

**MINUTES OF THE AUGUST 4, 2008 SPECIAL 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 for a Special Board Meeting on Tuesday, August 4, 2008, beginning at 3:37 P.M. at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson and Dave Newville. Commissioner Phil Griffin was excused. Staff members present were: Elise Hui, Mark Davis, Cliff Hardy, Jonia Pierce, James Umfleet and Yanira Vera.

The meeting was called to order by Chair Morrow.

Under New Business was Resolution 08-06 – Authorization for Executive Director to sign Village Quarter Condominium documents. Staff explained this resolution was required to create two condominiums separating the housing and commercial portions of the Village Quarter property. Commissioner Newville made a motion to approve Resolution 08-06 authorizing the Executive Director to sign all documents on behalf of the Authority acting in its capacity as the general partner of Village Quarter Limited Partnership for the purpose of creating the condominium necessary to allow separate ownership of the residential and commercial portions of the Village Quarter Property. The motion was seconded by Commissioner Knutson and unanimously approved.

Also under New Business was approval of the Vittoria Square Rehab Construction Contract. Staff explained that the Board had previously authorized staff to negotiate a sole source construction contract with LMC Inc. in conjunction with the project redesign to ensure that work could begin this summer. Staff is requesting the Board to approve contract award to LMC, Inc. in the amount of \$1,233,818.00; and authorize a fifteen percent contingency fund for Executive Director approved changes. Commissioner Knutson made a motion to approve the award of the Vittoria Square Apartments Rehab contract to LMC, Inc. in the amount of \$1,233,818.00; and authorize a fifteen percent contingency fund for Executive Director approved changes. The motion was seconded by Commissioner Newville and unanimously approved.

Under New Business was Resolution 08-07 – A Resolution of the Board of Commissioners of the Housing Authority of Yamhill County Authorizing and Providing for the Borrowing of Certain Funds from USDA Rural Development. The new rehabilitation budget for Vittoria Square is up to \$1.23 million and the Housing Authority has to respond to RD by August 7<sup>th</sup> with a commitment as to loan funds. RD is restructuring our existing loans and providing an additional \$600,000 loan. In 20 years the loans are due, so there is a concern about how to pay off the loans then, but that is a long time away and another financial arrangement will be likely be formulated with RD at that time. Commissioner Newville made a motion to approve Resolution 08-07 authorizing the borrowing of additional funds from USDA Rural Development in an amount not to exceed the sum of \$600,000 under the general terms offered by RD in

order to finance the rehabilitation of the Vittoria Square Property. The motion was seconded by Commissioner Knutson and unanimously approved.

Also under New Business was Resolution 08-08 – Section 8 Management Assessment Program (SEMAP) Certification. We are required to certify as to the Section 8 program performance showing eligible families are helped to afford decent rental units at reasonable subsidy costs as intended by Federal housing legislation. Cliff said we have had some incorrect information in our 50058s, so our next score will probably be a little lower than in the past. We are hoping we will still be in the “high performer” status but we may lose this status based on the 50058 issues. Cliff said staff has been correcting the reporting errors on an ongoing basis. Commissioner Knutson made a motion to approve Resolution 08-08 authorizing the submittal of the FYE 06/08 SEMAP Certification as presented. The motion was seconded by Commissioner Kinman and unanimously approved.

Under New Business was Resolution 08-09 – A Resolution of the Board of Commissioners of the Housing Authority of Yamhill County Authorizing A Credit Facility with Fannie Mae in an Aggregate Principal Amount not to Exceed \$3,000,000; Designating an Authorized Representative; Authorizing the Execution and Delivery of a Loan and Security Financing Agreement, a Deposit Agreement; and Related Matters. Staff explained that we have determined our best option for funding the acquisition of Heritage Place is to establish a line of credit with Fannie Mae. Joyce mentioned we could also use the line of credit for other development after the Heritage Place usage. The line of credit requires \$750,000 cash collateral. Dave asked if the interest on the line of credit is fixed or variable; Mark said its variable based on the 3-month LIBOR. Commissioner Newville made a motion to approve Resolution 08-09 authorizing the Executive Director, or her or his designee, to act as the authorized representative on behalf of the authority and determine the remaining terms of the obligations of the agreement. The motion was seconded by Commissioner Knutson and unanimously approved.

Under Additions to the Agenda, Elise handed out an updated Ten Year Ending Homelessness Plan that she has been working on. There will be a kick-off event for the plan on September 25<sup>th</sup> at 5:30 p.m. running until 8:30 p.m. The homeless count committee is attempting to locate and map all the homeless camps and will be gathering that information at the kick-off event as well. Elise welcomes any comments on the plan prior to September 1<sup>st</sup> so that she can make changes in advance of the kick-off event.

The meeting was adjourned at 3:58PM.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary

**MINUTES OF THE AUGUST 26, 2008 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, August 26, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson and Dave Newville. Staff members present were: James Umfleet, Jonia Pierce, Mike Jager, Cliff Hardy and Yanira Vera. Commissioner Griffin was excused due to a prior commitment and Executive Director, Elise Hui as well as Director of Systems and Development, Mark Davis were absent due to being on vacation.

Chair Morrow called the regular meeting to order at 7:28 p.m.

We had 2 FSS graduates in August: April Koepke received \$4,571 total escrow, and Chelsey Vorm received \$9,901. They did not attend the meeting, but details of their experience in the FSS program is provided in the Families Served Report memorandum.

Commissioner Newville moved to approve the minutes of the July 22, 2008 regular meeting. The motion was seconded by Commissioner Knutson and unanimously approved. Commissioner Newville moved to approve the minutes of the August 4, 2008 special meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

As there was no further public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures, and did not have any questions or concerns.

James reported on the financial reports. Total revenue was \$1,056,743 and total expenses were \$1,014,651 for a net income of \$146,605. Approximate cash flow for the month was a positive \$191,240. We recently learned our HAP funding for 2008 will be based on the federal fiscal year ending September 2007, which was a year that we were over-leasing. Consequently, HAP funding was much greater than anticipated at budget time, at \$40,956 more than budgeted. We sold our first LRP property on July 3<sup>rd</sup>. The duplex on Almond Court was sold for \$230,218

Cliff and Yanira reported on families served. Total families served increased 16 to 1,866. Overall occupancy increased 1.2% to 95.9%. Yanira noted the big increase in occupancy, which should improve even more in August. We finally hired a manager for our special needs properties. The new manager's name is Douglas Berry and he will live at Sunnyside, but also manage Bridges, Hendricks, and Homeport tenants. Today we hired the existing managers at Heritage Place. The apartment manager position for Village Quarter is still open and posted. We have one existing employee who is interested. Cliff reported that we paid 1290 HAPs in July, but we actually have 1317 vouchers in use. Cliff handed out detailed reports on our FSS clients, as requested by the Board last month, including the Families Forward newsletter we issue, and detailed information on FSS graduates due to graduate in the next 2 years. The HCV homeownership program is getting underway, with 7 on our waiting list, and 1 voucher issued.

Mike reported on maintenance and construction. Average time to complete work orders was 7.98 days. Move-out work orders decreased, as LRPH move-outs are not a priority since we are selling those properties. There has been numerous maintenance staff off work due to medical issues, so maintenance is a bit shorthanded lately.

Jonia reported on Homeownership:

*Housing Rehabilitation:* We have closed on 5 rehab grants for Newberg. We've begun to review the policies and procedures for the program. We are working on environmental requirements for the Sheridan grant. Diane has pulled names and is prepping Sheridan clients. We will give preference for homes located in a flood plain and provide funding to raise the home.

*Housing Resource Center:* Jonia and Megan attended homeownership training put on by Neighborworks. We are still trying to sell the home on Bridges Street in Sheridan, and have lowered the price by \$5,000. We are also still working on purchasing a second home at auction for reselling.

*YCAHC:* We are trying to get our non-profit HUD-approved, so that we can get funding from HUD.

Mark is on a hiking vacation, so prior to his departure he prepared a detailed memorandum on the development projects, stating latest developments and what would happen if he were not to return as the board had requested.

*Heritage Place:* The Line of Credit (LOC) with Fannie Mae to be used for acquisition should be in place tomorrow. We are only waiting on Walt Gowell for his approval of the loan agreement and signed legal opinion. We have agreed to repayment terms of \$50,000 of principal for each Low Rent Public Housing property sold after September 30<sup>th</sup>, to be paid quarterly. The purpose for retaining LRPH sale proceeds prior to September 30<sup>th</sup> is to help fund the 25% LOC collateral deposit Fannie Mae requires, as well as help fund the September Village Quarter construction draw requiring the need to hold back significant funds for reserves and retainage. We are scheduled to close on the acquisition of Heritage Place this Thursday the 28<sup>th</sup>.

*Village Quarter:* Mike reported that he has been working on punch lists, and is quite pleased with how the units are looking. We are trying to meet weatherization grant draw requirements, so that we can submit the next construction draw. Dave encouraged staff to follow the suggestion of our realtor for the retail space, which was to allow the Downtown Business Association to hold a business event in the community room in order to draw business people to Village Quarter's available retail space.

*New Reflections:* We are still trying to give away the pole barn on site, and have mild interest from some contractors.

Under the category of Unfinished Business, James reported on LRPH disposition. Elise modified the Sales Tracking report per suggestions at the last meeting. James is scheduled to sign paperwork tomorrow at 11:00 for the upcoming closing on the sale of the duplex located on Fellows Street. This will be the third duplex sold so far.

Under the Management Report section, Jonia said the team-building at Tilikum was well attended and enjoyed by staff. Mike said we held safety training for staff, which was

well attended and appreciated by staff. Dave asked about specific safety procedures we have specified for our front desk staff, to which Mike responded.

Under Additions to the Agenda, Joyce talked about attending and enjoying the company picnic on August 14<sup>th</sup>. Supervisors gave special awards and length-of-service awards. Elise gave James service awards to give to the Board members that didn't attend the picnic. Jeannie was given a 3-year certificate of service, Dave was given a 7-year certificate of service, and Barbara was given a plaque for 15 years of service! James thanked them for their dedicated service and the wonderful relationship staff shares with the Board of Commissioners.

Joyce adjourned the regular meeting at 8:10 pm.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary