

**MINUTES OF THE APRIL 27, 2010 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 Monday, April 27, 2010, at Vittoria Square Apartments, 3300 Vittoria Way, Newberg, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Fred Mickelson, Dave Newville, and Lynai Briggs. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Judi Herubin, Yanira Vera and Jonia Pierce.

Chair Griffin called the meeting to order at 7:30 p.m. Phil welcomed Judi to the meeting. Judi replaced Cliff as Section 8 Supervisor.

***Minutes:***

Commissioner Newville moved to approve the minutes of the March 22, 2010 meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

***Public comments:***

None

***Bills and Communications:***

*List of expenditures* - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

***Reports of the Secretary:***

*James reported on financial reports:*

Total revenue was \$1,280,335, total operating expenses were \$1,099,518, and total non-operating expense was \$67,051 for a net income of \$113,766. Approximate cash flow for the month was a positive \$131,316. Due to a substantial increase in our HAP funding, HUD provided an additional \$108,969 catch-up adjustment. Per Phil's request, we added a new chart for the cash flow from ongoing operations. It was agreed during union contract negotiations, that most training and pay steps are frozen until we reach an YTD cash flow from ongoing operations of \$75,000 and hold it for 3 months. As of March 31<sup>st</sup> we are at \$51,506. Phil suggested we should share with the union more of the details of how the cash flow from ongoing operations is calculated to encourage them to do whatever they can to help with added cash flow.

*James reported on the Village Quarter 2009 Audit Financials:*

During the year the commercial space was sold to HAYC and the permanent loan was closed, so there were substantial changes in assets and liabilities.

*Yanira reported on families served:*

Overall occupancy decreased 1.7% to 91.9%. Woodside is down to 84.5 percent occupancy; there are many tenants who have been unable to pay their rent lately. Dave asked for a listing of Woodside's occupancy rates for the last couple years, which Elise will provide; the data is readily available from the performance measurement charts on occupancy. Fred thanked Yanira for the tour of the properties last week.

We had one FSS graduate this month: Jenny Kern, who received \$16,319 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum.

*Mike reported on maintenance and construction:*

Average time to complete work orders was 5.8 days. We are finishing up the last of the Vittoria rehab and have replaced all refrigerators, and will replace all remaining ranges in May. We had many move-out work orders last month. We have started work on the zero-lot lines in five of the Low Rent Public Housing duplexes.

*Jonia reported on Housing Programs:*

Jonia welcomed Judi as our Section 8 Supervisor.

Judi reported on the Section 8 program.

*Section 8:* We are near 100% lease-up. We have hired Doug Berry as Housing Specialist to replace Judi's previous position, so Yanira will soon be advertising for Doug's position.

*Housing Rehabilitation:* We have obligated \$242,326 of the Sheridan grant. We were audited by OHCS and are in compliance with all grant requirements. Ernie Kirchner of OHCS attended last week's quarterly YCAHC Board meeting and announced that the 2010 Willamina rehab grant of \$400,000 will be fully funded! Diane has submitted her resignation for this summer when her family will relocate to Idaho.

*Housing Resource Center:* We have counseled 9 new individuals on Loss Mitigation in the last month, and continued to work with many of our past clientele. We have had about a 50% success rate of helping clients come to a positive outcome.

*Homeownership:* In January we purchased a house on 22<sup>nd</sup> street in McMinnville for \$145,000 and we hope to sell it to a client, like we did with the Kingwood Court home. In December we purchased a lot on 12<sup>th</sup> street in McMinnville that has 2 very small houses for \$36,409. The 12<sup>th</sup> street house purchase and rehab will be funded with NSP funds. We are shooting for June 1<sup>st</sup> to obligate the NSP funds, so doing that is our highest priority now.

*Mark reported on development:*

*VQ Commercial Space:* Construction has commenced on the commercial space for MCM. Although the Real Estate Commissioner will take at least 2 more months to approve the condominium division, MCM remains committed, and has agreed to a 90-day extension.

*Performance Measurement System:*

No discussion.

***Reports of Committees:***

None

***Unfinished business:***

*Duplex Conversion Contract* - After receiving and considering 3 bids, a contract for the construction work has been awarded to Robert Knowles Construction for \$155,117. The work is estimated to take about 2 months to complete. Commissioner Neville moved to approve the duplex conversion contract. The motion was seconded by Commissioner Mickelson and unanimously approved.

*Update on LRPD Disposition* - Elise provided an update on LRPD disposition. As of March 31<sup>st</sup> we have sold 17 duplexes and 8 houses for a total of 42 units. We recently closed on a single-family property.

***New business:***

*Meridian Street Predevelopment Budget* - We have negotiated to purchase the Meridian Street property in Newberg for \$900,000. We hope to close on the property by the first week in June. Yesterday Mark and Mike inspected the property, including Mike reviewing the existing house for structural soundness. We are going to request a housing zone change. We have hired Hahn & Associates to perform a Phase I Environmental Assessment. Mark provided a budget for the cost to prepare the Meridian Street property for development totaling \$984,000. We would use money from LRPB sales to fund it. Commissioner Neville moved to approve the Meridian Street Predevelopment Budget. The motion was seconded by Commissioner Morrow and unanimously approved.

*Revised Policy on Employee Recognition and Morale* - Staff has made some wording changes and increased some dollar amounts, and asks approval to implement the revised policy effective September 1<sup>st</sup>. Commissioner Mickelson moved to approve the revised policy on employee recognition and morale. The motion was seconded by Commissioner Neville and unanimously approved.

*Low Rent Duplex Partitioning Update* - After partitioning 5 duplexes, we will sell them to YCAHC for \$1, YCHAC will sell them to eligible affordable housing clients, and then return the sale proceeds to HAYC less a \$5,000 developer fee and any carrying costs. This agreement authorizes staff to sell 10 LRPB units to YCAHC. Commissioner Mickelson moved to authorize the HAYC Executive Director to sign Purchase and Sale Agreements to sell ten LRPB units to YCAHC. The motion was seconded by Commissioner Neville and unanimously approved.

*Funding Notice from HUD for Family Self-Sufficiency* - We have been informed of approval for \$226,520 funding for 2 FSS and 1 Homeownership positions for 2010. Historically the FSS positions have been funded for Oct-Sep, but HUD has moved to calendar year funding and provided 3 months stop-gap funding to make the change.

*Approval of Leave time for Executive Director* - Elise is requesting to take 64 hours PTO from June 23<sup>rd</sup> to July 2<sup>nd</sup> for sinus surgery. Commissioner Morrow moved to approve the leave time. The motion was seconded by Commissioner Mickelson and unanimously approved.

***Management report:***

Next month, Elise is going to propose discontinuing the Management Report, and replacing it with an Executive Director Report as well as some other slight changes to the board packet. She will present a memo to explain the changes in May.

***Additions to the agenda:***

None

Commissioner Griffin adjourned the regular meeting at 9:10 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary