

**MINUTES OF THE MARCH 27, 2018 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 27, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:50 p.m.

***Roll Call:***

Present were Commissioner Catherine Jones, Vice-Chair Fred Mickelson via conference call, Chair Joyce Morrow, and Commissioner Mike Gougler. Absent was Commissioner Phil Griffin. Management staff present were Elise Hui (*Executive Director*), James Umfleet, Megan Ramos, Mike Jager, Yanira Vera, and Vickie Ybarguen.

***Approval of Minutes:***

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on March 6, 2018. Commissioner Jones moved to approve the minutes of the meeting held on March 6, 2018. The motion was seconded by Commissioner Gougler and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures, and Vice-Chair Mickelson had asked James Umfleet about payments to McMinnville Glass (replacement of five windows at Abbey Heights, five windows at Woodside Park, and one window at Tice Park due to bad seals), and Ace Hardware (a bunch of maintenance materials and equipment). Chair Morrow asked James Umfleet why there was a progress payment to our auditing firm by Deskins Commons, but not Sunflower Park or Village Quarter; James Umfleet said the auditors got an earlier start on Deskins Commons than the other two, and we have made progress payments for Sunflower Park and Village Quarter in March.

***Reports of the Secretary:***

*Finance and Rehab Report by James Umfleet:* Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports. Cash flow from operations was negative \$32,932 for the month and positive \$52,731 for the eight months year-to-date. James Umfleet said since we terminated our option agreement for the Booth Bend Road property in July 2017, we had to expense all the costs we had put into it, which totaled \$74,197. Prior to the meeting Vice-Chair Mickelson noted the year-to-date training costs for Housing Services has already exceeded the annual budget; Elise Hui explained that we had the opportunity to send our four newest Housing Specialist employees to a NAHRO training course that combines two seminars - Housing Choice Voucher Occupancy and Housing Choice Voucher Eligibility, Income, and Rent Calculation - into one comprehensive program and since it is being held in Vancouver, Washington we are saving on air travel and hotel costs. Since we are doing well in the training budgets overall, Elise Hui authorized sending all four new employees to the training. Commissioner Jones asked about Bad Debt Expense; James Umfleet explained that those are accruals of our estimated annual bad debt write offs of debts owed by tenants who have moved out of our properties.

*Deskins Commons 2017 Audited Financials by James Umfleet:* The \$523,800 net loss for the year was \$1,630 less than budgeted. The Distribution of Cash Flow report shows there is enough

cash available to pay to HAYC \$14,853 for the 2017 asset management fee, and up to \$45,006 of the loans from HAYC.

*Sunflower Park 2017 Audited Financials by James Umfleet:* The \$100,550 net loss for the year was \$19,020 more than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay HAYC up to \$31,048 of the \$33,272 deferred partnership management fees (almost all of them).

*Village Quarter 2017 Audited Financials by James Umfleet:* The \$247,104 net loss for the year was \$11,389 more than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay HAYC up to \$10,785, half toward the loan from HAYC, and half for deferred HAYC partnership management fees.

*Systems Report by Vickie Ybarguen:* We had 60,342 total hits on our website, which is a little more than usual. We are still working with Corey Payne with Yardi Systems on the list of problems staff is having with the system. We began testing for the Voyager 7.4 upgrade. Vickie Ybarguen attended a Word Press class in preparation for our website redesign that is on our goal list for the upcoming fiscal year. She also researched systems to increase email protection and security, and requested a quote on a system that is different than our current one.

*Asset Management Report by Yanira Vera & Mike Jager:* Physical occupancy increased .7% to 97.3%, and financial occupancy increased .7% to 96.9%. Tenants tend to move more starting this time of the year, so we expect to see an increase in vacancies in the coming months. We have been working hard on our annual compliance certifications for OHCS, and audits by Rural Development. The average time to complete work orders decreased 1.5 days to 10.6 days. Chair Morrow asked if the work order balance and the end of February was really just 4: Mike said that was the amount that the report he ran gave him, but he would have to research it further to confirm its accuracy. C&D Landscape has told us they are going to discontinue doing grounds maintenance in the near future, so we are going out to bid for grounds maintenance services.

*Housing Services Report by Megan Ramos:*

*Family Self Sufficiency:* We had three FSS clients that graduated from the program due to being over income: Cassie Michaelis, who received \$7,739 total escrow while on the program, Christine Crackett, who received \$8,779 total escrow while on the program, and Shannon Henson, who received \$6,363 total escrow while on the program.

*Section 8:* We recently hired Mary Leathers to replace Steven Stone, who departed February 28<sup>th</sup>. Her start date was March 26<sup>th</sup>.

*Executive Director Report by Elise Hui:* Total families served was 2,007. Deskins Commons resident Mischa Larkins has been awarded the Grand Prize in the 2018 Fair Housing Council of Oregon Poster Contest! He was the winner of two other poster contests and was featured in the Newberg Graphic a few months ago. He and his family attended the December 2017 Board meeting. We had a HUD compliance review on March 13<sup>th</sup>, which was a full HA review, not just Section 8. While overall the review went well, we did have a few findings, and will need to make some procedural changes to correct them. We were assured by Chad Trepinski, the lead reviewer, that the amount of penalties to our SEMAP score would not be enough to take us out of high performer status. Elise Hui and Yanira Vera met with the Riverside Terrace Community Association (resident group) regarding fundraising for the community room expansion and bathroom. Elise Hui created a donation request letter and donation forms, which the Riverside Terrace Community Association will send out, and hand deliver, to local businesses. We will

use our non-profit arm (YCAHC) to receipt and track donations. The letter and donation form are attached.

***Reports of Committees:***

None.

***Unfinished Business:***

*Summary of Planning Retreat Actions:* The final FY2019 Goals and Long-Range Planning Items that were approved during the Planning Retreat on March 6<sup>th</sup> were provided.

*Status of Properties:* No updates this month.

***New Business:***

*Resolution 18-01 - 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 Jones moved to approve the Certification of Compliance with PHA Plans and Regulations. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

Chair Morrow moved into Executive Session at 6:14, and returned to the regular meeting at 6:23.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:23 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on April 24, 2018.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary