

**MINUTES OF THE AUGUST 23, 2016 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 23, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

Board Commissioners present were Catherine Jones, Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager and Yanira Vera. Guests present were Village Quarter tenants Carol McCausland and Sarah Wilson.

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on July 26, 2016. The motion was seconded by Commissioner Jones, and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and didn't have any questions that weren't addressed in James' memo. Commissioner Mickelson said James' memo also addressed any questions he had.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* We started a new fiscal year with cash flow from operations \$32,645 for the month and for the 1 month year-to-date. Darcy has obligated all of the 2014 City of McMinnville CDGB funds, so we are on target to have this grant closed out before the project deadline of January 20, 2017.

*Asset Management Report by Yanira and Mike:* Physical occupancy started out the fiscal year at 97.9%, and financial occupancy started out the fiscal year at 95.9%. It is summertime which explains the many move-outs we have this time of year. Yanira provided the tenant surveys for Riverside Terrace, which were mainly positive. A common desire among the tenants is a larger community room with a bathroom, however Rural Development (RD) required us to have a Capital Needs Assessment (CNA) done for that property recently, and there is not enough funds in the CNA to include renovations to the community room. Chair Morrow suggested we work with the City of Sheridan on possibly building a community room on the land that we own right next to Riverside Terrace to accompany apartment units. Elise will look into the feasibility of this idea. Commissioner Griffin suggested setting up a Go Fund Me account to help with the cost. The average time to complete work orders slightly increased .1 days to 4.3 days. We keep finding more dry rot damage at Palmer Creek, and are continuing to do renovations. We have two Fresa Park buildings left to do dry rot repairs. At Haworth Terrace, the main center site drain has been cleared, and now we need the front gutter drains cleared. We have received one bid for asphalt repairs at Fresa Park, Riverside Terrace, and Vittoria Square however will probably hold off on the repairs at Fresa due to the need to work on roofs.

*Housing Services Report by Judi:*

We have completed the OFA (Oregon Foreclosure Avoidance) program process with 132 homeowners, and currently have 31 active cases. The new MPA (Mortgage Payment Assistance) program through OHSI began for Yamhill County residents on August 3<sup>rd</sup>. Judi and Elise met with a Veterans Administration representative as well as other community partners on the VASH voucher process.

*Executive Director Report by Elise:*

Total families served was 1,946. Elise attended a poverty simulation at the Dayton High School gym. Elise also attended the McMinnville City Council meeting, where they talked about establishing an exclusion zone in the 3<sup>rd</sup> street downtown area, which would exclude various folks from being in that specific area if they met certain criteria. Elise didn't think an exclusion zone was a good idea or would work well from an enforcement standpoint, but even though she spoke out against it, the city council unanimously voted for it. The State was going to recall any remaining NSP funds, but we requested retaining the funds to be able to continue to utilize them, and the State approved the request.

*Reports of Committees:*

None.

*Unfinished Business:*

*Status of HAYC Properties:* Elise is still in discussion with our architect and two potential community partners regarding space and parking needs to determine the feasibility for purchase of the Cumulus Avenue lots. In a related development, the City of McMinnville approached Elise about installing sidewalks on our lots along Cumulus Avenue, which is part of many road improvements resulting from a road improvement bond that recently passed. It will be nice to get sidewalks on our lots at no cost to us. Elise is working with an appraiser to assist in determining the fair market value of the Village Quarter commercial space before the tenant improvements were constructed, as outlined in our lease agreement/purchase option.

*New Business:*

*Resolution 16-03 – 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 Jones moved to approve the SEMAP certification. The motion was seconded by Commissioner Griffin and unanimously approved.

*Sunflower Park Fencing Project:* We received just one bid to install a new commercial grade fence on the north side of Sunflower Park, which was from Town and Country Fence and Deck for \$9,802. Since we did not receive 3 or more bids and the project amount exceeds \$5,000, Board approval is required to accept the one bid. Commissioner Mickelson moved to approve the award of the fence project to the sole responsive, responsible bidder. The motion was seconded by Commissioner Griffin and unanimously approved.

*Procurement Policy Change:* Our existing procurement policy states a purchase order is required on all purchases of \$100 or more. Our current guidance to staff is they must get supervisor approval on any purchase of \$200 or more. For consistency, we would like to require a purchase order on purchases of \$200 or more instead of \$100. Commissioner Mickelson moved to approve changing the procurement policy to require a purchase order on purchases

from \$100 or more to \$200 or more. 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 6:47 p.m. The next meeting of the HAYC Board will be held on September 27, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary