

**MINUTES OF THE JULY 25, 2017 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 25, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:05 p.m.

Roll Call:

Board Commissioners present were Mike Gougler, Catherine Jones, Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, Mike Jager, and Yanira Vera. Guests present were Village Quarter residents Ann Reid, Karen Sears, Sarah Wilson, and Susan Wain, and Riverside Terrace residents Harriet Davenport and Teddy Collin, and former Riverside Terrace tenant Viamae McKnight.

Approval of Minutes:

Commissioner Jones moved to approve the minutes of the meeting held on June 27, 2017. The motion was seconded by Commissioner Gougler, and unanimously approved.

Public Comments:

Village Quarter resident Karen Sears said there is an issue with homeless people entering the property during the day when the front door is unlocked, and so feels we should keep the front door locked at all times. Yanira said we were aware of one problem with the guests of a resident in the building, but those problems had been addressed with the residents. We were also aware of the issue with a homeless person that was outside and then entered the lobby however our Maintenance person, Rick Miller had been there and remained until the police showed up. Sarah mentioned said there is a camper on the street and wondered if the homeless persons came from that camper; Yanira said that is not our property, so they should contact the police if there are problems related to that. Chair Morrow thanked Karen for bringing the issue to our attention, and the HAYC Asset Management team would be considering her concerns.

Village Quarter resident Susan Wain provided a petition signed by half the residents requesting a fix to the problem with the flower beds leaking into one unit of the building as well as the community room and creating water damage. Mike said we have a contractor working on the issue, and a fix should be in place by the end of the Summer.

Former Riverside Terrace resident Viamae McKnight expressed the great need for a bathroom to be added to the common room at Riverside Terrace. They would also like to have the community room expanded. Mike said we made a request to Rural Development for those renovations, but were denied funding for it. Chair Morrow said the Board was aware of the situation, and have agreed to support them in raising funds for the renovations in any way they can.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow asked James about the \$1,748 payment to Lewis Home Source (carpet installation at Heritage Place), the Deskins Commons \$1,659 payment to Legere (Elaine Legere, former manager at VQ, final paycheck), and the Deskins

Commons \$908 payment to Great American Business Products (2 deluxe paw pal kits - for pet poop). Commissioner Mickelson did not have any further questions about the payment summary.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$25,519 for the month, and \$231,223 for the 12 months year-to-date. This wraps up another fiscal year, and it was nice to see how close we came to budget for overall administrative expenses, utilities, maintenance expenses, and general expenses. We had to draw another \$70,000 from HUD-held reserves due to continued overspending from being over-leased. We finally learned what our funding is for 2017, and it has dropped substantially, so we are looking at a shortfall of HAP funds by the end of this year. We are working with HUD's Shortfall Prevention Team to minimize the shortfall amount, and to obtain set-aside funds. We have completed renovations on the 727 NE 14th Street house, so James passed around before and after pictures.

Asset Management Report by Yanira and Mike: Physical occupancy decreased .4% to 98.1%, and financial occupancy decreased .5% to 97.3%. We have found a resident to fill the Hendrick's Place vacancy. We currently have 2 open onsite manager positions that we are working to fill. The average time to complete work orders increased .5 days to 4.7 days. We will be continuing exterior repairs at Palmer Creek in August. We are still working on site drainage at Haworth Terrace however the sidewalk repairs are complete. We are requesting new bids for asphalt repairs at Vittoria Square, as the prior bid was unacceptable. The new heat pumps for Homeport have all been installed, so the tenants now have air conditioning and should experience lower heating bills during the cold months. We are in the process of painting all non-vinyl surfaces at Heritage Place. We had an accident with a HAYC-owned vehicle, but our driver was not at fault. At Village Quarter, we've had leakage from the flower beds into a couple units, so we have started to seal the leaks and repair the water damage. We still need to remove the flower beds to prevent further issues and do some more water sealant, which should happen by the end of the Summer. We had a maintenance employee resign, so we are working on filling that position.

Housing Services Report by Megan: We had 2 FSS graduates in June; Robert and Teri Gunn, who received \$20,092 total escrow, and Salvador Torres, who received \$2,167 total escrow. We were referred to the HUD Shortfall Prevention Team (SPT) due to our overspending of HAP funds. Per HUD SPT guidance, immediate actions included pulling back vouchers from those in the intake process, and holding referrals for fast-track vouchers. We also sent out an urgent notice to all HCV participants letting them know of administrative changes to interim rent adjustments, move restrictions, and reasonable accommodations, and reminding them of their responsibilities to report income changes as soon as possible. By following the guidance of the HUD SPT, we will probably be eligible for set-aside funds.

Executive Director Report by Elise: Total families served was 2,071. Elise provided the Community Connect Final Report, which summarizes the great extent of participation by providers and guests in the event. There were 55 service providers, 11 employers, and 4 musical groups that were part of nearly 300 individuals who contributed by volunteering, hosting a booth, and/or providing services. We had 144 intake surveys completed by guests.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: Elise provided an updated purchase price for the Village Quarter retail space to YCCO on June 27th. We continue to work with the Riverside Community Association (a group of Riverside Terrace tenants) to provide them additional information on capital projects planned for the property. The group is looking into the possibility of raising funds to add a bathroom to the common room, and expanding it. They would like our okay to find their own person to provide a cost estimate of the renovations.

Status of Booth Bend Road Project: The Phase I Environmental Site Assessment raised some concerns: (1) where did the fill soils originate that were used in the mid-1950s to fill in the quarry that was on site, and (2) there was previously identified impacted soil around the former tire service shop, the former auto painting shop, former service pit, and former pump island, and we would need to know if these impacted soils were removed or if additional characterization of the soils was completed once the buildings were removed. Our consultant is recommending a Phase II Assessment for further subsurface investigation, which would cost close to \$10,000. Our consultant told Elise they are currently working on a site in Woodburn where they had to remove about 1,000 square feet and 24 inches deep of contaminated soil, which was going to cost about \$150,000. Elise fears that we may run into a similar situation with this property, and recommends terminating the option agreement for the property. Chair Morrow suggested we tell the property owner that we are not interested in acquiring the land unless he covers any costs associated with replacing the contaminated soil. After discussion, the Board agreed to that standpoint. Commissioner Griffin moved to approve a motion authorizing the Executive Director to terminate the option agreement with the understanding that if the property owner could provide proof that soil tests throughout the site are clean or if he could provide proof that all of the areas of concern had been mitigated that we would be happy to revisit the property. The motion was seconded by Commissioner Jones and unanimously approved. The option agreement will expire on August 1st.

New Business:

Resolution 17-07 – Revisions to the Section 8 HCV Program Admin Plan: Staff is proposing making 5 fast-track vouchers available to MV Advancements. MV Advancements provides supports to special needs individuals so they can live independently. These fast-track vouchers would be available to families referred from MV Advancements Transitional Housing program who meet the Section 8 fast track eligibility criteria. Commissioner Gougler moved to approve the revisions to the Section 8 HCV Admin Plan. The motion was seconded by Commissioner Jones and unanimously approved.

Final Status of FY2017 Goals: Most goals are ongoing or we are making good progress. Goals that were exceeded or were not quite met were summarized in Elise's memo, and included (1) up to 88% landlord participation in EFTs, (2) Darcy exceeded the goal to earn at least \$90,000 rehab admin fees by \$8,500, and was awarded the full \$400,000 rehab CDBG for City of Newberg, (3) we are over-leased on HCV utilization, (4) FSS participation is 99.5%, exceeding the goal of 97%, (5) Physical occupancy was 97%, exceeding the goal of 96%, and financial occupancy was 96.9%, exceeding the goal of 95%, (6) tenant delinquency write offs was only .73% of revenues, which was much less than the goal of 1.5%, (7) "make ready" work order completion times was 25 days, which was much more than the goal of 15 days, and "on-demand work orders was 93 hours, greater than the 72 hours goal, and (8) we facilitated the 2017 Community Connect event.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 7:17 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on August 22, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary