

**MINUTES OF THE APRIL 25, 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, April 25, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

Roll Call:

Board Commissioners present were Catherine Jones, Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Megan Ramos, Mike Jager, and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), Village Quarter tenants Karen Hoffee and Sarah Wilson.

Public Comments:

None.

Approval of Minutes:

Commissioner Jones moved to approve the minutes of the meeting held on March 28, 2017. The motion was seconded by Commissioner Griffin, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James for clarification on the limited partnership entity payments to HAYC (deferred partnership management fees and HAYC loan payments) and Commissioner Mickelson asked about payments to Capital One for \$4,784 (mainly toilets and training), Leslie Toth for \$5,000 (earnest money on the option for Booth Bend property), and a couple payments to Loveridge Hunt for \$6,180 (auditing fees).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$65,580 for the month, and \$169,638 for the 9 months year-to-date. Part of the reason for the large cash flow was because we completed exterior improvements at Fresa Park, so we did a replacement reserve draw and capitalized the related labor costs totaling \$25,418. We saved a significant amount by doing the work ourselves instead of contracting it out. Also we had a large amount of rehab admin fees and operating grant income for mortgage counseling services. Judi mentioned that starting with April voucher utilization will begin dropping back down. She also mentioned that in April we received an additional \$21,000 admin fees due to the reconciliation of 2016 admin fees.

Asset Management Report by Yanira and Mike: Physical occupancy decreased .6% to 97.7%, and financial occupancy increased .7% to 96.7%. A special needs tenant at Hendrick's Place did substantial damage to the walls of his unit, and then left the property, hence the one vacancy there. Heritage Place had 3 vacancies due to shuffling of tenants to different units for reasonable accommodation purposes. The average time to complete work orders increased .4 days to 3.9 days. We have had a temp worker helping out, so lots of work orders were completed timely. We have had some drainage issues at Haworth Terrace, which has been amplified by all the rain

we've had lately. We are still working with McMinnville Water & Light to get new heat pumps at Homeport, which should begin happening soon.

Housing Services Report by Judi: Judi said she is excited to have Megan replace her, and that Megan will do a really good job for us. Due to the uncertainty of Housing Resource Center and loss mitigation grant funds in the coming year, we are not going to replace Megan's Housing Resource Center Coordinator position at this time, and are going to reorganize the Housing Services staff instead. This will be Judi's last Board meeting as she is going into semi-retirement, but will be working for HAYC on a part-time basis. We had 4 FSS graduates in the last month: Steven Baldoni, who received \$24,904 total escrow; Mary Durlak, who received \$4,651 total escrow; Toni Borgun, who received \$1,846 total escrow; and Laurie Busse, who received \$3,537 total escrow and spoke with the board at the last meeting.

Executive Director Report by Elise:

Total families served in March was 2,107. There was an article in the News Register about our annual report that included quotes by Elise.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: The development team worked diligently to get everything ready to submit an application to Oregon Housing and Community Services for the Mental Health Housing NOFA, which had a deadline of April 21st. In follow-up to our March board meeting discussion, we are continuing to work with Columbia Bank on refinancing the current loan on the Village Quarter Retail Space. This refinance is needed to give us additional time with the YCCO CEO change to finalize an agreement for the YCCO to purchase the space. Elise said that we would need board approval to allow her the authority to sign the necessary loan documents for the refinance. The board unanimously authorized Elise in her capacity as Executive Director to sign all necessary documents to get the Village Quarter Retail Space refinanced.

New Business:

Resolutions 17-04 & 17-05 – Revision to the Housing Choice Voucher Admin Plan: Staff is proposing to make 20 fast-track vouchers available to Yamhill County Health and Human Services (YCHHS), 15 for permanent supportive housing and 5 for transitional housing. Commissioner Gougler moved to approve resolution 17-04 designating 15 supportive housing fast-track vouchers for YCHHS. The motion was seconded by Commissioner Jones and unanimously approved. Commissioner Mickelson moved to approve resolution 17-05 designating 5 transitional housing fast-track vouchers for YCHHS. The motion was seconded by Commissioner Gougler and unanimously approved.

HAYC Operating & Capital Budgets FY2018: Total budgeted operating revenues are \$15,634,185, total budgeted operating expenses are \$14,202,610, and total non-operating income/expense is \$1,098,670 net expense for a net income of \$97,615. Budgeted cash flow from operations is \$2,520. Chair Morrow noted that in the budget comparison workers compensation annualized actuals were quite low, which James said was due to the large SAIF refund we received. Chair Morrow also noted the HARRP insurance premium dropped quite a bit. Commissioner Jones moved to approve the HAYC Operating and Capital budget for FY2017. The motion was seconded by Commissioner Griffin, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:35 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on May 23, 2017.

Respectfully submitted,

Elise Hui
Executive Director/Secretary