

**MINUTES OF THE SEPTEMBER 29, 2009 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 29, 2009, at Abbey Heights Community Room, 219 12<sup>th</sup> Street, Lafayette, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioner Joyce Morrow and Commissioner Lynai Briggs. Commissioner Fred Mickelson was excused. Staff members present were: Elise Hui, James Umfleet, Mark Davis, Jonia Pierce and Yanira Vera. Cliff Hardy and Mike Jager were excused.

Chair Newville called the regular meeting to order at 7:35 p.m.

*Minutes* - Commissioner Morrow moved to approve the minutes of the August 25, 2009 regular meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

*Public comments* - We had 1 FSS graduate this month: Jill Beaudry, who received \$3,752 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum. There was no one attending the scheduled time for public hearing comments.

*List of expenditures* - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

*James reported on financial reports:*

Total revenue was \$1,140,442, total operating expenses were \$1,409,518, and total non-operating income was \$586,204 for a net income of \$677,128. Approximate cash flow for the month was a positive \$915,082. We sold 4 LRP houses and 1 duplex in August for total proceeds of \$794,866. As of August 31<sup>st</sup>, we've sold 6 duplexes and 7 houses. Dave requested a reporting of our unrestricted reserves. Elise said we report that annually and will do so next meeting.

*Yanira reported on families served:*

Overall occupancy decreased 1.9 % to 92.0%. Total families served decreased 21 to 1,893. There were a lot of move-outs at Woodside, which now has 15 vacancies, however we are filling those vacancies quickly. We terminated the employment of the managers at Heritage Place and are in the process of replacing them so we hope to fill the 7 vacancies there soon, all of which are on the second floor. In senior housing complexes, the upstairs units are consistently difficult to fill; we are ramping up marketing efforts. We will be transferring our current Special Needs manager, Doug Berry, over to manage Village Quarter and Heritage Place and then will post the opening for the part-time Special Needs position. We are also transferring our Vittoria Maintenance Manager, Irvin Sibley, to Heritage Place to live and work which will then

allow us to have one full-time maintenance person in Newberg responsible for both Vittoria and Haworth.

*In Mike's absence Elise reported on maintenance and construction:*

Average time to complete work orders was 5.3 days. All categories were below our goals levels. There were not any emergency work orders and HQS inspection work orders took only 2.6 days to complete. We are working on partitioning some LRPB properties using the Recovery Act capital fund.

*Jonia reported on homeownership:*

Discussion evolved around the Sheridan Rehab grant and the success of marketing to the Sheridan Rotary Club. On September 3<sup>rd</sup> we learned from CASA that we were awarded an additional \$100,000 for VIDA funds with preferences given to Educational IDA's. For every \$1 the participant saves toward their savings goal, we will match \$3. We have been informed the HAYC has been awarded \$500,000 in NSP funding from OHCS. Discussion surrounding the funds ensued. These funds will allow for purchase and repair of real estate owned properties. Any advocating of our homeownership programs that the Board members can do is appreciated. Phil requested additional information on programs, specifically on VIDA. There was discussion surrounding the home-buying and selling and potential for conflict since Dave is employed by a company which pursues the same stock of inventory. Dave clarified that he removes himself from the bidding if we are there to bid on the same property.

*Mark reported on development:*

*Camellia Court:* HAYC has right of first refusal to purchase Camellia Court Apartments after the 15 year tax-credit period ends if YCAP decides not to buy it. YCAP is working to purchase Camellia Court at this time and since Mark is on the YCAP Board he is disclosing any potential conflict up front as he supports their efforts to purchase Camellia.

*New Reflections:* Construction continues on pace for completion by the end of October. There will be a low-key open house before residents move in. The open house will be on Thursday October 29<sup>th</sup> from 3:00-5:00 p.m.

*Heritage Place Refinance:* Elise and James signed closing documents on September 21<sup>st</sup>. Citizens Bank will be the creditor, just as with the Tice/Woodside refinance.

*Future Development:* 1) Mark has continued research into the downtown Newberg property. The triangular piece of property adjacent to Center Street is 10,000 square feet, and is owned by Center Street Partners. Attempts to contact them have gone unanswered. Newberg does not have a minimum or maximum footage requirement of the commercial space on the ground floor. The Newberg Planning Dept will require a plan to review for reasonableness. Geller Silvis & Assoc, our consultants for Village Quarter are agreeable to assisting us with another tax credit project, and believe the downtown Newberg site would be an excellent location for affordable housing. The Board requested that Mark get more information on the 10,000 square feet property before proceeding. 2) There is 4 acres along Lafayette Ave next to Sunnyside Apts that has become available for sale, which could be a possibility for developing, although it is currently zoned C-3 (Commercial). After discussion, it was decided to pass on this land opportunity.

*Willamette Place Apts:* The owners have applied to RD for a loan refinance so there should be no change in who is served by the property.

*Village Quarter Commercial Space:* We will likely receive an offer from MCM (McMinnville Community Media) to purchase a portion (approximately 2000 square feet) of the total space.

*Performance Measurement System:*

The quarterly performance charts were presented and discussed. Dave noted that Woodside has had a low cost per unit lately, and Palmer Creek has been very high. Palmer has had a lot of maintenance costs.

*Under reports of committees:*

*OHA Meeting Report from Elise* – Elise explained that attending the Oregon Housing Authority Executive Director meetings is good because it helps to keep our agency concerns in perspective. NW Oregon Housing Authority had to terminate 255 people in three counties from their programs. They are experiencing very bad news coverage which is continuing to haunt them. Housing Works in central Oregon built a complex similar to Village Quarter, but includes more commercial space and top level loft apartments, neither are leasing or selling which is creating a heavy financial burden on the agency.

*Ethics Training report from Commissioners Briggs and Morrow* - Lynai enjoyed the ethics training and learned a lot. Being a commissioner is a bigger responsibility than she realized, and there is a lot to learn. Joyce also enjoyed the training, and reiterated that we should note in the minutes that Dave will not attend home-buying auctions the same time as HAYC/YCAHC due to conflict of interest.

*Conference Report from Commissioner Griffin* - Phil attended the Cascade NAHRO conference. He learned that the State has online skill-set testing that may be useful for hiring or promotion. He will investigate this further and let us know what he learns.

*Under unfinished business:*

*Appointment of Commissioner Briggs* - Elise included a letter from the County Commissioners welcoming Lynai to the HAYC Board. Congratulations Lynai!

*LRPH Disposition Update* – Elise provided an update on LRPH disposition. We have sold 7 duplexes and 7 single family units. Our maintenance employee, Ray Harrison, is very busy getting the properties ready for sale.

*Under new business:*

*Loan Commitment Letter for New Reflections* – Mark discussed the loan commitment letter. Instead of a loan from CONSAL, the Consortium of Salem Area Lenders, we will be getting a \$285,000 loan with West Coast Bank. HAYC will have to provide up to a \$63,750 collateral deposit. Mark requested approval of a motion authorizing Elise to sign the Loan Commitment letter from West Coast Bank for the New Reflection project and to sign the loan documents that reflect the terms of this commitment. Commissioner Morrow moved to approve the motion authorizing Elise to sign. The motion was seconded by Commissioner Briggs and unanimously approved.

*Union Contract 09/01/09-08/31/12* - Numerous changes were made to the contract, including changes to step increases, probationary periods, hours of work, the COLA, EIB, short term disability eligibility, posting open positions, and inclement weather policy. Aside from the contract, to help eliminate the budgeted deficit from on-going operations, the union agreed to give up company events and gift cards, and freeze step increases. Management eliminated a half position at the front desk, and reduced the training budget by over 80%. The teams agreed to reopen negotiations in one year if we show a \$75,000 positive cash flow for 3 consecutive months during the fiscal year. Phil commended staff for helping come up with financial backing to help with the negotiations, and Elise for her negotiating contributions. Dave commended Phil and Fred for all their valuable contributions. Commissioner Griffin moved to approve the union contract. The motion was seconded by Commissioner Morrow and unanimously approved. The Board also made a motion to approve non-union employees having the same benefits as covered in the union contract. Commissioner Morrow moved to approve having the same benefits. The motion was seconded by Commissioner Briggs and unanimously approved.

*Management report* – No discussion.

*Additions to the agenda* – Elise mentioned that we are approaching the time to begin planning the annual Board Planning Retreat that is usually held in February. She handed out the last two board retreat agendas and asked the board to begin thinking of a date, a location, and agenda topics. We will be looking at the last two weeks in February for a retreat date. Dave suggested we hold the retreat at the HAYC offices as we did last year.

Commissioner Newville adjourned the regular meeting at 9:25 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary