

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: August 20, 2020
Time: 3:30 p.m.
Place: Coquille Indian Housing Authority Office
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: Initially scheduled for July 30, 2020, the meeting was rescheduled to August 20, 2020 due to technical difficulties on July 29, 2020 and confirmed by electronic notice on August 14, 2020.

Secretary/Treasurer More called the meeting to order at 3:30 p.m. CALL TO ORDER

CIHA Chair Appointee Paul Doyle offered the opening prayer. OPENING PRAYER

Tribal Vice Chairperson Kippy Robbins administered the Oath of Office to newly appointed CIHA Chair Paul Doyle and returning Board members Secretary/Treasurer Robert More and Commissioner Don Garrett. The Board congratulated the appointees and Secretary/Treasurer More passed the gavel to Chair Doyle. OATH OF OFFICE

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle and Commissioner Garrett. Present by video conference were Secretary/Treasurer More and Commissioners Chase, Rocha, and Severson. Vice Chair Hunter was expected to arrive during the meeting. A quorum was established. ROLL CALL
QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Deputy Director Lyman Meade, Administrative Services Coordinator Debbie Dennis, Controller Marcy Chytka, Housing Programs Coordinator Dale Herring, and Maintenance Coordinator Scott Felton. Present by video conference was Housing Programs Specialist Tracey Mueller.

None. PUBLIC COMMENT

Minutes of the June 18, 2020 regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.) MINUTES

Commissioner Garrett moved to approve the minutes of the June 18, 2020 regular meeting, seconded by Secretary/Treasurer More. Motion carried.

Executive Director Cook asked that agenda item 13E, FY 2020 Front Yard Makeover Drawing, be deleted. AMENDMENTS
TO AGENDA

Resident Services, Maintenance, and Accounting reports for June and July 2020 were provided in the meeting materials available online. (Copies attached to these minutes.) DEPARTMENT
REPORTS

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Vice Chair Hunter arrived at 4:07 p.m. during the Resident Services report.

SPECIAL ORDER

Housing Programs Coordinator Dale Herring, Maintenance Services Coordinator Scott Felton, and Controller Marcy Chytka reviewed and responded to questions regarding the department reports.

Commissioner Garrett moved to approve the department reports, seconded by Secretary/Treasurer More. Motion carried.

Materials and draft minutes from the Kilkich Residents Association meeting held June 8, 2020 and Tribal Police Department reports for June and July 2020 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

Chair Doyle reported that the Residents Association had not met recently.

Kilkich Residents
Association

Executive Director Cook reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police
Department

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

A Master Projects List dated August 20, 2020; Kilkich Accessible Housing Project drawings and floor plans; CIT KWC updates dated June 24 to August 19, 2020; KWC workshop materials dated June 24 to August 4, 2020; K'wen Weekly editions dated June 19 to August 14, 2020; a map showing the location of the upcoming CIT Fourth Creek Reservoir Security Fencing Project; materials from the CIT Traffic Safety Improvement Project community meeting held June 23, 2020 and Tribal Council workshop held July 7, 2020; preliminary drawings for the Dalalea Court tiny home project; Board contact information dated June 25, 2020; memoranda from CIHA Attorney Ed Clay Goodman dated June 29 to August 7, 2020 regarding federal funding, legislative issues, and recent NAIHC activities; Godfrey & Kahn Indian Nations Law Updates for June and July 2020; and, photos of Maintenance Coordinator Scott Felton from 1997 to 1999 in honor of his 25th anniversary with CIHA were provided in the meeting materials available online. (Copies attached to these minutes.)

EXECUTIVE
DIRECTOR'S
REPORT

Commissioner Severson left the meeting at 5:06 p.m. during the Executive Director's report.

SPECIAL ORDER

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.

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Secretary/Treasurer More moved to approve the Executive Director's report, seconded by Vice Chair Hunter. Motion carried.

None.

COMMITTEE
REPORTS

None.

BOARD
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

A Board and Council Review Draft of the FY 2020 IHBG-CARES Abbreviated Indian Housing Plan and presentation notes were provided in the meeting materials available online. (Copies attached to these minutes.)

FY 2020 IHBG-
CARES Abbreviated
Indian Housing Plan

Executive Director Cook presented and responded to questions regarding the draft FY 2020 IHBG-CARES Abbreviated Indian Housing Plan. Funds were appropriated for Indian housing under the CARES Act of 2020 to prevent, prepare for, and respond to the spread of COVID-19. The IHBG formula was used to determine the amounts distributed to tribes. Coquille's allocation under the IHBG-CARES program was \$339,235. Proposed expenditures included health and cleaning supplies for Kilkich households, supplies and equipment for CIHA operations, and modifications to processes and facilities to improve health and safety.

Secretary/Treasurer More moved to approve the FY 2020 IHBG-CARES Abbreviated Indian Housing Plan and to forward the plan to the Tribal Council with recommendation for adoption and subsequent submission to HUD, seconded by Commissioner Garrett. The motion carried.

A draft FY 2021 CIHA Homebuyer/Homeowner PILOT Fee Calculation dated August 20, 2020 was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2021
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2021 PILOT Fee. The calculation was prepared using expense data from previous years and was based on 100 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 by \$2 to \$96 per month.

Secretary/Treasurer More moved to increase the Homebuyer/Homeowner PILOT fee to \$96 effective October 1, 2020, seconded by Commissioner Garrett. Motion carried.

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A draft FY 2021 CIHA Fee Schedule was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2021
Fee Schedule

Executive Director Cook reviewed and responded to questions regarding the proposed fee schedule. The purpose of the maintenance fee was to recover labor costs to repair intentional and negligent damages, clean up resident garbage and perform lawn maintenance if notices were ignored, and to correct other similar issues. To reflect current costs, it was recommended the FY 2021 rate for maintenance be increased from \$50 to \$52 per hour.

Commissioner Garrett moved to increase the hourly maintenance fee to \$52 effective October 1, 2020, seconded by Commissioner Rocha. The motion carried.

CIHA Resolution HA2003 – Approving Conveyance of HomeGO Unit 705 Jistajaya Court was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2003 –
Conveyance of
HomeGO Unit
705 Jistajaya Court

Secretary/Treasurer More read Resolution HA2003. The purpose of the resolution was to allow HomeGO participant Lyman D. Meade to purchase 705 Jistajaya Court.

Commissioner Garrett moved to adopt Resolution HA2003 – Approving Conveyance of Home Grant and Occupancy Home to Lyman D. Meade, seconded by Vice Chair Hunter. The motion carried.

None.

PUBLIC COMMENT

The annual meeting was scheduled to be held September 24, 2020 at 3:30 p.m. followed by the regular meeting at 3:45 p.m.

NEXT MEETING

The meeting was adjourned at 6:15 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title