

**MINUTES OF THE APRIL 26, 2005 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 26, 2005, beginning at 7:32PM at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Jean Kinman, Barbara Knutson, Joyce Morrow and Barry Philpott. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, and James Umfleet.

Chair Newville called the meeting to order at 7:32PM. Commissioner Morrow moved to approve the minutes of the March 22, 2005 meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

Don and Elise reported that we had two Family Self-Sufficiency (FSS) Program graduates this month, Cindelea Edwards and Becky Lamm. They were unable to attend the Board meeting.

Commissioner Morrow reported that she had reviewed the list of expenditures for March 2005 and had no further questions. Chair Newville reported to the Board that at the last meeting it was decided that Commissioner Morrow would review the expenditures on behalf of the Board, and the list would no longer be included in the other Board member's packets.

James summarized the financial statements for the period July 2004 through March 2005. Grant income increased for the Low Rent Public Housing Capital Grant and the Hendricks Place development grant. James noted that total operating expenses for the year-to-date are almost exactly on budget with less than 1% variance. Chair Newville asked if there were any more funding surprises from HUD. Elise reported that the only surprise was a good one – we received one more Section 8 voucher. It is being transferred from the Siletz Tribe to HAYC. James also reported that we received an additional \$12,000 from HUD, representing fees received for our work in the homeownership program.

Chair Newville proposed that, in the future, only one member of the Board receive the detailed financial statements by program, and that only the consolidated statement be provided to the full Board. After further discussion, it was decided that Commissioners Philpott and Kinman will receive the full set of statements monthly, while other Board members will only receive the consolidated statement monthly. The full set of statements will not be sent to other Board members unless requested by them. Commissioner Morrow will continue to receive and review the list of expenditures monthly and will be the only member to receive it in her packet.

Elise reported on the Families Served report. Overall occupancy increased by 1.7%. Villa del Sol, the new Farm Worker Housing property that we manage for Yamhill Community Development Corporation (YCDC) now has 5 residents. This new property will be added to the Families Served Report each month. Woodside remains at 89% occupancy but with relatively high turnover and several new residents. Commissioner Morrow stated she was pleased to see the high occupancy at Tice Park.

Mike summarized the Maintenance & Construction report. Average time to complete work orders was at 6.5 days in March. This is a correction to the written report. We are experiencing numerous water leaks at Abbey Heights and will be issuing a contract to replace the lines to each unit that are failing. We are investigating the cause of the leaks and will seek reimbursement from the responsible party if possible. Pictures were shown of the construction at Fresa Park and Hendricks Place. Both are progressing on track.

Mark reported on development activity. Vittoria Square is in the final stages prior to closing in May. Funds have been released by Rural Development in Washington DC for the closing, so it is looking good. Chair Newville asked if there will be a grand opening for Hendricks Place. Mark reported that there will be one and the FUFIL organization will work with us in preparing for it.

Don reported on the status of the Rehabilitation Loan Program for the first six months of the fiscal year (October 2004 through March 2005). There have been 15 new loans issued so far this year and this reflects a higher volume than last year.

Staff presented trend charts for the Performance Measurement System as of March 2005. Section 8 occupancy is approximately 97%, which is about where we want to be at this point in the year. We will need to reduce the occupancy later in the year in order to remain within budget, assuming the average Housing Assistance Payment (HAP) per unit remains about the same. Commissioner Kinman asked if staff could prepare a "Glossary" of terms so the Board could keep track of acronyms. Don said that staff will begin preparing one.

Under Reports of Committees, Don summarized the recent meeting of the Farm Labor Housing Advisory Board that reports to the Yamhill County Commissioners on Farm Labor loans. He reported that Yamhill County has indicated that the County is now prepared to transfer the 1989 Farm Labor Grant to the Yamhill County Affordable Housing Corporation (YCAHC), our affiliated nonprofit that operates the Rehab and other housing programs. Documents have been prepared and provided to the County to provide for this transfer. Once that happens, the advisory board is recommending to the County Commissioners that the advisory board, who has one member appointed by the HAYC Board, be disbanded and the functions of the advisory board transferred to the YCAHC Board of Directors.

Under Unfinished Business, Don presented the Policy on Use of the Board/Community Room. Changes were made to the policy as suggested by the Board at an earlier meeting. In addition, an indemnification clause has been added to the room request form.

Commissioner Philpott moved to approve the policy. The motion was seconded by Commissioner Morrow and unanimously approved.

Under New Business, Mark summarized Resolution 05-05, Vittoria Square Borrowing Resolution. USDA (Rural Development) requires this resolution for final closing on the purchase of the property. HAYC will be borrowing up to \$2.14 million for 30 years at 1% from Rural Development for the purchase and rehabilitation of the property. Commissioner Morrow moved to approve Resolution 05-05. The motion was seconded by Commissioner Knutson and unanimously approved.

Don stated that the annual report from Housing Authorities Risk Retention Pool (HARRP), our self-insurance pool provider, is included in the Board packet for information purposes. Our Woodside Park property is displayed on the front cover. HARRP's reserves are now getting high enough that they will soon be able to provide their own re-insurance. In the past few years, the premium paid by HARRP for their re-insurance has increased substantially, and HARRP is looking at reducing or eliminating this expense by providing their own re-insurance coverage.

Don reported on selected items included in the management report. He is serving on a focus group looking at establishing a Northwest Affordable Housing Loan Fund. Seattle Northwest Securities, who indicated that they already have over \$25 million committed by investors for the loan fund, started this initiative. Don will provide more information as it progresses.

Chair Newville adjourned the meeting at 8:35PM and the Board went into executive session to discuss personnel and property issues. The Board reconvened at 8:47PM and adjourned.

Respectfully Submitted,

Donald A. Clark  
Executive Director/Secretary