:

None

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and did not have any questions or concerns.

Reports of the Secretary:

Financial and Systems Report by James:

James reported that for January we had a positive cash flow of \$23,000, but \$13,000 was to/from HAP and LRPH reserves, so net cash flow was positive \$10,000. Fiscal YTD financial occupancy increased .6% to 95.7%. Lately we have been capitalizing more payroll toward Deskins Commons than budgeted, contributing to the positive cash flow. We were surprised to learn our HAP funding for 2012 is \$42,966 per month more than last year. While the large increase is obviously a good thing, it is also frustrating as we were told the funding would be about the same as last year, and we have been working hard to bring down our average HAP to last year's funding levels. Consequently, we will be building HAP reserves back up this year.

Abbey Heights 2011 Audited Financials: Net loss for the year was \$125,000, which is \$10,000 more than budgeted. Cash flow was \$1,500, which was \$5,000 less than budget. HAYC had to contribute \$7,000 for operating deficits.

Sunflower Park 2011 Audited Financials: Net loss for the year was \$119,000, which is \$17,000 more than budgeted. Cash flow was \$2,000, which was \$8,000 less than budgeted.

Village Quarter 2011 Audited Financials: Net loss for the year was \$271,000, which is \$12,000 more than budgeted. Cash flow was \$25,000, which was \$10,000 more than budget. We were able to pay \$21,000 to HAYC for interest and principal on the deferred developer fee.

Asset Management Report by Elise in Yanira's absence:

Elise reported overall physical occupancy remained the same at 98.5%, and financial occupancy increased 2.1% to 98.8%. Mike reported that average days to complete work orders was 1.92 days. We have completed fence replacement at the partitioned LRP units. We are in the process of getting ready to bid out community room expansion and ADA unit renovation at Riverside Terrace, scattered site siding for Fresa Park, roofing and stair rail repair at Palmer Creek, and siding at Homeport.

Housing Program Report by Jonia:

Housing Rehabilitation Loan Program: We have made 18 loans to Willamina residents, and have distributed \$254,000 of \$310,000. The application for Newberg has been the primary focus lately, and this morning we delivered it to the State.

Neighborhood Stabilization Program: Rehab is completed on the 1020 NE 12th Street house, and the other 4 houses are in various stages of completion. We are still looking at a sixth home, hopefully in Newberg, and are actually looking into one on Meridian Street near the Deskins Commons property.

Housing Services Report by Elise in Judi's absence:

Section 8: Our average HAP has dropped significantly the last few months due the changes to the subsidy standard policy.

Family Self Sufficiency: We had two FSS graduates: Teri Apodaca-Stonebarger, who earned \$455 total escrow, and Jessica Butler, who earned \$1,308 total escrow.

GRTHA Vouchers: All 12 vouchers are in place, and 3 families have started escrow accounts. The Grand Ronde community appears to be pleased with the program so far, and have expressed interest in offering a similar program in other counties. We learned that there is a current Executive Director vacancy at the GRTHA, so in the interest of finding more revenue streams, Elise proposed our providing them short-term management services. They are considering our offer.

Housing Resource Center: We began accepting applications for the new MPA-U program on March 7th. The State is allowing us 7 slots every two weeks. The 7 slots opened on March 7th were taken in two and a half minutes, and the 7 opened March 21st were taken in less than one minute. Our VIDA coordinator was very busy last month, and filled 14 VIDA accounts, including 9 slots allotted through a competitive grant request. We are currently administering 50 total VIDA accounts.

Development Report by Elise in Mark's absence:

Deskins Commons: We are in the final stages of the CFC application, and are reviewing the pages for accuracy and consistency. Board approval of the application is covered in New Business.

Sheridan Land Purchase: The land annexation was approved by the city on March 19, and will take effect 30 days after that. We should close on the purchase within the next month.

Executive Director Report by Elise:

Elise reported on her activities for the month and families served. Total families served was 2,292. The loan we have with West Coast Bank for Village Quarter commercial space matures April 1st, so we are working with them to refinance that loan.

Reports of Committees:

OHA Meeting Report: Elise attended the OHA meeting. There are some major organizational changes taking place at OHCS which should be beneficial to OHCS in the long-term. In addition, OHCS said they are considering changing the CFC application process next year to incorporate a queue system. Elise is advocating to stay with the current competitive system so that everyone is putting their best foot forward every year.

NAHRO Ethics for Commissioners: Mike Gougler attended the ethics training sessions. He felt like the training was good, but they could have covered everything more quickly and succinctly. Mike and Cheri will both be attending the NAHRO Fundamentals for Commissioners training in May.

AMPP Graduation Presentation: Elise, James, and Yanira attended the AMPP training graduation on March 14th. HDC asked the graduates to do a presentation for the graduation, which Elise included in the Board packet. We received a nice looking triangular green-glass trophy for completing the training.

Unfinished business:

LRPH Disposition Update: Fence replacement has been completed on the partitioned units, and new cabinetry is being installed before transferring the units to YCAHC.

Planning Retreat Action Items: The final versions of the revised Statements of Vision, Mission and Values, FY2012 Goals, and Long-Range Planning Goals were provided to the board. These documents have all been shared with staff.

New business:

Resolution 12-03 – Deskins Funding Application Authorization: Resolution 12-03 acknowledges the Board's approval of the application for Deskins Commons to Oregon Housing and Community Services (OHCS) and names the Executive Director and Finance Director as HAYC's authorized signers on documents related to the application and subsequent documents after funding is granted. We are also asking for approval to use up to \$3 million in proceeds from the sale of Public Housing properties to assist in development of Deskins Commons. Most of the funding for Deskins Commons will come from the sale of federal tax credits that we are asking OHCS to allocate to the project. Joyce noted a correction needed on the proforma multiplier of the last 3-bedroom needing to be changed from x13 to x12. The math is correct, just the multiplier note needs adjusted. Commissioner Mickelson moved to approve Resolution 12-03 with the one correction on the proforma as well as the designation of up to \$3 million in Low Rent Public Housing sale proceeds for use in developing the Deskins Commons project. The motion was seconded by Commissioner Strawn and unanimously approved.

Resolution 12-04 – Certification of Compliance with PHA Plans & Regulations: Elise reported that it is once again time to submit our annual PHA plan as well as annual certification of compliance with HUD rules. Commissioner Strawn moved to approve Resolution 12-04 authorizing the approval of, and submission of, the Annual PHA Plan and PHA Certification of Compliance with the PHA Plans and Related Regulations. The motion was seconded by Commissioner Gougler and unanimously approved.

Contract for Cabinet Replacement in LRPB Units: We solicited bids from Home Depot, Lowes, and Parr Lumber for cabinet replacement for our 10 partitioned units; only Home Depot responded with a bid for \$69,000, which includes removal of existing cabinets. Based on our past experience with amounts paid in the past for this type of work, \$69,000 was too high. Home Depot responded with a second proposal for just under \$50,000 including demolition which is more in line with what we have paid in the past. Commissioner Mickelson moved to approve contract award for cabinet replacement to Home Depot. The motion was seconded by Commissioner Strawn and unanimously approved.

Waiver of Right of First Refusal for Camellia Court: On May 25, 2004, the HAYC Board of Commissioners approved the General Manager Agreement and Right of First Refusal Agreement relating to Camellia Court Apartments and YCAP. The agreements were intended to exempt the property from property taxes to assist in increasing cash flow to pay debt service requirements as well as to keep the property in the affordable housing inventory in Yamhill County in the event the property was ever placed on the market for sale. Based on the small size of the property and deferred maintenance issues of the property, and the fact that YCAP has another affordable housing provider interested in acquiring Camellia Court, staff recommends we waive the right of first refusal at this time. Commissioner Strawn moved to approve authorizing the Executive Director to give written notice to YCAP of the waiver of HAYC's right of first refusal and to sign any related documents as necessary. The motion was seconded by Commissioner Gougler and unanimously approved.

Additions to the agenda:

None.

The next meeting will be held on April 24th, 2012 at 6:30 p.m.

Acting Chair Morrow adjourned the meeting at 7:05 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary