

**MINUTES OF THE MARCH 28, 2017 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, March 28, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:05 p.m.

Roll Call:

Board Commissioners present were Catherine Jones, Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), and Mike Gougler. A Commissioner absent was Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, and Mike Jager. A management staff member absent was Yanira Vera. Guests present were Village Quarter tenants Carol McCausland, Karen Hoffee, and Sarah Wilson, Beth Stevenson (HAYC FSS Coordinator), and Laurie Busse (FSS graduate).

Public Comments:

None.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on March 8, 2017. The motion was seconded by Commissioner Jones, and unanimously approved.

Beth Stevenson introduced FSS graduate Laurie Busse, and told everyone a little bit about her life. Laurie told the group more about her life experiences and accomplishments leading up to and during her participation on the FSS program. She expressed her appreciation for being able to participate in the FSS program, and for all Beth's assistance. Chair Morrow congratulated Laurie on her success, and thanked her for sharing with the group. Chair Morrow excused Beth and Laurie from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and didn't have any questions or concerns. We paid \$5,250 to Yamhill County Health and Human Services for several months of rents the manager at Baker Field Apartments paid to us.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$1,319 for the month, and \$98,399 for the 8 months year-to-date. We were over budget on utilities for the month due to some catch-up billings being paid. James said that in order to get utility bills paid in a timely manner, we're changing the billing addresses for all utilities to the main office.

Deskins Commons 2016 Audited Financials by James: The \$560,942 net loss for the year was \$53 less loss than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay up to \$47,320 of the loan from HAYC. Commissioner Mickelson noted the net loss for the year was only \$53 less than budgeted, which is very close to budget.

Sunflower Park 2016 Audited Financials by James: The \$72,655 net loss for the year was \$7,620 less loss than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay up to \$25,376 of the deferred HAYC partnership management fees.

Village Quarter 2016 Audited Financials by James: The \$233,805 net loss for the year was \$5,765 less loss than budgeted. The Distribution of Cash Flow report shows there is enough cash available to pay HAYC up to \$44,536, half toward the loan from HAYC, and half for deferred HAYC partnership management fees.

Asset Management Report by Mike: Physical occupancy increased 1.0% to 98.3%, and financial occupancy decreased .5% to 96.0%. The average time to complete work orders decreased .5 days to 3.5 days. We are done with exterior repairs at Fresa Park. We are waiting on RD permission to proceed with asphalt repairs at Vittoria Square. We have receive RFP's for new heat pumps at Homeport, and will be choosing a contractor to install them soon.

Housing Services Report by Judi: Section 8 is presently over-leased due to the push to maximize voucher utilization for 2016, so we don't anticipate pulling from the wait list for a while to allow for attrition of voucher holders. We paid a lot of prior month HAPs in February. We had two FSS graduates in the last month, Crystal Knowles, who received \$2,008 total escrow, and Christina Vieting, who received \$340 total escrow.

Executive Director Report by Elise:

Total families served in November was 2,112. We are anxiously awaiting news on our Section 8 funding for this year. The preliminary federal budget is showing a 14% reduction of HAP funding for 2017. We have a signed Option Agreement for the Booth Bend Road property! Church on the Hill owns a lot of land next to their main property that they have been leasing to Chemeketa, but now they are interested in selling it, so Elise and Darrick Price of Community HomeBuilders met with Heidi Lindell and Jeff Cox with Church on the Hill to discuss the possibility of purchasing it. Due to pursuing development on the Booth Bend Road site, Elise will defer to Darrick at this point.

Reports of Committees:

None.

Unfinished Business:

Summary of Planning Retreat Actions: Elise provided the final FY2018 Goals and Long-Range Goals that includes any revisions made during the planning retreat.

Status of Various Properties: No updates for the Sheridan Road property. The City of McMinnville has officially merged the two Cumulus Avenue lots into one. We recently signed an Option Agreement to purchase the Booth Bend Road property.

New Business:

Resolution 17-02 - Certification of Compliance with PHA Plans and Regulations: As part of our annual agency plan process, the annual certification of compliance with HUD rules was provided for approval. Commissioner Mickelson moved to approve the Certification of Compliance with PHA Plans and Related Regulations including Required Civil Rights Certifications. The motion was seconded by Commissioner Jones, and unanimously approved.

Resolution 17-03 – Authorizing Mental Health Housing Funding Applications: This resolution will authorize the Executive Director to apply for Mental Health Affordable Housing project funding from OHCS. If funded, we would provide a preference for individuals with a serious mental illness for up to 25% of the 80-120 units of the Booth Bend Road Project. Commissioner Gougler moved to approve the authorization to apply for Mental Health Housing funding. The motion was seconded by Commissioner Jones, and unanimously approved.

Construction Management/General Contractor Selection for Booth Bend Road Project: On February 10th we issued a RFP for Construction Manager/General Contractor (CM/GC) Services for the Booth Bend Road project. Proposals were received from Bremik Construction, LMC, and Walsh Construction. HAYC has worked with all three of these companies on previous projects. Elise, Mike, and France Fitzpatrick from the Housing Development Center interviewed the 3 companies, and decided Bremik Construction appeared to be the best fit for the needs of the project. Commissioner Jones moved to approve the selection of Bremik Construction to be the CM/GC for the Booth Bend Road project. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 6:43 to discuss personnel issues. She returned to the regular meeting at 6:53.

Adjournment:

Chair Morrow adjourned the meeting at 6:53 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on April 25, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary