

**MINUTES OF THE JUNE 26, 2018 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 26, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:01 p.m.

***Roll Call:***

Commissioners present were Commissioner Catherine Jones, Vice-Chair Fred Mickelson via conference call, Chair Joyce Morrow, Commissioner Mike Gougler, and Commissioner Phil Griffin. Management staff present were James Umfleet, Megan Ramos, Mike Jager, and Yanira Vera. A management staff member absent was Vickie Ybarguen. Guests present were John Eshleman, Troy Haworth, and Riverside Terrace residents Harriet Davenport and Teddy Collins. Former Executive Director Elise Hui's last day in the office was June 20<sup>th</sup>, and her replacement, Massey Casper, will start on July 9<sup>th</sup>, so neither could attend this meeting.

***Approval of Minutes:***

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on May 22, 2018. Commissioner Gougler moved to approve the minutes of the meeting held on May 22, 2018. The motion was seconded by Commissioner Jones and unanimously approved.

***Public Comments:***

Teddy Collins provided an update on fundraising efforts for the Riverside Community room renovations. At the Sheridan Days event, they were able to raise another \$71 for the project. He also said Hampton Lumber Mills in Willamina has fifty 4"x6"x8' boards, thirty 2"x4"x8' boards, and eighty linear feet of 16 foot boards that the lumber company is willing to donate to the project. We need to pick up the lumber within the next week. Mike Jager said he is reluctant to accept and store boards that we are not sure we will be able to use for the project, so he will ask the contractor that provided the materials list for the project to go to the lumber company and make sure it is lumber we can use. He will also look into a place to store all the lumber if we do want it. Harriet Davenport said there are some units at Riverside Terrace with leaking roofs, and asked when the roofs would be fixed. Mike Jager said we are soliciting bids right now, and should have a contract in place for roof repairs this Summer.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures; Chair Morrow and Vice-Chair Mickelson said they did not have any questions about the expenditures that were not addressed in James' memo.

***Reports of the Secretary:***

*Finance and Rehab Report by James Umfleet:* Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports. Cash flow from operations was \$14,759 for the month and \$105,702 for the eleven months year-to-date. We had a couple very large disbursements that James Umfleet mentioned in his memo, including \$74,905 to HARRP, and \$81,061 to Washington Roofing for roofing repairs at Tice Park and Woodside Park.

*Systems Report by Chair Morrow in Vickie Ybarguen's absence:* Our NovaCoast network engineer was on site recently helping with the installation of new firewalls. He will be back the 27<sup>th</sup> through 30<sup>th</sup> to work with Vickie Ybarguen to complete the project.

*Asset Management Report by Yanira Vera and Mike Jager:* Physical occupancy decreased .2% to 97.0%, and financial occupancy increased .9% to 96.7%. We usually have a lot of vacancies this time of year with people moving to new homes in the nice weather. Our manager at Woodside Park has transitioned to the Section 8 staff at the main office, so we are recruiting to fill the Woodside Park position. A few of our LIHTC funded properties are being audited by OHCS right now. Rural Development summer lunches was approved to begin in June at Deskins Commons. The summer lunches program provides lunches for just \$1 for adults, kids are free. Commissioner Griffin asked about the seed to supper program held at Vittoria Square; Yanira Vera said the Oregon Health & Science University (OHSU) teaches tenants how to grow their own vegetable and herb gardens, and how to can foods. We previously hosted the seed to supper program at Deskins Commons, which included putting in a community garden in the back of the property. The average time to complete work orders increased 6.8 days to 17.7 days. The average time to complete work orders increased due to completing 10 make ready work orders, and 30 inspection work orders, both of which are very time consuming. The exterior repairs at Palmer Creek are finally completed, as is the roofing repairs of one building at Tice Park, and two buildings at Woodside Park. We are soliciting bids for roofing repairs at Abbey Heights, Fresa Park, and Riverside Terrace. A parking variance for the Bridges reconfiguration was submitted to the City of McMinnville. The grounds keeping services contract is covered in New Business.

*Housing Services Report by Megan Ramos:*

*Family Self Sufficiency:* We had one FSS graduate last month: Dionne G., who received \$1,250 total escrow on the program. While on the program she got a degree in Criminal Justice and was working part time at the jail. She is now working full time for the Grand Ronde tribe.

*Section 8:* We have been ramping up pulling individuals from the wait list to get our numbers back up, and have started absorbing families porting into our county. During the month of May Section 8 staff completed 221 annual or interim re-examinations and moves. We have hired Victor Elias as a Housing Specialist to take over the Pe-Z caseload, and Angela Flores as a limited duration Housing Specialist to train with Beth on the FSS program, so are once again fully staffed in Section 8. Victor Elias came to us from Home Forward in Portland, and Angela Flores was our apartment manager at Woodside Park. Both joined us mid-June.

*Executive Director Report by Chair Morrow:* Total families served was 1,997.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:*

*Cumulus Avenue Property:* Elise Hui explained to Lutheran Community Services Northwest the Board's conditions regarding the Right of First Option agreement as discussed during the May 22<sup>nd</sup> meeting. They understand and will incorporate the appropriate wording as they develop the Right of First Option agreement.

*Sheridan Road Property:* An option agreement is presented under New Business.

*Potential New Development:* On May 30<sup>th</sup> Elise Hui and Massey Casper met with Heather Richards with the McMinnville Planning department regarding the Norton Lane Property. Heather Richards said there has been a lot of interest in that specific site, and thought that the sellers may already have an offer on it. Elise Hui called Krissy Lookabill with Bella Casa, who confirmed there was a pending offer on the site. Elise Hui asked Krissy Lookabill to let us know if the offer falls through, and to keep an eye out for 3-5 acre properties in McMinnville that were zoned for multi-family, which she said she would do.

***New Business:***

*Tenant Receivable Write-Offs FY2018:* James Umfleet requested permission to write off \$26,183 past-tenant receivables that are considered not collectable. The write-offs are .76% of budgeted rental revenues. Prior to the meeting Chair Morrow noted that the write-offs for Hawthorth Terrace and Woodside Park comprise 88% of the write-offs. Yanira Vera had explained that most of them were due to tenant deaths, abandonments, and evictions, although there was one big delinquency at Woodside Park for non-payment of rent and unit damages. Commissioner Griffin moved to approve the tenant receivable write-offs. The motion was seconded by Commissioner Gougler and unanimously approved.

*Audit and Tax Preparation Services 2018-2020:* James Umfleet sent out a Request for Proposal (RFP) of audit and tax return preparation services for a 3-year time period to four CPA firms. The firms chosen for the RFP were based on recommendations from other Housing Authorities that attended an OHA meeting a few years ago. We received just one proposal from Loveridge Hunt & Co with total fees of \$49,600. Since we have had a great relationship with Loveridge Hunt the last 12 years, and their fees are in line with RFPs we've received in the past, staff recommends the selection of Loveridge Hunt & Co. Commissioner Gougler moved to approve the selection of Loveridge Hunt & Co for audit and tax preparation services for 2018-2020. The motion was seconded by Commissioner Jones and unanimously approved.

*Option Agreement on 625 SE Sheridan Road property:* In 2014 we had Pacific Habitat Services complete a preliminary environmental review of the 625 SE Sheridan Road property. The findings of the review were that it would be very challenging to develop the property utilizing any federal funds due to it being within the 100-year floodplain. Therefore, we put the property on the market to recoup the costs we put into it. A potential buyer named John Eshleman is interested in acquiring the property for the sales price of \$300,000. He would pay a \$10,000 down payment, and would like a six month due diligence period before being required to officially purchase the property. Commissioner Gougler said he doesn't prefer the term option agreement, and would prefer calling it a sale agreement. John Eshleman said he was fine with that terminology. Commissioner Gougler moved to approve entering into a sale agreement with John Eshleman for the 625 SE Sheridan Road property following a six month due diligence period. The motion was seconded by Commissioner Jones, and unanimously approved. John Eshleman will prepare a sale agreement and send it to Chair Morrow for review.

*Grounds Keeping Services Contract:* We were notified by our major grounds keeping contractor, C&D Landscape, that they were ceasing grounds keeping services for all their clients. We had a Request for Proposal (RFP) posted on our web site and advertised in local newspapers, and emailed to multiple vendors. We received only one response from Solitude Landscape for total costs of \$158,000, which included \$49,000 for mulch. When we remove the line items for mulch, total costs would be \$109,000, which is very close to the \$112,500 that C&D Landscape was charging us. Commissioner Griffin moved to approve awarding the grounds keeping contract to Solitude Landscaping for all items except for mulch, which would be contracted separately on an as needed basis. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:48 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on July 24, 2018.

Respectfully submitted,

Joyce Morrow  
Acting Executive Director/Secretary