

**MINUTES OF THE OCTOBER 18, 2011 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, October 18, 2011, at the HAYC office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Commissioners Fred Mickelson (via phone), Joyce Morrow, Dave Newville and Cheri Strawn. Staff members present were: Elise Hui, Mark Davis, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera. A staff member absent was Judi Herubin.

Chair Griffin called the meeting to order at 6:25 p.m.

Public comments:

None

Minutes:

Commissioner Morrow moved to approve the minutes of the September 27, 2011 regular meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and had previously asked James about a \$9,115 payment to Four Seasons Heating & A/C, which he said was for gas furnace replacement at 2 Low Rent Public Housing units on Charles Street, and 2 units on Columbia Street.

Reports of the Secretary:

Financial and Systems Report by James:

James reported that September showed a \$24,265 negative cash flow, but almost \$30,000 was from HAP reserves, and \$2,600 from LRPB reserves resulting in cash flow from ongoing operations being a positive \$8,277. We had to cut off September payables a week earlier than usual, so there are likely costs that we didn't have time to receive and include. Commissioner Griffin asked what recovered funds retained is and James explained it's FSS escrows that have been forfeited. Commissioner Griffin asked why tenant screening is a negative amount. James explained that the applicant pays us for the screening up front, which is applied to the expense account, so the expense account is negative until we receive the invoice from the screening company. Commissioner Griffin asked why admin salaries are below budget, but FICA & Medicare is over budget; James said he will have to look into it. We paid 1,307 HAP for the month, and are 36 below baseline for the month and are 101 below year-to-date. We have used \$328,000 of HAP reserves this year and have only \$351,000 remaining, so we need to really lower our average HAP soon, or we won't be able to serve all 1,343 families in the future.

Asset Management Report by Yanira and Mike:

Yanira reported that overall physical occupancy increased .6% to 96.2%, whereas financial occupancy decreased 1.0% to 93.8%. We hired a manager for Homeport, and we hope to fill the position at Sunnyside soon. Mike reported average days to complete

work orders was 2.3 days. We had an employee involved in a traffic accident while traveling in a HAYC vehicle and the employee was found to be at fault.

Housing Programs Report by Jonia:

Jonia reported that this will be the last time she reports on Housing Programs, as Resource Center responsibilities have been transferred to Judi so that Jonia can focus on the rehab program, turning houses and cross-training on development.

NSP: We purchased a 5th house on 14th Street in McMinnville and are still looking for an affordable purchase in Newberg.

Housing Resource Center: We met with Camber Schlag from OHCS to discuss what we need to do in order to qualify for continued funding for the Center. Becoming a HUD approved Housing Counseling Agency will now be a required criteria for future funding. We plan to attend part of the OHCS applicant conference offered at the end of October to help support our future funding applications.

Section 8: We are going to hold a couple Ready to Rent classes in October, including a class exclusive to Thugz off Drugs residents.

Family Self Sufficiency: We were informed by HUD that we have been granted \$262,625 FSS coordinator funds for 2012, which is the same funding as we received for this year. This funding supports 4 FTE's.

GRTHA Vouchers: Nine families are in units and receiving assistance, two families have vouchers and are looking for units, and one family has been invited to orientation.

Families Served: Total families served for the month was 2,215.

Development Report by Mark:

Meridian Street: We have a recommendation for an architect firm in New Business. Our consultants spoke with the City about the possibility of moving the historic house, and were told only if the neighbors supported the idea. Based on our prior interactions with the neighbors, we've decided to leave the house in place. We have decided the primary focus for the next several months will be getting the project funded through a CFC application to OHCS. We have heard that the deadline for the CFC is being moved up a month to March 2012. We've picked a firm to conduct the market study as well as geotechnical studies of the site.

Executive Director Report by Elise:

Elise reported on her activities for the month. She applauded Mark for his hard work on Meridian thus far.

Performance Measurement Charts: Performance charts were presented.

Reports of Committees:

None

Unfinished business:

LRPH Disposition Update: Elise reported that no units were sold in August, and we remain at 58 units sold, and 12 units left to sell. Appraisals were completed on all the partitioned units, and show a market value between \$110,000 and \$125,000 depending on size and location.

LRPH Disposition Update: Elise attended LRPH disposition training in Vancouver with Ainars Rodins, Director of SAC. Proceeds from the sale of units can only be used for providing low-income housing within the scope of the US Housing Act of 1937. It appears that project-based vouchers are the most financially feasible use of the disposition proceeds. Mark asked the board if they were fine with us looking at the possibility of using LRPH funds to leverage funding for Meridian Street. The board was behind this since it is an approved use of the proceeds from sale of units, with the understanding that any proposed use of the funds would be brought back to the Board for final approval.

New business:

First quarter status update for FY2012 Goals: Goal statuses were updated through September. Fred asked staff to point out exception items, which they did. He said in the future he would like an executive summary statement of exception items, which Elise said she would begin providing.

SEMAP Score: HUD has certified our Section 8 program at 100%, so we retain the status as a high performing agency.

Resolution 11-07 – Revised Section 8 Admin Plan: The plan was revised to bring the plan current with all HUD regulations, including incorporating the Violence Against Woman Act (VAWA), and updated verification hierarchy. Commissioner Newville moved to approve Resolution 11-07. The motion was seconded by Commissioner Mickelson and unanimously approved.

HAYC Audited Financial Report FY2011: James said the audit went very well, and the auditors gave an unqualified opinion of acceptance. After an auditor-recommended adjustment of \$33,000 more depreciation expense, we showed a net income of \$62,733. Total Assets increased \$730,436 to \$36,615,433. Commissioner Newville noted we have a 47% net worth, which indicates an extremely strong financial position.

Abbey Heights 2012 Budget: James provided the Abbey Heights operating and capital budget for 2012. Projections are revenues of \$244,300, expenses of \$366,825 for a net loss of \$115,225, and a positive cash flow of \$4,950. We reduced the projected vacancy rate from 6% to 5%. The additional revenue from rate increases will go toward maintenance costs. Commissioner Morrow moved to approve the Abbey Heights CY2012 Operating and Capital Budgets. The motion was seconded by Commissioner Mickelson and unanimously approved.

Sunflower Park 2012 Budget: James provided the Sunflower Park operating and capital budget for 2012. Projections are revenues of \$265,960, expenses of \$364,330 for a net loss of \$96,070, and a positive cash flow of \$2,781. We increased the projected vacancy rate from 2% to 5%, which caused revenues to decrease slightly. Commissioner Newville moved to approve the Sunflower Park CY2012 Operating and Capital Budgets. The motion was seconded by Commissioner Morrow and unanimously approved.

Village Quarter 2012 Budget: James provided the Village Quarter operating and capital budget for 2012. Projections are revenues of \$343,480, expenses of \$611,815 for a net loss of \$258,875, and a positive cash flow of \$14,325. The additional revenue from rate

increases will mostly go toward the added partnership management fee. Commissioner Strawn moved to approve the Village Quarter CY2012 Operating and Capital Budgets. The motion was seconded by Commissioner Neville and unanimously approved.

Meridian Street Architect Contract: We used IDEA Architecture to assist us in the rezoning process, and told them if they did a good job, we would likely offer them additional work on the project. We feel they did do a good job, and they are already familiar with the project, so are recommending they continue to assist us with architectural services that will take us through completion of the CFC application. Commissioner Morrow noted a correction was needed to the amount stated under fees for professional services. Commissioner Griffin asked for approval of the contract as amended. Commissioner Morrow moved to approve the Executive Director to sign the Letter of Agreement with IDEA Architecture. The motion was seconded by Commissioner Strawn and unanimously approved.

Meridian Street Contractor Selection: As we did with Village Quarter, we want to involve the general contractor early on with design advice and cost estimation. We recommend the Board authorize the Executive Director to implement a RFQ process to select the general contractor, subject to Board approval of the construction contract when it is completed. Commissioner Mickelson moved to approve the motion as presented. The motion was seconded by Commissioner Strawn and unanimously approved.

The board went into Executive Session at 8:30 p.m.

The board returned to Regular Session at 8:44 p.m.

Sheridan Land Purchase: We are interested in 2 parcels of land right next the Riverside Terrace in Sheridan. Combined together they would make a good future site for development. Commissioner Mickelson moved to approve authorizing the Executive Director to make an offer on approximately 4.1 acres of land adjacent to Riverside Terrace in Sheridan. The motion was seconded by Commissioner Strawn and unanimously approved.

Additions to the agenda:

None

The next meeting will be a combined November/December meeting to be held on Tuesday, November 29th.

The board went into Executive Session at 8:49 p.m.

The board returned to Regular Session at 9:34 p.m.

Chair Griffin adjourned the meeting at 9:35 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary