

**MINUTES OF THE NOVEMBER 22, 2005 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, November 22, 2005, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Barbara Knutson, and Joyce Morrow. Commissioner Philpott was absent due to another commitment. Commissioner Kinman was absent due to illness. Philip Griffin, Commissioner-elect, was also present. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager and James Umfleet.

Chair Newville called the meeting to order at 7:34PM. He welcomed Philip Griffin who was recently appointed by the Yamhill County Commissioners to fill the remaining term of Commissioner Barry Philpott who is resigning effective December 31, 2005. Commissioner Griffin will begin his term on January 1, 2006.

Commissioner Morrow stated that the Board meeting minutes of October 25, 2005 needed to be revised. The Board had come out of executive session at the end of the meeting and approved the Executive Director's review and salary increase, dated September 27, 2005. The salary increase is to be effective November 1, 2005, the anniversary date for Don Clark. In addition, Chair Newville asked that the wording of the minutes be revised concerning the new project for Yamhill County Affordable Housing Corporation (YCAHC). The wording should state that, in order to avoid a conflict of interest, he (Commissioner Newville) would not personally participate in an auction that YCAHC was participating in. Commissioner Morrow moved to approve the minutes of the October 25, 2005 meeting as revised. The motion was seconded by Commissioner Knutson and unanimously approved.

Elise reported that Karlina Barnes is a new graduate of the Family Self-Sufficiency Program but was unable to be present at the meeting.

Commissioner Morrow stated that she had reviewed the expenditures for October 2005 and had no questions. She noted that it was another month of a substantial number of Rehab loans issued. James stated that the Rehab team has been busy obligating nearly \$500,000 in loans during the past year.

James then reported on financial statements. We received the final draw from the State on Hendricks Place development, and this contributed to the positive cash flow for the month of October.

Elise summarized the Families Served report. Overall occupancy decreased by 0.43% to 93.03%. Abbey Heights has improved and should have 100% occupancy in December. Woodside continues to improve but Fresa Park remains low. Don stated that he is checking into the possibility of redesignating some of the units at Fresa to low-income families rather than farm workers in order to improve occupancy. Section 8 utilization was at 91.7% in October, which is on track with our plan for year-end reduction in vouchers. We received a letter of appreciation from the Houston Housing Authority for sending three staff members to assist with flood victims. Elise also reported that HUD scored our Section 8 program at 100% under the Section 8 Management Assessment Program. The Board commended staff for the excellent score.

Mike reported on Maintenance and Construction activities. There were 152 work orders completed in October, an exceptionally large number. Average days to complete work orders had increased to 43.36 days. Mike stated that staff will be caught up with the work orders in November and that should significantly reduce completion time. At Hendricks Place, changes have been made to the fire alarm system as requested by the City and we should have the final Occupancy Permit soon. The construction specialist position for Woodside has been advertised.

The Board welcomed Mark Davis back from his long hike. Mark then reported on development activity. Final documents are being prepared to close on the State loan for Hendricks Place. Plans and specifications for the Vittoria Square rehab project are at Rural Development for final review. Construction continues on track at the Sunflower Park project with completion of the first buildings scheduled for January. Elise and Yanira are working on marketing the project. Regarding the New Market Tax Credit project for downtown McMinnville, Don and Mark have interviewed consultants and will present a recommendation to the Board.

Don reported that the Yamhill County Commissioners have not yet officially approved the appointments of Phil Griffin and Jean Kinman to the HAYC Board. However, the County Commissioners have the approval on their next meeting agenda.

Don passed out a summary of the interviews with consultants for the New Market Tax Credit (NMTC) project. Anna Geller of Geller Silvis is recommended. Her firm has prior experience with NMTC and extensive financial and development expertise. Chair Newville asked if HAYC would be the owner of the properties in this project. Don stated that there would be one or more partnerships formed that would own the property. HAYC would likely serve as the general partner. After further discussion, Commissioner Morrow moved to approve Geller Silvis & Associates, Inc. as the consultant for the project. The motion was seconded by Commissioner Knutson and unanimously approved.

The Board discussed dates and locations for the upcoming Board Planning Retreat in January 2006. It was decided to take Commissioner Philpott's offer to have the retreat at his new place of business in Depoe Bay, Oregon. The dates of January 27<sup>th</sup> and 28<sup>th</sup> were tentatively set for the retreat.

Chair Newville suggested that commissioner training be discussed at the Planning Retreat. He reported on a training opportunity for executive directors and commissioners that will be held in February in Las Vegas. The previous commissioner training scheduled in December has been cancelled. Commissioners Kinman, Newville and Griffin indicated plans to attend. Chair Newville also asked that a staff merit/performance pay plan be placed on the retreat agenda for discussion.

The Board adjourned into executive session at 8:29PM to discuss property and personnel matters. Chair Newville called the Board back into regular session at 8:35PM.

Don extended an invitation to Board members to attend the upcoming Christmas/holiday party on December 9<sup>th</sup> at the Community Center. Commissioner Morrow made a motion to present each staff member with a gift card of \$100 at the party in recognition of their excellent performance this past year. The motion was seconded by Commissioner Knutson and unanimously approved.

Don requested that Board members turn in their Commissioner's Reference Guide so that staff can update it and return it to them next month. Don also reported that we have a lessee for the leased space in the office building. It is Greater Northwest Mortgage, Inc. who is establishing a new office in McMinnville. They will be installing partitions and will not require remodeling of the space.

Chair Newville thanked Elise, Jonia Pierce and Don for making presentations to the city councils and County Commissioners these past few months regarding HAYC and its services to the community.

The meeting was adjourned at 8:58PM.

Respectfully Submitted,

Donald A. Clark  
Executive Director/Secretary