

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: July 27, 2017
Time: 3:30 p.m.
Place: Coquille Indian Housing Authority Office
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: The meeting was scheduled at the regular meeting held June 15, 2017 and confirmed by electronic notice on July 21, 2017.

Vice Chair More called the meeting to order at 3:40 p.m. CALL TO ORDER

Housing Programs Coordinator Dale Herring offered the opening prayer. OPENING PRAYER

Commissioner Rocha called the roll. Present were Vice Chair More, Commissioner Chase, and Commissioner Garrett. Commissioner Parrish had resigned effective June 15, 2017 and Chair Brend was absent, excused. Secretary/Treasurer Hunter was expected to arrive during the meeting. A quorum was established. ROLL CALL

QUORUM

CIHA staff members present were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, Projects/Maintenance Technician Scott Platter, and Kilkich Youth Corps Employee Preston Shea.

Also in attendance was Coquille Tribal Police Chief Scott LaFevre.

None. PUBLIC COMMENT

Minutes of the June 15, 2017 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Commissioner Garrett moved to approve the minutes of the June 15, 2017 regular meeting, seconded by Commissioner Chase. The motion carried unanimously.

Executive Director Cook requested that a discussion of Backyard Chickens be added as agenda item 13C. AMENDMENTS
TO AGENDA

Accounting, Maintenance, and Resident Services reports for June 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.) DEPARTMENT
REPORTS

The department reports were reviewed and discussed briefly.

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Commissioner Chase departed at 4:05 p.m.

SPECIAL ORDER

The meeting was recessed at 4:05 p.m. and reconvened at 4:15 p.m.

RECESS

Secretary/Treasurer Hunter arrived at 4:15 p.m.

SPECIAL ORDER

Commissioner Garrett moved to approve the department reports, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

DEPARTMENT
REPORTS
(CONTINUED)

Materials from the Kilkich Residents Association meeting held July 10, 2017 and a Tribal Police Department report for June 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

A representative of the Kilkich Residents Association was unavailable to attend.

Kilkich Residents
Association

Tribal Police Chief LaFevre reviewed and responded to questions about recent Tribal Police department activities.

Tribal Police
Department

Commissioner Garrett moved to accept the Affiliate Reports, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A Master Projects List dated July 27, 2017; draft Family Camp Agenda dated July 17, 2017; PMOSF Progress Report for June 2017; PMOSF Budget Report for June 2017; PMOSF Construction Schedule dated July 14, 2017; CIT-CIHA EDRLF Loan Agreement dated June 28, 2017; memoranda from CIHA Attorney Ed Clay Goodman dated June 15, 29, and 30, and July 12, 2017 regarding federal funding, legislative issues, and recent NAIHC activities; an email from ODOT dated June 30, 2017 regarding the August 21, 2017 solar eclipse; and, information regarding an upcoming First Tuesday Talk by Dr. Roberta Hall at the Coos History Museum were presented at the meeting. (Copies attached to these minutes.)

EXECUTIVE
DIRECTOR'S
REPORT

Executive Director Cook reviewed and responded to questions regarding the status of current work priorities, other active items, projects completed since the last report, and recent issues.

Commissioner Rocha moved to accept the Executive Director's report, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

None.

COMMITTEE
REPORTS

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Vice Chair More informed the Board he would be out of town and unable to attend CIHA's annual training in August.

BOARD
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

A draft FY 2018 Homebuyer/Homeowner PILOT Fee Calculation was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2018 PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2018 PILOT Fee. The calculation was prepared using expense data from previous years and was based on 95 units to accommodate anticipated community growth within the next two years. The effect of adoption would be to increase the monthly PILOT fee paid by HomeGO participants and private homeowners from \$93 per month to \$94 per month.

Commissioner Rocha moved to increase the Homebuyer/Homeowner PILOT Fee to \$94 per month effective October 1, 2017, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A draft FY 2018 CIHA Fee Schedule was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2018 Fee Schedule

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2018 Fee Schedule. The hourly rate for maintenance fees would increase from \$45 to \$46.

Secretary/Treasurer Hunter moved to adopt the FY 2018 Fee Schedule effective October 1, 2017, seconded by Commissioner Rocha. The motion carried unanimously.

A draft amendment to CITC Chapter 315 Land Use and Zoning Ordinance to allow backyard chickens, CITC Chapter 315 Land Use and Zoning Ordinance, CITC Chapter 420 Private Homeownership Land Leasing Ordinance, and CITC Chapter 650 Civil Violations Ordinance were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Backyard Chickens

Executive Director Cook reviewed and responded to questions regarding the draft ordinance amendment that would allow backyard chickens within residential zones. The draft would be forwarded to Tribal Attorney Scott Mickelson for Tribal Council consideration.

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None.

PUBLIC COMMENT

CIHA's annual training event was scheduled for August 24, 2017 from 9:00 a.m. to 4:00 p.m. at the Coos History Museum. The annual meeting was scheduled to be held September 28, 2017 at 3:30 p.m. followed by the regular meeting at 3:45 p.m.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Commissioner Garrett. The motion carried unanimously and the meeting was adjourned at 5:05 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title