

**MINUTES OF THE SEPTEMBER 24, 2013 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, September 24, 2013 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

***Roll Call:***

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

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on August 27, 2013. The motion was seconded by Commissioner Mickelson, and unanimously approved.

***Hearings of Visitors:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and did not have any concerns or questions.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was negative \$5,160 for the month, and negative \$970 year-to-date. We sold the fifth of the ten partitioned duplex units, and received \$92,498 after YCAHC got their \$5,000 admin fee. We paid the bulk of the annual auditing costs, so we were over budget for the month. Commissioner Mickelson asked to make the budget for auditing and for water/sewer vary according to when the costs are incurred.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased .3% to 95.6%, and financial occupancy increased .3% to 95.1%. As usual this time of year, we are moving in a lot of folks. The average time to complete work orders decreased .9 days to 1.0 days. The painting work continues at Tice Park. The two West buildings are 80% complete, though the rainy weather the last week has been causing delays.

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

*Section 8:* We received our SEMAP score, and received 100 points out of 100, thereby retaining our high performer status. Since our lease-up has been dropping pretty quickly lately, we have started intaking Section 8 clients again.

*Family Self-Sufficiency:* We had one FSS graduate in the last month, Amy Corder, who earned \$8,277 total escrow. We are working on our annual grant application for FSS and Homeownership Coordinators.

*Housing Development Report by Jonia:*

*Deskings Commons:* Ground level new construction continues, and permanent foundation installation under the existing Todd house should be completed by now. They are also removing the Todd House siding, removing the lead paint (“dipping”), and re-installing the salvageable siding. The rainy weather has caused delays and additional costs that will impact the budget. We received formal notice that the unpredictable moisture is impacting the critical timeline.

*Neighborhood Stabilization Program:* The homes at 1216 NE 10<sup>th</sup> Street, and 1020/1040 NE 12<sup>th</sup> Street in McMinnville are still up for sale. We had two HCVH clients who were interested in the 10<sup>th</sup> Street house, but both deals fell through, so the two houses will shift to the open market. We have several incentives we can offer, including 2 types of forgiveness loans of up to \$25,000 off the purchase price, or offer a “soft-second” deferred 0% loan up to 15% value.

*Executive Director Report by Elise:* Total families served was 2,167. Yesterday Elise attended an OHA Director’s meeting, where there was some discussion of the potential congress shut-down if they don’t pass a continuing resolution by the end of this month. The biggest concern is over receipt of HAP funding if there a federal shutdown. Elise will continue to keep the board and staff informed as we receive additional information.

***Reports of Committees:***

None.

***Unfinished Business:***

*Low Rent Public Housing Disposition:* We sold the partitioned duplex at 919A Charles Street in Newberg on August 7<sup>th</sup> and received \$92,498 net proceeds. Five units remain for sale. We received an offer on 919B which we accepted, with a scheduled closing date of November 1<sup>st</sup>.

***New Business:***

*Renewal of Commissioner Griffin’s Term of Office:* Commissioner Griffin’s term of office expires on 12/31/13, but he has expressed interest in renewing for another term. Commissioner Mickelson moved to approve directing Elise to send the Yamhill County Commissioners a letter recommending Commissioner Griffin’s term renewal. The motion was seconded by Commissioner Gougler, and unanimously approved.

*Date of November/December Meeting:* Due to normally scheduled meeting dates for November and December falling near Thanksgiving and Christmas, Elise asked the Board when they would like to hold the meetings for those months. After discussion, the Board decided to hold the November meeting on December 3rd, and combine the December and January meetings on January 28th.

*Resolution 13-07 – Office Refinance Authorization:* Citizen’s Bank is offering a 15-year term loan at 3.5% interest rate with a reset at year 10 (cap of 6%), and loan fee of just ¼%. Commissioner Gougler moved to approve the resolution authorizing the office bond refinance and authorizing the Executive Director or Finance Director to sign documents necessary for this purpose. The motion was seconded by Commissioner Mickelson, and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

None

***Adjournment:***

Chair Morrow adjourned the meeting at 6:55 p.m. The next meeting of the HAYC Board will be held on October 22, 2013.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary