

MINUTES OF THE SEPTEMBER 28, 2010 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 Monday, September 28, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Lynai Briggs, Fred Mickelson, and Dave Newville. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Yanira Vera, Judi Herubin, and Jonia Pierce.

Chair Griffin called the meeting to order at 6:00 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the August 24, 2010 meeting. The motion was seconded by Commissioner Mickelson and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and had previously asked James about some payments, who said they pertained to the Meridian Street development.

Public comments:

None

Reports of the Secretary:

James reported on financial reports:

Our total operating income was \$1,164,669; total operating expenses were \$1,076,267; and total non-operating income was \$2,473 for a net income of \$90,875. Approximate cash flow for the month was a positive \$204,812. We sold one more LRPH duplex, for total sales through August 31st of 56 units out of 70. Cash flow was very good due to increased occupancy, and rental increases taking effect, and cost cutting measures in full effect.

Asset Management report:

Yanira reported that overall occupancy was at 97.1%, but was subsequently determined to have actually been about 95.5%. Yanira will follow-up on the discrepancy. We had increased occupancy at Heritage, Sunflower, and Woodside. Next to the waiting list amounts Yanira has added the number of tenants on Section 8 residing at our properties. Teresa Velazquez, our manager at Sunflower Park, has resigned. We have decided to transfer our Village Quarter apartment manager, Gudelia Garcia, to Sunflower, and replace the VQ part-time position. Mike reported that average time to complete work orders was 4.0 days, which was very good considering vacations being taken during the summer months. Elise commended the maintenance crew for absorbing the work that was previously done by onsite maintenance employees at a number of our properties while still keeping up with work orders. We had one reportable accident in August.

Jonia provided the Housing Programs report:

Section 8 Program: Judi asked if there were any questions. Phil asked what the screening process will be used for future Meridian Street applicants. Judi replied that if we do allow Section 8 at the Meridian Street property, that we would follow HUD's rules for Section 8

vouchers, while Jonia noted that HAYC's stricter screening process includes a full criminal background check that would apply to all applicants. Joyce said she appreciated Judi's comments about receiving a call from HUD to know what we are doing to run the "most successful FSS program in Oregon".

Housing Rehabilitation: Darcy continues to work hard on wrapping up obligated Sheridan grant funds, and she has completed the SAFE Act training.

Housing Resource Center: We had 16 new Loss Mitigation clients and have 26 active files. We budgeted \$10,000 in loss mitigation grant revenue, and we have already received \$9,300 in the first quarter of the fiscal year. We have allocated \$110,400 of the \$119,450 VIDA match funds positioning us for additional recaptured money.

Homeownership: We now own 4 homes purchased with NSP funding, and are looking into options to rehabilitate them. We may pick up 1 more house. OHCS completed an audit with clean results.

Other: We did an analysis to see if it would be cost effective to lease a postage machine instead of using an outside vendor, and have recently incorporated the use of one with a potential savings to HAYC of \$5,000.

Mark provided the Systems and Development report:

VQ Commercial Space: We closed on the sale of 21.8% of the commercial space to MCM. MCM hopes to do improvements and move in by the end of the year. The proceeds were put toward the loan, along with some of the tenant improvement account, which lowered the outstanding debt to about \$840,000, and the monthly payment from \$5,900 to \$4,150.

Meridian Street Newberg: Our re-zoning application will be heard by the City of Newberg Planning Commission on October 14th. We are working on a presentation for the meeting that will explain how HAYC serves the residents of Newberg. If the Planning Commission approves our rezoning request, in November we go before the Newberg City Council who will make the final decision on approval of the re-zoning application.

Abbey Heights Year 15: The limited partner has confirmed that at the end of the 15-year tax credit period, they will look to transfer their interest to us for no monetary consideration. So by the end of 2012, we need to have a financing and management plan in place to take possession and run Abbey more successfully.

Systems: We have been looking at moving to VOIP to save some communication costs.

Elise provided the Executive Director Report:

Elise reported her activities for the month. She invited Board members to attend upcoming meetings on October 4th and 11th to prepare for the City of Newberg Planning Commission meeting.

Performance Measurement System:

Performance charts were presented. We added an overall occupancy chart. Palmer has been very high cost per unit, as there are only 10 units, and a lot of maintenance work has been needed there.

Reports of Committees:

Elise reported on the OHA Meeting she attended earlier in the month. The meeting was held at Village Quarter, so Elise enjoyed showing off one of our properties to other Executive Directors from around the state as well as to OHA's lobbyists and OHCS and HUD reps. Topics of discussion included the Rent Guarantee Program (landlord paid up to \$2,000 if tenant vacates with damages or delinquencies), the State's revenue forecast

(overall is dismal, but OHCS will probably continue to receive federal funds for affordable housing), and OHA marketing (outreach materials are being prepared to focus on green development, community partnerships, and ways to reduce poverty and improve family stability).

Unfinished business:

Elise provided an update on LRPH disposition. As of August 31st we have sold 23 duplexes and 10 houses for a total of 56 units. We are working with the surveyor and architect to finalize the duplex partitioning. Then we will get new appraisals done and sell the properties to YCAHC in early 2011.

Elise provided an update on the union contract re-opener as well as an update on the labor/management committee meeting. We agreed to unfreeze step increases and incentive pay, and to tie the COLA to the CPI Index once again, which was 1% effective September 1st. We agreed to make the focus of the Labor/Management Committee the HAYC budget and specifically sharing cost reduction ideas in order to increase revenue and reduce operating costs.

New business:

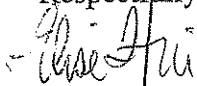
None

Additions to the agenda:

None

Chair Griffin adjourned the regular meeting at 8:05 p.m.

Respectfully Submitted,



Elise Hui

Executive Director/Secretary