

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: July 26, 2018
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 14, 2018 and confirmed by written notice on July 20, 2018.

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

Chair Brend offered the opening prayer. OPENING PRAYER

Tribal Chairperson Brenda Meade administered the Oath of Office to reappointed Commissioner Denise Hunter and newly appointed Commissioner Jeffrey Severson. OATH OF OFFICE

Secretary/Treasurer Hunter called the roll. Present were Chair Brend, Vice Chair More, and Commissioners Chase, Garrett, and Severson. Commissioner Rocha was 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, Maintenance Coordinator Scott Felton, Maintenance Technician Scott Platter, and Housing Programs Specialist Tracey Mueller.

None. PUBLIC COMMENT

Minutes of the June 14, 2018 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Vice Chair More indicated a correction was needed in his Board Communication to read “which include foreclosed and abandoned homes occupied by squatters”.

Secretary/Treasurer Hunter moved to approve the minutes of the June 14, 2018 regular meeting as corrected, seconded by Commissioner Chase. Motion carried.

None. AMENDMENTS
TO AGENDA

Commissioner Chase moved to approve the agenda, seconded by Secretary/Treasurer Hunter. Motion carried.

Accounting, Maintenance, and Resident Services reports for June 2018 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.) DEPARTMENT
REPORTS

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Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, and Executive Director Cook reviewed and responded to questions regarding the department reports.

Vice Chair More moved to approve the department reports, seconded by Commissioner Garrett. Motion carried.

Meeting materials and draft minutes for the Kilkich Residents Association meeting held July 9, 2018 and a Tribal Police Department report for June 2018 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 not available to attend the meeting. Executive Director Cook reviewed and responded to questions about recent Association activities. The community-wide garage sale was scheduled for August 17 and 18, 2018.

Kilkich Residents
Association

Tribal Police Chief LaFevre reviewed and responded to questions about recent Tribal Police Department activities. The Bicycle Rodeo was scheduled for August 18, 2018.

Tribal Police
Department

Vice Chair More moved to approve the affiliate reports, seconded by Secretary/Treasurer Hunter. Motion carried.

A Master Projects List dated July 26, 2018; draft CIHA FY18-22 Strategic Plan; PMOSF Final Budget and Associated Project Costs Reports dated June 30, 2018; photos of the PMOSF Housing Shop and Tribal Shop signs; updated Board Contact Information dated July 16, 2018; a list of Abbreviations, Acronyms, and Terms dated April 18, 2016; a flyer announcing CELS' 2018 Rez Runners Program with correspondence from Bridgett Wheeler dated July 20, 2018 requesting financial support for the program; memoranda from CIHA Attorney Ed Clay Goodman dated June 15, 2018 and July 13, 2018 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for July 2018 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 Commissioner Chase. Motion carried.

None.

COMMITTEE
REPORTS

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None.

BOARD
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

One application for the Private Residential Leasing Program had been received and screened for eligibility since the last Board meeting. Available lot numbers were placed in the drawing cylinder and mixed. Commissioner Severson drew Lot 665 for applicant Derek Mollier.

Private Residential
Leasing Program
Lottery Drawing

A draft FY 2019 CIHA Homebuyer/Homeowner PILOT Fee Calculation dated July 26, 2018 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2019
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2019 PILOT Fee. The calculation was prepared using expense data from previous years and was based on 96 units to accommodate anticipated community growth within the next two years. The effect of adoption would be to continue the monthly PILOT fee paid by HomeGO participants and private homeowners at \$94 per month.

Commissioner Chase moved to continue the Homebuyer/Homeowner PILOT fee at \$94 effective October 1, 2018, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A draft FY 2019 CIHA Fee Schedule dated July 26, 2018 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2019
Fee Schedule

Executive Director Cook reviewed and responded to questions regarding the proposed fee schedule. It was recommended the FY 2019 hourly rate for maintenance be increased from \$46 to \$48 to reflect current costs.

Commissioner Chase moved to increase the hourly maintenance fee rate from \$46 to \$48 effective October 1, 2018, seconded by Commissioner Severson. The motion carried.

Vice Chair More moved to enter executive session to discuss participant matters, seconded by Commissioner Garrett. The motion carried.

Executive Session to
Discuss Participant
Matters

The Board entered executive session at 5:10 p.m. and returned to regular session at 5:25 p.m.

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None.

PUBLIC COMMENT

CIHA's annual Board, Council, and staff training was scheduled to be held August 23, 2018 from 9:00 a.m. to 4:00 p.m. at The Mill.

NEXT MEETING

The Annual and Regular meetings were scheduled to be held September 27, 2018 at 3:30 p.m.

Commissioner Garrett moved to adjourn, seconded by Secretary/Treasurer Hunter. The motion carried and the meeting was adjourned at 5:30 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title