

**MINUTES OF THE APRIL 23, 2013 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 26, 2013 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board members present were Chair Joyce Morrow, Vice-Chair Fred Michelson, and Commissioners Cheri Strawn, Mike Gougler, and Phil Griffin. Staff members present were Executive Director Elise Hui, James Umfleet, Jonia Pierce, Judi Herubin, Mike Jager, and Yanira Vera.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on March 26, 2013. The motion was seconded by Commissioner Gougler, and unanimously approved.

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James for clarification on a few payments, which he gave to her satisfaction. Commissioner Michelson also had a couple of questions specifically on a couple of items that he thought were Housing Rehab payments but that were actually payments for the Housing Innovations program.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$21,779 for the month, and \$153,136 year-to-date. Salaries and payroll taxes were below budget due to a furlough day on March 25th. Joyce suggested changing the account named "Staff Training" to Staff Training-All Staff"; James said he would make the change. Maintenance materials was over budget, but staff will be following up on some of these costs that need to be capitalized.

Asset Management Report by Yanira and Mike: Overall physical occupancy increased .6% to 98.1%, and financial occupancy decreased .3% to 97.3%. The average time to complete work orders increased .37 days to 1.39 days. Property inspections are creating many work orders. Fortunately we have had very few emergency work orders lately so have been able to keep up on the property inspection work orders.

Housing Services Report by Judi:

Family Self Sufficiency: We had five FSS graduates in the last month who had earned escrows totaling \$80,348 while on the program!

Housing Resource Center: As we are nearing the end of several State funding cycles, we are growing concerned about the lack of information from the State on funds for next cycle. We hope to learn more soon for our budget that James is working on.

Housing Development Report by Jonia:

Deskins Commons: There were three responses during the comment period for the corrected rezoning agreement. The planning director for Newberg will release his opinion this week, which will support

the original rezone determination, but the public will again have an opportunity to appeal the decision. Elise and Philip Dochow met with the concerned neighbors on April 19th in hopes of preventing an appeal. Wells Fargo insisted on a modified debt coverage ratio that Columbia Bank (formerly West Coast Bank) was not comfortable with, so Columbia Bank backed out. NOAH, the original proposed permanent lender in the CFC, is now back in the game. We received bids from five loggers/arborists and are currently reviewing them. The selected company will begin clearing trees next month. *22nd Street House:* After several attempts to match up the 22nd street house (owned by YCAHC) with one of our clients without success, we listed it on the open market and are scheduled to close the sale on April 25th.

Executive Director Report: Elise provided a report of her activities in the last month. Total families served was 2,107. Elise read part of a letter from the NAHRO President that was in the latest NAHRO newsletter regarding the tough times Sequestration is causing Housing Authorities.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: We are on track to close on 1678 & 1680 Wright Street in McMinnville and 919B Charles St in Newberg in May. We are getting interest in the other units, but no written offers yet.

New Business:

Office Bond Refinancing: During the Board Retreat the Board agreed to sell the two land lots next to the main office if we were able to un-encumber them from the office financing. James researched the un-encumbering and found the best option was to refinance the bonds, which is possible beginning July 1st of this year. We requested and received several refinancing proposals, with the best proposal coming from Northland Securities, who we have worked with on a few other financing deals. We ask for Board approval for the Finance Director to engage Northland Securities to refinance the office bonds, and if financially advantageous, the outstanding Notes on Tice Park, Woodside Park, and Heritage Place as well. Commissioner Michelson moved to approve the Finance Director to engage Northland Securities to refinance all four properties indicated above. The motion was seconded by Commissioner Griffin, and unanimously approved.

Tardiness Policy: Due to complications of implementing the new policy on tardiness, Elise has instructed managers to hold on enforcing the policy.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:55 p.m.. The next meeting of the HAYC board will be held on May 28, 2013.

Respectfully submitted,

Elise Hui
Executive Director/Secretary