

**MINUTES OF THE APRIL 24, 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, April 24, 2012, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Philip Griffin, Vice-Chair Fred Mickelson, and Commissioner Morrow. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet, and Yanira Vera. Commissioners Gougler and Strawn were excused.

Chair Griffin called the regular meeting to order at 6:25 p.m.

***Minutes:***

Commissioner Morrow moved to approve the minutes of the March 27, 2012 meeting. The motion was seconded by Commissioner Mickelson 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 March we had a positive cash flow of \$60,000, but \$34,000 was to/from HAP and LRPB reserves, so net cash flow was positive \$26,000. Fiscal YTD financial occupancy increased .4% to 96.1%. Rehab administration had a really good month, having earned \$24,000 admin fees; \$14,000 for Willamina, and \$10,000 for county-wide loans. The average HAP stopped declining last month and stayed at \$523, which is good since our big funding increase for this year raised our potential from \$516 to \$548.

*Asset Management Report by Yanira and Mike:*

Yanira reported overall physical occupancy dropped 1.3% to 97.2%, and financial occupancy decreased 2.7% to 96.1%. We had move-outs at Heritage Place, Vittoria Square and Abbey Heights. Some of the resident surveys received in the last quarter were provided. Fred said if we did any follow up work on a survey, he would like us to write a comment about it on the survey. Mike reported that average days to complete work orders was 1.7 days. Phil asked if we have ever considered installing solar panels; Mike said even if you get tax credits it takes up to 20 years to pay back the cost, and as a Housing Authority we don't pay income taxes, so don't qualify for credits. One of our maintenance staff had another accident with a company vehicle, and became a disqualified driver by our insurance company. Fortunately we had a position still open at Woodside Park, so he has been assigned there.

*Housing Program Report by Jonia:*

*Housing Rehabilitation Loan Program:* The rehab grant application for Newberg was delivered to OBDD at the end of March. We received a letter notifying us that the application met all the basic eligibility criteria, and is now being submitted for a full staff review. OBDD has recently asked for additional information for our application, but the requests appear easy to fulfill. They have also told us the Professional Services Agreement between YCAHC and HAYC may require some updating to clearly reflect YCAHC ownership, oversight, and participation in the program activities.

*Housing Services Report by Judi:*

*Section 8:*

Judi reported that we pulled from the HCV waiting list for the first time in months, and may pull more in the near future. We received 605 completed Section 8 client surveys in 2011, and 104 to date in 2012. Some surveys received recently were provided. We look at every one, and they are mostly positive. We had one FSS graduate: Diana Croy, who earned \$589 total escrow. She is saving money in the VIDA program and is now working toward homeownership in the HCV-Homeownership program. We submitted our application for next year's FSS positions, which funds 4 of our positions.

*MPA:*

On March 7<sup>th</sup> we had our first round of funding for the MPA-U program, which functions essentially the same as the MPA program, but is only open to those receiving unemployment benefits. Every two weeks 7 more slots are opened up, and so far those 7 slots have been taken in only a few minutes. The State is also coming out with more MPA funds to cover up to \$5,000 in mortgage arrears. This applies to both MPA and MPA-U.

*VIDA:*

Vickie Edwards worked really hard in January and February to utilize unexpected VIDA funding, signing up numerous more clients. We currently have 50 clients on the VIDA program. We are still waiting to hear from CASA about the \$126,000 2012 funding we have applied for, and are building our wait list in the meantime.

*Other:*

Fred would like to know how many people we have helped get into homeownership; Judi said she will research that and get back to the Board. We have learned one of the former Section 8 clients that was accused of fraud has pled guilty and was arrested. We are applying for "innovative" grant funding from OHCS to be able to provide rehab funding to manufactured home owners.

*Development Report by Mark:*

On April 16<sup>th</sup> we closed on the purchase of the 4 acres of land adjacent to Riverside Terrace in Sheridan. The dilapidated house on the property has been vacated and will be removed hopefully in the near future. We received a report from OHCS showing there were 50 CFC applications submitted including our application for Deskins Commons. While we feel we prepared a high-quality application, the competition will be stiff. We should hear of their decisions by June 22<sup>nd</sup>. We decided not to proceed with design review with Newberg until we hear of OHCS' decision.

*Executive Director Report by Elise:*

Elise reported on her activities for the month and families served. Total families served was 2,200. Elise provided a flyer for the Yamhill County Community Connect event on June 20<sup>th</sup>, which she has been helping to plan.

*Performance Measurement Charts:*

Performance charts were presented and discussed. The Board would like to see the YCAHC cash balances broken down by homeownership, restricted rehab, and unrestricted rehab.

*Reports of Committees:*

*None*

*Unfinished business:*

*LRPH Disposition Update:* The partitioned units are getting new cabinetry and appliances installed soon, which should be the last rehab work needed on them before we turn them over to the non-profit.

*New business:*

*Village Quarter Commercial Loan Renewal:* The original 3-year loan on the commercial space has matured. We expected to have sold the space to an investor and paid off the loan by now, but the market hasn't been agreeable to that happening, and we've succeeded in selling just 21% of the space to MCM. West Coast Bank is willing to loan 75% of the newly appraised value of \$475,000, and adding \$272,000 for funds held in a tenant improvement account, we can borrow up to \$628,000. The current balance is \$800,000, so we will have to pay \$172,000 from other sources. Phil asked for a motion authorizing the E.D. to sign a 5-year loan extension with West Coast Bank for \$628,000 at 3% interest. Commissioner Mickelson moved to approve authorizing the Executive Director to sign a 5-year loan extension with West Coast Bank for the Village Quarter commercial space. The motion was seconded by Commissioner Morrow and unanimously approved.

*Additions to the agenda:*

*None.*

The board went into Executive Session at 8:10 p.m.

The board returned to Regular Session at 8:30 p.m.

Chair Griffin adjourned the meeting at 8:30 p.m.

The next meeting will be held on May 22nd, 2012 at 6:30 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary