

**MINUTES OF THE OCTOBER 24, 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, October 24, 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 Mike Gougler, Catherine Jones, Fred Mickelson (Vice-Chair), and Joyce Morrow (Chair). A commissioner absent was Phil Griffin. Management staff present were Elise Hui (Executive Director), Mike Jager, Megan Ramos, James Umfleet, and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), Riverside Terrace residents Harriet Davenport and Teddy Collins, and Village Quarter resident Sarah Wilson.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on September 26, 2017. The motion was seconded by Commissioner Jones, and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow asked James about the \$4,165 payment to Ray Westerlund, which was for repairs and painting in 3 units at Tice Park. Commissioner Mickelson did not have any additional questions about the payment summary.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$41,570 for the month and \$80,103 for the three months year-to-date. We received an additional \$22,679 for Section 8 admin fees per a HUD reconciliation of admin fees payments for January thru June 2017. The reconciliation found actual earnings were greater than the estimated payments they gave us. It is good to see our Section 8 numbers are finally starting to drop.

Asset Management Report by Yanira: Physical occupancy decreased .7% to 97.0%, and financial occupancy increased 1.6% to 97.0%. Asset Management is finally fully staffed again which is great. The average time to complete work orders increased .1 days to 6.5 days. We finally filled the open Maintenance Mechanic position. Chair Morrow asked for an update on the Village Quarter leak issues. Mike said the flower bed pool liners by unit #219 and the community room have been repaired, and there have been no leaks detected through those walls since the repairs. An additional leak in the pool liner for the community room green roof was discovered during the first seasonal rain; and it has been repaired also. The contractor had to remove ceiling and wall sheetrock in the community room library to confirm the location of the green roof leak. We wanted to be positive the green roof leak was corrected through a couple of rain events before closing up the ceiling and wall in the library, which is now scheduled to happen soon. The last issue is the long term use of the green roof and affected flower beds. We are not yet comfortable with filling them with dirt again, and are waiting for a recommendation from the general contractor and the pool liner sub-contractor. At Palmer Creek we completed the dry rot repairs on the back building, so we're now 95% done. We just have the front building left to repair. We will be getting the finished buildings painted and all siding and painting work should be done by year end.

Housing Services Report by Megan:

Family Self Sufficiency: We had one FSS graduate last month; Tasha Crandall, who received \$6,315 total escrow, and is moving on to homeownership.

Section 8: The Section 8 department continues to work hard to attempt to bring down our voucher utilization number and average cost per HAP. Our numbers are looking much better this month with us actually being under-leased for the month. We completed our Housing Specialist interviews in September and have hired Lindsay Dent to fill the full-time regular Housing Specialist position. Additionally, we have hired Bella Frimpong for the Limited Duration Housing Specialist position. While we are excited to have our department fully staffed again, one of our caseworkers has let us know that he will be moving away from the area, so we may have an open position again soon depending on future FSS funding. We were pleased to learn we received a 100% SEMAP score again and remain a high performing agency.

Housing Resource Center: Claudia remains on maternity leave with Megan and other staff covering the resource center programs while she is out.

Executive Director Report by Elise: Total families served was 2,025. We have been talking with the Veterans Affairs department, and things are going well with the VASH vouchers. We currently have 9 vouchers being used, with 4 more applicants that have vouchers looking for units. We have asked HUD for 10 more VASH vouchers with the support of the VA Medical Center.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: The City of Newberg reached out to Elise regarding a parcel of land they own in the downtown core that could be potential for commercial on the ground floor and rental units on the upper floors, much like Village Quarter. Elise asked the Board if they would be interested in this type of development. After discussion, the Board agreed that we would not be interested in another mixed-use type of development at this time. Elise has reminded YCCO that the lease option agreement extension to December 31st, 2017 is coming up quickly, so now would be a good time to start looking into funding to buy the property.

New Business:

Deskins Commons Operating & Capital Budget for 2018: We are projecting a \$526,555 net loss, and a \$28,520 positive cash flow which includes a 2.3% average rent increase. Commissioner Mickelson moved to approve the Deskins Commons Operating & Capital Budget for 2018. The motion was seconded by Commissioner Gougler and unanimously approved.

Sunflower Park Operating & Capital Budget for 2018: We are projecting an \$83,403 net loss, and a \$2,350 positive cash flow. We are only able to implement a .6% rent increase due to the state's tax credit pass-through requirements however this is the first increase that we have been able to do since 2014. Commissioner Gougler moved to approve the Sunflower Park Operating & Capital Budget for 2018. The motion was seconded by Commissioner Jones and unanimously approved.

Village Quarter Operating & Capital Budget for 2018: We are projecting a \$234,700 net loss, and a \$13,710 positive cash flow. We were unable to implement a rent increase due to the state's tax credit pass-through requirements. Commissioner Jones moved to approve the Village

Quarter Operating & Capital Budget for 2018. The motion was seconded by Commissioner Gougler and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved to Executive Session at 6:22. She returned to the regular meeting at 6:50.

Adjournment:

Chair Morrow adjourned the meeting at 6:51 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on December 12, 2017 and will be a combined November and December board meeting.

Respectfully submitted,

Elise Hui
Executive Director/Secretary