

**MINUTES OF THE OCTOBER 25, 2016 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 25, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Catherine Jones, Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, and Yanira Vera. A management staff member absent was Mike Jager. Guests present were Village Quarter tenants Carol McCausland and Sarah Wilson.

***Approval of Minutes:***

Commissioner Griffin moved to approve the minutes of the meeting held on September 27, 2016. The motion was seconded by Commissioner Jones, and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said prior to the meeting she asked James about payments to AED Super Store for \$1,816 (AED for Heritage Place), \$2,450 to Express Personnel (Maintenance - Pacer West), \$7,065 to Lowes (lots of various maintenance supplies and appliances, particularly for Tice Park, but also Abbey Heights, Haworth Terrace, Heritage Place, and Fresa Park), \$5,875 to Castellano (Down Payment Assistance program), and \$2,080 to 5 Star Janitorial & Moving (cleaning of 4 units, 2 at Tice Park, and 2 at Heritage Place).

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$31,014 for the month and \$84,733 for the 3 months year-to-date. We had an \$11,389 boost to Section 8 admin fees, as HUD reconciled their estimated payments for January thru June and determined we were underpaid for those months. We were over budget on Leases and Maintenance costs due to buying another 30 hours of Novacoast engineering time. We don't have a budget for Tenant Screening as we charge the applicant the cost of the screening, so it will eventually be a wash.

*Asset Management Report by Yanira:* Physical occupancy decreased .9% to 96.8%, and financial occupancy decreased .2% to 97.3%. We have 2 vacancies at Sunnyside, which Yamhill County Mental Health is working to send referrals over to fill those units; meanwhile we're working on filling the vacancy at Palmer Creek. 12 tenant surveys for Deskins Commons were provided, with most responses being quite positive, and just a few that were not so positive. The average time to complete work orders increased 1.8 days to 6.1 days. We were short staffed during the month, resulting in the increase in work order completion time. Fresa Park exterior repairs are nearly done. We have found more drainage issues at Haworth Terrace that will need

to be addressed. We received only one bid for asphalt repairs at Vittoria and Riverside, so we're seeking permission from RD to proceed with the company that bid.

*Housing Services Report by Judi:*

With 1,363 full-month HAPs paid, we were 5 over 100% lease up, even with the 15 additional VASH vouchers added starting August. Every year we submit the Section 8 Management Assessment Program certification, known as SEMAP, and we were pleased to learn we retained our high performer status with a 100% score. We submitted a HUD Housing Counseling grant draw for the remainder of our 2<sup>nd</sup> Housing Counseling grant, and can now start working on the 3<sup>rd</sup> grant.

*Executive Director Report by Elise:*

Total families served was 2,019. Elise has been working with HDC on the possibility of acquiring some land in McMinnville, which is covered in New Business. All employees have completed our annual training on diversity, sexual harassment, ADA, and fair housing. We also completed our annual safety policy training. Elise and Commissioner Gougler attended the Newberg Affordable Housing Task Force meeting. Task force members acknowledge the great need for affordable housing in Newberg, so Elise expressed the frustration we experienced when receiving opposition from some members of the Newberg City Council and the Mayor when developing Deskins Commons in Newberg. Elise met with Preston and Angela from the City of Lafayette regarding a potential partnership on a utility assistance program they want to create.

*Reports of Committees:*

None.

*Unfinished Business:*

*Status of HAYC Properties:* A Sheridan developer is potentially interested in buying and developing the Riverside Drive property; Elise will let the board know if there are any additional developments on this. We are still waiting for the pre-development appraisal of the Village Quarter lease space in order to calculate the sale price. A motion on the sale of the leased space is covered in Additions to the Agenda.

*New Business:*

*Commissioner Gougler's Term of Office:* Commissioner Gougler's term of office expires on December 31, 2016. Commissioner Gougler said while he has enjoyed serving on the Board these last 5 years, he feels term limits are good in bringing change and new ideas to the Board, so wishes to end his term of office on December 31<sup>st</sup>. However, he will stay on for however long is necessary to replace him. Elise will advertise for a new board member as soon as possible.

*Executive Session:*

Chair Morrow moved into executive session to discuss property issues at 6:30. She returned to the regular meeting at 6:45.

*Potential Development Site:* After discussion in Executive Session, Commissioner Gougler moved to approve a motion authorizing staff to present an option agreement and purchase and sale agreement to the agent of the seller of a 5 acre parcel of land in McMinnville, as well as to spend up to \$200,000 Public Housing sale proceeds for predevelopment costs. The motion was seconded by Commissioner Jones, and unanimously approved.

***Additions to the Agenda:***

*Village Quarter Leased Space Sale:* After discussion in Executive Session, Commissioner Gougler moved to approve a motion authorizing Elise to proceed with negotiations with YCCO on the sale of the Village Quarter leased space. The motion was seconded by Commissioner Jones, and unanimously approved.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:48 p.m. The next meeting of the HAYC Board will be held on December 6, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary