

**MINUTES OF THE AUGUST 28, 2018 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 28, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:03 p.m.

Roll Call:

Commissioners present were Catherine Jones, Vice-Chair Fred Mickelson, Chair Joyce Morrow, Mike Gougler, and Phil Griffin. Management staff members present were James Umfleet, Massey Casper (Executive Director), Megan Ramos, and Vickie Ybarguen. A management staff member absent was Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), Riverside Terrace residents Harriet Davenport and Teddy Collins, Caroline O'Brien, and Troy Haworth.

Approval of Minutes:

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on July 24, 2018. Commissioner Gougler moved to approve the minutes of the meeting held on July 24, 2018. The motion was seconded by Commissioner Jones and unanimously approved.

Public Comments:

Troy Haworth asked for an update on the Right of First Option agreement with John Eshleman for the Sheridan Road property. Massey Casper said we had our attorney revise the agreement to include some changes that John Eshleman had requested, and that he had signed the agreement and sent it to John Eshleman for his signature a few days ago. Massey Casper gave Troy Haworth a copy of the agreement, and Troy Haworth thanked Massey Casper and the Board, and then excused himself from the meeting.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures and did not have any questions that weren't answered by James' memo.

Reports of the Secretary:

Finance and Rehab Report by James Umfleet: Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports. Cash flow from operations was \$14,554 for the month and for the one month year-to-date. Chair Morrow asked about the four foreclosed properties that we are potentially buying from the County for back due property taxes, specifically where in the County they are located. James Umfleet said he knows one is in Lafayette, and another in Willamina, and thinks the other two are in Amity and Sheridan. Commissioner Mickelson said he is excited about this new partnership with the County, and would like to see a detailed report each month on where we are with them. James Umfleet said he will have Darcy Reynolds provide a much more detailed "Homes" report in his memo to the Board. Commissioner Jones noted legal expenses and Admin Medical Insurance were more than budgeted; James Umfleet said Admin Medical Insurance expense was high due to a correction to the insurance liability account, and also due to continued insurance coverage for Elise Hui through August. Commissioner Mickelson noted the credit for Tenant Screening; James Umfleet explained we charge the tenants for the application fee, and then pay the bill later on, so in the end it is a wash. Chair Morrow noted the increase of voucher utilization on the Section 8 Tracking report from 1,253 in June to 1,278 in July. James Umfleet asked if we should move the Section 8 Tracking report from the Finance & Rehab Report to the Housing Services Report. The Board agreed that it made sense to do that.

Systems Report by Vickie Ybarguen: We worked with our network engineer on site 7/19 – 7/20 to configure and install remote site firewalls. All remote site firewalls are installed. The engineer will be back 8/23 – 8/24 for final cut-over to main office firewall. The network engineer reconfigured our email system, including software updates, and is in the process of building four new virtual servers to separate email processes. The Post Office is scheduled to be cut over on the 8/23 – 8/24 visit. We began meeting with outside companies regarding the new website design, researching current trends and clarifying our needs. We have an RFP for new website design scheduled to be released in September. The management team met with Rachael Newell from Youth Opportunity Program (YOOP) to look into partnering with their youth internship program. We worked with Safety Committee to install panic buttons at front desk, a new front door lock system, and changed the front desk paging for management assistance.

Asset Management Report by Massey Casper in Yanira Vera's absence: Physical occupancy increased 1.7% to 97.3%, as total vacancies went down from 28 vacancies in June to 16 in July. Despite the improvement to physical occupancy, financial occupancy decreased 1.5% to 94.3%. This can happen as physical occupancy is a snap shot of the last day of the month, while financial occupancy reflects the whole month. The average time to complete work orders decreased .7 days to 14.7 days. We received just one bid for roofing repairs at several properties, which is covered under Unfinished Business. We are still trying to get recommendations from the Village Quarter general contractor on how to reconfigure the community room green roof and flower beds following all the leak repairs.

Housing Services Report by Megan Ramos:

Family Self Sufficiency: We did not have any FSS graduates in July.

Section 8: The Section 8 department continues to work hard to manage our voucher utilization numbers. To that end we did a massive pull of 500 applications off our wait list. During the month of July Section 8 staff completed 217 annual or interim re-examinations and moves. At the end of July both Beth Stevenson and Claudia Martinez left the agency. Beth Stevenson retired, and Claudia Martinez went to work for the City of McMinnville. Housing Specialist Nanette Pirisky has transferred to our Housing Resource Center, filling the position left by Claudia Martinez. We are very pleased that Steven Stone will be rejoining our team on 9/4.

Housing Resource Center: As a result of Claudia Martinez leaving us we have suspended our foreclosure counseling, but are still doing homeownership, budget, and credit counseling along with our classes. Once Nanette Pirisky is up to speed on these programs we will evaluate the market for foreclosure counseling and determine if we will have her certified in that area.

Executive Director Report by Massey Casper: Total families served was 2,006. Commissioner Griffin asked about the utility discount program Massey Casper mentioned in his memo. James Umfleet explained how a couple years ago Lafayette City Administrator Preston Polasek approached Elise Hui to set up a low-income based utility assistance program, similar to the Housing Choice Voucher program. Lafayette citizens submit an application to Mary Jacquez, our manager at Abbey Heights apartments, who works with Lafayette to qualify applicants.

Reports of Committees:

None.

Unfinished Business:

Status of Properties:

Cumulus Avenue Property: A Right of First Offer was received from Lutheran Community Services Northwest on 8/13, and Massey Casper forwarded it to the Board for review. The Board decided that in the absence of a monetary consideration, and vagueness of terms and pricing, to decline approval of the Right of First Offer. The Board directed Massey Casper to contact a commercial real estate broker to list the property for sale.

Sheridan Road Property: We had our attorney Walt Gowell amended the purchase and sale option agreement to include requested changes from John Eshleman. After obtaining approval of the revised agreement from Commissioners Morrow and Mickelson, Massey Casper signed the agreement and forwarded to John Eshleman for his signature. We should have a fully completed and signed agreement soon.

Other Potential Development: On 8/23 Massey Casper met with Krissy Lookabill with the Bella Casa Group, who informed him that the property near the south end of Norton Lane in McMinnville was available for sale again. Massey Casper informed Joni Hartmann of Housing Development Center (HDC) of, and Joni Hartmann will take a look at the property soon.

Residential Roofing Contract: We received one bid for roofing repairs at Fresa Park, Riverside Terrace, Haworth Terrace, Tice Park, and Woodside Park from Washington Roofing. The bid is acceptable to Maintenance Supervisor Mike Jager. Commissioner Mickelson moved to approve the residential roofing contract with Washington Roofing. The motion was seconded by Commissioner Gougler and unanimously approved.

New Business:

Resolution 18-03 – Equipment Capitalization & Disposition Policy: In a recent HUD compliance monitoring review, it was determined our capitalization and disposition policy is outdated (adopted in 2004), and not in compliance with 2 CFR 200.313 and 2 CFR 200.33. Therefore, an update capitalization and disposition policy is now presented for adoption. Commissioner Gougler moved to approve adoption of the Equipment Capitalization & Disposition Policy. The motion was seconded by Commissioner Griffin and unanimously approved.

Resolution 18-04 – SEMAP Certification: We are required to annually certify the Section 8 program performance under SEMAP showing eligible families are helped to afford decent rental units at reasonable subsidy costs as intended by federal housing legislation. Commissioner Jones moved to approve the SEMAP certification. The motion was seconded by Commissioner Gougler and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 6:50 to discuss various personnel and property issues, and returned to the regular meeting at 8:15.

Redwood Commons: We have had a management agreement with Redwood Commons LP for the last 15 years. We were recently contacted by Rembold Companies, the owners of Redwood Commons, to renew the management agreement, as they are in the process of re-financing their loan. So, we have been re-negotiating the management agreement, including the compensation portion. During discussion during Executive Session, the Board has specified terms for a counter offer for Massey Casper to send to Rembold Companies.

Adjournment:

Chair Morrow adjourned the meeting at 8:15 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on September 25, 2018.

Respectfully submitted,

Massey Casper
Executive Director/Secretary