

## January 20, 2015 WCDC Meeting Minutes

Members Present: Tim Crampton, Linda Crampton, Sheldon Delph, Lyn Delph, Heidi Delph, Rick Stephens, Jim Davis, Mary Lou Andrews, Chuck Price

Guests: Bruce Buchanon, Peggy Reichert

Linda discussed her internet search for clear plastic sheeting to cover and protect the covered wagon. She found several sizes, ranging in thickness of 5-20 mil costing \$120-\$175. Chuck inquired to Sheldon whether we could use some of our \$5000 grant from the Oregon Community Foundation to purchase this sheeting, Sheldon responded affirmatively. Since Linda was unsure which sheeting would work best to cover the wagon Chuck made a motion for Jim and Rick to make this decision and order this tarping for the wagon, specifically 10-20 mil thickness not to exceed spending \$300.

Motion passed unanimously.

Bruce Buchanon gave his overview of Darcy Vincent's senior housing application proposed contract and his projected 20 year pro forma operating budget for this project. He thought that Darcy Vincent's contract proposal for \$12,000 was very reasonable and that she was well qualified to complete this application.

We questioned whether we would need to put this contract proposal out to the public for three bid estimates. Bruce questioned which rent schedule we would be required to use for grant purposes from Oregon Housing Community Services (OHCS). He is investigating this question but has not yet received an answer from OHCS. Bruce thought we should ask Darcy if a utility allowance is necessary when applying for a GHAP grant.

While reviewing his project pro forma budget, Bruce thought that the one bedroom units should rent for \$445 per month with the renter paying the unit's utility bills. He also thought that HUD had a utility allowance of \$75 per month for grant/budgeting purposes. His pro forma resulted in a positive cash flow of 18% which is a good number for budgeting purposes. We also discussed that the minimum lot size for our duplex would be 8000 square feet.

Bruce discussed that the project Board of Governors must demonstrate expertise in all areas of project oversight to the OHCS as part of the grant process.

There are annual training and certification costs which would need to be paid from the \$3500 per year operating budget income. Regarding the senior housing project's daily managing responsibilities, possibly we could work with the City to provide additional funds to the City Clerk to act as the daily manager. Bruce thought we should ask Darcy if this arrangement would help our grant application process. Other possibilities for daily management would include Umatilla County Housing or cooperate with the Athena Horizon Project Cascade Management. We should contact Terry Silvas to see if Cascade Management would be interested in this arrangement. It was discussed that with only a duplex for rental it might be difficult to find an agency to manage the daily operational aspects.

We asked Bruce what should be our top priorities at this point. He responded that 1) We needed to coordinate with Darcy Vincent to determine the near future timeline for the grant application process: 2) We needed to find the best location/property in town for this project and work on securing it: 3) We need to decide how best to set up the Board of Governors and the best day-to-day management agency or the City Clerk: 4) Get on the OHCS grant and information notification list at [oregon.gov/OHCS](http://oregon.gov/OHCS) scroll to enews/signup for OHCS. Bruce thought the next grant NOFA would have a March-June 30 deadline

Overall, the entire committee thought that Bruce Buchanon was very positive toward the need and successful completion of our senior housing project. His pro forma operating budget looked good at an 18% positive cash flow.

We discussed that the Wildhorse Foundation would be a good source of local funding (very helpful as a pre-requisite for the OHCS-GHAP grant application purposes). The Wildhorse Foundation's next grant application deadline is March 31, 2015.

Our next meeting is scheduled for 7 p.m. on February 24, 2015.

Respectfully submitted,  
Chuck Price, WCDC Secretary