

**MINUTES OF THE AUGUST 24, 2010 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 Monday, August 24, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Fred Mickelson, and Dave Newville. Staff members present were: Elise Hui, Mike Jager, James Umfleet, Yanira Vera, Judi Herubin, and Jonia Pierce. Absent were Commissioner Lynai Briggs and staff member Mark Davis.

Chair Griffin called the meeting to order at 5:30 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the July 27, 2010 meeting. The motion was seconded by Commissioner Mickelson and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and has previously asked James about payments to Lowe’s (Vittoria appliances), Miller Nash (VQ condo partitioning), and Lafayette Autobody (repairs to utility trailer). Commissioner Morrow asked Mike about the repairs; Mike explained that the utility trailer needed a new suspension and a new ramp.

The Board entered Executive Session at 5:35 p.m. to discuss contract negotiation issues and returned to Regular Session at 6:10 p.m.

Board approval of union contract re-opener revisions (addition to the agenda, moved to this point in meeting to coincide with Executive Session on this topic):

By cutting costs and finding alternate funding sources, the Board is able to offer to unfreeze steps and incentive pay, and give a 1% COLA, which is based on the CPI for the Portland/Salem area. Commissioner Morrow moved to approve the modifications to the union contract as recommended by staff. The motion was seconded by Commissioner Newville and unanimously approved.

Public comments:

None

Reports of the Secretary:

James reported on financial reports:

Total operating income was \$1,151,831; total operating expenses were \$1,059,619; and total non-operating income was \$182,495 for a net income of \$274,707. Approximate cash flow for the month was a positive \$369,169. We sold one more LRPD duplex, for total sales through July 31st of 54 units out of 70. We have received \$158,157 NSP grant funds for the purchase, rehab, and resale of houses. Commissioner Newville was thankful for the Balance Sheet provided, and asked to receive one quarterly.

Asset Management report:

Yanira reported our overall occupancy increased 2.1% to 95.8%. Recent marketing efforts have been paying off, with no property being under 90% occupancy. Commissioner

Morrow noted that the number of vacancies for Abbey Heights is not accurate; this will be corrected. We hope to be down to 2 vacancies at Heritage Place next month. Mike reported that the average time to complete work orders was 4.6 days. Commissioner Griffin asked what triggers contracting out maintenance work versus doing it in house. Mike said it varies by the property's needs, but the important thing is that managers charge the tenant for the cost of the work if it above normal wear and tear. If tenants are charged and we are able to collect, it offsets a lot of the maintenance costs.

Jonia provided the Housing Programs report:

Jonia turned time over to Judi who reported that the Section 8 department continues to do a great job, and have been incorporating new verification and paperwork requirements. There were no FSS graduates this month. We met with the Grande Ronde Tribal Housing Authority (GRTHA) and signed a sub-recipient agreement in hopes to start administering the new program soon on their behalf.

Housing Rehabilitation: Darcy almost has the remaining balance of the Sheridan rehab grant under construction contracts in hopes of spending it down by September 30th. The new mortgage lending SAFE Act has required all mortgage loan originators to be licensed, Darcy is currently training and will be taking exams in the next few months.

Housing Resource Center: Commissioner Griffin congratulated Megan for her contribution to the receipt of the certificate of appreciation from the National Foreclosure Mitigation Counseling Program. Megan has worked hard to help families facing foreclosure, which as Jonia shared can be frustrating and very stressful but Megan tries hard to focus on the positives.

Other items: A fourth NSP home, located in Willamina, is scheduled for purchase within the month. Jonia reviewed the spreadsheet report that reflects families served by our Housing Programs. Commissioner Newville asked to modify the Housing Programs report to show total families served that includes ALL families we serve, excluding Section 8 tenants in our properties.

In Mark's absence, Elise provided the Systems and Development report:

VQ Commercial Space: The closing of the sale to MCM should be happening tomorrow on the 25th with funding expected (reduction in loan amount to West Coast Bank) on the 26th. We are still working on gate installation with work scheduled to begin on the 26th.

Meridian Street Newberg: We submitted the rezoning request to Newberg on August 19th. We have not been notified of the public hearings yet but will let the board know when we have these dates. It will be important to outreach at that point to ensure that advocates of affordable housing attend the public hearings.

Systems: Commissioner Griffin asked if we have added Village Quarter to the phone book. Yanira has inquired about getting this done, but needs to follow up and complete the request.

Elise provided the Executive Director Report:

Elise reported her activities for the month. There was no discussion.

Reports of Committees:

None

Unfinished business:

Elise provided an update on LRPD disposition. As of July 31st we have sold 22 duplexes and 10 houses for a total of 54 units. We sold another duplex in August, so currently there are only 14 units left. We were finally able to move forward on the sale of 1018 NE. 25th street, which had been slowed by the repairs needs to the unit. The partitioning is nearly completed, and the architect will be doing a walk-through tomorrow. Commissioner Morrow noted that on the sales tracking report the closing date for the 25th street duplex should be August 4th; this will be fixed.

New business:

Resolution 10-09 – SEMAP Certification:

We are 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 Newville moved to approve Resolution 10-09. The motion was seconded by Commissioner Morrow and unanimously approved.

Abbey Heights Year 15 Analysis:

Mark attended a 2-day class covering concerns and options we will face at the end of the 15-year tax credit period for our properties owned by Partnerships. Abbey Height's 15-year tax credit period will end in 2013, at which point we have right of first refusal to acquire the property. Since by 2013 the Limited Partner for Abbey Heights will have utilized all the tax credits and all tax losses, we may be able to acquire the property for little or no cash outlay, and just assume the mortgage. Abbey has suffered cash deficits in recent years, however, so if we acquire it, we will need to take a hard look at making it profitable. James noted the after years of struggling; Abbey's occupancy is very good at this time and has resulted in break even year-to-date cash flow. The board provided direction that we do not attempt to walk away from Abbey Heights or accept the status quo for the property. The board requested that we look into taking legal ownership of Abbey Heights while trying to restructure management and debt in such a way that it at least breaks even.

Approval of Executive Director Leave Time:

Elise is requesting approval to take Leave Time from December 14th 2010 through January 4th 2011. Commissioner Morrow moved to approve the request for leave time. The motion was seconded by Commissioner Newville and unanimously approved.

Additions to the agenda:

We met with Housing Development Counsel (HDC) representatives about the state-funded training for HDC's Asset Management Portfolio Preservation (AMPP) Program that we are fortunate to be able to participate in. The program begins in early October and will extend for eighteen months. Elise provided the Board with a draft of the AMPP curriculum and invited participation in any courses that may be of interest to them.

Chair Griffin adjourned the regular meeting at 7:08 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary