

**MINUTES OF THE JULY 25, 2006 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 25, 2006, at the Riverside Terrace Apartments, 200 Riverside Drive, Sheridan, Oregon. Board members present were: Chair David Newville, Commissioners Jean Kinman, Barbara Knutson and Joyce Morrow. Commissioner Griffin was absent. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager and James Umfleet.

Chair Newville called the meeting to order at 7:30PM. Commissioner Morrow moved to approve the minutes of the June 27, 2006 meeting. The meeting was seconded by Commissioner Kinman and unanimously approved.

Elise reported that there were no Family Self-Sufficiency (FSS) graduates present at the meeting this month. However, there were two graduates within the last month: Tracy Kroph and Elizabeth Harrison.

Commissioner Morrow reported that she had reviewed the expenditures for the month of June 2006 and had discussed one expenditure with James prior to the meeting. She had no further questions for staff.

James gave a report on financial statements reflecting activity through June 30, 2006. He stated that this is the end of the fiscal year and, while there may be minor adjustments to the statements during the audit, these statements essentially reflect the activity for the year ending June 30, 2006. If deferred Housing Assistance Payment (HAP) revenue and HAP expenses are excluded, total operating revenues and expenses were less than 0.5% from budget. Variances in HAP were substantial, however, given the large fluctuations in the lease-up rate in Section 8 during the fiscal year. This is the reason for the deferral of some of the Section 8 grant received. Net loss for the year of \$122,000 was \$102,000 greater than budgeted, and cash flow for the year was a positive \$46,000, which was \$149,000 less than budgeted.

Elise reported on families served. Total families served was 1,768. Overall occupancy increased 0.21% to 97.7%. Out of 478 units we have only 11 vacancies which is very good. Occupancy at Haworth decreased to just under 90%, but the resident manager informs us we will have those units filled next month. Don added that we received documentation showing that occupancy is up in the Portland area but not as high as our current occupancy rate. Elise mentioned that in a conversation with USDA (Rural Development) she was told that farm worker housing occupancy is low not only here, but nationwide as well.

Mike reported on maintenance and construction. Average time to complete all work orders was 10.69 days, up from 7.33 days the previous month. There was an increase in

move-out work orders, and one was completed in only 6 days. Bridges has been painted. Our force account laborer, Jimmy Payne, has been working at Woodside repairing siding and decks. Fresa Park re-siding continues. Vittoria rehab work should begin soon. Low Rent Public Housing rehab is also about to begin. We had one reportable injury.

Mark reported on Development. The funding application for Palmer Creek was submitted on time and we have heard informally that the funding was approved. We have not heard anything from Rural Development regarding Jandina/Tamarack Winds.

There was good progress on Village Quarter. The owner of 4th & Irvine agreed to sell his lot to HAYC. This lot, adjacent to the larger lot that will be leased during construction, will likely be used for the resident entrance, community room and more needed parking. Mark distributed design drawings, created by Carleton Hart Architecture, of the preliminary concept of the Village Quarter exterior. Our biggest concern with the project is the current cost estimates. Commissioner Kinman asked what type of housing it would provide. Mark said it is primarily elderly with some disabled units. Chair Newville asked if we would own the property and Mark said we would serve as the General Partner of a partnership with rights for HAYC to own it after 15 years. Chair Newville asked if there were any market studies showing demand for this kind of housing. Mark stated that a market study was required for the project and it indicates strong demand for senior housing in this community. Board action is requested under New Business for this project.

Under Reports of Committees, those Board members and staff attending the Summer NAHRO Conference gave a report on their impressions of the meetings they attended. All were generally pleased with the material presented and were proud to receive the two Merit Awards on behalf of HAYC, Hendricks Place and the Regional Housing Center/Administration Building.

Under New Business, Mark reported that we are proposing to issue our first project-based vouchers for the Village Quarter project. The Board previously approved the concept of project-based vouchers in selected circumstances. We would like to issue 15 vouchers for Village Quarter. This would enable us to reach some “extremely low income” people (30% of median income or less). Commissioner Knutson moved to approve the use of up to 15 project-based Section 8 vouchers for Village Quarter. The motion was seconded by Commissioner Kinman and unanimously approved.

Don summarized the need for additional parking at the Village Quarter site, or relief from the current city parking ordinance that applies to this property. Staff has not been able to locate additional land near the project that could be used for parking. The alternative is to seek a change in the City parking ordinance. We have discussed this action with the McMinnville Planning Department as well as the Downtown Association. There appeared to be verbal support for a change in the ordinance. Don stated that, since this request will need to go before the City Council and Planning Commission, he is seeking Board support to proceed. Commissioner Morrow moved to authorize staff to proceed with a request for a change in the parking ordinance for Village Quarter through the City

of McMinnville. The motion was seconded by Commissioner Knutson and unanimously approved. Don stated that a letter will be prepared for signature by the Board Chair and Executive Director to the City requesting the change.

Mark summarized a list of property values that he and James prepared for the Board. Chair Newville had previously requested a listing of HAYC-owned properties and their market values. Mark, with assistance from James, compiled a list showing the booked value of each property along with estimated market values from our insurance carrier and the County. Chair Newville requested a change to the listing that would show Low Rent Public Housing properties by individual address. Mark said we have a detailed listing of HARRP and YC appraised values. It was agreed that such a listing will be presented at a future Board meeting along with other information regarding the possible conversion of Low Rent Public Housing units to other types of affordable housing.

Chair Newville adjourned the regular meeting at 8:28PM and the Board moved into executive session. At 8:38PM, the Board reconvened and Chair Newville adjourned the meeting.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary