

**MINUTES OF THE DECEMBER 3, 2013 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, December 3, 2013 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 6:00 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Jonia Pierce, Judi Herubin, Mike Jager, and Yanira Vera.

Approval of Minutes:

Commissioner Mickelson moved to approve the minutes of the meeting held on October 22, 2013. The motion was seconded by Commissioner Griffin, and unanimously approved.

Hearings of Visitors:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about a \$7,285 payment to Hawkins, Delafield & Woods. James explained that they were our bond council for the office bond refinance.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was negative \$51,443 for the month, and negative \$89,425 year-to-date. We lost the second month of two months of rental assistance subsidy for Riverside Terrace from RD. Lost subsidy was \$9,444 for September and \$9,449 for October. The 2011 operating subsidy for LRPB was overfunded, so we had to pay back \$13,670, which was coded as miscellaneous expense. Leases and Maintenance Contracts was over budget due to a payment to NovaCoast for network administration time blocks, and an early payment to Yardi Systems for November maintenance. Maintenance materials was over budget as we purchased several appliances, though staff will look into whether some of the cost are eligible to be capitalized. Maintenance Salaries Contracted Labor was over budget, as we have kept utilizing a temporary worker longer than we expected, but as a result Maintenance Salaries is under budget. We are hiring another Maintenance Mechanic to replace the temporary worker and the Tice Park maintenance manager that resigned recently. Our Renovation Specialist, Ron Huntley, has accepted the Maintenance Mechanic position, and will transition into his new role by the end of the month.

Asset Management Report by Yanira and Mike: Overall physical occupancy increased .2% to 95.5%, and financial occupancy decreased .4% to 94.0% (ignoring lost rental assistance). There were a lot of vacancies at Abbey and Tice due to loss of jobs. We are working on qualifying people on the wait lists to fill those vacancies. The average time to complete work orders increased .2 days to 1.6 days. Painting at Tice Park is on hold until the Spring. There were a lot of structural repairs needed prior to the paint work.

Housing Services Report by Judi:

Section 8: Our Cover Oregon team which includes Claudia and Melissa have been busier than usual helping people with Cover Oregon applications. Claudia and Melissa had the opportunity to attend a Cover Oregon application fair in Salem in November to help enrollees fill out their applications. Due to the Cover Oregon web site problems, applications are mainly by paper, and the deadline to submit applications for eligibility on January 1, 2014 is December 4th. Despite admin plan changes last Summer, our average HAP has not gone down at all, and we are quickly running out of HAP reserves, so we are letting voucher utilization drop a little more. At an average HAP of \$530, next year's estimated HAP funding would allow us to serve just 1,260 families out of 1,343. Many other Housing Authorities are also having to lower lease-up due to the drop in funding.

Housing Development Report by Jonia:

Deskins Commons: The bad weather we had last month added a lot of costs to the project. Concrete and framing work continues. The exterior demolition of the Todd home has reached its peak, and work has begun to re-sheath and repair the two chimneys. To date we've had 122 requests for information, 51 submittals, and 62 change orders.

Executive Director Report by Elise: Total families served was 2,095.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: The four remaining units on Goucher Street and Russ Court in McMinnville are still on the market, but no offers yet.

Update on Commissioner positions: We received a letter from the Yamhill County Commissioners thanking Commissioner Griffith for his willingness to serve another term of office, and appointing him to another 5-year term effective January 1, 2014 through December 31, 2018. Chair Morrow thanked him for agreeing to volunteer his time for another 5 years. Next week Chair Morrow and Yamhill County Commissioner Kathy George are interviewing two applicants for the open Resident Commissioner position.

New Business:

2013 Accomplishments: Management staff provided a list of agency accomplishments for 2013. Chair Morrow thanked staff for the long list of accomplishments and congratulated them for all their good, hard work.

Annual Report Ideas: Elise asked the Board for suggestions of what they felt should be included in this year's Annual Report to the Community. After discussion the Board recommended (1) beginning with a reminder of significant events during the year that impacted operations, (2) highlights of the list of accomplishments (with check marks in front of each accomplishment, i.e. less narrative and more bullet point), and (3) possibly adding a YouTube video to our website for an verbal presentation of the annual report.

Sunflower Park Operating & Capital Budget for 2014: James provided the Sunflower Park operating and capital budget for 2014. We are projecting a net loss of \$85,320, and a positive cash flow of \$9,640. Interest in renting the garages has increased, and we expect to rent 5, which is up from just a couple in years past. Commissioner Griffin moved to approve the Sunflower

Park Operating & Capital Budget for 2014. The motion was seconded by Commissioner Gougler and unanimously approved.

Village Quarter Operating & Capital Budget for 2014: James provided the Village Quarter operating and capital budget for 2014. We are projecting a net loss of \$254,940, and a positive cash flow of \$13,370. Commissioner Gougler moved to approve the Village Quarter Operating & Capital Budget for 2014. The motion was seconded by Commissioner Mickelson and unanimously approved.

VQ Retail Space Proposal: Elise has been working with Yamhill County Care Organization (YCCO) on a lease/purchase proposal for 2,750 sf of the Village Quarter retail space. The YCCO is a Coordinated Care Organization (CCO) that serves Oregon Health Plan members in Yamhill County. Elise has been utilizing Commissioner Gougler's expertise with lease agreements, and will continue to work with him on the proposal from YCCO. Commissioner Mickelson moved to approved authorizing Elise to negotiate details and sign a lease/purchase agreement with YCCO, including engaging a real estate attorney. The motion was seconded by Commissioner Griffin and unanimously approved.

Board Retreat Date: Management staff does not have any major decision points that need lengthy discussion with the Board in 2014, so after discussion, it was decided that instead of a full Retreat day, we would have a mini-retreat that start at 4:00 and then our regular meeting immediately after on February 28, 2014.

Election of Officers for 2014: It is once again time for the annual election of officers for next year. Commissioner Griffin nominated Commissioner Morrow to continue to serve as Chair, and Commissioner Mickelson to continue to serve as Vice-Chair. The nomination was seconded by Commissioner Gougler and unanimously approved.

The slate of officers for 2014 is as follows:

Chair – Commissioner Morrow

Vice-Chair – Commissioner Mickelson

Additions to the Agenda:

None.

Executive Session:

None

Adjournment:

Chair Morrow adjourned the meeting at 7:10 p.m.. The next meeting of the HAYC Board will be held on January 28, 2014.

Respectfully submitted,

Elise Hui
Executive Director/Secretary