

**MINUTES OF THE JUNE 22, 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, June 22, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Fred Mickelson, Dave Newville, and Lynai Briggs. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Judi Herubin, Yanira Vera, and Jonia Pierce. Present as guests were Carina Kistler and Regan Dugger from the Grand Ronde Tribal Housing Authority (GRTHA).

Chair Griffin called the meeting to order at 6:30 p.m.

***Minutes:***

Commissioner Mickelson pointed out that he did not attend the meeting of May 25<sup>th</sup>. Phil asked for a motion to approve the minutes as corrected. Commissioner Morrow moved to approve the minutes of the May 25, 2010 meeting as corrected. The motion was seconded by Commissioner Newville and unanimously approved.

***Public comments:***

Elise introduced Carina Kistler and Regan Dugger of the GRTHA. Carina was pleased to announce that an agreement with HAYC was being worked on to administer up to 12 Housing Choice Vouchers belonging to Grand Ronde Tribal member families that reside in Yamhill County. Carina and Regan described some of the details of the administration arrangement. Phil thanked Elise and Carina for their cooperative relationship.

The item regarding the GRTHA Subrecipient Agreement under New Business was moved up to discuss at this point. Staff asked for a motion to authorize the Executive Director to negotiate details and sign a subrecipient agreement with the GRTHA to administer Housing Choice Vouchers on GRTHA's behalf for eligible Grand Ronde Tribal families who wish to reside in Yamhill County, Oregon. Commissioner Mickelson moved to approve motion. The motion was seconded by Commissioner Briggs and unanimously approved.

Phil excused Carina and Regan from the meeting.

***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 \$1,176,702, total operating expenses were \$1,059,740, and total non-operating income was \$192,322 for a net income of \$309,284. Approximate cash flow for the month was a positive \$151,714. We sold another LRP house and one duplex, for total sales through May 31<sup>st</sup> of 46 units out of 70. Removing LRP, dwelling rent is 6.7% below budget, or \$160,000. Fred asked why late fees and accounting and auditing fees are below budget. Yanira said the managers are staying on top of delinquencies better, thereby

reducing late charges. James said he would look into the actual numbers for accounting and auditing fees, but that we are not under budget due to any cuts in that area.

*Asset Management report:*

Yanira reported on Asset Management: Overall occupancy increased 1.5% to 94.3%. We are anticipating a further increase in occupancy in June. We are in the process of cleaning up some of our waiting lists, and making sure everyone on the list is still interested in a unit. Yanira is auditing the files of all our special needs properties.

Mike reported on maintenance & construction. Average time to complete work orders was 5.7 days. We have been awarded and accepted an \$80,000 capital grant for 2010 for Low Rent Public Housing. We have completed installing ranges at Vittoria, so all the major rehab work we agreed to do for Rural Development is completed.

*Jonia provided the Housing Programs report:*

Jonia turned time over to Judi who reported on the Section 8 program. Dave noted that for the month we paid 29 more vouchers than our baseline. We are only 18 over for the year. Jonia noted that the numbers are being carefully tracked and Judi is watching intake closely to be sure we do not excessively over-lease for the year. We have been working with the Office of Inspector General on 5 Section 8 clients who may have been committing program fraud. One of the clients will most likely be arrested.

*Housing Rehabilitation:* Diane continues to train Darcy as Rehab Specialist. We have obligated \$288,238 of the Sheridan grant benefiting 51 people. The City of Willamina has signed their rehab grant contract agreement with Oregon Housing and Community Services (OHCS), we are waiting for OHCS to sign off as well.

*Housing Resource Center:* We have had an increase in loss mitigation clientele. We are working to complete the HRC grant extension application.

*Homeownership:* We have tentatively signed sales agreements on 3 more homes. All 3 homes are scheduled to close in July if agreements are complied with and bid repair solicitation will begin. Signed construction repair contracts need to be in place by September.

The Housing Programs Report has been changed a bit to show more detail of the types of services we offer. The Board liked the new format.

*Mark provided the Systems and Development report:*

*VQ Commercial Space:* The sale to MCM is moving forward and we hope to close in July. We have completed putting in the walls and floors and other improvements necessary to prepare the space for MCM.

*Meridian Street Newberg:* We are moving ahead with rezoning the property and sent out request for qualifications to architects and planners interested in assisting us in preparing the rezoning application to the City of Newberg. We received 4 responses and have narrowed the choice down to 2.

Mark has an intern volunteering to learn about and help with some development activities, including researching potential land banking.

The Board affirmed their interest in land banking.

*Elise provided the Executive Director Report:*

Elise reported on her activities for the month.

***Reports of Committees:***

None

***Unfinished business:***

Elise provided an update on LRPD disposition. As of May 31<sup>st</sup> we have sold 18 duplexes and 10 houses for a total of 46 units. In June we sold 2 more duplexes for total of 50 units.

***New business:***

**Tenant Receivable Write-offs FY2010:**

Total receivables of tenants that have left our properties owing us money are \$33,687. We ask approval to write off the receivables and submit them to a collection agency. The write-offs comprise 1.4% of our total rental income of approximately \$2,457,500. Commissioner Morrow moved to approve the Tenant Receivable Write-offs for FY2010. The motion was seconded by Commissioner Neville and unanimously approved.

The Board entered Executive Session at 8:00 p.m. to discuss contract negotiation issues and returned to Regular Session at 9:35 p.m.

***Additions to the agenda:***

None

Commissioner Griffin adjourned the regular meeting at 9:35 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary