

**MINUTES OF THE AUGUST 25, 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 6:06 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), and Toney Cinnamon. Catherine Jones was absent. Management staff present were Vickie Ybarguen, Megan Ramos, Yanira Vera, Maricela Morales-Garcia, and David Hummel. Mary Starrett (Liaison County Commissioner) was unable to attend.

Approval of Minutes:

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

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela stated that our fiscal audit had been approved, and made sure there were no questions regarding it. She then presented the updated FY 2021 budget which has been updated in the areas of maintenance and portfolio management. She requested that the updated budget be approved. Commissioner Mickelson made a motion to approve the updated budget. This motion was seconded by Commissioner Cinnamon and unanimously approved. Commissioner Mickelson questioned the 100 gallon water heater purchased, and was told it was one the three water heaters that served Village Quarter.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that our new website had gone live. We have already gotten several compliments on how up to date and professional it looks.

Asset Management and Rehab Report by Yanira: Yanira reported that physical occupancy had dropped slightly and financial occupancy had stayed roughly the same. Commissioner Morrow asked if the formula for the percentages had been updated. Yanira confirmed that it had been. In regards to Housing Rehabilitation, Yanira stated that Darcy was pulling applications and was currently assisting 16 families with grants totaling \$111,066. She also reported that we are working on finalizing the design for the Lafayette property and should have the project complete in roughly 120 days.

Development and Maintenance Report by David: David provided an updated on his current projects, including the Woodside RFP, along with tree removal and seal coating at various properties. He reported that all July work orders had been completed and that he had recently started having Ron taking all the emergency calls during the day to keep the rest of the maintenance team focused on their sites.

David requested board approval on his recommendation for Hals Construction for the asphalt work at Haworth Terrace. A motion was made to approve by Commissioner Mickelson and seconded by Commissioner Cinnamon. It was unanimously approved.

Housing Services Report by Megan: Megan reported that we had submitted our application for 2021 FSS funding and that we were eligible to apply for three positions. She also stated that we are still in shortfall however HUD has recently changed the guidelines for Housing Authorities in shortfall, which will allow us to do a little bit of voucher issuance and allow voluntary moves. She also stated that we had reapplied for shortfall funding and were hoping to hear back soon. OHSI restarted their LPA program, specifically targeting those who have had a loss in income since January 2020.

Executive Director Report by Vickie: Vickie reviewed her report highlighting the completed refinance of Haworth Terrace and meetings regarding our new property. She also reported on the COVID testing that we had partnered with Virginia Garcia on. Yanira reported that approximately 320 people came, a large increase from the 20-30 people Virginia Garcia usual sees at these types of events.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting that the zone change had been approved for the Norton Lane property, and that we had officially purchased the Norton Lane property.

Reports of Committees:
None.

Unfinished Business:

Status of Various Properties and Opportunities: We have officially purchased the Norton Lane property and are in the beginning stages of determining project goals and design. We have been reviewing available data to see what the current needs in our community are. We also have signed the easement agreement with McMinnville Eye Clinic.

Procurement Policy: Vickie presented our updated procurement policy for review. After review it was determined that the sentence at the bottom of page 4 should be changed to read “Bonding requirement waiver will be on a case-by-case basis, with documented Board approval recorded in the Board Meeting minutes” Commissioner Mickelson moved to approve the policy with the above change and Commissioner Cinnamon seconded. The motion was unanimously approved.

New Business:
None

Additions to the Agenda:
None

Adjournment:

Chair Morrow moved the meeting into executive session at 6:47 pm and returned the meeting to regular session at 7:01 pm. The meeting was adjourned at 7:01 pm. The next meeting of the HAYC Board will be held at 6:00 pm on September 22, 2020.

Respectfully submitted