

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: August 25, 2022
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 July 28, 2022 and confirmed by electronic notice on August 22, 2022.

Chair Doyle called the meeting to order at 4:01 p.m. CALL TO ORDER

Chair Doyle offered the invocation. INVOCATION

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

QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Deputy Director Lyman Meade, Projects Coordinator Scott Platter, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Tracey Mueller, and temporary Maintenance Technician Geoff Ogle.

None. PUBLIC COMMENT

Minutes of the July 28, 2022 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Secretary/Treasurer More moved to approve the minutes of the July 28, 2022 regular meeting, seconded by Commissioner Chase. Motion carried.

None. AMENDMENTS
TO AGENDA

Resident Services, Emergency Rental Assistance, Homeowner Assistance Fund, Maintenance, and Accounting reports for July 2022 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.) DEPARTMENT
REPORTS

Housing Programs Coordinator Tracey Mueller, Administrative Services Coordinator Debbie Dennis, Maintenance Coordinator Scott

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Felton, and Executive Director Cook reviewed and responded to questions regarding the department reports.

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

Materials from the Kilkich Residents Association meeting held August 8, 2022 and Tribal Police report for July 2022 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

Chair Doyle reviewed and responded to questions about recent Residents Association activities.

Kilkich Residents
Association

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

Tribal Police
Department

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

A Master Projects List dated August 25, 2022; memoranda from CIHA Attorney Ed Clay Goodman dated August 4, 5, 12, and 15, 2022 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for August 2022 were provided in the meeting materials 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.

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

Secretary/Treasurer More shared a *Variety* article, "Academy Apologizes to Sacheen Littlefeather for 1973 Oscars' Marlon Brando Moment," and information about a Celtic Cellist Concert to be held on September 29, 2022 at 7:00 p.m. sponsored by the Coastal Celtic Society.

BOARD
COMMUNICATIONS

BUSINESS

A draft FY 2023 CIHA Homebuyer/Homeowner PILOT Fee Calculation dated August 25, 2022 was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2023
PILOT Fee

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Executive Director Cook reviewed and responded to questions regarding the proposed FY 2023 PILOT Fee. The calculation was prepared using expense data from previous years and was based on 102 units to accommodate anticipated community growth within the next two years. The effect of adoption would be to increase the PILOT fee paid by HomeGO participants and private homeowners from \$96 to \$97 per month effective October 1, 2022.

Secretary/Treasurer More moved to increase the Homebuyer/Homeowner PILOT fee from \$96 to \$97 per month effective October 1, 2022, seconded by Commissioner Chase. Motion carried.

A draft FY 2023 CIHA Fee Schedule was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2023
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. It was recommended the FY 2023 rate for maintenance be increased from \$52 to \$55 per hour.

Secretary/Treasurer More moved to approve the hourly maintenance fee of \$55 effective October 1, 2022, seconded by Commissioner Chase. Motion carried.

The entry form for the 2022 Renter Front Yard Makeover Drawing was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2022
Renter Front Yard
Makeover Contest

Commissioner Chase drew from the seven qualifying entries received by the contest deadline. The winning entry was submitted by the resident of 2639 Mexeye Loop.

Secretary/Treasurer More moved to enter executive session to review Commissioner applications and discuss resident matters, seconded by Commissioner Chase. Motion carried.

Executive Session to
Review Commissioner
Applications and
Discuss Resident
Matters

The Board entered executive session at 5:50 p.m. Open session resumed at 6:10 p.m.

Secretary/Treasurer More moved to recommend to the Tribal Council that incumbents Shawn Chase and Paul Doyle be reappointed to the CIHA Board and that Jackie Chambers be appointed to serve the

Motion

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remainder of Jeff Severson's term; seconded by Commissioner Chase.
Motion carried.

None.

PUBLIC COMMENT

The annual meeting and next regular meeting were scheduled to be held
September 29, 2022 at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 6:12 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator



Signature

Date

Secretary/Treasurer

Title