

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: August 1, 2019  
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 for July 25, 2019 at the regular meeting held June 6, 2019, subsequently rescheduled to August 1, 2019, and confirmed by written notice on July 26, 2019.

Chair Brend called the meeting to order at 3:35 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 Severson. Commissioners Garrett and Rocha were absent, excused. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present were Executive Director Anne Cook, Deputy Director Lyman Meade, Accounting Services Coordinator Marcy Chytka, Housing Programs Specialist Tracey Mueller, and Maintenance Coordinator Scott Felton.

Also present was KRA Secretary/Treasurer Pam Lenox.

Commissioner Chase provided an update on his work in Oklahoma.

PUBLIC COMMENT

Minutes of the June 6, 2019 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Vice Chair More moved to approve the minutes of the June 6, 2019 regular meeting, seconded by Secretary/Treasurer Hunter. Motion carried.

None.

AMENDMENTS  
TO AGENDA

Vice Chair More moved to approve the agenda, seconded by Commissioner Severson. Motion carried.

Accounting reports for May and June 2019, and Maintenance and Resident Services reports for June 2019 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 Coordinator Scott Felton, and Housing Programs Specialist Tracey Mueller reviewed and responded to questions regarding the department reports.

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

Materials and draft minutes for the Kilkich Residents Association meeting held July 8, 2019 and a Tribal Police Department report for June 2019 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Secretary/Treasurer Pam Lenox reported that the annual Community Garage Sale would be held August 9<sup>th</sup> and 10<sup>th</sup> and had been advertised in local publications. Participating households would be entered to win a gift card.

Kilkich Residents  
Association

Executive Director Cook reviewed and responded to questions regarding the Tribal Police Department report.

Tribal Police  
Department

Vice Chair More moved to accept the affiliate reports, seconded by Commissioner Severson. The motion carried.

A Master Projects List dated August 1, 2019; Kilkich Wellness Center Project Charter dated July 10, 2019 and Project Update dated August 2019; Coos County Housing Action Team Declaration of Cooperation; New Yorker articles *The Really Big One* dated July 13, 2015 and *Oregon's Tsunami Risk: Between the Devil and the Deep Blue Sea* dated July 1, 2019; memorandum from CIHA Attorney Ed Clay Goodman dated June 18, 2019 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for June and July 2019 were made available to the Commissioners online. (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. The Declaration of Cooperation prepared by the Coos County Housing Action Team had been finalized and was ready for signature.

Vice Chair More moved to present the Coos County Housing Action Team Declaration of Cooperation to Chair Brend for signature, seconded by Secretary/Treasurer Hunter. The motion carried.

Motion

Vice Chair More departed at 4:40 p.m.

SPECIAL ORDER

Commissioner Severson moved to accept the Executive Director's report, seconded by Secretary/Treasurer Hunter. Motion carried.

None.

COMMITTEE  
REPORTS

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Executive Director Cook shared that KRA Board member Laurabeth Barton was willing to serve on the CIHA Board's Common Scheme Enforcement Ad-Hoc Committee.

BOARD  
COMMUNICATIONS

The yards of five homes on Tribal Lands would be included in a Garden Tour on Saturday, August 2, 2019. Tickets were available from Farr's True Value in Coos Bay for \$10 each.

None.

OLD BUSINESS

NEW BUSINESS

The entry form for the 2019 Renter Front Yard Makeover Drawing was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2019  
Renter Front Yard  
Makeover Contest

Secretary/Treasurer Hunter drew from the two qualifying entries received by the contest deadline. The winning entry was submitted by the resident of 701 Jis-ta-jaya Court.

A draft FY 2020 CIHA Homebuyer/Homeowner PILOT Fee Calculation dated July 25, 2019 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2020  
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2020 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.

Secretary/Treasurer Hunter moved to continue the Homebuyer/Homeowner PILOT fee at \$94 effective October 1, 2019, seconded by Commissioner Chase. The motion carried unanimously.

A draft FY 2020 CIHA Fee Schedule was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2020  
Fee Schedule

Executive Director Cook reviewed and responded to questions regarding the proposed fee schedule. It was recommended the FY 2020 hourly rate for maintenance be increased from \$48 to \$50 to reflect current costs.

Commissioner Chase moved to increase the hourly maintenance fee rate from \$48 to \$50 effective October 1, 2019, seconded by Secretary/Treasurer Hunter. The motion carried.

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Resolution HA1902 – Affirming Leveraged Resources for Indian Housing Block Grant (IHBG) Competitive Grant, and reference materials including CIHA’s FY 2020 Indian Housing Plan, Tribal Resolution CY19080 – Authorizing Submission of Indian Housing Block Grant – Competitive Grants Application to the U.S. Department of Housing and Urban Development, Project Map, Unit Drawings, Draft Narrative, and Project Budget were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Resolution HA1902 –  
Affirming Leveraged  
Resources for  
Indian Housing Block  
Grant (IHBG)  
Competitive Grant

Executive Director Cook reviewed and responded to questions regarding CIHA’s FY 2018-2019 Indian Housing Block Grant Competitive Grant Application. If awarded, funds would be used to rehabilitate three existing single-family units and to construct one new duplex and one new single-family unit to comply with Section 504 accessibility standards. A Board resolution was required to affirm CIHA’s commitment of leveraged funds as provided in its FY 2020 Indian Housing Plan.

Commissioner Chase moved to approve Resolution HA1902 – Affirming Leveraged Resources for Indian Housing Block Grant (IHBG) Competitive Grant, seconded by Commissioner Severson. The motion carried unanimously.

Chair Brend shared information regarding the upcoming Coos History Museum’s Tuesday Talk on August 6, 2019 by Dr. Robert Miller regarding Tribes Economic Development Strategies.

PUBLIC COMMENT

The 2019 Annual Board/Council/Staff Training was scheduled for August 22, 2019 and would begin with breakfast in the Willow-Beargrass room at The Mill at 8:30 a.m.

NEXT MEETING

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

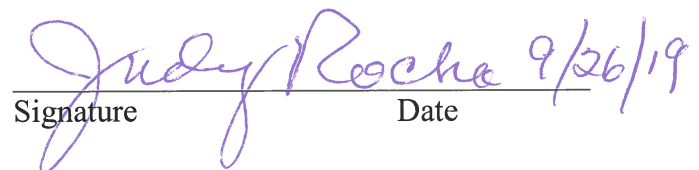
ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis  
Administrative Services Coordinator

 9/26/19

Signature Date

  
Commissioner  
CIT Housing

Title