

**MINUTES OF THE AUGUST 28, 2012 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, 2012 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Chair Phil Griffin, and Commissioners Joyce Morrow and Cheri Strawn. Board members excused were Vice-Chair Fred Mickelson and Commissioner Mike Gougler. Staff members present were Judi Herubin, Mike Jager, Jay Jaeger, James Umfleet, and Yanira Vera. Staff members excused were Elise Hui and Jonia Pierce. Public members present were FSS graduate Shannon Vargas, her husband Antonio Vargas, children Alicia, Angeles, Angelica, and Antonio Vargas, and her mother Anita Beverage.

Chair Griffin called the meeting to order at 6:30 p.m.

Minutes:

Commissioner Mickelson had contacted staff prior to the meeting and noted that the minutes refer to him as Vice-President when he should be Vice-Chair. Commissioner Morrow moved to approve the minutes of the meeting held on July 24, 2012 with the correction to Commissioner Mickelson's title. The motion was seconded by Commissioner Strawn and unanimously approved.

Public Comments:

Family Self Sufficiency: Jay introduced FSS graduate Shannon Vargas, and outlined her experience on the FSS program. Shannon shared more of her experience, and answered questions from the Staff and the Board. Jay then presented Shannon with a Certificate of Completion, and graduation check. Commissioner Griffin congratulated her and then excused Jay and all the guests from the meeting.

Bills & Communications:

List of Expenditures: Commissioner Morrow said she reviewed the list of expenditures and didn't have any questions or concerns.

Reports of the Secretary:

Finance & Systems Report by James: July is the first month of the fiscal year. After many months of positive cash flow, we were negative \$6,839 for the month. This is mainly due to MPA admin fees ending in June, and the annual Incentive Pay totaling \$17,321 was paid. Commissioner Morrow noted that Grounds Maintenance Contracts were well over budget. Mike explained there are landscape projects in the Summer that drive up costs more than usual. Overall, maintenance costs were only \$847 over budget, and excluding LRPH are \$2,727 under budget. Commissioner Morrow noted we don't have a budget for Admin Portable Vouchers Expense. James said he will move \$10,000 of the HAP Expense budget to Admin Portable Vouchers Expense. Commissioner Morrow noted that Section 8 HAP paid is well under our baseline. Judi said there are many who keep leaving the program, and some other Housing Authorities have recently absorbed some of our port-outs. We continue to pull many applicants from the wait list. One positive is that with the change from \$50 to \$0 minimum rents, the average HAP went up a little instead of going down like most of the last year.

Asset Management Report by Yanira and Mike: Overall physical occupancy increased .2% to 97.0%, and financial occupancy decreased 1.6% to 96.3%. There are usually a lot of move-outs in the Summer, so we expect a decrease for August. We had some move-outs at Tice Park due to the rent increase effective July 1st. We had a national NAHRO Poster Contest winner! Phil asked for information on the winner, which James will provide. The average time to complete work orders was 3.3 days. The uptick in days to complete is partially due to one of our more experienced workers, Rick Miller, being on light duty following medical leave, and a less efficient temporary employee filling in for him. We have a signed contract for the Fresa Park exterior replacements. The board requested that any potential upcoming projects such as site painting to be included on Mike's list of ongoing projects.

Housing Services Report by Judi:

Housing Resource Center: We received an email from Camber Schlag, our OHCS contact, informing us our Resource Center, and others like it around the State, have contributed to 193 home purchases and almost 20 million in home sales in the last quarter. We are still waiting on the Housing Innovations contract, as the funder has been busy preparing contracts for other projects such as the Senate Bill 1552 efforts. We covered the cost of 10 client's children to attend Camp Rosenbaum in July, which went well. We continue to have interest in HCVH vouchers, so may have to open a waiting list for participants to receive vouchers sometime soon.

Housing Development Report by James:

Deskins Commons: On the 20th we received the Consolidated Funding Cycle (CFC) reservation letter from the State, and have started working on the funding requirements. We have sent out requests for proposals to interested investors. Elise, Jonia and Yanira attended a meeting with the neighbors, which Yanira said went very calmly and civilly. About 10 neighbors attended the meeting. We had the property site plans, utility plans, and historic house plans available for review, and the Architects as well as the Civil Engineer and Development Consultant answered any questions that came up. Yanira was able to talk about our normal property rules and regulations. We would like to contract IDEA Architecture & Development for full design services, which is covered under New Business.

Executive Director Report: Total families served were 2,075. Judi said we recently sent solicitations of the Tribal Voucher Program to other tribes around the State and are waiting to hear from them.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: We finally have an accepted offer on the Third Street Newberg duplex. The buyer had the property inspected, resulting in only 4 minor repair items for Mike to address. Once the buyer's property appraisal is complete, we can close, which is expected to happen no later than September 18th. The 10 partitioned duplexes are finally ready for sale to YCAHC, so we are having new appraisals done, and are revising the purchase and sale agreements. We expect to sell the partitioned duplexes to YCAHC in September.

New Business:

Resolution 12-08 – 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 Strawn

moved to approve the SEMAP certification. The motion was seconded by Commissioner Morrow and unanimously approved. Prior to the meeting Commissioner Mickelson had emailed his approval of the SEMAP certification.

Deskins Commons Architect Contract: IDEA Architecture & Development assisted us through the rezoning process and with the CFC application. Now we wish to have them perform full design services for the project, to include architecture, civil engineering, landscape, structural engineering, mechanical, and building science. The total contract is \$572,995 with an additional 5% contingency approval by the Executive Director or designee. Commissioner Morrow moved to approve the Executive Director to sign the contract with contingency. The motion was seconded by Commissioner Strawn and unanimously approved. Prior to the meeting Commissioner Mickelson had emailed his approval of the design services contract.

Additions to the Agenda:

Commissioner Morrow reported that she met with the auditors. She asked the auditors what their focus was on this year, and they said fraud was again their focus.

Executive Session:

None.

Chair Griffin adjourned the meeting at 7:55.

The next meeting will be held on September 25, 2012.

Respectfully submitted,

Elise Hui
Executive Director/Secretary