

**MINUTES OF THE APRIL 28, 2020 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 6:05 pm.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Catherine Jones via conference call, and Toney Cinnamon via conference call. Phil Griffin was absent. Management staff present was Vickie Ybarguen, Megan Ramos and Yanira Vera. Mary Starrett (Liaison County Commissioner) also attended via conference call. There were no guests present.

***Approval of Minutes:***

Commissioner Mickelson moved to approve the minutes of the meeting held on March 24, 2020. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

***Public Comments:***

None

***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:* The board reviewed the financial summary and discussion was had regarding where the funds for the new property being purchased were coming from. It was clarified that these funds would be coming from our restricted funds. Vickie stated that we have a separate budget for Deskins Commons, Sunflower Park, and Village Quarter as they are on a different fiscal year.

Vickie stated that some of the IT work we needed to do is still on hold due to COVID-19. For instance we have received new printers and computers, but have not yet been able to install them on site. Commission Mickelson confirmed that they were being stored in a secure location in the meantime. Vickie also discussed her meeting with John Eshleman regarding the Sheridan property, highlighting that he did not end up needing an easement.

Commission Mickelson asked how many of our employees had been affected by COVID-19. Management staff stated that although no staff has tested positive a small number had been asked by doctors to stay home due to potential exposure. Management staff also advised on the board regarding the difficulties involved with getting cleaning and sanitizing products.

*Asset Management and Rehab Report by Yanira:* Physical occupancy increased from 97.4 % to 98% and financial occupancy decreased from 96.5% in January to 95.6% in February. Yanira discussed her department's changes in light of COVID-19, including limiting work on occupied units to emergencies only. Mary Starrett had questions regarding how the eviction moratorium was affecting us and what options were available for those not able to pay. Yanira stated that we had not had many people ask, but were allowing people to make payment arrangements, and

being flexible in regards to their individual circumstances. Commissioner Jones asked if we were still having food brought out to the sites by YCAP. Yanira stated that we had stopped doing this for the time being. Commissioner Mickelson asked what we were not currently doing with our properties. Yanira stated that we were not doing physical inspections or interior repairs for standard maintenance requests.

In regards to Housing Rehabilitation, Yanira stated that the home in Dayton had not had any internal offers and we are now marketing it to the general public, so long as they income qualify. Currently we have several offers on the home and are working to income qualify the first family. We are also working with an architect to draft floor plans for the Lafayette site.

*Housing Services Report by Megan:* Megan reported that we did not have any FSS graduates this month. She stated that we are continuing to process people in pending status in order to maintain our numbers. Megan discussed her department's changes in light of COVID-19. Staff has recently starting doing orientations for new voucher recipients using distance learning, and is becoming more comfortable meeting with clients by phone. We are looking at potential changes to how we do business when we re-open.

*Board Chair Report by Joyce:* Chair Morrow reviewed her report, highlighting the HAO Conference and various COVID-19 matters.

***Reports of Committees:***  
None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* We have negotiated a purchase price of 2.7 million for the Norton Lane property. Commissioner Cinnamon made a motion to approve Joyce Morrow to enter into a contract of sale for 2.7 million. This motion was seconded by Commissioner Jones and unanimously approved. We are currently reviewing RFP's for a consultant on the development of this property.

Commissioner Morrow also reported that we are currently in negotiations regarding an easement for the Cumulus property.

***New Business:***

*Resolution No. 20-04:* Adoption of COVID-19 Waivers. Discussion was had on the waivers granted by HUD in light of COVID-19. Commissioner Mickelson made a motion to approve the resolution. The motion was seconded by Commissioner Jones and unanimously approved.

Yanira requested approval to award contracts to Washington Roofing in the amount of \$287,260 with a 10% contingency fund to repair and replace roofs at Tice Park, Haworth Terrace and Abbey Heights. A motion to approve was made by Commissioner Mickelson, seconded by Commissioner Cinnamon and unanimously approved. Yanira also requested approval to spend \$22,344 plus 10%, for the emergency replacement of a roof for one of the buildings at Tice Park. A motion to approve was made by Commissioner Mickelson, seconded by Commissioner Cinnamon and unanimously approved.

Commissioner Morrow stated that our Limited Partnership Audits had been completed with only one finding, which had already been corrected.

***Adjournment:***

Chair Morrow moved the meeting into executive session at 7:05 pm and returned the meeting to regular session at 7:20 pm. The meeting was adjourned at 7:20 pm. The next meeting of the HAYC Board will be held at 6:00 pm on May 26, 2020.

Respectfully submitted