

**MINUTES OF THE MARCH 28, 2006 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 28, 2006, at the HAYC offices, 135 N.E. Dunn Place, McMinnville, Oregon. Board members present were: Vice Chair Joyce Morrow, Commissioners Phil Griffin, Jean Kinman, and Barbara Knutson. Chair Dave Newville had an excused absence. Staff members present were: Don Clark, Mark Davis, Mike Jager and James Umfleet.

Vice Chair Morrow called the meeting to order at 7:31PM. Commissioner Knutson moved to approve the minutes of the February 21, 2006 meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

There were no public visitors. Don reported that Family Self-Sufficiency graduate Jeannie McQueen, as listed on the agenda, was recognized last month and there are no new graduates to present this month.

Vice Chair Morrow reported that she had reviewed the list of expenditures for February 2006 and had no questions. James then summarized the financial statements for the period July 2005 through February 2006. It was another good month for HAYC with a net income of 66,155. Most of our programs operated near break even. The Section 8 program is driving our cash flow during this period of fluctuating voucher utilization. Section 8 occupancy continues to be low as we attempt to turn it around following the intentional drop at the end of last fiscal year. We recorded another \$16,500 of the Sunflower Park developer fee, with one more piece to record in March.

In the absence of Elise Hui, Don reported on families served. Overall occupancy was approximately the same as last month at 94.2%. We continue to struggle with Farm Worker housing properties, and have move-in incentives in place. Woodside is still doing well, and we have applicants for all vacancies. However, the property has 4 or 5 move-outs each month, keeping the vacancy percentage at about 94%. Our biggest occupancy challenge is currently Section 8 where we need get back to full occupancy soon in order to utilize our annual budget.

Mike reported on maintenance and construction. Average time to complete all work orders was down to 5.17 days. We had no emergency work orders or loss-time accidents in February. Mike is going out for bids on the Fresa Park siding project again after receiving no bids the first time out.

Mark reported on Development. *Vittoria Square Rehab* – RD finally responded to the architectural drawings, but took so long that our architect took on other work and won't get back to Vittoria until April. In addition, our consultant has gotten busy on other projects and has referred us to someone else to manage the rehab project. We will be

meeting with the new contractor and architect in April. *New Market Tax Credits* – One of the two property owners we were negotiating with has rejected our offer to buy their building. We are pursuing several other properties in and near the downtown core. Don and Mark met with our consultants this month and looked at other properties. They were pleased with the other candidates and are anxious to move forward with them. We may be preparing option agreements for the Board’s approval in April, which may require a special Board meeting in order for us to have properties under control by the end of April. This is our goal since funding applications must be prepared soon.

Vice Chair Morrow then adjourned the meeting at 7:45PM to go into executive session for discussion of property issues. At 8:00PM, the Board returned to regular session.

Under Unfinished Business, Don reported that we held a staff contest to come up with project names for the New Market Tax Credit and Jandina Park projects. Management chose the top 5 of about 20 nominations that were submitted for each project. After further discussion, Commissioner Griffin moved to name the New Market Tax Credit project “Village Quarter”. The motion was seconded by Commissioner Knutson and unanimously approved. Commissioner Knutson made a motion to name the Jandina Park project “Tamarack Winds”. The motion was seconded by Commissioner Griffin and unanimously approved.

Under New Business, Don presented Resolution No. 06-01, Certificates of Compliance with PHA Plans and Related Regulations, for approval. This resolution is required annually by HUD, following public hearings on our Annual Plan for Section 8 and Low Rent Public Housing. Elise and Mike held public hearings in March on the plans and received no recommendations from residents for change. There are no significant differences from last year’s plans. Commissioner Knutson moved to approve Resolution No. 06-01. The motion was seconded by Commissioner Kinman and unanimously approved.

Don summarized information recently received from the Housing Authorities Risk Retention Pool (HARRP) regarding insurance coverage for housing authority commissioners that relate to tax credit partnerships. HARRP is now offering new coverage for housing authority boards in the event they are inappropriately sued for issues relating to the tax credit partnerships. Don recommended that, since this is new coverage with unknown premiums at this point, the Board wait until staff receives more information about it, including premium costs. He will discuss it with other directors at the next Association of Oregon Housing Authorities (AOHA) meeting. Commissioner Griffin moved to table further action on the new HARRP coverage until additional information is available. The motion was seconded by Commissioner Kinman and unanimously approved.

Don presented a new “Resource Guide” for Commissioners that was provided by the Nelrod Consortium. It appears to be a good replacement for the old guide previously published by NAHRO which is no longer in print. Don suggested that the new guide be placed in the Commissioners’ Reference Notebook.

The Board discussed an upcoming schedule conflict with the next Board meeting. The Northwest NAHRO Conference will be in session on April 25<sup>th</sup>, the normal date for the Board meeting. At the recommendation of staff, Commissioner Knutson made a motion to move the next Board meeting to April 18, 2006, one week earlier. The motion was seconded by Commissioner Griffin and unanimously approved.

Management Report items were discussed. Don reported on one topic that was not in the Management Report. There will likely be discussion soon with the Board regarding conversion of some or all of the Low Rent Public Housing units. HUD has now issued its "Final Rule" on the conversion, and has provided a format for evaluating such conversions. With upcoming cuts in the Low Rent Public Housing subsidy and Capital Fund grant in 2007, Don stated that staff will be looking at various options, and will bring more information to the Board at a later date.

The meeting was adjourned at 8:28PM.

Respectfully Submitted,

Donald A. Clark  
Executive Director/Secretary