

**MINUTES OF THE SEPTEMBER 23, 2014 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, September 23, 2014 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:57 p.m.

Roll Call:

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

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on August 26, 2014. The motion was seconded by Commissioner Robertson, 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 \$9,270 payment to HD Supply, which was for new toilets for Woodside Park. Fred also receives the list of expenditures, and prior to the meeting emailed Elise asking about a few expenditures including Yamhill County Sheriff's Office (eviction filing fees), Oregon Mobile Veterinary Services (mobile veterinary unit for Community Connect), and Chuck Colvin Auto Center (maintenance on one of our company vehicles).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$23,266 for the month, and \$58,862 year to date. We received an additional \$22,833 Section 8 admin fees for increased proration from 75% to 79% for the 1st quarter of this year. We are applying for a CDGB Rehab grant for manufactured homeowners in McMinnville. Grounds maintenance costs are higher during the summer months, so we were over budget for August. We received a big bill from the auditors for the annual HAYC audit.

Asset Management Report by Yanira and Mike: Overall physical occupancy increased .4% to 97.0%, and financial occupancy decreased .2% to 95.4%. We already are down to just 2 vacancies at Deskins! We expect to be 100% occupied within the next few weeks. The average time to complete work orders increased .4 days to 3.9 days. Our Maintenance Mechanic, Ron Huntley, has been making good progress on repairs and painting at Tice Park. We are still waiting for RD response to the draft CAN and ADA self-inspections which were sent to them for review and approval before we can proceed with repair and improvement projects at RD-funded properties. We are making good progress on the Village Quarter commercial improvements.

Housing Services Report by Judi:

Section 8: We received 450 wait list applications during the initial 2-week period. Staff did an excellent job of preparing for the re-opening, and the process went very well. We will pull names from the new lottery list before the end of the month. We are still working hard to lease up Section 8, which has been difficult because of all the clients terminating for various reasons.

Housing Development Report by Jonia:

Deskins Commons: We held the grand opening ceremony on September 11th, which went very well. The property looks beautiful and we are already mostly leased up. We are still operating under a temporary occupancy certification until we can finalize the easement, maintenance, and subordination agreements with the city, which are mainly held up pending the City of Newberg attorney review. We hope to have all the agreements finalized and signed within the next week or two.

Neighborhood Stabilization Program: We sold the 12th street house on September 10th! That is our second NSP house sale, leaving 3 more in our possession.

Executive Director Report by Elise: Total families served was 2,129. Elise met with Robin Boyce and Craig Kelley with the Housing Development Center (HDC), the company that was our development consultant for Deskins Commons, about looking into developing our property in Sheridan sometime soon. To help ensure funding from the State, Elise and Robin have been discussing the possibility of incorporating an integrated health center on the new site.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: On September 3rd we closed on 470 Russ Court, and await closings on the two remaining units on Goucher Street.

Village Quarter Commercial: The build-out of bay #1 is nearing completion, and the build-out of bay #2 is underway. Bay #1 should be completed in the second week of October, and bay #2 should be completed the first week in November. The addendum for YCCO to expand fully into bay #2 has been signed by both YCCO and HAYC. The addendum also provides YCCO with right of first option to lease bay #3.

Office Lease Space: YCCO continues to lease the office space while construction continues at Village Quarter commercial. There have been no other interested parties in the office space yet.

New Business:

Renewal of Commissioner Mickelson's term of office: Commissioner Mickelson's term of office expires on 12/31/14. Chair Morrow asked Commissioner Mickelson if he was interested in renewing his term of office for another 5 years, to which he affirmed that he would like to. Commissioner Griffin moved to approve the renewal of Commissioner Mickelson's term of office. The motion was seconded by Commissioner Robertson, and unanimously approved. Elise will send a letter to the Yamhill County Commissioners recommending Commissioner Mickelson's renewal.

November/December Board Meetings: Elise asked the Board if they would like to reschedule the November and/or December meetings due to the holiday season. After discussion, the Board decided to combine the November and December meetings and meet on December 16th.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 7:05 p.m. The next meeting of the HAYC Board will be held on October 28, 2014.

Respectfully submitted,

Elise Hui
Executive Director/Secretary