

**MINUTES OF THE AUGUST 25, 2015 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 25, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 3:05 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera.

Hearings of Visitors:

None.

Approval of Minutes:

Commissioner Robertson moved to approve the minutes of the meeting held on July 28, 2015. The motion was seconded by Commissioner Griffin, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and didn't have any questions. Commissioner Mickelson also did not have any questions.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$17,973 for the month and the 1 month year-to-date. The new fiscal year is off to a good start, although there were some utility bills that we didn't receive prior to the reporting cutoff.

Asset Management Report by Yanira and Mike: Physical occupancy increased 1.1% to 98.1%, and financial occupancy decreased 3.3% to 96.9%. There are no properties with more than 2 vacancies, which is really good for Summer time. The average time to complete work orders increased 4.6 days to 8.6 days. We had a bit of a scare at Tice Park, where a fire was reported by Yamco Watch, but it turned out to be just a malfunctioning circuit breaker that melted. McMinnville Water & Light installed a new breaker and meter to fix the problem. Chair Morrow asked Mike about the exterior repairs and painting at Tice Park, noting Mike's report said completion expected mid-August. Mike said there has been some unexpected distractions, including dry rot discovered at Riverside on the porch posts, so completion has been moved back several weeks with Ron having to take care of those items. Chair Morrow once again expressed her great desire to get this project completed. We are also doing dry rot repairs at Palmer Creek. Since the bid for dry rot repairs at Fresa Park was so far above expectations, we have talked with Rural Development about doing the work in-house using our maintenance staff, which RD has agreed to. Chair Morrow asked if we would be able to use replacement reserves if we do the work in-house; Mike said that is still in discussion.

Housing Services Report by Judi:

Section 8: Staff is continuing to do an excellent job of keeping up with the annual re-examinations while juggling rent increases, new participants, and summer moves hampered by limited vacancies. We have pulled another 150 applicants off the wait list in order to keep lease-up right around 100% for the year.

Executive Director Report by Elise:

Total families served was 1,976. In July we closed on the 14th street McMinnville NSP house, and the buyer was an HCVH client. We have started marketing the Jefferson Street Willamina NSP house. Elise attended a McMinnville Corporate Coffee to learn more about crowdfunding, but didn't feel HAYC could benefit from this program at this time. Chair Morrow noted that we had the annual audit in early August; James said the auditors focused on RD properties again this year, and since this is the second year they have not focused on the Section 8 program, they will have to next year.

Reports of Committees:

None.

Unfinished Business:

Property Updates:

133 NE Dunn Place Lease: At the last Board meeting the Board approved reducing the lease rate to .95 to .98 per square foot. After consulting our realtor, Krissy Lookabill, we agreed to .95 per square foot. The reduction did result in a small spike in online viewing activity, but no phone calls yet.

625 SE Sheridan Road: No updates for the month.

New Business:

Resolution 15-03 – Proposed Revisions to the HCV Admin Plan: Staff has been working with Yamhill County Health and Human Services (YCHHS) on the need for transitional housing opportunities for those with significant mental health challenges. Staff is recommending revising the Section 8 HCV admin plan to make 8 fast track vouchers available to YCHHS. Commissioner Gougler moved to approve the revision to the HCV Admin Plan. The motion was seconded by Commissioner Griffin, and unanimously approved.

Resolution 15-04 – 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:

Chair Morrow moved into Executive Session at 3:40 to discuss the progress on union contract negotiations. Chair Morrow returned to the regular meeting at 3:58.

Adjournment:

Chair Morrow adjourned the meeting at 4:00 p.m. The next meeting of the HAYC Board will be held on September 22, 2015 at 3:00 p.m.

Respectfully submitted,

Elise Hui
Executive Director/Secretary