

**MINUTES OF THE JULY 24, 2007 REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, July 24, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson and Dave Newville. Commissioner Phil Griffin was excused from the meeting. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, and Yanira Vera.

Chair Morrow called the meeting to order at 7:30 PM. Elise explained that there were no FSS graduates present at the meeting tonight but that she had a written "success story" form from graduate Julie Lamb which she handed out in addition to the synopsis that was provided in the families served report.

Commissioner Knutson moved to approve the minutes of the June 26, 2007 meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Commissioner Morrow said she reviewed the list of expenditures and didn't have any questions or concerns.

James reported on the financial reports. June was the last month of the fiscal year. For the month we had a net income of \$83,211 and positive cash flow of \$100,539. This was mostly due to the accrual of \$20,000 developer fee for Village Quarter, as well as the receipt of \$50,000 of grant funds for Village Quarter. For the year we had net income of \$155,313 and positive cash flow of \$342,183. The positive results were mainly a result of the LRPH program, as Capital Fund grants were converted from modernization to operations. The fiscal year audit is scheduled for August 20<sup>th</sup>-24<sup>th</sup>.

Yanira reported on families served. Total families served decreased 9 to 1,956. Overall occupancy decreased 2.66% to 94.88%. At the end of June we had a lot of vacancies at Woodside, Haworth and Abbey Heights. As of today, Abbey is down 2 more vacancies to 8. Tenants tend to move more during the summertime when kids are out of school. Fortunately we have 3 move-ins scheduled for Abbey and 6 at Woodside. Joyce commented that Woodside's appearance is greatly improved from years past. We've added locks on the water faucets at Abbey to help lower the utility costs. Mark said utility costs at Abbey are up to \$1,800 per year for each unit.

Mike reported on maintenance and construction. Average time to complete all work orders was 5.28 days. We had the main office parking lot resealed. We are finished with

the siding and deck rehab work at Woodside. Jimmy will start working on siding at Tice Park now. Once again we had a lot of work orders.

Mark reported on Development:

*Jandina Park & Vittoria Square rehab:* We received a letter from RD asking our consultant, Bonnie Johnson, to give them an updated capital needs assessment. RD keeps informing us the funding was awarded and is coming, but it's never clear when it will actually happen. Bonnie feels the state office is not in the loop on funding issues.

*Village Quarter:* We purchased the Draper site on June 28th, and plan to purchase the Legard land on August 24<sup>th</sup>. Construction should begin soon after that. West Coast Bank has approved the construction loan, the permanent loan to finance the housing, and a short-term loan for HAYC to pay for the retail space if we haven't sold it by the end of construction. The latest focus is on complex legal details, including the partnership agreement with PNC that will govern the operations. The finance committee at OHCS recently approved our grant request. This Friday, the architects will release the drawings to the contractor for bids by subcontractors. We are making preparations for the groundbreaking ceremony. We're tentatively planning it for Tuesday, August 21<sup>st</sup>.

An addition to the agenda was Resolution 07-05 titled Resolutions of the Housing Authority of Yamhill County covering Village Quarter and the Housing Authority of Yamhill County, in its role as general partner of the Partnership, to negotiate and execute certain Partnership Documents as well as to allow Elise and Mark to act as authorized signers on behalf of the Housing Authority on these Partnership Documents. Commissioner Knutson moved to approve the resolution, the motion was seconded by Commissioner Kinman and unanimously approved.

Under Unfinished Business Elise updated the Board on LRPB disposition. Recent developments include:

- a) On July 13, 2007, the application was completed and submitted to the "Special Applications Center" (SAC) office of HUD.
- b) The application has been assigned to a "Reviewer" at SAC who will not be going through the application to identify missing information or items that need to be changed. Once the "Reviewer" is satisfied with the completeness of the application, they will submit the application to the Director of SAC who will approve or disapprove the application.
- c) The process will take anywhere from 90 to 120 days, depending on the complexity of the application and the amount of correction and additions that must be made.

Dave once again expressed concern about the proposal to sell the duplexes to the non-profit below market value. Elise said it is still only a possibility, and would give us some added flexibility. The Board would have final approval on such sales.

Under Unfinished Business Elise asked for feedback on the Board Subcommittee Reference Guide. Elise mentioned that she still needs to insert this year's approved budget into the reference guide and make up some more guidebooks. Barbara suggested

including the Housing Authority's contact information on the main index page of the book so it is easily available if the potential subcommittee member has questions. Elise will add the information. On a related note, Joyce asked to have HAYC's phone number included on future business cards for Commissioners, rather than just their home phone number.

Under New Business Elise went over the information provided in the board packet regarding NAHRO's 2007 National Conference and Exhibition that will be held in October in San Diego. She asked for board members who were interested in attending the conference to let her know by the first week of August so she could begin working on arrangements for the conference.

Under New Business, also an addition to the agenda, was a memo requesting board approval for the Executive Director to sign a Memorandum of Understanding (MOU) with YCAP to perform Energy Audits for all 70 LRPB units. HUD requires energy audits of all LRPB units every five years and we are not in compliance with this requirement as our last energy audit was conducted in May 1992. Last year HUD issued a renewed call for all HAs to complete their audits with potential consequences of withholding funding if not completed. With the plan to dispose of our LRPB units, it is an especially good time to conduct energy audits. YCAP is very experienced at performing federally approved audits for residential housing and at \$145/units, we cannot expect to get a better price by going through the RFP process. Commissioner Neville moved to approve the Executive Director to sign the Energy Audit MOU with YCAP, the motion was seconded by Commissioner Knutson and unanimously approved.

Joyce prompted discussion of the rehab grant application mentioned in the management report. After having our rehab grant application disapproved for a second year in a row, Elise, James and Jonia went to Salem to meet with the CDBG rehab grant application review committee. The purpose was to discuss the review process and determine if there is anything we should do differently on future applications. The review committee acknowledged that the application and review process for CDBG rehab grants is subjective and are in the process of modifying it. There is the possibility we may receive partial funding of \$100,000, but we won't know for sure until the end of July.

The meeting was adjourned at 8:28 PM.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary