

**MINUTES OF THE AUGUST 26, 2014 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 26, 2014 at Deskins Commons community room, 1103 N. Meridian St., Newberg. Chair Morrow called the meeting to order at 5:55 p.m.

***Roll Call:***

Board members present were Joyce Morrow (Chair), Kevin Robertson, Mike Gougler and Phil Griffin. A Board member absent was Fred Mickelson (Vice-Chair). Management staff members present were Elise Hui (Executive Director), James Umfleet, Jonia Carlson, Judi Herubin, Mike Jager, and Yanira Vera.

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on July 22, 2014. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Hearings of Visitors:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and didn't have any questions or concerns that weren't answered in James' memo.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$35,596 for the month, as well as for year-to-date. We received a lot of grant income for the administration of mortgage assistance programs and Cover Oregon, though Cover Oregon grant income will end in August. Several utility bills were still outstanding at report cutoff time, so utilities is under budget. Other income is over budget due to the sale of 480 Russ Court.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased .2% to 96.6%, and financial occupancy decreased 3.5% to 95.6%. We still have several applicants on the waiting lists, so should be able to fill vacancies quickly. Next month we will add Deskins Commons to the Asset Management report. We already have 43 units occupied in the first month of lease-up! The average time to complete work orders increased .4 days to 3.5 days. We have finally filled the additional Maintenance Laborer position, and next week will have Ron Huntley work further repairs and painting at Tice Park.

***Housing Services Report by Judi:***

*Section 8:* We recently pulled all the names off our Section 8 wait list, so reopened the wait list yesterday, the 25<sup>th</sup>. It has been pretty busy the last couple days, having already received about 200 wait list applications. The applications received this week and next will be placed on the wait list in random order (called a lottery system). After that, applications will be placed on the wait list according to the date and time received. We are still trying to get the HAP count up; there have been a lot of programs terminations lately (including some clients having to move to

assisted living), and some clients having trouble finding a landlord with vacancies. We have just utilized our last remaining \$5,000 down payment assistance.

***Housing Development Report by Jonia:***

***Deskins Commons:*** We obtained temporary occupancy for all buildings, and lease up began on August 1<sup>st</sup>. We have already leased 43 units, with just 13 available now, so Yanira and crew are doing an outstanding job with lease up. We are now focused on the forms and requirements for final occupancy from the City of Newberg. We received rebates from Energy Trust totaling \$30,467 for getting energy efficient appliances at Deskins Commons. The Deskins Commons grand opening is scheduled to be held on September 11<sup>th</sup> from 3:00 to 6:00, and we expect about 250 attendees.

***Neighborhood Stabilization Program:*** The sale of the 12<sup>th</sup> street house was unsuccessful with the buyer unable to obtain financing, but just today we received a new cash offer for it.

***Executive Director Report by Elise:*** Total families served was 2,049. Margaret Van Vliet, Director of OHCS, and Silas Halloran-Steiner, Director of Yamhill County Health and Human Services will speak at the Deskins Commons grand opening.

***Reports of Committees:***

None.

***Unfinished Business:***

***Low Rent Public Housing Disposition:*** On July 25<sup>th</sup> we closed on the sale of 480 Russ Court! Closings on the three remaining units have been slowed down due to USDA Rural Development being really slow to turn around paperwork on the lenders side. The offer on 1130 Gouger Street fell through, but we quickly found another potential buyer and accepted an offer from them on August 26<sup>th</sup>.

***Village Quarter Commercial:*** The build out of bay #1 continues, and the floor has been poured for bay #2. An addendum for YCCO to expand fully into bay #2 has been submitted to Jim Carlough, which also provides YCCO right of first option to lease bay #3.

***Office Lease Space:*** YCCO moved into 133 NE Dunn Place on July 8<sup>th</sup>, and we have an agreement for them to lease the space for up to 4 months to the end of October. The space will remain available to be shown by our realtor during this time.

***New Business:***

***Resolution 14-05 – 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 Griffin moved to approve the SEMAP certification. The motion was seconded by Commissioner Gougler and unanimously approved.

***Additions to the Agenda:***

***Deskins Commons Open House:*** The Board agreed to closing the HAYC main office early so that staff could attend the open house.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:40 p.m. The next meeting of the HAYC Board will be held on September 23, 2014.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary