

**MINUTES OF THE JUNE 23, 2009 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, June 23, 2009, at the Riverside Terrace Community Room, 200 SE Riverside Drive, Sheridan, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin and Commissioner Joyce Morrow. Fred Mickelson and Jeannie Kinman had an excused absence from the meeting. Staff members present were: Elise Hui, James Umfleet, Mike Jager, Mark Davis, Jonia Pierce and Yanira Vera. Cliff Hardy was excused from the meeting.

Chair Newville called the regular meeting to order at 7:15 p.m.

We had 2 FSS graduates this month: Lamonica Bryant, who received \$2,733 total escrow, and Rosa Cox who received \$20,194 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum.

Commissioner Morrow moved to approve the minutes of the May 26, 2009 regular meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

Commissioner Morrow said she reviewed the list of expenditures and did not have any questions or concerns.

James reported on the financial reports. Total revenue was \$1,365,326, total operating expenses were \$1,095,832, and total non-operating income was \$76,836 for a net income of \$346,330. Approximate cash flow for the month was a positive \$354,288. We paid 1,410 Housing Assistance Payments (HAPs) totaling \$724,078, which is \$98,636 over budget. We sold the LRP house on 1930 Orchard Drive in Newberg for net proceeds of \$169,856. James gave an overview of the Section 8 Tracking report, which was requested by Dave last month.

Yanira reported on families served. Total families served increased 9 to 2,087. Overall occupancy dropped .95% to 94.9%. We are having trouble getting qualified applicants for Woodside and Abbey. The rehab work at Vittoria has resulted in some additional vacancies. The manager at Haworth/Vittoria has resigned with only several days notice, but we already have a replacement for him. Yesterday Nanette resigned from managing Village Quarter.

Mike reported on the maintenance and construction. Average time to complete work orders was 6.5 days. On demand works order completion times are really down.

Jonia reported on homeownership. She asked if there were any questions, there were none.

Mark reported on development:

Village Quarter: On June 1st we closed on the permanent financing, and so have reached the formal end of the development process. We actually had an interested party who wanted to buy the entire complex including the residential, but that is not feasible given the restrictions on the building.

Heritage Place: Don is working on Refinancing Heritage Place, due to the rapid repayment requirements of the Fannie Mae line of credit. We are currently negotiating an engagement letter with Northland Network, the group that refinanced Tice and Woodside. We received an offer from US Bank, but it was not as good as Northland Network's offer. The Note cannot exceed 80% of the property value. The appraisal done last year that showed a value of approximately \$3.2 million will have to be updated for this borrowing. Dave asked for a motion to approve Elise signing the proposal from Northland Networks. Commissioner Griffin moved to approve Elise signing the proposal from Northland Networks. The motion was seconded by Commissioner Morrow and unanimously approved.

Future Development: Don continues to work on possible development in Newberg. Joyce asked if the Newberg property is the one downtown where the highway splits; Mark confirmed that it was. Joyce asked if the building will include retail space; Mark indicated that while no decision has been made, zoning regulations would likely require that some be present. There were old buried tanks on the property and we are working with DEQ to determine potential funding for testing the site for contamination.

Under Unfinished Business, Elise provided the LRPB sales tracking list. Elise closed on 2 homes last week, but the banks still have not closed the buyers. So far, we have sold 4 duplexes and 1 house. We currently have numerous offers in process.

Under New Business, James presented HAYC Operating and Capital budgets for FY2010. James reported that we are projecting a net income of \$738,420 and positive cash flow of \$972,303. However, if you remove LRPB sales, and overspending HAP, and debt service on the Village Quarter commercial space, cash flow is down to a positive \$23,960. Mike explained that one cost saving measure we can do in the future is to lower maintenance salaries from HUD prevailing rates, once LRPB properties are all sold. Commissioner Morrow moved to approve the Operating and Capital budgets for FY2010. The motion was seconded by Commissioner Griffin and unanimously approved.

Also under New Business, James talked about Resolution 09-05 – Board Certification of 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 09-05. The motion was seconded by Commissioner Griffin and unanimously approved.

Under New Business, James discussed tenant delinquencies. Tenant delinquencies of \$52,204 will be written off with Board approval. This is 2.1% of our total rental income of approximately \$2,500,000. Dave asked why Tice write-offs are so high, Mike explained it is because there have been a lot of damages charges there. Commissioner

Griffin moved to approve the tenant write-offs as presented. The motion was seconded by Commissioner Morrow and unanimously approved.

Also under New Business, Elise discussed a Memorandum of Agreement between HAYC and Yamhill County. Elise would like permission from the board to formally agree to act as the lead agency for the Ending Homelessness Now Governing Committee. A memorandum of agreement was created to outline responsibilities of HAYC and Yamhill County in the Yamhill County Ten Year Homelessness Plan. Joyce commended Elise for her participation in the Homelessness Committee. Commissioner Morrow moved to approve Elise signing the Memorandum of Agreement. The motion was seconded by Commissioner Griffin and unanimously approved.

Under New Business, Elise recognized the issuance of NAHRO Commissioner Certifications for Commissioners Kinman and Newville. Both Commissioner Kinman and Commissioner Newville acquired a NAHRO Commissioner's Certification, which will be acknowledged at the Awards of Merit Ceremony during the NAHRO summer conference on July 16th.

Also under New Business, Elise reminded the board about Steve Mikami's retirement. After 30 years of service to Yamhill County, Steve Mikami is retiring. All HAYC employees and HAYC Board of Commissioners have been invited to a farewell gathering on June 30th 4:00-6:00pm in the Clerks office. Steve previously served on the HAYC board as well as the YCAHC board.

Under Management Reports, Cliff was unable to attend the meeting, so he provided a memorandum updating the Board on recent events in Section 8.

The Board entered Executive Session at 8:40 p.m. and after returning to Regular Session at 8:50 p.m., Commissioner Newville adjourned the meeting.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary