

**MINUTES OF THE JULY 22, 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, July 22, 2014 at HAYC Offices, 135 NE Dunn Place, McMinnville, Oregon. Chair Morrow called the meeting to order at 6:10 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, and Phil Griffin. A Board member absent was Mike Gougler. Management staff members present were Elise Hui (Executive Director), James Umfleet, Jonia Carlson, Judi Herubin, and Mike Jager. A management staff member absent was Yanira Vera. Another staff member present was Beth Stevenson. Guests present were Shayna Hess (FSS Graduate), and Kyle Hess.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on June 24, 2014. The motion was seconded by Commissioner Robertson, and unanimously approved.

Hearings of Visitors:

Family Self Sufficiency: Beth Stevenson introduced FSS graduate Shayna Hess. Shayna shared some of her experiences with the FSS program, and expressed her appreciation for the opportunity to participate. Beth presented Shayna a certificate of achievement, and a check for her graduation escrow payment. The Board members congratulated Shayna on her accomplishments, and then Chair Morrow excused Beth and Shayna from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about a payment to the McMinnville Police Department (helmets for Community Connect Event), and a payment to Peachtree Business Products (private parking signs and parking permit slips for Tice Park Apts).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: June was the last month of the fiscal year. Cash flow from operations was \$28,796 for the month, and \$55,318 for the year. It was great that we finished the year with a positive cash flow, which was largely due to the Cover Oregon grant, receiving much more mortgage assistance grant funds than we anticipate, and 96.1% financial occupancy for the year.

Asset Management Report by Elise in Yanira's absence, and Mike: Overall physical occupancy decreased 1.9% to 96.4%, and financial occupancy increased 2.6% to 99.1%. We had been anticipating a drop in vacancy, which usually happens in the summer time. Yanira has been working really hard on leasing up Deskins Commons. The average time to complete work orders decreased 1.2 days to 3.1 days. We have been trying to hire an additional Maintenance Laborer

for about a month and a half, but are finally close to filling the position. Once the position is filled, we can resume repairs and painting at Tice Park Apts.

Housing Services Report by Judi:

Section 8: We are still really busy leasing up in Section 8, including the 12 project based vouchers at Deskins Commons. We paid for 10 kids to attend Camp Rosenbaum this year, they left last weekend and will be returning this weekend.

Family Self Sufficiency: We had one FSS graduate last month, Kristen Harrington, who received \$3,651 total escrow while on the program.

Housing Development Report by Jonia:

Deskins Commons: We have received final occupancy on all the buildings except for building #1, which is the Todd House. The hold up on the Todd House is due to last minute modifications the Newberg City Engineer is requiring, so we are scrambling to fulfill his requirements as quickly as possible. The scheduled completion date is July 28th, so we are still on schedule for tenant move-ins beginning August 1st. With the landscaping completed, the site is looking beautiful.

Neighborhood Stabilization Program: We have given a counter offer on the 12th Street house, and are hoping the buyer will accept so we can move forward with the sale.

Executive Director Report by Elise: Total families served was 2,028. We showed the Village Quarter Commercial bay #3 to an interested party, although YCCO will have right of first refusal for that bay.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: We continue to await closings on the accepted offers on the four remaining units on Goucher Street and Russ Court. Closings have been slowed down due to USDA Rural Development being really slow to turn around paperwork on the lenders side.

Village Quarter Commercial: The build out of bay #1 is underway and the floor has been poured for bay #2. Elise is working with our attorney on an addendum for YCCO to expand fully into bay #2 and also provide YCCO with a right of first option to lease bay #3.

Office Lease Space: We have a signed lease agreement for YCCO to lease 133 NE Dunn Place for up to 4 months beginning July 1st. YCCO began using the space on July 15th. The space will remain available to be shown by our realtor during this time.

New Business:

Final Status of FY2014 Goals: The final status of FY2014 Goals was provided, with exception items listed in the cover memo. Several board members reiterated how much they like the summary of exception items on the memo.

Village Quarter Commercial Space Improvements: The scope of the VQ improvements has grown, particularly with the expansion to bay #2, so staff is asking for approval for up to

\$150,000 additional improvement costs. Commissioner Mickelson moved to approve awarding an additional \$150,000 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 14-03 – Section 8 Admin Plan Revisions: We are down to 187 on the Section 8 wait list, so with the likelihood of reopening the Section 8 wait later this year, and knowing there is a great demand for the program, staff recommends changing our Section 8 admin plan to allow for a temporary lottery system to be used for wait list applications. The wait list will be open for a two week period, and instead of putting applications in order by date and time of receipt, they would go into a random lottery selection process. Any applications received after the two week lottery period would be prioritized normally. Commissioner Robertson moved to approve the addition of a wait list application lottery selection process to the Section 8 Admin Plan. The motion was seconded by Commissioner Griffin and unanimously approved.

Resolution 14-04 – Pre-development loan for Jandina Park: Since HAYC is Special Limited Member of Jandina Apartments Development LLC, staff requires approval for Jandina Apartments Development LLC to borrow up to \$50,000 from CASA of Oregon CDFI to cover pre-development expenses necessary in order to submit funding applications to USDA Rural Development and Oregon Housing and Community Services. Pre-development expenses can include items such as Phase I Environmental Review, legal fees, application fees, etc. Commissioner Mickelson moved to approve Jandina Apartment Development LCC borrowing up to \$50,000 from CASA of Oregon CDFI for predevelopment fees. The motion was seconded by Commissioner Griffin and unanimously approved.

Approval of Executive Director vacation time: Since Elise is planning on vacation time that exceeds 40 consecutive hours, she is requesting approval for 64 hours consecutive leave from August 7th to August 18th. James will serve as primary contact in Elise's absence. Commissioner Griffin moved to approve vacation time for Elise from August 7th through August 18th. 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 7:25 p.m. The next meeting of the HAYC Board will be held on August 26, 2014.

Respectfully submitted,

Elise Hui
Executive Director/Secretary