

**MINUTES OF THE AUGUST 23, 2005 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 23, 2005, at the Riverside Terrace Apartments, 200 Riverside Drive, Sheridan, Oregon. Board members present were: Chair David Newville, Commissioners Barbara Knutson and Barry Philpott. Commissioner Joyce Morrow was absent due to illness and Commissioner Jean Kinman was absent due to a family matter. Staff members present were: Don Clark, Elise Hui, Mike Jager, James Umfleet, and Riverside On-Site Manager Karlina Barnes.

Chair Newville called the regular meeting to order at 7:27PM. He noted that no public citizens were present but welcomed Karlina Barnes to the meeting. Commissioner Knutson moved to approve the minutes of the July 26, 2005 Board meeting. The motion was seconded by Commissioner Philpott and unanimously approved.

Don reported that there were three graduates from the Family Self-Sufficiency Program this month: Cheryl Beam, Joanna & Jeffery Frechette, and Tammy Gissel. None of the graduates were able to attend the meeting but may be able to attend next month. Escrow account checks have been issued to all three.

Don stated that he had talked to Commissioner Morrow by phone. He gave an update on her health issues. Commissioner Morrow stated to Don that she had no questions regarding the list of expenditures for July 2005.

James gave a report on the financial statements for the month of July 2005. Most properties came in at or near breakeven net income or cash flow for the month. Cash flow at Vittoria was slightly in the red, but the rent increase August 1st will improve the picture. Since all Vittoria units are subsidized, the rent increase is not a concern to the tenants, as it will only affect the amount of subsidy.

As an addition to the agenda, James also presented Resolution No. 05-09, Health Reimbursement Account. James explained that changes to our health insurance coverage are occurring with the Sept 1st renewal. HAYC is a participant in the Yamhill County medical benefits plan. Yamhill County administrators have implemented a variation to our traditional coverage with Providence by incorporating a Health Reimbursement Account (HRA). Funds put into the HRA can be used by the employee for almost any health related expenditure. Employees choosing Kaiser will continue with the same traditional plan and coverage. Establishing a HRA requires a Resolution by the Board.

The changes in health plan coverage will cause an increase in health premium costs of approximately 5.6% of the current year. This increase is covered in the Fiscal Year 2006 budget previously approved by the Board. The HRA requires the approval of Resolution

No. 05-09 in order to implement it in our agency. After further discussion, Commissioner Philpott moved to approve Resolution No. 05-09. The motion was seconded by Commissioner Knutson and unanimously approved.

Elise reported on families served. Overall occupancy increased a slight 0.31% to 90.02% overall. Woodside is improving and currently down to 6 vacancies. Abbey is down to 3 vacancies. Occupancy remains low at Fresa. Maggie will be leaving our employment at the end of August. Our admin assistant, Paola, will be moving to half time, as she has received a schooling scholarship.

Mike reported on maintenance and construction. Average time to complete all work orders was 8.00 days. July was our biggest month for work orders. We had many units turned over, but received just as many more new work orders. The Riverside handicapped unit has recently been completed. The Fresa Community Bldg is completed, with a final draw meeting completed on August 23rd. Barry asked about Abbey's copper pipe failure. Mike explained the pipe was not as thick as it should have been, but the copper has deteriorated in some places for reasons unknown. LRPB Capital Fund came in at \$126k, which is about \$30k less than our original budget request. We had one reportable accident; Rick strained his shoulder while digging.

Don reported on development activities. *Vittoria Square Rehab* – Don and Mike met with the architect last week. Most the rehab work is exterior. *Sunflower Park* - Construction is continuing on schedule. *New Market Tax Credits (NMTC)* – Don has been talking with our consultant, NOAH, and with the City and State. He showed pictures of two downtown buildings being considered for rehab with NMTC funds. There is a request on the agenda for pre-development budget to pursue feasibility work on this project.

Don and Elise showed the Board a Powerpoint presentation they've created on our various affordable housing programs that staff is presenting to the Yamhill County jurisdictions. Our FSS, Resource Center, Homeownership and Rehab programs are highlighted. Barry asked how many of these presentations we've done; Don said just City of Newberg so far. We have ads appearing weekly in 3 papers promoting our Resource Center.

The Board discussed the progress made in finding a replacement for Commissioner Philpott as he prepares to leave the Board in December. Don reported that ads have been published in three newspapers in the County, and several calls have been received inquiring about the position. One application has been received to-date along with a few standing applications from previous vacancies. Don stated that he will discuss the applications with Yamhill County Commissioner Kathy George and Chair Neville in September to determine the next steps in the selection.

Don stated that the term of office for Commissioner Kinman was also up this December since she was appointed to fill a partial term left vacant by Marlon Ayers. After discussion, the consensus of the Board was to recommend to the Yamhill County

Commissioners that Jean Kinman be re-appointed to a new 5-year term beginning January 1, 2006.

Elise presented Resolution 05-07, Public Housing Assessment System (PHAS) Management Operations Certification. This resolution accompanies PHAS data submitted to HUD annually to determine our performance rating. There is some concern with average unit turnaround time, but other than that, we are doing very well. Barry asked if HUD checks our self certifications. Elise said they do whenever they perform management reviews, but also our independent auditor checks much of the information. Commissioner Knutson moved to approve Resolution 05-07. The motion was seconded by Commissioner Philpott and unanimously approved.

Elise also presented Resolution 05-08, Section 8 Management Assessment Program (SEMAP) Certification. A copy of the report accompanying the resolution to HUD was included showing various indicators of performance in Section 8. Commissioner Knutson moved to approve Resolution No. 05-08. The motion was seconded by Commissioner Philpott and unanimously approved.

Don summarized a proposal to approve a pre-development budget of not to exceed \$10,000 for the New Market Tax Credit (NMTC) program. Based on preliminary discussions with our consultant, NOAH, and some preliminary work on potential sites, there are enough positive indications of feasibility that staff recommends approval of pre-development funds to take the next steps. These would include selecting an architect who would perform an initial assessment of rehabilitation work required on the downtown buildings being considered, plus obtaining an estimate of the market value of the buildings. Commissioner Philpott moved to approve a pre-development budget of \$10,000 to continue with the NMTC project. The motion was seconded by Commissioner Knutson and unanimously approved.

As part of the management report, Don reported that in September he will begin his semi-monthly meetings as part of the Taskforce on Prevailing Wages, initiated by the Oregon Bureau of Labor and Industries. Meetings will be held through February. The management report also included an updated list of HAYC owned/managed properties.

Mike reported to the Board that he is working on a rehabilitation contract for Woodside to resolve some siding and dry rot issues, including decks. The latest estimate for the repair is over \$200,000. This amount would deplete the Woodside Replacement Reserve Account. However, Woodside and Tice both have replacement reserve accounts which can be used in combination, and the combined amount available is more than enough to complete the high priority work needed at Woodside. Tice is in much better condition, and Mike does not see a need for significant amount of the reserves for Tice Park in the near future. There was discussion regarding the possible use of a HAYC staff person working full-time at Woodside in lieu of contracting the work out. Don stated that any proposal for the rehab contract at Woodside will be accompanied by an economic analysis of keeping or selling the Woodside property as requested by Chair Newville

earlier this year. Staff will bring an analysis and proposal to the Board within the next month or two.

The meeting was adjourned at 8:47PM

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary