

**MINUTES OF THE APRIL 18, 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, April 18, 2006, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson, and Joyce Morrow. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, James Umfleet and Judi Herubin.

Chair Newville called the meeting to order at 7:32PM. Commissioner Morrow moved to approve the minutes of the March 28, 2006 meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

Judi Herubin, Family Self-Sufficiency (FSS) Coordinator, introduced FSS graduate Chrystal Williamson and gave a summary of Chrystal's success in the FSS program. She is graduating with an escrow account balance of over \$12,400 and is in the process of purchasing her new home. Chrystal expressed gratitude for the program and all of the assistance she has received. The Board congratulated her on her success and offered best wishes for the future. Judi also reported that another FSS graduate, Kimberli Strybling, will be present at the Board meeting in May.

Commissioner Morrow reported that she had reviewed the expenditures for March 2006 and had no questions for staff.

James reported on the financial reports. We made an important change in how we have been accounting for Section 8 Housing Assistance Payments (HAP). During this period of significant fluctuations in voucher utilization, with corresponding differences between grant funds received each month and grant funds expended in HAP, we feel it's appropriate to discontinue showing a huge profit or loss month-to-month. We will begin deferring the recognition of HAP grant income that exceeds our HAP expenses. In March we deferred \$83,000 of revenue, and year-to-date we have deferred \$291,000. These amounts are represented on the Budget Comparison as "Undesignated Funds-HAP". As a result, our net income for the month was \$21,000, and year-to-date net loss was \$47,000, with a positive cash flow of \$76,000. In subsequent months when our voucher utilization is up, we will incur more HAP expense than the monthly grant amount, resulting in our use of the previously deferred revenues.

James reported on the Abbey Heights Limited Partnership audit report covering calendar year 2005. There were no findings and the auditor issued an unqualified opinion of acceptance. The project ended the year with a \$140,000 net loss, but this is expected as the limited partner anticipates using the loss to reduce their tax liability. Abbey had approximately \$11,000 of positive cash flow on operations, but HAYC contributed \$27,000 cash for water leak repairs.

Elise summarized the families served report. Total families served was 1,743, down 6 from last month. Overall occupancy decreased .59% to 93.51%. This was due, in part, to adding the third

building at Sunflower Park which has not been fully leased up yet. We are down to 3 vacancies in Building C at Sunflower and staff is attempting to get those leased prior to the end of April so the limited partner can use tax credits for that building. Woodside Park is nearly fully occupied! It is proving difficult to lease up Section 8 again, but March should prove to be our lowest leasing point. Section 8 terminations are up, due primarily to the use of meth by residents. This trend contributes to our slow lease-up of Section 8 vouchers.

Mike reported on maintenance and construction. Average time to complete all work orders was 6.43 days. We hired a temp worker from Express Personnel for the busy season. We learned that Jimmy Payne, our force account laborer who hurt his knee, will be out for at least another 3 months. We cannot wait any longer for him to get better, so we will soon be re-advertising for the position.

Don reported that HAYC received an overall rating of 91 from HUD in the Public Housing Assessment System (PHAS) for FY2005, which keeps us in the “high performer” category. The area needing most improvement continues to be the “vacant unit turnaround time” where we received 0 out of 4 points. Commissioner Griffin commented that perhaps meth users may add to the turnaround time, but Elise pointed out that, in the Low Rent Public Housing Program, we’ve had that happen only once. In order to improve the unit turnaround time, we are adjusting how we process our waiting list to help lower the eligibility processing times, and we will be coordinating closely with Maintenance on unit availability.

Mark reported on Development. *Sunflower Park* – Mike is working with the contractor on final punch list items. *Vittoria Square Rehab* – we expect to bring a contract and recommendation to the Board for approval in the next month. *Village Quarter (New Market Tax Credits)* – now that the downtown properties previously considered have proven unfeasible, we continue to pursue other properties in the broader downtown area.

Under Unfinished Business, Mike brought a proposal to the Board regarding the siding contract for Fresa Park. This will be our second issue of Requests for Proposals on this project. The first attempt resulted in zero bids. Staff requests Board approval to award the contract to the low, responsible bidder, provided a bid is received at or below \$80,000. Commissioner Morrow moved to authorize the signing of a siding contract for Fresa Park to the low, responsible bidder provided the bid is at \$80,000 or below. The motion was seconded by Commissioner Knutson and unanimously approved.

Chair Newville adjourned the regular meeting at 8:22PM and the Board moved into executive session to discuss property and personnel issues. The Board reconvened into regular meeting at 9:07PM.

Mark stated that we have heard from the US Department of Agriculture - Rural Development (RD) that funding for Palmer Creek may be made available soon. Staff previously received Board approval for pre-development costs up to \$10,000 and there is no need to increase that amount at this time. However, Mark would like Board approval to proceed with feasibility work on this project, especially with the understanding that RD funding is by no means guaranteed, and there is still some risk of time & money lost. Chair Newville asked if there were Americans

With Disabilities Act (ADA) concerns, but Elise believes the property is already ADA compliant. If the Board authorizes staff to proceed, we will seek additional funding from other sources to fill any funding gap in the project. Commissioner Morrow made a motion to authorize staff to continue feasibility work on Palmer Creek. The motion was seconded by Commissioner Knutson and unanimously approved.

Mark and Don provided an update on the search for properties that would work for the Village Quarter project, previously called the New Market Tax Credit project. After discussion, Commissioner Morrow made a motion to, 1) increase the pre-development budget for Village Quarter from \$10,000 to \$25,000, and 2) authorize staff to sign option agreements and letters of intent with owners of potential properties, provided the agreements allow HAYC to back out of the agreements and also contingent upon final Board approval prior to finalizing any purchase. The motion was seconded by Commissioner Griffin and unanimously approved.

Don summarized a request for endorsement and support of the Oregon Housing Alliance. The Association of Oregon Housing Authorities (AOHA) has been participating in an effort to establish the Housing Alliance and to obtain funding that would substantially enlarge the Housing Trust Fund. The Alliance is made up of many organizations throughout the State that advocate for affordable housing. Commissioner Griffin moved to authorize the Board Chair and Executive Director to sign a letter of endorsement and support for the Housing Alliance. The motion was seconded by Commissioner Knutson and unanimously approved.

In accordance with the Executive Director's contract with the Board, Don requested approval for 48 consecutive hours of vacation in May. Commissioner Knutson moved to approve the request. The motion was seconded by Commissioner Griffin and unanimously approved.

The 2005 HAYC Annual Report was provided to Board members. The Board expressed appreciation to staff for the good report. Don suggested that Board members provide copies of the report to businesses and agencies throughout the community and that extra copies were available if needed.

Don announced that Elise Hui has just completed her Masters in Business Administration degree. The Board congratulated Elise on this major accomplishment.

The meeting was adjourned at 9:23PM.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary