

**MINUTES OF THE DECEMBER 21, 2009 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 Monday, December 21, 2009, at the HAYC office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioner Joyce Morrow and Commissioner Fred Mickelson. Staff members present were: Elise Hui, James Umfleet, Jonia Pierce and Mike Jager. Commissioner Briggs was not in attendance at the meeting. Staff members excused from the meeting were Mark Davis, Cliff Hardy and Yanira Vera.

Chair Newville called the regular meeting to order at 7:30 p.m.

Minutes:

Commissioner Griffin moved to approve the minutes of the November 24, 2009 regular meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

Public comments:

None

Bills and Communications:

List of expenditures - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

Reports of the Secretary:

James reported on financial reports:

Total revenue was \$1,105,127 total operating expenses were \$1,070,574 and total non-operating income was \$220,574 for a net income of \$255,127. Approximate cash flow for the month was a positive \$585,387. We sold 4 LRPD duplexes in November for total proceeds of \$584,653, bringing total sales to 15 duplexes and 7 houses, which is over half the units. Year-to-date cash flow from on-going operations is \$39,538. Phil noted that Maintenance Contract Costs were high; James said it is primarily due to large invoices for work on LRPD disposition units.

Elise reported on families served in Cliff and Yanira's absence:

Overall occupancy increased .4% to 93.9%. Total families served increased 7 to 1,876. While occupancy improved overall, we still have a few properties below 90% occupancy. Phil asked how many of the 32 total vacancies are ready to be rented now; Mike said probably most of them, as it is very common for a vacated unit to need some rehab work. It was requested by the board to include the number of vacancies along with the waiting list information so Elise will modify the report accordingly.

Mike reported on maintenance and construction:

Average time to complete work orders was 4.4 days. Assigning properties to the maintenance crew has really improved efficiency. Mike will need Board approval at the January board meeting as our contract for partitioning the units will be over the \$25,000 threshold. The partitioning will be funded partially through the ARRA grant we were

awarded by HUD, funds will need to be obligated by March 2010 and expended by September 2010.

Jonah reported on the Homeownership Department:

We need to obligate the \$500,000 NSP funds by next September. We have purchased a property at 12th and Johnson for about \$36,000 and are planning to rehab it with NSP money. There continues to be a potential conflict of interest being questioned, is it acceptable for Dave's son's business to sell a house that he has purchased to YCAHC or HAYC? Dave asked for the Board's feelings about it. After discussion, it was decided that since Dave has informed his son that he will not participate in an auction attended by Jonah, and that Dave does not have any authority in a sale agreement between his son's business and YCAHC, that there is sufficient separation in place to prevent a conflict of interest. On a different topic, Phil said he knows some folks who need help paying their electric bill. Jonah suggested Phil have them contact Megan who is a resource for any homeowner in Yamhill County, who may refer them to YCAP or other available resources within the community.

Elise reported on development in Mark's absence:

VQ Commercial Space: We have a non-binding agreement in place and since we are still in the 45-day due diligence period, we should be keeping this information confidential for now.

Performance Measurement System Charts:

The quarterly performance measurement charts were presented. Fred asked for any exceptional items; there were none noted.

Unfinished business:

Update on LRPD Disposition - Elise provided an update on LRPD disposition. As of November 30th we have sold 15 duplexes and 7 houses, which is over half the units. There continues to be a lot of interest in the properties. Phil asked where the sale proceeds are held; James said in a business money market account at West Coast Bank.

New business:

Abbey Heights Operating & Capital Budget for CY2010 – James provided the Abbey Heights operating and capital budget for 2010. Joyce was pleased to see the budget for utilities going down for a change. Rent increase calculations were provided this year to show how rent increases are determined. Commissioner Morrow moved to approve the budgets as presented. The motion was seconded by Commissioner Mickelson and unanimously approved.

Sunflower Park Operating & Capital Budget for CY2010 – James provided the Sunflower Park operating and capital budget for 2010. Commissioner Griffin moved to approve the budgets as presented. The motion was seconded by Commissioner Morrow and unanimously approved.

Village Quarter Operating & Capital Budget for CY2010 – James provided the Village Quarter operating and capital budget for 2010. Commissioner Mickelson moved to

approve the budgets as presented. The motion was seconded by Commissioner Morrow and unanimously approved.

Resolution 09-10 HARRP ICA – Elise explained that HARRP’s insurance coverage has historically been limited to Housing Authorities, but beginning in 2010 they will be able to insure non-profit and tax credit entities. They have revised their Intergovernmental Cooperation Agreement to reflect this. Resolution 09-10 would allow the Executive Director to execute and deliver the new agreement. Commissioner Morrow moved to approve Resolution 09-10. The motion was seconded by Commissioner Mickelson and unanimously approved.

Elise said she was asked to be on the HARRP board of directors, and asked for the Board feedback on this. HARRP would pay for all the training and travel associated with the being on the board, most of the quarterly meetings will be held in Vancouver, Washington. After discussion, the Board expressed support of Elise joining the HARRP Board.

Interest in Board officer positions for 2010 – Commissioner Newville asked for those interested in running for Board officer positions for 2010. The board will vote on these positions at their annual meeting in January. Commissioner Newville asked for interest in Board Chair; Commissioner Morrow and Commissioner Griffin expressed interest. Commissioner Newville asked for interest in Vice-Chair; Commissioner Morrow and Commissioner Newville expressed interest.

Resident Surveys – Elise explained that the board has requested raw surveys quarterly but due to the quantity received, she included any received since the last board meeting in this month’s board packet. Dave noted that the Palmer Creek residents seemed the most dissatisfied with our oversight. Elise said the prior owner really catered to them and didn’t enforce all the rules so some of them have had difficulty since our organization enforces the conditions of the lease agreements. After discussion, it was decided that in the future the survey information be summarized, and reported quarterly.

Management report:

No discussion.

Commissioner Newville adjourned the regular meeting at 8:50 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary