

**MINUTES OF THE JULY 24, 2012 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, 2012 at Vittoria Square, 3300 Vittoria Way, Newberg, Oregon. Board members present were Chair Phil Griffin, Vice Chair Fred Mickelson, and Commissioners Mike Gougler and Joyce Morrow. A board member excused was Cheri Strawn. Staff members present were Elise Hui, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet, and Yanira Vera

Chair Griffin called the meeting to order at 6:24 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the meeting held on June 26, 2012. The motion was seconded by Commissioner Gougler and unanimously approved.

Public Comments:

None

Bills & Communications:

List of Expenditures: Commissioner Morrow said she reviewed the list of expenditures and had previously asked James about a couple payments, and was satisfied with his explanations.

Reports of the Secretary:

Finance & Systems Report by James: June is the last month of the fiscal year. Cash flow from ongoing operations was a positive \$32,402 for the month, and \$107,873 for the fiscal year. Financial occupancy was 96.2% for the year, which is 1.2% greater than budgeted, and resulted in \$32,325 more rental revenue than budgeted.

Asset Management Report by Yanira and Mike: Overall physical decreased 1.1% to 96.8%, and financial occupancy increased .8% to 97.9%. We have numerous vacancies at Tice Park that we're working to fill. Some tenant surveys were included. Yanira goes through each survey with the specific site manager. Unfortunately some residents, especially at senior complexes, expect the "onsite manager" to be available even after hours, and may give a poor evaluation based on their expectations. The average time to complete work orders was 1.8 days. Mike provided a comparison with work orders last year, and even with an increase in the number of work orders, and fewer man hours used, the average time to complete work orders declined from 3.6 days in FY2011 to 1.8 days in FY2012.

Housing Services Report by Judi:

Section 8: Staff has been busy allowing for the decreased minimum rents the Board approved last month. We have been working hard to increase our lease-up and hope to see a good increase in numbers for July.

Housing Resource Center: In July we started working with OHSI on a pilot program for the Loan Preservation Assistance (LPA) program, which will provide up to \$20,000 on delinquent loans. We continue to facilitate the MPA-U program. Every two weeks a limited number of slots open to our county, and we have filled them each time. Senate Bill 1552 requires certain lenders to participate in mediation prior to foreclosure, if the borrower requests it. We are partnering with NEDCO, a HUD-approved counseling agency, to provide pre-mediation

foreclosure counseling. We received notification that the \$100,000 Innovations grant we applied for will be funded. These funds are to assist manufactured home owners, with houses on un-owned pads, to rehab their homes. We will expect a 10% admin fee from the program. We will provide more details once we have the actual contract and details for the program.

Housing Development Report by Jonia:

Deskins Commons: We received informal confirmation that the State will fund Deskins Commons! Formal confirmation will come from the Oregon Housing Council when they will send out reservation letters on August 16th after an “Expectations Training” session. Next up will be a NEPA environmental assessment, which is needed before HOME funds are released. Interestingly enough, ever since we were approved for tax credits, we have been getting calls from investors interested in purchasing the tax credits.

Housing Rehabilitation Loan Program: We are working with Newberg to get the grant contract and and with IFA and YCAHC to get the subgrant agreement signed, and will then initiate the environmental review and first draw requirements. We have disbursed \$302,000 of the \$310,000 grant for Willamina.

Neighborhood Stabilization Program: We continue to focus on rehab of the houses located in McMinnville, with good progress.

Executive Director Report: Elise reported on her activities for the month and families served. Total families served for June were 2,102. Ready to Rent enrollment was zero because we did not hold any of those classes last month however we continue to market the program and hope to have a set of classes in Newberg in the near future. We had our first 3 landlords enroll in the rent guarantee program.

Performance Measurement Charts: The quarterly performance measurement charts were presented. We are really under budget on HAP expenses and are working toward increasing lease-up and our average HAP. Palmer Creek has struggled over the years with maintenance costs. We had 18 graduates in the last year, and 7 of them got into home ownership. Overall occupancy has been steadily increasing in the last year. Rehab loans receivable have grown to over 3.3 million. We will change the chart titled Vouchers Utilized to Full-month HAPs Paid.

Reports of Committees:

None.

Unfinished Business:

None.

New Business:

Resolution 12-07 – Revision of Section 8 Admin Plan: Judi is proposing to revise the Section 8 admin plan to make 10 fast-track vouchers available to Yamhill County Health and Human Services for Veterans. Commissioner Mickelson moved to approve the revision to the Section 8 Admin Plan. The motion was seconded by Commissioner Morrow and unanimously approved.

Fresa Park Exterior Improvements: Mike requested approval to award a contract over \$25,000 for exterior improvements to Fresa Park. Improvements include new vinyl siding on four duplexes and new roofing on three of those duplexes. We received two bids and are currently conducting our due diligence to review the qualifications of the bidders. Commissioner Gougler moved to approve awarding the improvement contract to the low, responsive/responsible, bidder. The motion was seconded by Commissioner Morrow and unanimously approved.

Final Status of FY2012 Goals: The FY2012 goals and final statuses were provided. Most goals have been completed or are on-going, and exception items are all positive other than one (shortage of revolving rehab funds available).

Additions to the Agenda:

None.

Executive Session:

None.

Chair Griffin moved to Executive Session at 7:55 to discuss property and personnel issues. Chair Griffin moved back to the Regular Meeting at 8:10, and then adjourned the meeting.

The next meeting will be held on August 28, 2012.

Respectfully submitted,

Elise Hui
Executive Director/Secretary