

**MINUTES OF THE MAY 22, 2018 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, May 22, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:52 p.m.

Roll Call:

Commissioners present were Commissioner Catherine Jones, Vice-Chair Fred Mickelson via conference call, Chair Joyce Morrow, and Commissioner Mike Gougler. A commissioner absent was Commissioner Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, and Vickie Ybarguen. A management staff member absent was Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), Harriet Davenport, Teddy Collin, and Caroline O'Brien (arrived at 6:24).

Approval of Minutes:

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on April 24, 2018. Commissioner Jones moved to approve the minutes of the meeting held on April 24, 2018. The motion was seconded by Commissioner Gougler and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures; Chair Morrow and Vice-Chair Mickelson said they did not have any questions about the expenditures.

Reports of the Secretary:

Finance and Rehab Report by James Umfleet: Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports. Cash flow from operations was \$33,925 for the month and \$90,772 for the ten months year-to-date. Overall year-to-date utility costs are only \$664 (.14%) under budget.

Systems Report by Vickie Ybarguen: We had 62,087 total hits on our website. The new email anti-virus and spam filtering system has been provisioned by the manufacturer, and we are now configuring HAYC settings. We have purchased new firewalls, and will now schedule a time for our NovaCoast network engineer to be on site for installation. We upgraded our Yardi Voyager software to PHA plug-in version 7.4, which went very well with very few issues.

Asset Management Report by Elise Hui in Yanira Vera's absence, and Mike Jager: Physical occupancy decreased .5% to 97.2%, and financial occupancy increased .2% to 95.8%. As expected this time of the year, occupancy dipped a little due to people moving during the good weather. Financial occupancy was a low again, especially for Sunflower at 84.4%. The average time to complete work orders increased 2.7 days to 10.9 days. The painting of decks, stairways and benches at Palmer Creek is scheduled for May 27th and 28th. The roofing repairs at Tice and Woodside has been completed. The roof underlayment was really due for replacement, so we are happy to have that done. We are soliciting for bids on roofing repairs and Fresa Park, Riverside Terrace and Abbey Heights. We received just one bid for grounds maintenance, which was from Solitude Landscaping.

Housing Services Report by Megan Ramos:

Family Self Sufficiency: We had three FSS graduates last month: D'Ann M., who received \$0 (zero) total escrow while on the program; and Antonio A., who received \$8,047 total escrow while on the program; and Esther W., who received \$11,025 total escrow while on the program. Included in the packet was Antonio A. and Esther W's written testimonials on how the FSS program changed their lives.

Section 8: The Section 8 department continues to work hard to manage our voucher utilization numbers and average cost per HAP. We will continue to proceed cautiously with lease ups. During the month of April Section 8 staff completed 231 annual or interim re-examinations, and moves. Last month we pulled 100 Section 8 applicants off the wait list, and are pulling another 75 this month. We have offered the last open Housing Specialist position to one of the applicants, and are completing final employment steps, with a start date on or around June 11th. In addition we have brought in a temporary worker to help cover the front desk while Melissa Sanders is out on maternity leave, which will allow our administrative assistant, Karina Pena, to assist with some Section 8 duties and some of Melissa Sander's duties. We received official notification from CASA of Oregon that we were awarded \$60,000 in VIDA funds, which is an increase of \$25,000 over last year. We are completing our wait list update we will start pulling from the wait list.

Executive Director Report by Elise Hui: Total families served was 2,009. We're getting close to the Community Connect event, which is being held on Saturday, June 2nd at Linfield College, so Elise Hui has been working hard on that.

Reports of Committees:

None.

Unfinished Business:

Status of Properties:

Cumulus Avenue Property: A Right of First Offer agreement for the Cumulus Avenue property is included in New Business.

Sheridan Road Property: A community partner and a local developer have expressed interest in the Sheridan Road property. Elise Hui will be taking them on a tour of the site soon, and will report any feedback they have.

Potential New Development: The Housing Development Center (HDC) is currently performing a feasibility analysis on a potential development site. If the analysis shows development is feasible, we may submit an option for owner consideration.

New Business:

Resolution 18-02 – HAYC Investment Policy: While we do have investment policies in our Accounting Policies Manual, a recent HUD compliance monitoring review found that our investment policies are not in compliance with 2 CFR 200.305 and HUD Notice PIH 96-33. Therefore, James Umfleet has provided an update investment policy for adoption.

Commissioner Gougler moved to approve the HAYC Investment policy. The motion was seconded by Commissioner Jones, and unanimously approved.

Grounds Keeping Services Contract: We were notified by our major grounds keeping contractor, C&D Landscape, that they were ceasing grounds keeping services for all their clients. We had a Request for Proposal (RFP) posted on our web site and advertised in local newspapers, and emailed to multiple vendors. We received only one response from Solitude Landscape, who provided a bid for services that would result in a 40 to 50% increase in grounds maintenance costs. Since the costs are so much greater that what we were paying, Mike Jager is going to try

and negotiate a reduction of the proposed costs, and will bring a new contract proposal for approval to the next meeting.

Right of First Offer for Cumulus Avenue property: As previously discussed with the Board, Lutheran Community Services Northwest (LCSNW) continues to be interested in our Cumulus Avenue property, and Elise Hui has agreed to request approval of a Right of First Offer agreement with them. A Right of First Offer is a contractual agreement stating HAYC will attempt to negotiate with LCSNW the sale of the land before any other party. If by the deadline date LCSNW turns down the offer, or if they don't respond to the Right of First Offer, HAYC will have met its obligation and may place the property for sale on the open market. After discussion, the Board decided they would like to add wording to the agreement specifying the cost of the land would be our "asking price" (rather than limiting us to the appraised amount of the land). Elise Hui said LCSNW will be drafting the agreement, so she would relay to them the Board's wording change. Chair Morrow asked Vice-Chair Mickelson and Commissioner Gougler to review the revised agreement prior to approval, which they agreed to do. Commissioner Gougler moved to approve Elise Hui moving forward with the Right of First Offer agreement as amended by the Board. The motion was seconded by Commissioner Jones, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 6:33 to discuss the Executive Director recruitment process, and returned to the regular meeting at 6:51.

Acting Executive Director: The Executive Director recruitment process is taking longer than expected, and with Elise Hui's last day being June 20th, the Board of Commissioners decided that if we don't have her replacement in place by June 20th, that Chair Morrow would serve as Acting Executive Director until Elise Hui's replacement is in place. Commissioner Gougler moved to approve Chair Morrow serving as Acting Executive Director from June 21st until a new Executive Director is in place, if need be. The motion was seconded by Commissioner Jones, and unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 6:52 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on June 26, 2018.

Respectfully submitted,

Elise Hui
Executive Director/Secretary