

**MINUTES OF THE AUGUST 22, 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, August 22, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board Commissioners present were Mike Gougler, Phil Griffin, Catherine Jones, Fred Mickelson (Vice-Chair), and Joyce Morrow (Chair). Management staff present were Elise Hui (Executive Director), James Umfleet, Megan Ramos, and Yanira Vera. A management staff member absent was Mike Jager. Guests present were Mary Starrett (Liaison County Commissioner), and Village Quarter resident Sarah Wilson.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on July 25, 2017. The motion was seconded by Commissioner Gougler, and unanimously approved.

Public Comments:

Sarah Wilson said she was very pleased to see all the maintenance work being done at Village Quarter, and thanked the Board and management staff for good work with the tree removal in the front walkway, for the dirt removal from the planting beds that are going to be repaired, and for the sheetrock repairs in the community room.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow asked James about the \$3,831 payment to Capital One (various maintenance materials, office supplies, and training costs), and the \$15,979 payment to MW&L (utilities at Tice, Heritage, Sunnyside, and New Reflections). Commissioner Mickelson did not have any additional questions about the payment summary.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$26,840 for the month and one month year-to-date. We were below budget on Rehab and admin fees, and James thought we were also below budget on Housing Resource Center admin fees, but he learned just before the meeting that we may have received \$8,200 HRC admin fees at the end of July. James will research this and then update the Board tomorrow. Admin & Maintenance Salaries were under budget due to being understaffed in our Asset Management and Maintenance departments. We had our annual audit August 7th through 9th, which went very well. Chair Morrow came in and talked with the auditors, and was told they were focusing on internal controls and the RD properties this year. Chair Morrow noted that we are still over-leased on Section 8, but preliminary numbers for August indicate the numbers may be finally starting to go down.

Asset Management Report by Yanira: Physical occupancy decreased .2% to 97.9%, and financial occupancy decreased 1.1% to 96.2%. We have been down two Asset Management positions, so have been working hard to cover the work load. We are advertising to fill those positions. Chair Morrow said Mike's report didn't have any updates on the leaking planter box issue at Village Quarter; Yanira said the landscape company has removed all the dirt and we are trying to get the lining manufacturer to come look at the lining to see why it failed before we finish up the rest of the project. The last 20% of repair work at Palmer Creek should begin soon, hopefully before the weather starts getting wet again. The average time to complete work orders increased 1.4 days to 6.1 days. Mike will be requesting RFPs for roof repairs at Tice Park,

Woodside Park, Fresa Park, and Riverside Terrace, that altogether will cost around \$400,000. In light of wet weather approaching, Yanira asked the Board if they would be willing to approve Mike awarding the contract to the contractor providing the best bid, so that we don't have to wait until the next meeting in late September. Commissioner Gougler moved to approve Mike awarding the contract to the contractor with the best bid, as long as the bid is within the budget for the projects. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Housing Services Report by Megan:

Family Self Sufficiency: We had one FSS graduate last month; Stephen Sorenson, who received \$3,696 total escrow.

Section 8: We are still trying to get the numbers to come down, and were glad to see that the preliminary numbers for August are a bit lower. We continue to work with HUD's shortfall prevention team and have our next call on August 24th.

Housing Resource Center: Staff member Claudia Martinez went on maternity leave July 27th, and Megan and her staff have been working hard to cover for her while she is out. We received notification that we will be getting \$100,000 additional funds for the Down Payment Assistance program.

Executive Director Report by Elise: Total families served was 2,067. We have signed a Memorandum of Understanding (MOU) with the City of Lafayette on a utility assistance program that we have been helping them with. The City of Lafayette will pay us \$250 per month to administer the program. The program should become effective in the next several months.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: The owner of the Booth Bend property could not provide proof that the possible soil contamination had been mitigated, so we let the option agreement expire on August 1st. The property's owners broker has offered to conduct a Phase II Environmental Review, so we are going to proceed with that and await the results to determine how to proceed from there.

New Business:

Resolution 17-08 – SEMAP Certification: We're required to certify the Section 8 program performance annually, showing eligible families are helped to afford decent rental units at reasonable subsidy costs as intended by federal housing legislation. Commissioner Mickelson moved to approve the SEMAP certification. The motion was seconded by Commissioner Griffin and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:25 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on September 26, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary