

**MINUTES OF THE JULY 24, 2018 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 24, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:02 p.m.

Roll Call:

Commissioners present were Catherine Jones, Vice-Chair Fred Mickelson, Chair Joyce Morrow, Mike Gougler, and Phil Griffin. Management staff members present were James Umfleet, Massey Casper (Executive Director), Mike Jager, Vickie Ybarguen, and Yanira Vera. A management staff member absent was Megan Ramos. Guests present were Mary Starrett (Liaison County Commissioner), and Riverside Terrace residents Harriet Davenport and Teddy Collins.

Approval of Minutes:

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on June 26, 2018. Commissioner Gougler moved to approve the minutes of the meeting held on June 26, 2018. The motion was seconded by Commissioner Jones and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures, and Chair Morrow had asked James Umfleet about an \$18,367 payment to Bidwell (FSS graduation), and about two identical \$9,055 payments to M&T Bank (401&457 contributions), and lastly about a \$11,595 payment to CSC Service Works (was actually a payment to City of Newberg for May utilities at our Newberg properties).

Reports of the Secretary:

Finance and Rehab Report by James Umfleet: Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports, and Chair Morrow had noticed utilities were quite a bit under budget for the month. James Umfleet found that June water/sewer bills for several properties totaling approximately \$13,380 weren't received before the reporting cutoff. After factoring in the June utility bills that were paid after reports were distributed, cash flow from operations was \$50,998 for the month and \$162,741 for the twelve months year-to-date. It was a great month for our housing rehab department, which brought in \$38,000 admin fees. We received a \$3,285 workers comp premium refund from SAIF, so workers comp expense was a negative amount.

Systems Report by Vickie Ybarguen: Our web site traffic was down a little more than usual. Our NovaCoast network engineer was back on site recently to completed installation of new firewalls, and to do some other configurations. Configuring of the new anti-virus and spam filtering system was completed and it is now performing significantly better than our old system. Email encryption software has been configured, and training is planned for the next staff meeting. Massey Casper expressed appreciation for Vickie's fiscally conservative nature, as she doesn't usually opt for the newest technology, and instead evaluates its usefulness first.

Asset Management Report by Yanira Vera and Mike Jager: Physical occupancy decreased 1.4% to 95.6%, and financial occupancy decreased .9% to 95.8%. We are started doing interviews for the open manager position at Woodside Park, and hope to hire someone next week. Our manager for Fresa Park, Palmer Creek, and Abbey Heights is having medical issues, so Yanira Vera is going to evaluate the needs for that position and decide whether we need to obtain some temporary help. We had several vacancies in June, which is normal for this time of the year. We are working hard to fill the vacancies as quickly as possible. There are a total of 317 on all the wait lists, but there may be numerous applicants that are no longer interested or eligible, so we do occasional purging of the wait lists. The average time to complete work orders decreased 3.7 days to 14.0 days. We are still a least one staff member down and one on light duty from fully staffed, and we hope to fill that position soon. A while back we found a qualified applicant, and offered him the job, but he ended up declining the position because he didn't want to be on call on the weekends. The bidding on the roofing contracts for Abbey Heights, Fresa Park, Riverside Terrace, Tice Park, and Woodside Park ends on August 15th. Mike Jager said the contract for some of those properties may be under \$25,000, so he will proceed with awarding those bids without Board approval. The Board agreed that for contracts over \$25,000 that require Board approval, Mike need not wait until the next Board meeting to get approval, but instead hold a group phone conference or group email prior to the next meeting. We've had some security upgrades done to the main office, and can now lock the front door with the push of a button at the front desk. We also had a panic alarm button installed at the front desk that alerts staff to a problem, and automatically calls the police. The lumber that was donated by the Willamina lumber yard for the Riverside Terrace community room project is being stored behind our maintenance shop until needed.

Housing Services Report:

Section 8: Massey Casper said the Section 8 tracking report indicates we are well below our 1,383 total vouchers, and since our HAP funding supports utilizing all 1,383 vouchers, he has directed staff to rapidly lease up. There has been quite a flurry of activity lately to that end.

Family Self Sufficiency: Chair Morrow said in June we had two people graduate the FSS program - Trisha B., who graduated with \$375 in escrow after being on the program for just over a year, and Maribel D., who graduated with \$7,114 in escrow, and with previous disbursements of \$8,496 her total escrow was \$15,610. Our long-time FSS coordinator Beth Stevenson has announced her retirement on July 31st due to health reasons.

Housing Resource Center: Housing resource center coordinator Claudia Martinez has announced her resignation effective July 30th. Housing Specialist Nanette Pirisky is currently shadowing her for training.

Executive Director Report: Total families served was 2,005. Chair Morrow said Massey Casper has been doing a great job so far by meeting with residents, and working on increasing Section 8 voucher utilization. Massey Casper said he, Darcy Reynolds and James Umfleet met with Commissioner Starrett recently about properties that the County has foreclosed on due to delinquent property taxes. The County Commissioners have the authority to sell these properties for the cost of the delinquent taxes to a qualifying non-profit for the purpose of providing affordable housing. Since that is exactly what YCAHC's homeownership program aims to do, we may be able to acquire some properties from the County at very little cost. Commissioner Starrett arranged to have information sheets sent to us on 14 properties that we may be interested in acquiring. We will soon be reviewing those properties and meeting with Commissioner Starrett again to discuss properties we are interested in. Massey Casper also said he met with a man named Dean Klaus about 4 acres of land that he owns, on which he would like to develop

affordable multifamily housing. We will continue to discuss the possibility of partnering with him in one form or another to develop this property.

Reports of Committees:

None.

Unfinished Business:

Status of Properties:

Cumulus Avenue Property: The sale agreement from Lutheran Community Services Northwest has been delivered to attorney Walt Gowell for review.

Sheridan Road Property: We just received a boiler plate Right of First Option agreement from John Eshleman, and will forward it on to attorney Walt Gowell. Once Walt Gowell reviews it, and any corrections made, we will forward it on to Commissioners Gougler and Mickelson.

New Business:

None.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:40 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on August 28, 2018.

Respectfully submitted,

Massey Casper
Executive Director/Secretary