

**MINUTES OF THE AUGUST 28, 2007 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 Tuesday, August 28, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson, Dave Newville and Phil Griffin. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, Cliff Hardy, Yanira Vera and Beth Stevenson. A guest in attendance was Sara Carpenter-Ostrom, FSS graduate.

Chair Morrow called the meeting to order at 7:30 PM.

Barbara pointed out a needed spelling correction on page 2 of the minutes from the July 24, 2007 meeting, where the word “not” should be “now”. Joyce asked for approval of the minutes as corrected. Commissioner Knutson moved to approve the minutes of the July 24, 2007 meeting as corrected. The motion was seconded by Commissioner Newville and unanimously approved.

We have had one FSS graduate in the last month, Sara Carpenter-Ostrom. Beth introduced Sara and outlined her future career plans. Then Sara read a pre-composed synopsis of her life experiences, and her experience on the FSS program. She was very emotional and appreciative of the FSS program. She also shared pictures of herself growing up in Yamhill as well as pictures of her recent wedding. Joyce congratulated her and presented her a certificate of achievement. Sara had interim disbursements of \$2,391, and a graduation check of \$5,623, for a total FSS escrow received of \$8,014.

Joyce said she reviewed the list of expenditures and had previously asked James about the purchase of a new vehicle. James explained that we bought a used Honda Odyssey to replace our old Ford Escort, which we sold.

James reported on the financial reports. July was the first month of a new fiscal year. We started off the new fiscal year well, with a net income of \$43,892 and positive cash flow of \$63,409. We accrued another \$20,000 of the Village Quarter developer fee. The LRP Capital Fund of \$113,869 is all earmarked for operations, and we will accrue 1/12<sup>th</sup> of that revenue each month. We had the auditors in the office last week performing the audit fieldwork for last fiscal year. They found a couple of necessary adjustments, which were mainly Balance Sheet items with minimal impact on net income. The auditor will be back in a month for a couple days of compliance testing.

Cliff reported on families served. Total families served decreased 11 to 1,945. Overall occupancy increased 1.43% to 96.31%. Cliff is working closely with our intake

caseworker, Judi Herubin, to continue in-taking just enough Section 8 tenants to keep us holding steady around 100% lease up. Yanira reported on Asset Management issues. We have struggled with vacancies at Woodside and Abbey the last couple months, but both are currently leasing up well. Yanira received a few applications for the part-time manager at Vittoria, but did not feel that any of the applicants were what she was looking for at this time. Chris Flores, our part-time manager at Haworth Terrace has informed us he is looking for full-time work elsewhere, so we plan to re-advertise for a full-time manager to manage both Haworth and Vittoria.

Mike reported on maintenance and construction. Average time to complete all work orders was 4.37 days. June's completion numbers were updated significantly showing more work orders completed that month than were received. We again had many work orders, but the maintenance staff was again highly productive.

Mark reported on Development.

*Vittoria Square:* There was some recent activity on rehab funding. Architect Randall Yamada completed a revised capital needs assessment, which RD has indicated is satisfactory to them. They indicated the funding should be made available soon.

*Village Quarter:* The State Housing Council approved our request for additional weatherization funding, but Don and Elise had to defend us from criticism from the Council to gain approval. The groundbreaking ceremony occurred on August 21<sup>st</sup> with very good attendance of 35 to 40 individuals. Closing did not occur yesterday as planned, as we still need the City to issue a building permit, as well as finalize a contract with the General Contractor. We continue to haggle with PNC over financial requirements, and have agreed to set aside \$200,000 as collateral on the retail space. Mark asked for Board approval for the \$200,000 set-aside. Commissioner Griffin moved to set-aside the \$200,000 according to PNC's requirements. The motion was seconded by Commissioner Kinman and unanimously approved.

Performance charts were presented to the Board. There were no major developments revealed. FSS participation is a little low due to many recent graduates. We sold our second rehab house in July, adding to cash in LGIP. But in the same month, we got new cashiers checks for the next house purchase, resulting in an overall mild drop in total LGIP cash available.

Under reports from committees, Elise reported on the recent Association of Oregon Housing Authority (AOHA) meeting that she had attended in August. The 2007 Legislative Session was very friendly toward affordable housing with many significant Bills passed. Among other bills, (1) the Legislature authorized \$26 million in new funding to OHCS, (2) a bill was passed allowing housing projects under \$750,000 to be waived prevailing wages requirements, and (3) another bill was passed allowing Housing Authorities to create mixed income housing, with some units above 80% median. These are all areas that may have significant impact on HAYC in coming years.

Under Unfinished Business Elise updated the Board on LRPB disposition. As previously reported, we submitted the disposition application to the HUD SAC office on July 13<sup>th</sup>. It

was assigned a reviewer in late July. They try to process all applications within 100 days of receipt, which would be around October 21<sup>st</sup> for us, so we are in a holding pattern for now. Meanwhile, we are proceeding with having Mike look into rehab work using the excess operating reserves of the program. The primary work to be done is roof replacements.

Under New Business was Resolution 07-05 which was a draft of the Section 8 Management Assessment Program (SEMAP) Certification for Board review and approval. Commissioner Newville moved for approval of Resolution 07-05. The motion was seconded by Commissioner Griffin and unanimously approved.

Under New Business was Resolution 07-06 which was a draft of the Public Housing Assessment System (PHAS) Management Operations (MASS) Certification for Board review and approval. Commissioner Griffin moved for approval of Resolution 07-05. The motion was seconded by Commissioner Newville and unanimously approved.

As part of the Management Report, Elise thanked the Board for attending the Village Quarter groundbreaking ceremony. Every Board member attended and it was definitely nice to see the board present in full. Joyce expressed her appreciation for the \$100,000 funding for rehab that we were granted after Elise, James and Jonia had a discussion with Oregon Housing and Community Service's grant review committee.

Joyce adjourned the regular session at 8:26 pm and excused the staff for an executive session.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary