

**MINUTES OF THE APRIL 27, 2021 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 6:01 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Toney Cinnamon, Catherine Jones and Greg Smith. Management staff present were Vickie Ybarguen, Megan Ramos, Yanira Vera, David Hummel and Maricela Morales-Garcia. Board liaison Mary Starrett did not attend.

Approval of Minutes:

Commissioner Smith moved to approve the minutes of the regular meeting held on March 23, 2021. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month. She reported we had a negative cash flow for the month and that utilities were slightly over budget. She also reported that we had hired Mandy Hayes as our new Human Resources staff, and were contracting with Nan McKay and Associates to assist with some accounting procedures. We have put the hiring of a new accountant on hold for now.

Maricela presented the Rural Development budgets for Fresa Park, Palmer Creek, Riverside Terrace, and Vittoria Square. Commissioner Cinnamon moved to approve these budgets. The motion was seconded by Commissioner Smith and unanimously approved.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that we completed an upgrade to Voyager, which had produced some issues for Steven to work through, and that we went live with PHA screening through Yardi.

Asset Management and Rehab Report by Yanira: Yanira reported that we are at 97.4% physical occupancy and 104.3% financial occupancy. She reported that she and accounting are working hard to clean up the affordable modules and that her department is having staff transitions in preparations for Teresa Velazquez's upcoming retirement. She also provided an update in regards to tenant participation in COVID rent assistance programs.

Yanira reported that the rehab department received approval from our non-profit board to increase the per loan amount due to construction costs increasing. She also advised that we would be hosting a social distancing open house for the Lafayette house in the near future and that we were finalizing the application for the Newberg CDB grant.

Development and Maintenance Report by David: David provided an update on his department highlighting that we had completed dryer vent cleaning at multiple sites, and were working on stair repair and replacement at a handful of sites. David also mentioned that we were installing

electric locks at Bridges, which should cut down on tenant lock outs and that Health and Human Services had agreed to split the cost of these locks.

Housing Services Report by Megan: Megan reported that we had two FSS graduates in February. She stated that we are continuing to pull individuals from the wait list for both the Housing Choice Voucher and Mainstream programs in order to utilize as much funding as possible. She also reported that we had restarted inspections and, for the most part, were going well and provided a quick overview of Housing Choice Voucher funding.

She stated that the Housing Resource Center is continuing to offer classes and other services online and via telephone.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting her continued work on Stratus Village, our partnership with Health and Human Services on their complex in Sheridan, the Woodside Park refinance, and OHCS' Landlord Compensation Program. She also mentioned that she would be taking her vacation shortly, which was on her evaluation to complete.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported that we are completing the LIHTC application for Stratus Village and looking into other community funding options. We have also received proposals for the rehabilitation on Woodside. The selected bid came in \$719,922 less than our previous proposal.

New Business:

Resolution 21-04 Entering into Contract with Construction Company Woodside Park Apartments: Commissioner Cinnamon made motion to approve selecting Summit Reconstruction for the Woodside Park contract, with Commissioner Mickelson seconding it. The motion was unanimously approved.

Resolution 21-05 Refinance Woodside Park Apartments for Exterior Rehabilitation: Commissioner Smith made motion to approve the refinancing of Woodside Park to fund rehabilitation, with Commissioner Jones seconding it. The motion was unanimously approved.

Resolution 21-06 Entering into Contract for Sidewalk and Asphalt Repairs for Vittoria Square Apartments: Commissioner Mickelson made motion to approve selecting Bridge City for the Vittoria Square sidewalk and asphalt repairs with Commissioner Jones seconding it. The motion was unanimously approved.

Resolution 21-07 Authorizing the Executive Director to Submit an Application to Oregon Housing and Community Services (OHCS) Seeking Resources Including but not Limited to Low Income Housing Tax Credits and General Housing Account Program for Approximately 70 Units and Authorizing Housing Authority of Yamhill County Officials to Execute Documents Related to Funds Awarded by OHCS for Stratus Village: Commissioner Cinnamon made motion

to approve authorizing the executive director to submit an application to OHCS for Status Village with Commissioner Smith seconding it. The motion was unanimously approved.

Additions to the Agenda:

None.

Adjournment:

Commissioner Mickelson moved to adjourn the meeting. This was seconded by Commissioner Jones and unanimously approved. The meeting was adjourned at 6:57. The next meeting of the HAYC Board will be held at 6:00 pm on May 22, 2021.

Respectfully submitted