

**MINUTES OF THE JULY 28, 2009 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 28, 2009, at the HAYC office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioner Joyce Morrow and Commissioner Fred Mickelson. We are in the process of replacing Commissioner Kinman. Staff members present were: Elise Hui, James Umfleet, Mike Jager, Mark Davis, Cliff Hardy, Jonia Pierce and Yanira Vera.

Prior to starting the meeting, Mark shared our new website to the Board. After much deliberation and work, it has been significantly improved and board comments were positive.

Chair Newville called the regular meeting to order at 7:30 p.m.

We had 2 FSS graduates this month: Patricia Baumgardner, who received \$408 total escrow, and Kathryn Dean who received \$6,6884 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum.

Commissioner Morrow moved to approve the minutes of the June 23, 2009 regular meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

Joyce said she reviewed the list of expenditures and prior to the meeting asked James about the payment for the Village Quarter trash compactor.

James reported on the financial reports. Total revenue was \$1,118,805, total operating expenses were \$1,081,548, and total non-operating income was \$48,808 for a net income of \$86,065. Approximate cash flow for the month was a positive \$322,739. We paid 1,383 HAPs totaling \$713,744, which is \$88,303 over budget. We sold the LRPB house on 1600 Villa Drive in Newberg for proceeds of \$153,434. Fred asked where the money from LRPB sales has gone. James explained that it is being used to pay back the line of credit used to purchase Heritage Place. Phil said the Section 8 tracking report has been very helpful to understanding the Section 8 financial situation.

Yanira reported on families served. Total families served decreased 52 to 1,916. Overall occupancy dropped 2.0 % to 92.8%. More families move this time of year. We are waiving application fees to promote move-ins. We are having trouble filling the upstairs units at Heritage Place. We are going to have 8 vacancies at Village Quarter in July. Joyce asked why so many vacancies all at once. Yanira said there were multiple reasons, including one needing assisted living. Phil asked if any tenant associations have been formed at any of our properties. Yanira said no, but Village Quarter is beginning to form an informal one. Cliff said the Section 8 staff has been working hard on SEMAP reporting requirements. We've eliminated half an FTE admin position, and are adding half an FTE to Section 8. July's HAP will be quite a bit lower.

Mike reported on the Maintenance and construction. Average time to complete work orders was 5.5 days. Our on-demand work order response time as dropped from 7 or 8 days to about 4. We were informed that we are eligible for the Recovery Act Capital Fund grant, to be used to fund LRPB zero lot lines. A resident at Vittoria burned food, causing a response from the Fire Department.

Jonia reported on homeownership. We have numerous grant applications in progress, each on different time cycles. Progress has been slow on the Sheridan rehab grant, with 8 loans closed and 8 more applicants. We learned we will be getting another \$30,000 VIDA funds from CASA.

Mark reported on development:

New Reflections is ahead of schedule, with framing complete and the roof on.

Heritage Place refinance is progressing, with a clean environmental analysis.

Potential Development: Don had to resign due to his health, so Elise and Mark have begun working with property owners in downtown Newberg. DEQ is eager to assist us in cleaning up the site, but staff wants Board consent to proceed with another Village Quarter type building there. As discussion, the Board suggested Mark and Elise meet with Newberg and find out if they have a vision for the downtown area. They also suggested talking with George Fox University about future needs. The Board supports continued research of the Newberg development.

Under Reports of Committees, Dave and Elise reported on the NAHRO Summer Conference and relayed their experiences. Elise attended a session on succession planning. Dave attended a commissioner's committee meeting, and a session on enhancing community relations. NAHRO has a new Commission's handbook, and Dave asked Elise to get 5 of those. We received 2 Awards of Merit for Village Quarter. Dave and Jean received certificates of certification for completing Commissioners training.

Under Unfinished Business, Elise provided the LRPB sales tracking list. On June 30th we closed on the sale of 1600 Villa in Newberg. We've had 2 more sales in July, with another offer in process. So far, we've sold 5 duplexes and 3 houses.

Under New Business, Mark discussed Resolution 09-06 regarding Heritage Place refinancing. Heritage Place was originally purchased in August 2008 using a line of credit with Fannie Mae. The terms of that advance is 3 years with the understanding we would find permanent refinancing. Northland Security is presently approaching various banks for a private placement of bonds. We included a draft of the resolution pending a refinancing agreement. We may need to have a special meeting in August to pass the resolution.

Also under New Business, Dave provided an update on Commissioner Kinman. Jeannie's health has worsened, so she has agreed to Dave's suggestion she resign from the Board. Next month, she will move out of Village Quarter and into assisted living. We have 2 applicants for her replacement that Dave and Kathy George will be interviewing soon.

Dave excused staff except for Elise and James.

The Board entered Executive Session at 9:15 p.m., returned to Regular Session at 9:35 p.m. and after discussion, it was decided it is acceptable to approve to sell LRPB properties to HAYC employees excepting managers and board members and as long as realtors were involved in both sides of the transaction and that HAYC maintenance were not responsible for any major repairs to the unit.

Commissioner Newville adjourned the meeting at 9:40 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary