

COQUILLE INDIAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: July 21, 2016
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 16, 2016 and confirmed by email July 14, 2016.

Chair Brend called the meeting to order at 3:30 p.m. CALL TO ORDER

Chair Brend offered the opening prayer. OPENING PRAYER

Secretary/Treasurer Hunter called the roll. Present were Chair Brend, Vice Chair More, and Commissioners Chase and Rocha. Commissioners Garrett and Parrish were absent, excused. A quorum was established. ROLL CALL
QUORUM

CIHA staff members present were Executive Director Anne Cook, Deputy Director Lyman Meade, Administrative Services Coordinator Debbie Dennis, Accounting Services Coordinator Marcy Chytka, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, and Maintenance Technician Scott Platter.

Also in attendance were Tribal Police Chief Scott LaFevre and Kilkich Youth Corps participant Preston Shea.

None. PUBLIC COMMENT

Minutes of the June 16, 2016 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.) MINUTES

It was noted that the special order on page 3 regarding Vice Chair More's departure during the meeting should be deleted.

Commissioner Rocha moved to approve the minutes of the June 16, 2016 regular meeting as amended, seconded by Vice Chair More. The motion carried unanimously.

None. AMENDMENTS
TO AGENDA

Secretary/Treasurer Hunter moved to approved the agenda, seconded by Vice Chair More. The motion carried unanimously.

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Accounting, Maintenance, and Resident Services reports for June 2016 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

Accounting Services Coordinator Marcy Chytka, Maintenance Technician Scott Platter, and Housing Programs Coordinator Dale Herring reviewed and responded to questions regarding the June 2016 Accounting, Maintenance, and Resident Services reports, respectively.

Vice Chair More moved to accept the Department Reports, seconded by Commissioner Rocha. The motion carried unanimously.

Materials from the Kilkich Residents Association meeting held July 11, 2016, a Tribal Police Department report for June 2016, and a flyer announcing the Annual Bicycle Safety Rodeo were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

A representative of KRA was not available to attend the meeting. Executive Director Cook noted that the annual communitywide garage sale had been scheduled for August 5-6, 2016 and that KRA had raised over \$900 at the Tribal Restoration Celebration.

Killich Resident
Association

Tribal Police Chief Scott LaFevre reviewed and responded to questions about recent Tribal Police Department activities. The Annual Bicycle Safety Rodeo had been scheduled for August 13, 2016. A second K-9 unit would be joining the Tribal Police Department soon.

Tribal Police
Department

Commissioner Rocha moved to accept the Affiliate Reports, seconded by Vice Chair More. The motion carried unanimously.

A Master Projects List dated July 21, 2016; memoranda from CIHA Attorney Ed Goodman dated June 27, 2016 and July 8, 2016 regarding federal funding, legislative issues, and recent NAIHC activities; a HUD AIAN Housing Needs Report Presentation dated July 21, 2016; an invitation to Banner Bank's annual golf tournament to be held August 24, 2016; and, a video of Ron and Sharon Parrish's backyard at 2635 Mexeye Loop recorded July 3, 2016 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.

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

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None.

COMMITTEE
REPORTS

Vice Chair More departed at 5:00 p.m.

SPECIAL ORDER

Secretary/Treasurer Hunter suggested that a list of residents attending Family Camp be provided to the Tribal Police Department in future to enable them to monitor vacant units. She added that a list of dogs with pictures and owners names would help the Tribal Police Department avoid calling animal control when dogs are running loose.

BOARD
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

A draft FY 2017 Homebuyer/Homeowner Administrative/PILOT Fee Calculation dated July 21, 2016 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2017
Administrative/
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2017 Administrative/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 continue the monthly Administrative/PILOT fee paid by Mutual Help participants, HomeGO participants, and private homeowners at the current rate of \$93 per month for FY 2017.

Secretary/Treasurer Hunter moved to continue the Homebuyer/Homeowner Administrative/PILOT fee at \$93 per month effective October 1, 2016, seconded by Commissioner Rocha. The motion carried unanimously

A draft CIHA Fee Schedule dated July 21, 2016 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2017
CIHA Fee Schedule

Executive Director Cook reviewed and responded to questions regarding the proposed fee schedule. Due to increased costs, the hourly rate for maintenance fees would increase from \$44 to \$45 for FY 2017.

Commissioner Rocha moved to revise CIHA's Fee Schedule effective October 1, 2016, seconded by Commissioner Chase. The motion carried unanimously.

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None.

PUBLIC COMMENT

CIHA's annual training event was scheduled for August 25, 2016 from 8:00 a.m. to 4:00 p.m. The annual meeting was scheduled to be held September 29, 2016 at 3:30 p.m. followed by the regular meeting at 3:45 p.m.

NEXT MEETING

Commissioner Chase moved to adjourn, seconded by Secretary/Treasurer Hunter. The motion carried unanimously and the meeting was adjourned at 5:15 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title