

**MINUTES OF THE MAY 24, 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, May 24, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Dave Newville, and Lynai Briggs. Commissioner Mickelson was excused. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Judi Herubin, Yanira Vera, Jonia Pierce and Beth Stevenson. Present as a guest was Kelly Sitton (FSS Graduate).

Chair Griffin called the meeting to order at 7:35 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the April 27, 2010 meeting. The motion was seconded by Commissioner Newville 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 \$1,178,081 total operating expenses were \$1,110,006 and total non-operating income was \$27,193 for a net income of \$95,268. Approximate cash flow for the month was a positive \$151,714. We sold the LRPH house on Fellows Street in McMinnville for proceeds of \$135,071. As of April 30th we have sold 43 units out of 70.

Asset Management report:

Yanira reported that overall occupancy increased .76% to 92.6%. Abbey Heights is at 100% right now. We are below 90% occupancy at Haworth Terrace, Village Quarter, and Woodside Park. We promoted Doug Berry to Housing Specialist to replace Darcy Reynolds, who is going to replace Diane Ochs. We hired the Abbey Heights assistant manager, Gudelia Garcia, to fill Doug's previous position. Elise handed out a listing of occupancy percentages at our properties for the last 2 years, as Dave requested last meeting. Dave is concerned about the poor ongoing occupancy at Woodside. Mike reported that average time to complete work orders was 5.6 days. We have had a really high number of move-out work orders, so we have had trouble getting started on the work orders. We just received the refrigerators for Vittoria and will soon begin installing them.

Jonia provided the Housing Programs report:

We had one FSS graduate this month: Jenny Kern, who received \$16,319 total escrow. Jonia introduced Beth Stevenson and Kelly Sitton who joined the meeting, Beth introduced Kelly, an FSS graduate, who told of some of her experience on the program. Phil congratulated her and presented her with a certificate of achievement and a check for \$1,745. Each board member expressed thanks to Kelly for sharing her experience with the board and how proud we all are of her achievements. Phil excused Beth and Kelly. Jonia turned time over to Judi who reported on the Section 8 program stating that our voucher utilization continues to be stable near 100%. We held HCV-Homeownership orientations meetings recently. The new staff members are getting along well.

Housing Rehabilitation: We have promoted Darcy Reynolds to replace Diane Ochs who is moving to Idaho. We have obligated \$253,055 of the Sheridan grant. We have had 60 applicants of which only 16 have ended up qualifying for a loan which speaks to how difficult it has been to get the money out the door.

OHCS has received \$88 million Oregon Homeownership Stabilization Program funds, to assist homeowners. Yamhill County is going to be a qualifying jurisdiction due to their interpretation of "Housing distressed" area, so we may be able to get some of those funds. Obligating the NSP funds by June 1st is our biggest priority. We have paid earnest money deposits on 2 more properties, one in Sheridan and one in Willamina. We have also solicited bids to rehab the 12th Street McMinnville house. The NSP funds will enable HAYC to build a revolving homeownership fund.

Mark reported on development:

VQ Commercial Space: The construction we were required to do has been completed. The survey and other documents required by the State have been submitted, and they have 45 days to review it.

Meridian Street Newberg: The Phase I Environmental Report contained no surprises, although we will still have to deal with the buried oil tank. Tomorrow we will close on the purchase of the property. Soon we will begin to work on rezoning the property.

Elise provided the Executive Director Report:

Elise reported on her activities for the month. We had a resident at Heritage Place who submitted a BOLI claim. We are happy to report the claim was dismissed. Regarding website statistics, the board asked a question regarding the definition of a "unique visitor" to the website. A "unique visitor" to our website is someone who visited the site once rather than repeatedly.

Reports of Committees:

OHA/PNRC Report:

Elise reported on the PNRC conference she attended as well as her recent OHA meeting. A report had been e-mailed with the details to all board members and management. Highlights included on Homelessness, the Oregon Homeownership Stabilization Program, and concerns for Oregon's financial future. Oregon is going to be facing some tough times in coming years with huge budget shortfalls expected.

