

**MINUTES OF THE JUNE 24, 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, June 24, 2014 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 6:02 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, Jonia Carlson, Mike Jager, and Yanira Vera. A management staff member absent was Judi Herubin.

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on May 27, 2014. The motion was seconded by Commissioner Robertson, and unanimously approved.

***Hearings of Visitors:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and didn't have any questions or concerns beyond the payment explanations James included in his memo.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was negative \$2,673 for the month, and positive \$29,265 year-to-date. All the properties are performing well except for a few with high maintenance costs - Abbey Heights and Riverside Terrace are a little in the red for the 11 months year-to-date. The Section 8 staff has been working hard on increasing voucher utilization, but lately we lose as many families as we add on, and are still around 96%.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased .6% to 98.3%, and financial occupancy increased 1.3% to 96.5%. We usually have more vacancies in the Summer, so are anticipating a decrease in occupancy in the coming months. We have been processing a lot of applications for Deskins Commons. So far we have 20 units set to be occupied on August 1<sup>st</sup>. Our manager at Village Quarter, Teresa Vasquez, will be transferring to Deskins Commons, and we have posted the open position at Village Quarter. The average time to complete work orders decreased 2.1 days to 4.3 days. We are in the process of hiring another full-time maintenance position, but it is taking longer than expected to find the right fit.

***Housing Services Report by Elise in Judi's absence:***

*Section 8:* Judi is working hard to increase voucher utilization, but it has been tough to bring the numbers up. We may be re-opening the wait list sometime in the near future and are looking at the best way to do that.

*Housing Development Report by Jonia:*

*Deskins Commons:* We are still on schedule for substantial completion by mid-July, and the move-in date for tenants is still August 1<sup>st</sup> with the goal of 100% lease-up by the end of October. The site is nearly completed, and it is looking beautiful. Sometime in late August or early September, we will be holding an open house for select individuals who have had a hand or have interest in the project.

*Executive Director Report by Elise:* Total families served was 2,058. The 2014 Community Connect Event was held June 18<sup>th</sup>, with about 400 people being served. It was great to see so many people benefit from all the products/services provided, for instance we learned a single mother who was about to have to move as she couldn't pay rent was able to get a job through the Job Fair at the event and will now be able to pay rent. Since Jonia has been on vacation quite a bit lately, Elise helped out by performing prevailing wage surveys for asphalt workers at Deskins Commons. Elise participated in the Comcast Newsmakers interviews held at Linfield College, and will let the Board know when the interviews come out on YouTube.

***Reports of Committees:***

None.

***Unfinished Business:***

*Low Rent Public Housing Disposition:* After several deals have fallen through, we now have accepted offers on all four remaining units on Goucher Street and Russ Court. We await closings in the next few months.

*Village Quarter Commercial:* We received one responsive bid to do the improvements at the V.Q. Commercial space. Jim Carlough, Executive Director of YCCO, has expressed some concerns with the delay in completing the first bay because he is expanding staff rapidly and needs somewhere to house the new employees. We have offered Jim use of our main office leased space at 133 Dunn Place until the first bay is completed, and Jim seems happy with the agreement. The main office leased space will be available to be shown by the realtor to more long-term clients while YCCO is temporarily leasing the space.

*Office Lease Space:* See Village Quarter Commercial above.

***New Business:***

*Tenant Receivable Write-Offs FY2014:* James requested permission to write off \$33,455 past-tenant receivables that are considered not collectable. The write-offs are 1.0% of budgeted rental revenues. Commissioner Gougler moved to approve the tenant receivable write-offs. The motion was seconded by Commissioner Griffin and unanimously approved.

*Contract for VQ Retail Space Construction:* We received one responsive bid to do improvements in the VQ retail space, which was from Integrity Builders Inc. Total costs are estimated to be \$324,455, with \$290,000 covered by HAYC and \$34,455 covered by YCCO. We have funds in a tenant improvement account which will cover \$107,000 of HAYC's portion, with HAYC covering the remaining \$183,000 with Local Funds. Commissioner Mickelson moved to approve awarding the tenant improvement contract to Integrity Builders Inc., and

authorizing a five percent contingency fund for Executive Director approved change orders. The motion was seconded by Commissioner Griffin and unanimously approved.

*Resolution 14-02 – Approval to join Jandina Apts Development LLC as Special Limited*

*Member:* Last meeting the Board approved Elise continuing to talk with CASA and HDC about the eventual ownership of Jandina Park Apts. After discussions with CASA, HDC and RD, it is recommended HAYC become special limited manager in early stages of this rehabilitation project, and managing member at the end. RD has indicated that HAYC should be brought into the picture now in order to obtain their approval on CASA's ownership transfer application. Commissioner Gougler moved to approve HAYC joining Jandina Apartments Development LLC as Special Limited Member. The motion was seconded by Commissioner Robertson and unanimously approved.

***Additions to the Agenda:***

None

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:05 p.m. The next meeting of the HAYC Board will be held on July 22, 2014.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary