

**MINUTES OF THE DECEMBER 27, 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, December 27, 2005, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Jean Kinman, Barbara Knutson, Joyce Morrow and Barry Philpott. Commissioner-elect Phil Griffin, whose term of office will begin January 1, 2006, was also present. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, James Umfleet and Beth Stevenson.

Chair Newville called the meeting to order at 7:45PM. Commissioner Morrow moved to approve the revised minutes of the October 25, 2005 meeting as discussed in the minutes of the November 22, 2005 meeting. The motion was seconded by Commissioner Knutson and unanimously approved. Commissioner Morrow moved to approve the minutes of the November 22, 2005 meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

Beth Stevenson, Family Self-Sufficiency (FSS) Coordinator, was present to introduce Monica Campos-Vargas, a recent FSS graduate. While Monica was not present at the Board meeting, Beth summarized her success and that she had already been presented with her escrow check.

Commissioner Morrow reported that she had reviewed the expenditures for the month of November 2005 and had no further questions.

James summarized the financial statements for the period July 2005 through November 2005. Section 8 Housing Assistance Payments have continued to drop in the final months of 2005 as planned in order to remain within our budget for the year. We have not received word yet from HUD regarding our Section 8 funding levels for Calendar Year 2006.

Elise reported on Families Served. Overall occupancy increased 1.6% to a total of 94.6%. Woodside was up to 94% at the end of November and is expected to continue to improve. Lease-up efforts have begun for the Sunflower Park project. The first building is expected to be ready for leasing by the first of February. We now have 50 applications for the 33-unit property.

Mike reported on Maintenance and Construction activities. The average time to complete work orders improved to 26.09 days this past month with 142 work orders completed. We have now received the final Certificate of Occupancy for Hendricks Place. We have been dealing with some moisture problems in the office building. Mold was found under floor mats at various work stations around the building. The mold has been treated and we have scheduled to have an environmental firm conduct air quality testing in the

building the first part of January. Mike reported that a firm has also been contracted to clean the ducts in the office building. Chair Newville reported to the Board that his nephew was an employee of this firm, but that Chair Newville had no involvement with the selection of the firm. Mike Jager confirmed that, saying that the relationship was discovered after the firm had been selected.

A new employee, Jimmy Payne, has been hired to fill the new Construction Specialist position. He will be working primarily at Woodside Park to repair siding, decking and dry rot. Mike also mentioned that we will be having First Aid/CPR training at the office on January 9<sup>th</sup> and that Board members are welcome to participate if desired.

Mark summarized development activity. Chair Newville adjourned the regular meeting at 8:03PM and the Board went into executive session to discuss property issues. At 8:07PM, the regular meeting was reconvened. Feasibility work is in progress for the New Market Tax Credit project. Final paperwork is being prepared for the loan closing on Hendricks Place with the State. Construction continues on schedule at Sunflower Park. The specifications for rehab work at Vittoria Square remain at USDA (Rural Development) for approval. We hope to begin work in January.

Chair Newville reported that this is the final Board meeting for Commissioner Barry Philpott. The Board presented Commissioner Philpott with a plaque and expressed their deep appreciation for his work on the Board. Commissioner Philpott said he was sorry to leave the Board earlier than expected due to family considerations, but has thoroughly enjoyed his time on the Board. He expressed appreciation to the staff for their excellent work. Chair Newville again welcomed Phil Griffin to the Board and reported that the Yamhill County Commissioners had officially appointed Phil and re-appointed Commissioner Jean Kinman to the HAYC Board of Commissioners effective January 1, 2006.

The Board and staff discussed plans for the annual planning retreat to be held on February 3<sup>rd</sup> and 4<sup>th</sup>. Don passed out revised "Commissioner Reference Guides" to Board members.

Chair Newville adjourned the regular meeting and moved into executive session at 8:13PM to discuss property issues. He reconvened the regular meeting at 8:37PM. Commissioner Philpott made a motion to authorize the executive director to negotiate an agreement to purchase the Cascade Housing Group's General Partner share of the Sunflower Park partnership. The proposal had been presented verbally to Don and Mark earlier in the month. The motion was seconded by Commissioner Morrow and unanimously approved.

Don presented a new policy on inclement weather to the Board. It establishes policies for handling notification to staff and the treatment of staff time when the office is closed due to inclement weather. It also establishes policy for times when the office is not closed but staff members may elect to go home early or not come to the office due to weather conditions. Commissioner Philpott recommended adding a clause that dealt with

situations when staff members may have a normal day off during office closures. Commissioner Morrow moved to approve the Inclement Weather Policy with the change as recommended by Commissioner Philpott. The motion was seconded by Commissioner Philpott and unanimously approved.

Don summarized the status of the Bureau of Labor & Industries (BOLI) task force on public/private partnerships as discussed in the management report. Chair Newville asked about the status of action to terminate a contract with a Section 8 landlord. Elise responded that the termination is moving forward and we are working through our attorney. Commissioner Morrow asked if a manager had been hired for Riverside Terrace. Elise stated that she and Yanira Vera are in the final stages of the selection.

Don confirmed with the Board that they plan to have the Annual Board meeting on January 24, 2006, as scheduled in addition to the Planning Retreat on February 3<sup>rd</sup> and 4<sup>th</sup>.

Chair Newville adjourned the regular meeting at 8:56PM and the Board went into executive session to discuss property and personnel issues. The Board reconvened into regular session at 9:05PM.

The meeting was adjourned at 9:05PM.

Respectfully Submitted,

Donald A. Clark  
Executive Director/Secretary