

**MINUTES OF THE SEPTEMBER 25, 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, September 25, 2012 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Chair Phil Griffin, Vice-Chair Fred Mickelson (arrived at 7:00 p.m.), and Commissioners Mike Gougler, Joyce Morrow and Cheri Strawn. Staff members present were Elise Hui, Mike Jager, Jonia Pierce, and James Umfleet. Staff members excused were Judi Herubin and Yanira Vera.

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

Minutes:

Chair Griffin noted his last name needed to be corrected under Public Comments. Commissioner Morrow moved to approve the minutes of the meeting held on August 28, 2012 with the name correction. The motion was seconded by Commissioner Stern and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Commissioner Morrow said she reviewed the list of expenditures and prior to the meeting asked James about a \$9,240 payment to Northwest Tech Rep. James said it was for 10 new PCs for the onsite Apartment Managers.

Reports of the Secretary:

Finance & Systems Report by James: Cash flow from operations was \$21,541 for the month and \$14,498 year-to-date. All properties had a good month, as occupancy was over budget and maintenance costs were under budget.

Asset Management Report by Elise and Mike: Overall physical occupancy increased .2% to 97.2%, and financial occupancy decreased .2% to 96.1%. Palmer Creek is back to 100% occupancy. We have applicants waiting for the 3 vacant units at Sunflower to be ready. The average time to complete work orders decreased .7 days to 2.6 days. Rehab work (mostly exterior) continues at Fresa Park, Homeport, Riverside Terrace, and Palmer Creek.

Housing Services Report by Elise:

Housing Resource Center: We are working with NEDCO on implementing SB1552's pre-mediation counseling services for Yamhill and Polk counties. Megan and Judi recently attended training on this program. Our application to HUD to become a HUD Approved Housing Counseling Agency resulted in a deficiency letter, we are working to address the deficiencies within the 30-day period allowed. We continue to work on the MPA, MPA-Reinstatement, and MPA-Unemployment programs for OHSI. We also continue to work on OHSI's LPA program, which provides up to \$20,000 to clients who have gotten behind on their mortgage, but are currently making payments.

Housing Development Report by Jonia:

Neighborhood Stabilization Program: The remainder of the NSP grant has been drawn down, and we can now begin to market and sell the homes as repairs are completed.

Housing Rehabilitation Loan Program: All Willamina construction funds are spent down, and grant funds drawn down, other than a \$5,000 administrative fee that is held until all close out requirements are met. Effective October 1st, the rehab program will shift to James' supervision to free up Jonia's time for development and homeownership activities.

Deskins Commons: We sent out RFPs to investors and arborists with returns requested to be in by the end of this month. The architect contract has been signed, and we're working on the design review application that we plan to submit to the City of Newberg by October 4th. Along this line, under New Business we are requesting approval of a Fair Housing Resolution and Signature Authority. Also under Additions to the Agenda, we ask approval to continue working on investment proposals that we have received.

Executive Director Report: Elise reported her activities in the last month. Total families served were 2,090. Elise's services as OHA President end at the end of this year and she explained that the year has been filled with additional advocacy activities including outreach to congressional staff as well as Representative Tina Kotek and OHCS staff.

Reports of Committees:

Leadership for Commissioners Training: Commissioners Griffin and Morrow attended the training, and while they felt the training wasn't particularly enlightening, they really enjoyed a roundtable session with other Commissioners. They toured a few of Vancouver Housing Authority's properties, and were impressed with their quality. Commissioner Griffin said one topic of discussion was developing an Advocacy Policy, and suggested we look into developing one of our own.

Unfinished Business:

Low Rent Public Housing Disposition: We finally sold the Third Street duplex on September 21st for \$185,000 and net proceeds of \$171,037. The remaining 10 partitioned units are ready for sale to YCAHC, and we expect to have the purchase and sale agreements completed and signed by the end of this month.

New Business:

November/December Board Meeting: Elise asked the Board if they would like to cancel or reschedule either the November or December Board meetings, as they fall on or near holidays. After discussion, the Board decided to combine the November 27th and December 25th meetings into one meeting to take place on Tuesday, December 18th.

Deskins Commons – Resolution 12-09-Fair Housing Resolution, and Signature Authority: As part of the General Conditions for funding Deskins Commons, we are required to submit a Fair Housing Resolution to OHCS. We are also required to submit a Signature Authority Form. Commission Strawn moved to approve the Fair Housing Resolution and Signature Form. The motion was seconded by Commissioner Mickelson and unanimously approved.

Additions to the Agenda:

Deskins Commons Investment Proposals: We received proposals from five investors, and it is clear that working with Wells Fargo would result in the best overall deal. In order to move forward with the project as scheduled, staff is requesting approval to work with HDC and Wells Fargo to conduct due diligence and negotiate adjustments to terms and conditions of Wells

Fargo's investment proposal and construction loan. Commission Gougler moved to approve staff to move forward with the investment proposal from Wells Fargo. The motion was seconded by Commissioner Strawn and unanimously approved.

Executive Session:

Chair Griffin moved to executive session at 8:05 to discuss property and personnel issues.

Chair Griffin moved back to the regular meeting at 8:17.

Renewal of Term of Office – Commissioner Morrow: Commissioner Morrow's term of office expires on 12/31/12. After discussion, the recommendation to submit a request for renewal of Commissioner Morrow's term of office for another 5 years to the Yamhill County Commissioners was unanimously approved.

Chair Griffin adjourned the meeting at 8:17.

The next meeting will be held on October 23, 2012.

Respectfully submitted,

Elise Hui
Executive Director/Secretary