

**MINUTES OF THE JULY 23, 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, July 23, 2013 at Abbey Heights Apartments, 219 12<sup>th</sup> Street, Lafayette, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

***Roll Call:***

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

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on June 25, 2013. The motion was seconded by Commissioner Griffin, 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 about a couple payments to which he answered to her satisfaction.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* June is the last month of the fiscal year. Cash flow from operations was negative \$4,783 for the month, and positive \$179,629 year-to-date. We sold two more of the 10 partitioned units, and received \$192,759 after YCAHC got their two \$5,000 admin fees. 7 units remain for sale as of June 30<sup>th</sup>. There has been further development on the office refinancing, which is covered under Additions to the Agenda.

*Asset Management Report by Elise and Mike:* Overall physical occupancy decreased .7% to 96.6%, and financial occupancy decreased .5% to 97.0%. Tice Park had 7 vacancies at June 30<sup>th</sup>, but currently is down to just one. The average time to complete work orders increased .4 days to 1.4 days. Commissioner Morrow noted that on the Work Order Overview report, fiscal year 2012 had an ending balance of 45 work orders, and fiscal year 2013 had a beginning balance of 42, so a bit of a discrepancy there. We are hiring two individuals through the State's Jobs Plus program to paint Tice Park, and they are scheduled to begin August 1<sup>st</sup>.

***Housing Services Report by Judi:***

*Section 8:* We have 10 children of FSS families attending Camp Rosenbaum this year. Two of our Section 8 staff members that help with the children are attending the camp on "VIG Day".

*Family Self Sufficiency:* We had three FSS graduates in the last month who had earned escrows totaling \$16,308 while on the program. One is moving to homeownership.

*Housing Resource Center:*

Senate bill 558 passed and will become effective August 4<sup>th</sup>, and removes the requirement for a Housing Counseling agency to be HUD-certified. Staff will be attending training on August 1<sup>st</sup> to get a refresher on the mortgage counseling program.

*Housing Development Report by Jonia:*

*Deskins Commons:* Today we closed on the construction contract and funding! So now the general contractor is cleared to begin their work. We finally received HUD's approval for use of project based vouchers. Construction permits have been obtained (at a cost of almost \$560,000) and the construction architectural plans are finalized.

*Neighborhood Stabilization Program:* Repair work continues, and we hope to list 1 or 2 of the homes by the end of the month.

*Executive Director Report by Elise:* Total families served was 2,171. We received a \$84,220 grant award from Oregon Health Authority for Cover Oregon Outreach and Enrollment project. We will use existing staff to work on this project, so this will really help our bottom line. The 2013 Community Connect event was held on June 21<sup>st</sup> and was a great success with 340 guests benefiting from many free products and services.

*Performance Measurement Charts:*

The quarterly performance charts were presented. Commission Morrow noted that Sunflower Park has a higher operating cost per unit than other family housing properties.

*Reports of Committees:*

None.

*Unfinished Business:*

*Low Rent Public Housing Disposition:* We closed on 711 Columbia Street in Newberg on July 3rd, leaving 6 more units available. Yesterday we received and accepted an offer on 919B Charles Street in Newberg.

*New Business:*

*Final Status of FY2013 Goals:* With the passing of the end of fiscal year 2013 on June 30<sup>th</sup>, the final statuses were provided. Elise listed exception items on her cover memo. The Ready to Rent class has been a great success so far, with participation running near capacity each session, and to date 124 people have graduated. The board mentioned how pleased they were with the physical and financial occupancy rates for the fiscal year.

*Additions to the Agenda:*

*Resolution 13-05 – Loan Modification and Refinance Authorization:* As authorized by the Board in April, we engaged Northland Securities to help us refinance our office bond, and the notes on Tice Park, Woodside Park, and Heritage Place. They sent out an RFP to Citizens Bank, Columbia Bank, Wells Fargo Bank, and Umpqua Bank. Citizens Bank, the current note holder for Tice Park, Woodside Park, and Heritage Place, gave the best proposal and was therefore selected for the refinance. Commissioner Griffin moved to approve proceeding with loan modification and refinancing agreements with Citizens Bank on the four properties indicated,

and for the Executive Director to sign necessary documents for this purpose. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:45 p.m.. The next meeting of the HAYC board will be held on August 27, 2013.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary