

**MINUTES OF THE MAY 27, 2014 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 27, 2014 at HAYC Offices, 135 NE Dunn Place, Oregon. 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, Mike Jager, and Yanira Vera. A management staff member absent was Jonia Carlson. Another staff member present was Jay Jaeger. A guest present was Robin Snow (FSS Graduate).

***Approval of Minutes:***

Jonia got married recently, and it was noted that her last name needed to be updated in the minutes. Commissioner Gougler moved to approve the minutes of the meeting held on April 22, 2014 as amended. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Hearings of Visitors:***

*Family Self Sufficiency:* Jay Jaeger introduced FSS graduate Robin Snow. Robin had been participating in the FSS program for about 7 years. Robin shared some of her experiences with the FSS program, and expressed her appreciation for the opportunity to participate. Jay presented Robin a certificate of achievement, and a check for her graduation escrow payment. The Board members congratulated Robin on her accomplishments, and then Chair Morrow excused Jay and Robin from the remainder of the meeting.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about the \$1,023 and \$4,096 payments to Northwest Tech Rep. James told her the \$1,023 was for a PC for Deskins Commons (we will be reimbursed for this one), and the \$4,096 was our annual GroupWise/Zenworks maintenance contract renewal.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* We had another month of positive cash flow from operations - \$11,633 for the month, and \$40,551 year-to-date. Most all the properties are performing well, except for a few with high maintenance costs - Abbey Heights and Riverside Terrace are in the red for the 10 months year-to-date, as is Rehab Admin.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased .2% to 97.7%, and financial occupancy decreased 2.0% to 95.2%. We have put flyers out for Deskins Commons, and a whole lot of them are being taken, so there is great interest in the property. The average time to complete work orders increased 1.0 days to 6.4 days. Part of the increase in work order completion was because after a Yardi upgrade we had trouble with the Yardi maintenance mobile application, and for several weeks we could not assign work orders to

employees. That caused some confusion and lost productivity time, however, the Yardi programmers have the mobile application working properly again now.

*Housing Services Report by Judi:*

*Housing Resource Center:* The Section 8 staff has been busy with many new clients as we work to increase voucher utilization. There have been a large number of families ending their participation due to transfers, an aging client population, and terminations due to violations of the family obligations. We learned last week that we were awarded a \$13,000 grant for being a HUD-approved housing counseling agency.

*Family Self Sufficiency:* We had two FSS graduates in the last month: Cher Bailey, who earned \$1,763 total escrow, and Robin Snow, who earned \$3,892 total escrow. In preparing our grant application for FSS coordinator funding for 2015, we found that we helped 172 FSS clients in 2013, when 175 is the minimum requirement for 4 full-time coordinator positions. We are requesting funding for 3 ½ positions.

*Housing Development Report by Elise in Jonia's absence:*

*Deskins Commons:* Construction continues, with substantial completion still scheduled for mid-July. We have begun walking through units and developing punch lists. We have set the tenant's move-in date for August 1<sup>st</sup>, which will give HAYC two weeks to ready the entire site for occupancy. At this point the biggest financial risk is potential delays in lease up. The lease up begins August 1<sup>st</sup>, with a goal of 100% by the end of October. Delays of stabilized occupancy would cost roughly \$11,000 per month of construction loan interest and \$12,000 per month reduction of tax credit equity contributions from the investor. Early lease-up would have the opposite positive financial impact.

*Executive Director Report by Elise:* Total families served was 2,039. Elise provided a flyer for the 2014 Community Connect Event, which will be held at Sue Buel Elementary on June 18<sup>th</sup>. Chair Morrow commended Elise on all her hard work helping make the Community Connect Event happen, as it is a very valuable resource to those in need.

***Reports of Committees:***

Commissioner Robertson attended commissioner's training, which he said was very helpful, and he really appreciated the opportunity to attend it.

***Unfinished Business:***

*Low Rent Public Housing Disposition:* We have received and accepted offers on the 1140 Goucher and 480 Russ Court, with closing scheduled on 480 Russ Court on or before June 24<sup>th</sup>. Only 1130 Goucher and 470 Russ Court remain available for sale.

*Village Quarter Commercial:* After discussions with YCCO, we are asking for RFPs from contractors to do all the work, rather than just the vanilla shell. Our architect and Mike do not believe the construction can be completed prior to August 1<sup>st</sup> at the earliest.

*Office Lease Space:* Since the office space was activated in the Portland Metro Realtor's Multiple Listing system by Bella Casa on April 4<sup>th</sup>, we have had 4 views of our property, with two views in the week ending May 18<sup>th</sup>.

***New Business:***

*HAYC Operating and Capital Budgets FY2015:* James handed out a revised budget report for FY2015, because in the last week since the budget was sent out there were some developments that affected it. Total budgeted revenue is \$14,134,840, total expense is \$14,072,250, for net income of \$62,590. Cash flow from operations is negative \$68,970, although the cash flow for Section is negative \$98,350, and we have reserves for that program. Commissioner Griffin moved to approve the HAYC operating and capital budgets for FY2015. The motion was seconded by Commissioner Gougler, and unanimously approved.

*Jandina Park:* CASA of Oregon has let us know they were successful in their proposal to acquire Jandina Park Apartments from RD. CASA plans to acquire it, rehab it, stabilize occupancy, and then turn it over to another agency to own and manage. They would like to turn it over to HAYC. Total development cost is about \$7.2 million, with \$4.6 million provided through the OHCS LIHTC program, \$1.2 million OHCS HOME funds, \$200,000 OHCS Trust funds, and the assumption of a \$1.2 million RD loan. Staff would like to know if the Board is interested in continuing discussions with CASA on possibly acquiring Jandina Park from them. After discussion, the Board decided this would be a good opportunity for HAYC, and instructed Elise to continue discussions with CASA and seeking professional advice from HDC as needed.

***Additions to the Agenda:***

None

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:12 p.m. The next meeting of the HAYC Board will be held on June 24, 2014.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary