DMPM
Board Meeting
Minutes for May 6, 2025

PLACE: Administrative Building-Victory Room

TIME: 12:10 PM

ATTENDEES: Rick Poland, Jeff Cooley, Jerry Griese, and Janeal Kohler. Jennifer Leveque was absent.

READING AND APPROVAL OF MEETING MINUTES: Commissioner Poland motioned to approve the minutes from the February 4, 2025, board meeting. Commissioner Cooley seconded. All in favor. No discussion. Motion passed.

STAFF REPORT: Operating statements in the board packet are through March 2025. Since March is the end of the fiscal year, this is a draft of the year-end statements. The finance department is making some final checks and adjustments before sending reports to the auditor.

The properties are keeping costs down, which has helped the financial health of the properties, especially those with high vacancy losses. The major expenses have been related to maintenance related to unit turns. Contract expenses have been even this year. The properties will focus on reducing turn times between tenants to keep vacancy rates as low as possible. Costs and vacancies have been inconsistent; this is a focus with staff in the coming year. The properties had minimal vacancies at the start of the new fiscal year. One unit was vacated right before the end of the previous fiscal year.

Orchard Knoll's costs have been higher than other properties due to its transitional housing aspect. Many tenants do not follow through once they reach the top of the waiting list. Staff can go through 20-30 applications at a time to find a tenant for one unit.

Property management staff is back to 100% filled. Two or three property managers took leave around the same time which caused a backlog of work for those properties. Another property manager left and that position has been replaced. There are plans to bring in a full-time position to help with daily operations and property management, especially during leaves and illnesses. This will allow the department director to focus on staff development and compliance instead of covering for missing staff. The staff that took leave were gone for the expected amount of time; they did not misuse leave laws.

There is a challenge with the amount of work output falling short of the amount of time put in. Employees are consistently working and there are no concerns that they are wasting time. However, there are opportunities to help them increase their productivity and efficiency so they can meet their deadlines consistently.

Four units at Gateway Village in Drain flooded in March. The two units closest to the river had about 18" of water. The others had 6-7" of water. Flood insurance maxed out: One building received $65,000, the other received $74,000. The mitigation estimates (just mitigation, not rehab) for both buildings were higher than the insurance claim payout. The DMPM maintenance techs have extensive experience with flood mitigation and have been doing the mitigation work themselves. This saved a significant amount of money. Zerbach Construction is now rehabilitating the units. The four displaced families are staying with family members. The Gateway Village program does not have the resources to pay for temporary housing. The repairs are tentatively scheduled for completion by the end of May. No other properties were damaged during the floods.

PUBLIC COMMENTS: None.

REPORT OF THE COMMISSIONERS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:
Resolution 58 – new budget for fiscal year April 2025-March 2026: Rural Development has reviewed the budget for those four programs and approved. Blueridge II budget was approved through a state governing body in February; this is a program requirement. The other programs have reviewed and approved the budgets. The budgets are similar to the previous year. There are increases to revenue as must as possible, especially if a program subsidy will pick up the difference. However, some properties have units that are unsubsidized. Due to state protections, those rents can't be increased more than 10%. Operating expenses are reasonable. They haven't experienced the same high inflation as they did during COVID. Keeping vacancy losses down will keep the properties financially healthier than they were in the previous fiscal year. Commissioner Cooley motioned to approve Resolution 58; Commissioner Poland provided a second. All in favor and the motion passed.

MEETING ADJOURED AT: 12:21 PM