Unfinished business:

Update on LRPD Disposition - Elise provided an update on LRPD disposition. As of April 30th we have sold 17 duplexes and 9 houses for a total of 43 units. In May prior to the board meeting, we sold another single-family house and another duplex.

New business:

Resolution 10-06 – Authorization and Acceptance Form for OHCS:

This form provides Board authorization to apply for granting funding from OHCS for Capacity Building Activity Grant funds through the General Housing Assistance Program, approval to receive the grant funds if offered, and agreement to share work-related information with OHCS. The funds will enable us to analyze the viability of our various properties. Commissioner Newville moved to approve Resolution 10-06. The motion was seconded by Commissioner Morrow and unanimously approved.

Resolution 10-07 – Revisions to Section 8 Admin Plan:

Revisions to the plan were made to keep it in compliance with HUD regulations and requirements, as well as to decrease minimum rents from \$25 to \$0 (which will increase utility assistance), and to allow for only interim decreases of the tenants portion of rent. We want to increase our average HAP slightly to fully utilize the funding we are being provided. Commissioner Morrow moved to approve Resolution 10-07. The motion was seconded by Commissioner Briggs and unanimously approved.

Resolution 10-08 – Delegating Signatory Authority for NSP:

In an effort to obligate as much NSP grant funding as quickly as possible and avoid recapture of any of the funds, staff requests Board approval for any of the persons named on the Authorized Signature Card for Cash Payments for NSP to be an authorized signed for executing deeds, leases, promissory notes, and other contracts or documents pertaining to NSP. In addition, staff requests Board approval of a motion of a waiver to the procurement policy to bring all contracts over \$25,000 regarding NSP to the board for approval. This authority is retroactive to December 2009. Commissioner Morrow moved to approve Resolution 10-08 as well as the waiver to the procurement policy for NSP. The motion was seconded by Commissioner Newville and unanimously approved.

Village Quarter Leasing Contract Extension:

The agreement with Barnard Commercial Real Estate giving them exclusive rights to lease the Village Quarter retail space expires at the end of May. Staff is recommending an extension of the leasing agreement for one additional year. Commissioner Newville moved to approve the Village Quarter Leasing Contract Extension. The motion was seconded by Commissioner Morrow and unanimously approved.

Status of FY2010 Goals:

The status of FY2010 goals were updated and provided. There were no questions or comments.

New Format for Board Agenda:

Staff recommends that the board agenda format be slightly modified. The recommendation is being made to eliminate the Management Report, and replace it with an Executive Director Report under Reports of the Secretary. We also wish to replace the Families Served and Maintenance Report with an Asset Management Report. The board stated they

were okay with the new format. Joyce asked about public comment, Elise said she would check the bylaws on the wording for this.

The Board entered Executive Session at 8:45 p.m. and returned to Regular Session at 9:10 p.m.

Operating and Capital Budgets FY2011:

James handed out revised operating and capital budgets, and explained the changes. Also provided was a Budget Change report as requested by Phil. We are projecting total operating income of \$13,702,630, total operating expenses of \$13,238,440, and non-operating income of \$412,740 for a net income of \$876,930. Estimated cash flow is \$2,030,130. We hope to sell all the remaining LRPB properties next year. Commissioner Newville moved to approve the operating and capital budgets for FY2011. The motion was seconded by Commissioner Briggs and unanimously approved.

Resolution 10-05 – HUD-52574 Board Certification for Operating Budget:

As part of our LRPB operating subsidy application, HUD requires a signed 52574 form, showing Board approval of our operating budget. Commissioner Morrow moved to approve Resolution 10-05. The motion was seconded by Commissioner Briggs and unanimously approved.

Additions to the agenda:

None

Commissioner Griffin adjourned the regular meeting at 9:23 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary