

**MINUTES OF THE FEBRUARY 25, 2020 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 in Executive Session from 3:00 pm – 4:15 pm on Tuesday, February 25, 2020 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the regular meeting to order at 5:30pm.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Catherine Jones, and Toney Cinnamon. Phil Griffin was absent. Management staff present was Vickie Ybarguen. Megan Ramos and Yanira Vera were absent. Mary Starrett (Liaison County Commissioner) attended via conference call. Guests present were Sarah Wilson, Teddy Collins, Carolyn Williams, and James Cameron.

Approval of Minutes:

Commissioner Jones moved to approve the minutes of the meeting held on January 28, 2020. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Public Comments:

Three residents from Village Quarter commented on a fire alarm that sounded on February 27, 2020. Several concerns were raised including requesting a written policy to evacuate, and more frequent review of the safety plan. They also wanted to let the board know that Mary, the apartment manager, did an excellent job managing the situation. One resident also requested that all entrances use the key FOB for access, and remain locked at all times.

Bills & Communications:

List of Expenditures: There were no questions on the bills and communications as presented.

Reports of the Secretary:

Finance and IT Report by Vickie: Re-forecasted FY2020 main and capital budget were presented. Commissioner Mickelson moved to approve the FY2020 main budget as presented. The motion was seconded by Commissioner Jones, and unanimously approved. Commissioner Jones moved to approve the FY2020 capital budget as presented. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Commissioner Morrow pointed out that the board will now be provided a separate budget comparison of our LP properties (Sunflower Park, Deskins Commons, and Village Quarter). These properties are on a different fiscal year, so they need to be on their own report. Vickie reported that Commissioner Morrow signed closing documents for the refinance of New Reflections. The refinance of Haworth Terrace should be completed in March or April. Vickie stated that we completed the update of our document imaging system, and is continuing to refine accounting processes. Melissa Sanders has been promoted to our open Accounting Assistant II position.

Asset Management and Rehab Report by Commissioner Morrow for Yanira: Physical occupancy decreased from 98.1% in December to 97.7% in January, and financial occupancy decreased slightly from 98.9% in December to 97.1% in January. Commissioner Morrow reported that Yanira is in the process of hiring two new Maintenance staff positions, and would be interviewing soon for the Compliance Manager position.

Commissioner Morrow also reported that Darcy has almost completed the environmental review for the \$500,000 CDBG manufactured Home Grant Application. The Dayton house that we acquired from the county is set to be completed February 28, 2020. Commissioner Mickelson suggested having an open house to celebrate this program.

Housing Services Report by Megan: Megan reported that we are continuing to pull families from the wait list for the Housing Choice Voucher program at 25 per month. Currently the program has a wait list of 2,543 people and a wait time of approximately 4 years. Riley Sherman has been hired for the open FSS position, and Brian Moore is moving from Maintenance to Housing Services to fill the new Inspector/Housing Specialist position.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting her time working to acquire new property for development. Total families served for the month of January 2020 was \$2,316.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Seller accepted our offer on the Norton Lane property. Preliminary research shows we could build up to 202 units. Commissioner Mickelson moved to approve the purchase of the 235 NE Norton Lane, McMinnville, OR property for the amounts and terms agreed upon in the executive session. Commissioner Morrow is the authorized signer. The motion was seconded by Commissioner Jones and unanimously approved.

Commissioner Morrow reported that YCCO had notified us they are planning to exercise their option to purchase the Village Quarter commercial space they are occupying. A motion was made by Commissioner Cinnamon approving the sale of 807, 809, and 811 NE Third Street, McMinnville, Or 97128. Commissioner Morrow is the authorized signer. The motion was seconded by Commissioner Jones and unanimously approved.

New Business:

Resolution No. 20-02: Procurement Policy update. Commissioner Mickelson made a motion to approve the changes. The motion was seconded by Commissioner Jones and unanimously approved.

Vickie requested approval to purchase a physical computer servers, storage, and network solution for \$85,900. Commissioner Mickelson made a motion to approve the purchase, including a 10% contingency amount. The motion was seconded by Commissioner Jones and unanimously approved.

Commissioner Cinnamon made a motion to approve Vickie Ybarguen as Executive Director effective June 1, 2020, with Commissioner Morrow continuing to lead the agency in her current capacity until June 1, 2020, as discussed in Executive Session. The motion was seconded by Commissioner Jones and unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 6:40 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on March 25, 2020.

Respectfully submitted