

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: July 29, 2021  
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 June 17, 2021 and confirmed by written notice on July 26, 2021.

Chair Doyle called the meeting to order at 3:48 p.m. CALL TO ORDER

Commissioner Severson offered the invocation. INVOCATION

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

CIHA staff members present onsite were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Controller Marcy Chytka, Maintenance Coordinator Scott Felton, and Housing Programs Coordinator Tracey Mueller.

Others present by video conference included Kilkich Residents Association Secretary/Treasurer Pam Lenox and Tribal Police Chief Jerry Merritt.

None. PUBLIC COMMENT

Minutes of the June 17, 2021 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Commissioner Severson moved to approve the minutes of the June 17, 2021 regular meeting, seconded by Commissioner Garrett. Motion carried.

Executive Director Cook asked that the order of the day be waived at 4:30 p.m., if necessary, to confer with the Tribal Attorney and CIHA's attorney about an item on the Executive Director's report. AMENDMENTS  
TO AGENDA

Chair Doyle left the meeting from 3:55 p.m. to 4:00 p.m. Vice Chair Hunter chaired the meeting in his absence. SPECIAL ORDER

Resident Services, COVID-19 Emergency Rental Assistance, Maintenance, and Accounting reports for June 2021 were provided in DEPARTMENT  
REPORTS

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
July 29, 2021

the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

Housing Program Specialist Tracey Mueller, Administrative Services Coordinator Debbie Dennis, Maintenance 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 Vice Chair Hunter. Motion carried.

Tribal Attorney Brett Kenney and CIHA Attorney Ed Goodman joined the meeting at 4:30 p.m. to discuss the Pacific Power easement serving the Kilkich community.

SPECIAL ORDER

During construction of the Kilkich Wellness Center, it was discovered that the Pacific Power easement for the original Kilkich housing development was invalid. It was overly broad, improperly executed, and had not been recorded with the BIA. Work to correct and record the easement was likely to require new or revised service line agreements for the housing units and other buildings. Additional information would be provided to the Board as work progressed.

EXECUTIVE  
DIRECTOR'S  
REPORT

Pacific Power  
Easement

Materials from the Kilkich Residents Association meeting held July 12, 2021 and a Tribal Police Department report for June 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Secretary/Treasurer Pam Lenox reviewed and responded to questions about recent Association activities. The annual Kilkich Community Garage Sale had been scheduled for August 28, 2021.

Kilkich Residents  
Association

Tribal Police Chief Jerry Merritt reviewed and responded to questions about recent Tribal Police Department activities. The Department would be moving into the old Health Center building soon.

Tribal Police  
Department

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

The meeting was recessed from 5:15 p.m. to 5:30 p.m.

RECESS

A Master Projects List dated July 29, 2021; Common Energy Community Solar presentation dated May 18, 2021 and sample Partnership MOU; CIT Resolution CY21076 Restoring Certain General Fund Programs dated July 16, 2021; CIT Treasury ARP Funding information dated June 10, 2021 and CIHA proposed uses of funding list dated June 17, 2021; CIT Resolution CY21074 Appointing Three

EXECUTIVE  
DIRECTOR'S  
REPORT

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
July 29, 2021

Members to the CIHA Board dated July 16, 2021; K'wen Weekly editions published June 18, 2021 through July 23, 2021; memoranda from CIHA Attorney Ed Clay Goodman dated June 17, 21, 23, and 28, 2021 and July 12 and 23, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for June and July 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

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 Severson moved to accept the Executive Director's report, seconded by Vice Chair Hunter. Motion carried.

Chair Doyle shared that the Tribal Elders would be operating a fry bread booth at The Mill's annual Salmon Celebration in September, and that the Grand Opening of the Elders House would be held the weekend of Labor Day, possibly including a community barbecue.

BOARD  
COMMUNICATIONS

Secretary/Treasurer More reported that there were no Housing Action Team updates.

BUSINESS

A draft FY 2022 CIHA Homebuyer/Homeowner PILOT Fee Calculation dated July 29, 2021 was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2022  
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2022 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 year. The effect of adoption would be to continue the PILOT fee paid by HomeGO participants and private homeowners at \$96 per month.

Commissioner Severson moved to approve continuation of the Homebuyer/ Homeowner PILOT fee at \$96 effective October 1, 2021, seconded by Vice Chair Hunter. Motion carried.

A draft FY 2022 CIHA Fee Schedule was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2022  
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

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
July 29, 2021

damages, clean up resident garbage and perform lawn maintenance if notices were ignored, and to correct other similar issues. It was recommended the FY 2022 rate for maintenance continue at \$52 per hour.

Commissioner Severson moved to approve continuation of the hourly maintenance fee at \$52 effective October 1, 2021, seconded by Commissioner Garrett. Motion carried.

A proposed revision to the U.S. Treasury COVID-19 Emergency Rental Assistance Policy was available to the Commissioners online. (Copy attached to these minutes.)

U.S. Treasury  
COVID-19  
Emergency Rental  
Assistance Program  
Policy Revision

Executive Director Cook reviewed the proposed revision to the U.S. Treasury COVID-19 Emergency Rental Assistance Policy. The proposed revision incorporated recent changes to Treasury program guidance.

Commissioner Severson moved to approve the revised COVID-19 Emergency Rental Assistance Policy, seconded by Vice Chair Hunter. Motion carried.

None.

PUBLIC COMMENT

The annual meeting was scheduled to be held September 30, 2021 at 3:30 p.m. followed by the regular meeting at 3:45 p.m.

NEXT MEETING

The meeting was adjourned at 6:23 p.m.

ADJOURNMENT

Prepared by:

Approved by:

\_\_\_\_\_  
Debbie Dennis  
Administrative Services Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title