

**MINUTES OF THE MAY 26, 2015 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 26, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, and Mike Jager. A staff member absent was Yanira Vera.

***Approval of Minutes:***

Commissioner Griffin moved to approve the minutes of the meeting held on April 28, 2015. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Hearings of Visitors:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns not addressed in James' memo. Commissioner Mickelson said prior to the meeting he asked Elise about a \$2,706 payment to Chuck Colvin Auto Center, which was for brakes and alternator for one of our maintenance vans.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$31,407 for the month, and \$161,672 for the 10 months year-to-date. It was another good month of cash flow from operations due to high occupancy and maintenance costs below budget. The only property that performed poorly was Haworth Terrace, with high utility and maintenance costs, and a negative adjustment to rent revenue for prior month charges that occurred after a move-out.

*Asset Management Report by Elise and Mike:* Physical occupancy decreased .2% to 98.1%, and financial occupancy decreased 2.1% to 97.1%. The average time to complete work orders decreased .9 days to 2.4 days. One of our maintenance employees will soon be out for a few months for shoulder surgery. We have hired a limited duration employee through the State's Jobs Plus program to help Ron Huntley with Tice Park exterior repairs. To facilitate the process, we are going to contract out the painting. We received just one bid for Fresa Park dry rot repairs, which was for \$274,000. Even though Mike was able to get the bid reduced, it is still way higher than Mike feels is appropriate for the job as well as what was budgeted so he is going to talk with our RD representative to discuss alternative courses of action.

***Housing Services Report by Judi:***

*Section 8:* We continue to maintain lease-up close to baseline. We are doing some cross training of the intake process which will help free up Judi some to focus on other priorities.

*Family Self Sufficiency:* We had one FSS graduate in the last month: Anita Cervera, who received \$7,406 total escrow.

*Housing Resource Center:* We just had another successful and well attended Ready to Rent class.

***Executive Director Report by Elise:***

Total families served was 2,116. There was a nice article in the News Register about Elise and Joslyn's (Elise's daughter) presentation to the McMinnville City Council on homelessness and affordable housing. The Board commended Elise for the excellent presentation. The Community Connect Event went very well, with about 300 attendees. We received a letter from NAHRO advising us our Deskins Commons project received an NAHRO Award of Merit in Housing and Community Development and has also been nominated for the National Awards of Excellence!

***Reports of Committees:***

None.

***Unfinished Business:***

***Property Updates:***

*133 NE Dunn Place Lease:* No additional updates.

*Village Quarter Commercial:* As of April 15<sup>th</sup> the third and final bay is under lease with YCCO.

*625 SE Sheridan Road:* Elise will create some flyers and put them on site along with a For Sale sign. If she is unsuccessful in selling it on her own for 6 months she will list it with a realtor.

*3055 NE Cumulus Ave:* France Fitzgerald with HDC has provided some layouts for the property that would provide 50 units, which is the minimum amount of units that would make the project feasible. The layout includes 4-story and 5-story buildings, which would likely make the project more costly than what we can afford. Elise and France feel we should keep this site on the back burner for now, and search for alternative sites.

***New Business:***

*Ethics Presentation:* As the Board requested during the February meeting, Elise provided a training presentation on ethics. Elise will also present the training to staff during the coming staff meeting.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:30 p.m. The next meeting of the HAYC Board will be held on June 23, 2015.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary