

**MINUTES OF THE JUNE 27, 2017 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 27, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:58 p.m.

***Roll Call:***

Board Commissioners present were Catherine Jones, Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), and Phil Griffin. A Commissioner absent was Mike Gougler. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, and Yanira Vera.

***Public Comments:***

None.

***Approval of Minutes:***

Commissioner Mickelson moved to approve the minutes of the meeting held on May 23, 2017. The motion was seconded by Commissioner Jones, and unanimously approved.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns that were not addressed in James's memo.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$19,415 for the month, and \$205,893 for the 11 months year-to-date. We reported that OHCS was going to allow us to transfer any remaining NSP funds to our CDBG revolving loan funds, but we were misinformed by our OHCS representative. It turns out HUD will allow the NSP funds to be transferred to the HUD CDBG grantee, which is the IFA department of the State. So, we will continue to administer the NSP funds as we have been.

*Asset Management Report by Yanira and Mike:* Physical occupancy increased .4% to 98.5%, and financial occupancy increased .6% to 97.8%. Haworth has 3 vacancies, so we're working hard to fill them quickly. We've had a lot of turnover of onsite managers lately, one due to health issues. Site manager positions are difficult to fill and keep filled due to the difficult nature of living on the property and maintain paperwork to stay in compliance with various State and Rural Development (RD) compliance requirements. Our onsite manager Mary Jacquez was awarded "Multi-Family Housing Site Manager of the Year" by RD, and we are very proud of her. The average time to complete work orders decreased .5 days to 4.2 days. The Bridges remodel is moving along; we've recently settled on the floor plan. Part of the remodel involves turning the 2-bedroom manager's unit into 2 one-bedroom tenant units. We are scheduled to resume drainage and sidewalk repairs at Haworth Terrace very soon, with locates happening this week or next. Heat pumps for Homeport will be delivered tomorrow, and will start to be installed in the next few days.

*Housing Services Report by Megan:* We had 2 FSS graduates in May; Courtney Bailey, who received \$1,311 total escrow, and Patty Keeling, who received \$10,883 total escrow. We had one FSS graduate in June; Robert and Teri Gunn, who received \$20,092 total escrow. The

Section 8 staff has been doing a great job absorbing Doug's workload since his departure, as well as adjusting to a new supervisor. We have 24 active cases under the OFA program. Unfortunately future funding for OFA is in question as it is not currently in the Governor's budget.

*Executive Director Report by Elise:* Total families served was 2,125. Elise attended a panel in Newberg along with Rick Rogers from Newberg Habitat and Stuart Brown from Guild Mortgage to present on affordable housing and role of realtors, as well as provide information on the Community Connect Event. Elise attended the McMinnville City Council work session to listen to updates on the year 1 action plan of the McMinnville Affordable Housing Task Force. Commissioner Griffin noted the Section 8 wait list is 2,446, which is quite a lot and means long wait times. Chair Morrow shared an article that was in the News Register regarding the local homeless issues we have, but unfortunately it was just complaining about homeless people on 3<sup>rd</sup> street, and had no suggested solutions to the homeless problem.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:* We have scheduled several environmental reports that will be completed prior to exercising our option on the Booth Bend property. We have refinanced the Village Quarter Retail Space for another 5-year term, with no prepayment penalty for early payoff. We have extended YCCO's lease/option to purchase the retail space for 6 more months to December 31<sup>st</sup>. All indications are that YCCO will pursue the purchase of the space. There have been ongoing concerns about the community room at Riverside Terrace being too small, and not having a common bathroom. After talking with an ombudsman and a couple Riverside Terrace tenants, it was decided they would look into the possibility of raising funds for the completion of the renovations. In June, two articles requesting help with fundraising and donations were listed in local publications. The cost is estimated to be around \$46,000. Commissioner Mickelson said he is impressed with the tenants efforts to make the remodel happen, and encouraged everyone to support them where we can.

***New Business:***

*Tenant Receivable Write-Offs FY2017:* James requested permission to write off \$24,386 past-tenant receivables that are considered not collectable. The write-offs are .73% of budgeted rental revenues, which is actually the lowest we've ever been. Commissioner Mickelson moved to approve the tenant receivable write-offs. The motion was seconded by Commissioner Jones and unanimously approved.

*Approval of Sole Bid Paint Contract at Heritage Place Apts:* Board approval is required on all projects exceeding \$25,000 dollars. We solicited 4 paint contractors to paint the exterior of Heritage Place, but only received a single bid for \$31,900 from Westerlund Painting & Maintenance. The project will be funded with replacement reserves. Commissioner Griffin moved to approve the sole bid of \$31,900 from Westerlund Painting & Maintenance. The motion was seconded by Commissioner Jones and unanimously approved.

*Approval of Vacation Time for Executive Director:* In accordance with the Executive Director's contract with the Board, Elise is requesting approval of vacation time that exceeds 40 consecutive hours. She is requesting vacation time from July 28<sup>th</sup> through August 11<sup>th</sup>, for a total leave time of 88 hours. James will be the primary contract during her absence, and department

directors will make decisions that relate to their departments. Commissioner Griffin moved to approve 88 consecutive hours of vacation for the Executive Director. The motion was seconded by Commissioner Mickelson 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 at 6:00 p.m. on July 25, 2017.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary