

**MINUTES OF THE OCTOBER 23, 2018 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, October 23, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:58 p.m.

Roll Call:

Commissioners present were Catherine Jones, Chair Joyce Morrow, Vice-Chair Fred Mickelson via conference call, Mike Gougler, and Phil Griffin. Management staff members present were James Umfleet, Massey Casper (Executive Director), Megan Ramos, Vickie Ybarguen, and Yanira Vera. Guests present were liaison County Commissioner Mary Starrett, FSS Coordinator Angela Flores, former FSS Coordinator Beth Stevenson, FSS graduate Timothy Brown and his wife Carla Brown, FSS graduate Cher Bailey, and Riverside Terrace residents Harriet Davenport and Teddy Collins.

Approval of Minutes:

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on September 25, 2018. Commissioner Jones moved to approve the minutes of the meeting held on September 25, 2018. The motion was seconded by Commissioner Gougler and unanimously approved.

Public Comments:

Angela Flores introduced FSS graduates Timothy Brown and Cher Bailey. Timothy Brown talked about his rough background before getting on the program, and his experiences and successes while on the FSS program. Then Cher Bailey also expressed her experiences and successes with the FSS program. Angela congratulated them for successfully completing the program and presented them with a Certificate of Achievement. Vickie Ybarguen took some pictures of the FSS graduates and their caseworkers. Chair Morrow congratulated them, and then excused Angela Flores, Beth Stevenson, the Browns, and Cher Bailey from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures and Chair Morrow had asked James Umfleet how long we have been using Sherwin-Williams for flooring replacements; James said since March 2003.

Reports of the Secretary:

Finance and Rehab Report by James Umfleet: Cash flow from operations was negative \$20,692 for the month and negative \$45,333 for the three months year-to-date. Prior to the meeting the Commissioners reviewed the budget-to-actual comparison reports, and Chair Morrow had asked James how much admin fees were under budget for Rehab Admin and Resource Center Admin; James said Rehab Admin was \$7,917 under budget, and the Resource Center was \$6,963 under budget. Chair Morrow had also asked James why we were over budget on Grounds Maintenance Contracts; James said it was due to \$7,816 irrigation system repairs at Tice Park, Heritage Place, and Vittoria Square. Chair Morrow thanked Commissioner Starrett for letting HAYC assist the county clear some of its foreclosed properties backlog by rehabbing/building them into much needed affordable housing and also adding a revenue stream for the county.

Systems Report by Vickie Ybarguen: The web statistic tool used by our website host, OnlineNW, stopped working, which caused some September data to be unobtainable. We interviewed some Youth Opportunity Program (YOOP) participants for potential internships. One of the

participants began interning with us on October 17th. We sent out a website redesign RFP, with proposals due back on October 22nd. Vickie Ybarguen attended the Yardi Advanced Solutions Conference (YASC). We are reviewing current and new Yardi Voyager modules. Due to some instances of vandalism at Abbey Heights, we are requesting proposals for security cameras there. We met with a class from George Fox University for a strategy session and logo refresh exploration.

Asset Management Report by Yanira Vera: Physical occupancy decreased .6% to 97.3%, and financial occupancy decreased .3% to 96.2%. We have an applicant for the Village Quarter site manager position who we will most likely hire. The average time to complete work orders increased 2.5 days to 20.3 days. The city of McMinnville is requiring a special use permit for the front Bridges building to be remodeled, so we have sent out conditional use notifications to the neighbors, and have a meeting with them scheduled on 10/30/18. The roofing repairs we have scheduled for several properties should begin soon. We had an incident at Tice Park when a painter fell partway through the roof. At Village Quarter more leaking was found around unit #219. We met with Walsh Construction on October 5th and discussions are in progress. We have separated service with Maintenance Supervisor Mike Jager, and the maintenance crew is going to help with projects until a replacement is in place.

Housing Services Report by Megan Ramos:

Family Self Sufficiency: We had three FSS graduates for the month; Timothy B. graduated on 9/18/18 with \$13,391 in escrow, and Cher B. graduated on 9/17/18 with \$12,720 in escrow. Jennifer C. graduated 9/12/18 with \$1,725 escrow. She started the FSS program in April 2017 and a year later became a homeowner. She went through the Habitat for Humanity home building program and used our Housing Choice Voucher for Homeownership Program, along with our Down Payment Assistance and VIDA programs.

Section 8: The Section 8 department continues to work hard to increase our voucher utilization numbers, and are processing the applications from last month's massive pull from the waiting list. During the month Section 8 staff completed 310 annual or interim re-examinations and moves. We are working toward a 96% Voucher Utilization by the end of the year, which is a number that will be challenging.

Housing Resource Center: For the month we had seven people sign into the Resource Center with an additional 13 reaching out to us for information by phone or email. The mortgage payment assistance program through the Oregon Homeownership Stabilization Initiative, Home Rescue, is continuing to accept applications with new slots opening every two weeks. We have had 97 people apply online, with 43 people having assistance offered to them. The Loan Preservation program, which provides funds to reinstate delinquent mortgages has had 44 people complete applications for the program with 15 of these applicants being offered assistance. We have allocated six grants from our 2017 Down Payment Assistance funds and currently have three individuals shopping for a home. These funds are all obligated to individuals at this time, although we are accepting back up applications.

Executive Director Report by Massey Casper: Total families served increased 3 to 2,050. It's been another busy month of meeting new people, working with vendors, and engaging the senior staff in training and process analysis.

Reports of Committees:

None.

Unfinished Business:

Status of Properties:

Cumulus Avenue Property: Massey Casper contacted Gene Zinda of Windermere Real Estate regarding the Cumulus Avenue property, who referred him to fellow broker Kirk Bales. Kirk Bales will be doing a basic work up on estimated value and possible uses of the property.

Sheridan Road Property: No communication from John Eshleman on movement or progress, but Massey Casper has a meeting with Silas Halloran-Steiner of Yamhill County Health & Human Services next month to discuss the project and other issues.

Dean Klaus 4 Acres: No communication from Dean Klaus. Dean Klaus is working with Hope on the Hill (HOTH) to possibly exchange the 4 acre commercial lot for a smaller lot near HOTH premises.

Redwood Commons: Massey Casper has signed the revised General Management Agreement that is effective 10/1/18 to 12/31/33, and has sent it to Wayne Rembold for signing.

Other Potential Development: Massey Casper and Commissioner Gougler are in discussion about an affordable housing feasibility process on a currently stalled project. Commissioner Gougler is agreeable to the idea, and we are awaiting meeting dates that would be convenient for him.

New Business:

Deskins Commons Operating & Capital Budget for 2019: We are projecting a \$517,530 net loss, and a \$15,740 positive cash flow. Commissioner Griffin moved to approve the Deskins Commons Operating & Capital Budget for 2019. The motion was seconded by Commissioner Gougler and unanimously approved.

Sunflower Park Operating & Capital Budget for 2019: We are projecting an \$82,400 net loss, and a \$910 positive cash flow. Commissioner Gougler moved to approve the Sunflower Park Operating & Capital Budget for 2019. The motion was seconded by Commissioner Mickelson and unanimously approved.

Village Quarter Operating & Capital Budget for 2019: We were unable to do a rent increase, due to the LIHTC rent limits. We are projecting a \$219,200 net loss, and a \$2,225 positive cash flow. Commissioner Jones moved to approve the Village Quarter Operating & Capital Budget for 2019. The motion was seconded by Commissioner Gougler and unanimously approved.

Additions to the Agenda:

SEMAP Score: Megan Ramos shared the good news that we received a 100% SEMAP score for the fiscal year ending 6/30/18, and have retained our “High” performance rating.

HUD Counseling Grant: Megan Ramos said we have been approved for another HUD counseling grant of \$21,751 for the federal fiscal year ending 9/30/19.

Executive Session:

None. Chair Morrow moved into Executive Session at 6:32, and returned to the regular meeting at 6:44.

Adjournment:

Chair Morrow adjourned the meeting at 6:45 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on December 4, 2018.

Respectfully submitted,

Massey Casper
Executive Director/Secretary