

**MINUTES OF THE August 23, 2022 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

Chair Morrow called the regular meeting to order at 6:01 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Toney Cinnamon (Vice-Chair), and Fred Mickelson. Commissioner Jones was absent. Management staff present were Vickie Ybarguen, David Hummel, Shawn Johnson, Maricela Morales-Garcia, and Megan Ramos. Yanira Vera was absent. Board Liaison Mary Starrett was not present.

Approval of Minutes:

Vice-Chair Cinnamon made a motion to approve the minutes of the July 26, 2022, meeting. This motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comment:

There were no public comments.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month, reporting a positive cashflow for the month and a positive cashflow year to date. We were slightly over budget for maintenance expenses for the month.

The FY2021 audit for YCAHC has been completed with no findings. The auditors are still working on the FY2021 HAYC audit with the goal of completing it by August 31, 2022. We have requested an extension from OHCS just in case it is not completed by that date. Vickie shared that she and Maricela had a good meeting with OHCS and had set up a time for their Asset Manager to come out on September 2, 2022, to review financials and building needs. There may be funds available to help with capital improvements. Vickie reported our relationship with OHCS has been increasingly collaborative.

Systems Report by Shawn: Shawn reported that we continue to see increased web traffic. He highlighted the upcoming installment of the Verizon Fleet Management System, IT's review of site staffs' work on make ready inspection and tenant charges and providing assistance as needed, and the start of our security analysis project.

Asset Management and Rehab Report by Vickie for Yanira: Vickie reported we anticipate having the Sheridan complex fully leased by the end of September. She highlighted the ongoing service recovery work at Haworth, and tenant support during a water leak at Heritage.

Vickie reported on the status of our rehab projects. We have received the permits for the common wall. We are working on purchasing additional properties in Dayton and McMinnville and looking at a home in Willamina.

Development and Maintenance Report by David: David reported we had another main line water break, this time at Sunnyside. Commissioner Mickelson asked if the reason we were having so

many issues with the pipes was due to age, which David confirmed. Vice-Chair Cinnamon mentioned that in some instances either the wrong pipes or the minimum acceptable pipes were used. David stated he was going to be completing reserve studies on all properties and ensuring appropriate reserves were being built up. The board was fully in support of this and David's work on the properties.

Housing Services Report by Megan: Megan reported we did not have any FSS graduates this month. FSS is still not able to do new enrollments. During the downtime they are assisting the other Housing Specialists. The FSS team is also working on taking over our classes, the VIDA program, and HCVH program, which are vital to our FSS participants.

Our HCV and Mainstream numbers are continuing to increase. We anticipate having enough applications pulled to meet our voucher utilization goals.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the ongoing work on the Stratus development, her involvement in the SB1536 Implementation and Problem-Solving meetings, the debrief on the Heritage water leak, our first staff BBQ since 2019, and a meeting with staff from Senator Merkley's office. She provided a copy of the statement provided by our office to the Newberg City Council. She also provided a contact list provided to all residents at Vittoria. A similar list was provided to Haworth tenants. Chair Morrow asked that we thank all staff for their hard work.

Commissioner Mickelson asked if we had any potential interviewees for the open board positions. Vickie advised the board that we did not have any applicants yet and were working to get the word out about the positions to a broader audience.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported we had been awarded LIFT funding for Stratus from OHCS in the amount of \$11.250 million. With this award we are projected to be fully funded and will begin working on preconstruction items. Vice-Chair Cinnamon asked about air conditioning options, including a ductless system or PTAC units.

The Woodside siding project is getting closer to completion. We are now working on bids for post construction projects.

New Business:

None

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Commission Mickelson moved to adjourn the meeting. This was seconded by Vice-Chair Cinnamon and unanimously approved. The meeting was adjourned at 6:51 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on September 27, 2022.
Respectfully submitted