

**MINUTES OF THE JULY 27, 2010 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 Monday, July 27, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Vice-Chair Joyce Morrow, Commissioners Fred Mickelson, Dave Newville, and Lynai Briggs. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Judi Herubin, Jonia Pierce, and Doug Berry. Commissioner Griffin and Yanira Vera were excused. Present as a guest was Patty Keeling (FSS Graduate).

Vice-Chair Morrow called the meeting to order at 5:55 p.m.

Minutes:

Commissioner Newville moved to approve the minutes of the June 22, 2010 meeting. The motion was seconded by Commissioner Briggs and unanimously approved.

Public comments:

None

Bills and Communications:

List of expenditures - Joyce said she reviewed the list of expenditures and had previously asked James about a payment to Allen Springer Construction, which was for work on Village Quarter condo partitioning.

Reports of the Secretary:

James reported on financial reports:

James reported our total revenue was \$1,150,940, total operating expenses were \$1,087,360, and total non-operating income was \$162,355 for a net income of \$225,935. Approximate cash flow for the month was a positive \$531,966. We sold 3 more LRPD duplexes, for total sales through June 30th of 52 units out of 70. Dave requested a FY2010 balance sheet for next meeting. Joyce said she met with the auditors, and the auditors are focusing on internal controls this year.

Asset Management report:

Elise reported our overall occupancy decreased .38% to 93.8%. Joyce said someone called her to get information on Village Quarter as the phone number is not easily found on the building and she found that Village Quarter is not listed in the phone book. We will look into getting it listed. Joyce noted that the vacancies at Heritage Place are all second floor units, and wondered if we are firm on allowing only 55 and older there. Elise said we have the ability to make exceptions to our criteria if we do not have enough applicants 55 and older and that Yanira is doing this on a case-by-case basis. The GHAP grant application was not approved, but the State will give us alternate funding to send some staff to capacity building training focused specifically on our property portfolio. Mike reported our average time to complete work orders was 3.4 days. Lynai asked Mike how his inspection of Sunflower Park went. Mike said there was a lot of chewing gum on the sidewalks, which we will power wash off. Lynai said she has received complaints about kids damaging the

property, particularly trees and screens. There is also no place for bike riding and suggested that we take this into consideration as we develop future properties.

Jonia provided the Housing Programs report:

We had 5 FSS graduates for the month: Melissa Haney received \$9,672 total escrow; Stephanie Horne received \$5,970 total escrow; Patty Keeling received \$18,560 total escrow; Rebecca Lyon received \$6,888 total escrow; and Sara Ostrom received \$1,315 total escrow. Jonia introduced Doug Berry and Patty Keeling who joined the meeting. Doug introduced FSS graduate, Patty Keeling, who received \$18,560 total escrow. Patty described her experience with the program, and expressed her gratitude to the Board and HAYC staff. Joyce congratulated her and presented her a certificate of achievement. Joyce excused Doug and Patty from the meeting.

Jonia turned time over to Judi who reported on the Section 8 program. Judi reported that our newest employees, Doug and Lorraine, are fitting in well with the rest of the Section 8 group. Jonia reported our Housing Assistance Payments (HAPs) paid dropped to 1,345, which is only 2 over baseline and commended Judi for her extra efforts the last few months.

Housing Rehabilitation: A new federal regulation called the Renovation, Repair, and Painting Rule (RRP) went into effect in April, and requires contractors who work on pre-1978 housing to become Lead Certified Renovators. To assist local area contractors, we held training twice at our office, instructed by Ron Swisher from Lead Solutions. The training was very well attended.

Housing Resource Center: Megan brought in close to \$20,000 additional funds this last year, which is above the \$30,000 Meyer Memorial grant we were awarded to target foreclosure counseling and prevention.

Homeownership: We have purchased 2 more homes using NSP funding, with another one in process. The 22nd Street house is up for sale on the open market. The NSP grant will provide a revolving working capital account for home turning.

Mark provided the Systems and Development report:

Mark reported that he and intern, Martin Leung, talked with McMinnville planners about potential land banking. The City is interested in developing NE McMinnville (8th street through 13th street between the railroad tracks and Lafayette Avenue), which may potentially include some multi-family housing. We will be keeping an eye on this.

Meridian Street Newberg: We held a neighborhood meeting attended by Elise and Mark and fielded many concerns and complaints about the intent to rezone the property from R-1 to R-3. The arborist has provided a detailed report, which indicates 90 of the 223 trees are in poor shape and should be removed. Fred asked to see the report.

VQ Commercial Space: All the condominium documents have been signed and we are waiting for approval from the limited partner, PNC in order to record the documents. Once the documents are recorded and we install the gate to the hallway on 3rd street that leads into the residential portion of the building, we will be cleared to close on the sale.

Elise provided the Executive Director Report:

Elise reported on her activities for the month.

Reports of Committees:

None

Unfinished business:

Elise provided an update on LRPD disposition. As of June 30th we have sold 21 duplexes and 10 houses for a total of 52 units. So far in July we have sold 1 more duplex for total of 54 units. Fortunately the new owners of the 25th street duplexes are retaining the existing tenants. We are continuing to work on relocating the tenant in the Third street duplex.

New business:

None

The Board entered Executive Session at 7:00 p.m. to discuss contract negotiation and property issues and returned to Regular Session at 8:20 p.m.

Additions to the agenda:

None

Vice-Chair Morrow adjourned the regular meeting at 8:20 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary