

**MINUTES OF THE MAY 27, 2008 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 Tuesday, May 27, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson and Dave Newville. Commissioner Phil Griffin had an excused absence. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Jonia Pierce, Mike Jager and Yanira Vera.

Chair Morrow called the regular meeting to order at 7:33 p.m.

Commissioner Knutson moved to approve the minutes of the April 22, 2008 meeting. The motion was seconded by Commissioner Newville and unanimously approved.

We had 1 FSS graduate in the last month, Ginger Clifton, who received total escrow of \$5,762. She did not attend the meeting, but there are further details provided in the Families Served Report. Joyce said she reviewed the list of expenditures and didn't have any questions or concerns.

James reported on the financial reports. Total revenue was \$955,777 and total expenses were \$972,615 for a net loss of \$16,838. Approximate cash flow for the month was a negative \$21,889. As we are increasing Section 8 lease-up, HAP expense is growing, so we'll likely see more Net Losses in the coming months. We still have over \$500,000 excess HAP funds to spend. If Section 8 were excluded, we would show a mild Net Income and positive cash flow.

Yanira and Elise reported on families served. Total families served decreased 83 to 1,840, mainly due to the elimination of Public Housing numbers from the report. Overall occupancy increased .37% to 96.89%. We are having trouble leasing up Section 8 as quickly as we want leading to a 1.07% decrease in the lease-up rate for April with an April lease-up rate of 97.16%. We have closed the Public Housing waiting list permanently, have notified everyone on the waiting list of the closure and are no longer taking applications for the waiting list. FSS utilization continues to stay stable at 100%.

Mike reported on maintenance and construction. Average time to complete work orders was 6.89 days. April was a heavy month of work orders, with 105 of them originating from inspections at Haworth. We have completed almost all the Haworth work orders already. We re-sided one of the Homeport buildings. Our limited duration employee, Jimmy Payne, hit the maximum duration of 2 years, and we needed to let him go. Joyce asked how we would finish the re-siding work. Mike said we would probably re-hire another limited duration employee. One of the board members asked if Jimmy would be re-hired and Mike answered that Jimmy could re-apply for another limited duration position if he so chose.

Mark reported on Development.

*Village Quarter:* The building has taken on its final shape. The roof is now on the south residential tower and the north tower roof should be completed in the next few weeks. We have agreed to allow Walsh Construction two additional weeks to complete construction due to the railroad encroachment issue. Walsh has agreed, however to stick with the original schedule of completion by the end of September. Having tenants in by the end of September would really help with the tax credits. We have 45 applicants so far. There has still not been any significant interest in the retail space to report.

*New Reflections:* Our \$150,000 ADF grant application to DHS was approved. We will now send a letter of inquiry to Spirit Mountain Casino for \$75,000 additional funding. We will eventually apply for more funding from OHCS with a CFC application. Dave asked about the boundary issue. Mark said we will soon be having discussions with the neighbor to come to an agreement on the boundary and fence issue.

*Heritage Place:* We have made good progress with Bowen Property Management on possibly acquiring Heritage Place. IRS Section 42 defines the purchase price to be \$3,116,656. Today we received an appraisal of only 3.2 million, which is much lower than we anticipated, and could cause difficulties getting financing. There are still many financing questions and possibilities to explore. Our goal is to have a purchase agreement for the June Board meeting.

*Vittoria Square Rehab:* We have tentative approval from RD to proceed with the rehab work. Hopefully this will get started this summer.

*Jandina Park:* There is a funding gap of about \$1 million, and RD has informed us to fill the gap with a grant from OHCS. Since RD is not able to fully fund the property, we are planning to decline on acquiring Jandina Park, and will proceed with discontinuing management of the property on June 30<sup>th</sup>.

Jonia reported on Homeownership.

*Housing Rehab:* Diane is moving forward with Newberg applicants, and we will soon request our first grant draw. We recently learned that the current year grant application for Sheridan was approved for the full request of \$400,000. In light of limited funding, we feel very fortunate to have received the full grant.

*Housing Resource Center:* Polk CDC had taken the lead to resubmit an application for the IDA Capacity grant through, but they have been dragging their feet. Megan applied for and received a scholarship for foreclosure prevention training, which will take place in August. We entered into an agreement with Shawn Winkler to continue to teach the Financial Literacy classes.

*Home Ownership:* We have an earnest money agreement for the 4<sup>th</sup> Place Willamina home, and the potential buyer is in the process of meeting FHA requirements.

The quarterly performance measurement charts were presented. Elise added goal rates to FSS and occupancy charts. HUD has officially approved 40 new Housing Choice Vouchers for Public Housing relocation. They will be phased-in in 3 increments: 10 on May 1<sup>st</sup>, 15 on July 1<sup>st</sup>, and 15 October 1<sup>st</sup>. So, our Section voucher base line will be increasing.

Under reports of committees, Phil and Joyce attended the PNRN NAHRO conference, and in Phil's absence, Joyce reported on what she went to. Phil has asked to report on his findings in June. Joyce learned about how to be a high performing agency, and was happy

to discover we already do many of those things. Joyce and Phil agreed that we should explore things the HA can do to bring in more cash, such as property management. Joyce came across a report of Operating Indicators another HA does each month that she really liked. The Board may ask us to create a similar report.

Elise attended and reported on the AOHA conference. She handed out information about the Housing Alliance – what they have, and what they want. She spoke about the State splitting up OECD into 2 departments, with some departments then falling under OHCS, including the CDBG grant program. AOHA is compiling data of all the Oregon Housing Authorities into a summarized list. Elise handed out a list of the grand totals.

Under the category of Unfinished Business, Elise provided an update on LRPD Disposition. Elise reported that we have an offer on our first unit, which we hope to close on sometime in June. Our realtor told us that over the last weekend she received numerous calls on our units being advertised. We are going to extend the bidding for the roofing contract another week, as we only got 1 bid so far.

Under the category of New Business, James reported on New Initiatives for FY2009. James reported that the budget initiatives are simply to give the Board an idea of what changes can be expected in the upcoming budget. Commissioner Newville moved to approve the new initiatives. The motion was seconded by Commissioner Knutson and unanimously approved.

Also under the category of New Business was the Mission Statement for the Advisory Board. Elise handed out a draft mission statement. The Board members will consider the draft and at the next meeting will make suggestions and then possibly approve it.

Under the Management Report section, Elise reminded the Board to let her know who would like to attend the NAHRO summer conference on July 25-27<sup>th</sup> in Nashville Tennessee.

Joyce adjourned the regular meeting at 9:02 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary