

**MINUTES OF THE JUNE 25, 2013 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 25, 2013 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board members present were Chair Joyce Morrow, Vice-Chair Fred Mickelson, and Commissioners Mike Gougler, and Phil Griffin. A commissioner absent was Cheri Strawn. Staff members present were Executive Director Elise Hui, James Umfleet, Jonia Pierce, Judi Herubin, Mike Jager, and Yanira Vera.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on May 28, 2013. The motion was seconded by Commissioner Gougler, and unanimously approved.

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James a question on one expenditure, which he answered to her satisfaction.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$13,525 for the month, and \$184,403 year-to-date. Maintenance costs are running very close to budget year-to-date, including \$32,661 for LRPH. Having received several positive responses to the refinancing RFP, James and Northland Securities reps Nick Skarich and Aaron Youngdahl met with reps from Citizens Bank, Columbia State Bank, Umpqua Bank, and Wells Fargo Bank yesterday and today. We have asked for all responses to be submitted by July 5th, after which we will do further negotiations, and make a decision as to which bank to go with, which should be done mid-July. Citizens Bank is the current loan holder for Tice Park, Woodside Park, and Heritage Place, and is very interested in keeping the loans. They expressed willingness to keep the existing 3 loans intact, and just change the loan terms. This would save us some appraisal and counsel costs, but may make it more difficult to borrow additional money over the current outstanding debts.

Asset Management Report by Yanira and Mike: Overall physical occupancy decreased .2% to 97.3%, and financial occupancy decreased .7% to 97.5%. As usual this time of year, we had a lot of move-outs. We had an unusual vacancy at Sunnyside. Woodside had 4 vacancies, but we have 3 on the wait list. When a vacancy arises, existing tenants have priority to move in to the different unit so long as they can prove a need exists. The average time to complete work orders decreased .1 days to 1.0 days. Joyce noticed a couple capital projects on hold by RD; Mike explained that RD has recently performed inspections and placed the projects on hold until the inspection findings are completed and "self-assessments" by a third party are done.

Housing Services Report by Judi:

Housing Resource Center: Senate Bill 558 passed the governor's desk. It will remove the requirement for foreclosure counseling agencies to be HUD certified, and would enable us to provide direct counseling to clients, like NEDCO currently does.

Housing Development Report by Jonia:

Deskins Commons: Site logging is complete, leaving the site ready for the general contractor. We received one complaint from a neighbor about some dust from the loggers. The closing for the construction financing has been bumped out to early July due to delays of (1) Newberg permit approval, specifically the change in plans required by the Fire Marshall, (2) HUD approval of the project-based Section 8 contract which includes a subsidy layering review of the financing sources, and (3) decommissioning and removal of a leaking oil tank and 12 tons of contaminated soil. Further testing of the soil and water is required to ensure DEQ can issue a “project file closure” which is equivalent to a “no further action”. Due to a lack of an initial supporting appraisal on the property when purchased and a low appraisal completed recently on the property by Wells Fargo, we are required by OHCS to reduce the sale value to Deskins Commons LLC from \$900,000 to \$700,000, which will mean HAYC LRP proceeds will reflect a \$200,000 loss.

Executive Director Report: Elise provided a report of her activities in the last month. Total families served was 2,233. DeSantis Landscaping has told us they feel they underbid on the jobs they do for us, and are going to submit updated costs for consideration.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: We closed on 1678 Wright Street in McMinnville on June 19th, and closed on 709 Columbia Street in Newberg on the 21st. We have pending offers for 711 Columbia Street in Newberg, and 1130 & 1140 Goucher Street in McMinnville. This leaves just 4 more units on the market.

New Business:

Tenant Receivable Write-Offs FY2013: James requested permission to write off \$34,100 past-tenant receivables that are not collectable. The write-offs are 1.2% of budgeted rental revenues. Haworth Terrace’s write-offs were quite high this year. Yanira explained that there are some extenuating circumstances with the manager that she is working with him on. Commissioner Gougler moved to approve the Tenant receivable write-offs. The motion was seconded by Commissioner Mickelson and unanimously approved.

Revised Policy on Tardiness: The recently adopted policy on tardiness proved to be too time intensive for managers to enforce, so was put on hold in April until a new policy could be drafted. Management created a new policy on “punctuality”, which was presented and approved by management staff as well as the Labor/Management Committee, and is now presented to the Board for approval. Commissioner Mickelson moved to approve the revised policy. The motion was seconded by Commissioner Griffin and unanimously approved.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:55 p.m. The next meeting of the HAYC board will be held on July 23, 2013.

Respectfully submitted,

Elise Hui
Executive Director/Secretary