

**MINUTES OF THE OCTOBER 26, 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 Tuesday, October 26, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Vice-Chair Joyce Morrow, Commissioners Lynai Briggs, Fred Mickelson, and Dave Newville. Excused from the meeting for the Commissioners was Chair Phil Griffin. Staff members present were: Elise Hui, Mark Davis, Mike Jager, James Umfleet, Yanira Vera, and Jonia Pierce. Excused from the meeting for staff was Judi Herubin.

Vice-Chair Morrow called the meeting to order at 5:40 p.m.

Minutes:

Commissioner Newville moved to approve the minutes of the September 28, 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 a large payment to an attorney firm, which was mainly for their assistance on revising our employee handbook.

Public comments:

None

Reports of the Secretary:

James reported on financial reports:

Our total operating income was \$1,158,394; total operating expenses were \$1,109,973; and total non-operating expense was \$17,582, for a net income of \$30,839. Approximate cash flow for the month was a positive \$45,303. James noted that our year-to-date goal for HAPs paid was 12,087, and we have paid 12,088, or only 1 over.

Asset Management report:

Yanira reported that overall occupancy decreased 1.2% to 94.3%. Fred asked about the occupancy report and if we determined why last month's report seemed to be overstated. Yanira said she is going to get together with James to determine the reason for the differences in the Occupancy report and actual rent charges as reported in the budget comparisons. The Sunflower vacancy was due to tenant non-compliance with our policies on drugs. Mike reported that the average time to complete work orders was 7.2 days. We are down 2 maintenance staff due to medical issues, so on-demand work order days have increased. The partitioning of the five duplexes is physically done and we are just working on the legal separation. Once the legal separation is done we will begin substantial renovation work on all units. We anticipate selling the partitioned duplexes to YCAHC early next year.

Jonia provided the Housing Programs report:

Section 8 Program: We scored 100 points out of 100 on SEMAP – Congratulations go to Judi and her staff.

Housing Rehabilitation: We have spent down the remaining Sheridan rehab grant funds. 22 homes and 65 people benefited.

Housing Resource Center: Loss mitigation activity continues to steadily increase. In the last quarter we provided foreclosure information to 41 individuals and are providing ongoing counseling to 24 of them. We currently have 32 active files. There is a new Mortgage Payment Assistance (MPA) grant funding available that we are going to apply for, which benefits homeowners that are unemployed or financially distressed. Megan is working hard to get the application completed by the due date on November 1st. We could earn substantial admin fees for administering this program. Our hope is to administer with as much existing staff as possible.

Mark provided the Systems and Development report:

Meridian Street Newberg: We had a public hearing before the Newberg Planning Commission on our rezoning request. We presented a strong case and refuted the main arguments of the opponents, so feel the Planning Commission will approve our request and forward the application to the City Council for their consideration. The Planning Commission has delayed its decision until November 10th, which will push the City Council's decision to December.

Other: RD is soon going to foreclose on Jandina Park. A non-profit developer approached us and asked if we would be interested in becoming the general partner of the rehabilitated property if they take on the rehab construction risk. We expressed mild interest but then found out RD was going to foreclose on the property. We sent an email to RD reminding them that we are still interested in the property.

YCAP is the general partner of Camelia Court apartments in Newberg, a property that completes year 15 of the tax credits at the end of this year. We have a right of first refusal agreement with YCAP to purchase Camelia Court if YCAP decides they don't wish to own it.

Elise provided the Executive Director Report:

Elise reported her activities for the month.

Reports of Committees:

None

Unfinished business:

Elise provided an update on LRPD disposition. We did not have any property sales last month, so we remain at 23 duplexes and 10 houses sold for a total of 56 units. Partitioning is about 95% complete, and once completed we can begin to remodel the units to make them market ready prior to transferring them to YCAHC.

New business:

Audited Financial Report FY2010:

James said the audit went very well, and the auditors gave an unqualified opinion of acceptance. After an auditor-recommended adjustment to amortize capitalized loan fees, we showed a net income of \$2,413,832. Total assets grew \$2,182,027 to \$36,345,869. Joyce asked why the maintenance costs grew so much; James said it was due to preparing public housing properties for sale. Dave noted that our net worth grew another \$2,413,832 to \$16,796,176 and is 46% of our assets, which shows our agency is strong. The Board

requested additional information on some other items that James will research and get back to them.

SEMAP Score:

We improved our 50058 reporting rate in PIC, and have improved our overall score from 93 to 100 points out of 100! We therefore maintain a “High” performance rating.

YCAP Server Purchase:

HAYC can purchase computer equipment at a greater discount than YCAP can. In the interest of helping YCAP save costs on the purchase of a new file server and related equipment, staff requests approval to buy the computer equipment and transfer it to YCAP at our cost. Commissioner Newville moved to approve the server purchase on behalf of YCAP. The motion was seconded by Commissioner Mickelson and unanimously approved.

Meridian Street Revised Predevelopment Budget:

Mark made several minor modifications to the Meridian Street Predevelopment Budget, which increases the budget from \$984,000 to \$990,000. Commissioner Newville moved to the Meridian Street Revised Predevelopment Budget. The motion was seconded by Commissioner Briggs and unanimously approved.

Renewal of Commissioner Briggs’ Term of Office:

Lynai’s term expires at the end of the year. Joyce asked Lynai if she is interested in renewing her term; she said yes. Joyce asked for a motion to approve having Elise send a letter to the County Commissioners recommending Lynai’s renewal. Commissioner Mickelson moved to approve the renewal of Commissioner’s Briggs’ term of office. The motion was seconded by Commissioner Newville and unanimously approved.

2011 Annual Report/Calendar format:

Elise asked the Board if they would like next year’s Annual Report to be on-line like last year in order to save costs and if it is okay to continue having the calendar on-line only like we did last year. The Board agreed to having the annual report and calendar posted on our website like we did last year in order to save costs.

HAYC 60th Anniversary:

HAYC will hit 60 years of existence on January 10, 2011. This will be a good marketing opportunity for us, as 60 years is a long time that we have been providing services to our community. Elise asked if any board members had specific ideas of what they would like to see for the anniversary celebration to let her know however she would just suggest an open house be held and that we provide press releases to the local newspapers to explain the event.

Board Retreat Date:

The Board retreat is scheduled for Wednesday, February 23rd, 2011. To save costs we will again hold it at the HAYC office. Elise will provide draft details in the near future for discussion.

Executive Director Performance Review:

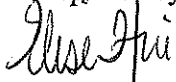
It's approaching time for Elise's annual review by the Board. Joyce and Phil will serve as the review committee and will be asking the other board members for comments as to Elise's performance this year.

Additions to the agenda:

Elise suggests moving the November meeting one week back to November 30th, and combining the December meeting into it. The Board agreed to the changes.

Vice-Chair Morrow adjourned the regular meeting at 7:50 p.m.

Respectfully Submitted,



Elise Hui

Executive Director/Secretary