

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: March 30, 2023
Time: 2:30 p.m.
Place: Coquille Indian Housing Authority Office
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: The meeting was originally scheduled at the regular meeting March 2, 2023, and confirmed by written notice on March 27, 2023.

Chair Doyle called the meeting to order at 2:35 p.m. CALL TO ORDER

Chair Doyle offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Secretary/Treasurer More. Commissioners Chase and Rocha were in attendance by video conference. Commissioner Chambers was expected to join the meeting in progress. Commissioner Garrett 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, Projects Coordinator Scott Platter, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Tracey Mueller, and Housing Programs Specialist Shelley Estes.

None. PUBLIC COMMENT

Minutes of the March 2, 2023 regular meeting were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.) MINUTES

Secretary/Treasurer More moved to approve the minutes of March 2, 2023 regular meeting, seconded by Vice Chair Hunter. Motion carried.

Executive Director Cook asked that the order of the day be adjusted as needed to accommodate scheduled presentations. AMENDMENTS
TO AGENDA

Resident Services, COVID-19 Emergency Rental Assistance, COVID-19 Homeowner Assistance Fund, Maintenance, and Accounting reports for February 2023 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.) DEPARTMENT
REPORTS

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

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Controller Marcy Chytka reviewed and responded to questions regarding the department reports.

Commissioner Chambers joined the meeting by video conference at 2:45 p.m.

SPECIAL ORDER

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

Materials from the Kilkich Residents Association meeting held March 13, 2023 and Tribal Police Department report for February 2023 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 KRA activities.

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 approve the affiliate reports, seconded by Vice Chair Hunter. Motion carried.

The meeting was recessed at 3:31 p.m. and reconvened at 3:35 p.m.

RECESS

A Master Projects List dated March 30, 2023; OHCS Tribal Shelter Grant Agreement dated March 23, 2023; OHCS HDIP Grant Application dated March 16, 2023; CIHA Warehouse Solar Backup System Plans; and, a memorandum from CIHA Attorney Ed Clay Goodman dated March 7, 2023 regarding federal funding, legislative issues, and recent NAIHC activities 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.

Auditor Gatlin Hawkins of Isler CPA arrived at 3:57 p.m.

SPECIAL ORDER

The Executive Director's report was paused to allow presentation of Item 11A FY 2022 Financial Audit.

BUSINESS

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CIHA's FY 2022 Financial Audit was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2022
Financial Audit

Auditor Gatlin Hawkins of Isler CPA reviewed and responded to questions regarding CIHA's FY 2022 financial audit. The report expressed an unmodified opinion on the Authority's financial statements for the period.

Commissioner Chase moved to approve the annual financial report and audit for the fiscal year ended September 30, 2022, seconded by Vice Chair Hunter. Motion carried.

Matt Vorderstrasse, Director of North Bend City/Coos-Curry Public Housing Authorities arrived at 4:25 p.m.

SPECIAL ORDER

A slide show of the North Bend City/Coos-Curry Public Housing Authorities North Bend Family Housing Project, general information about the North Bend/Coos-Curry Public Housing Authorities, and site overview photos, drawings, and elevations for the North Bend Family Housing Project were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

North Bend City/Coos-Curry Public Housing Authorities - North Bend Family Housing Project Presentation

PHA Executive Director Matt Vorderstrasse of the North Bend City/Coos-Curry Public Housing Authorities reviewed and responded to questions regarding the planned North Bend Family Housing Project and a potential Memorandum of Understanding with the Coquille Indian Housing Authority.

Executive Directors Cook and Vorderstrasse will work on a draft Memorandum of Understanding for future Board review.

Commissioner Chambers departed the meeting at 4:55 p.m.

SPECIAL ORDER

Coquille Indian Tribal Code Chapter 420 – Private Homeownership Land Leasing was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Private Residential
Leasing Lottery
Drawing

At the March 2, 2023 meeting, the Board had postponed the Private Residential Leasing (PRL) lottery drawing planned at that meeting to July to allow additional Tribal members to apply for the available lot. Since that meeting, the Board had received a request to reconsider that action and follow its established protocol, which would be to hold the drawing at the next meeting after a lot became available.

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Vice Chair Hunter moved to reconsider the action taken at the March 2, 2023 Board meeting to delay the PRL lottery drawing to July and to proceed with the lottery drawing the current meeting, seconded by Secretary/Treasurer More. Motion carried.

The two applicants currently on the Private Residential Leasing program registry were placed in the lottery tumbler and mixed. Vice Chair Hunter drew applicant Kyle Viksnehill. Mr. Viksnehill would have 90 days to enter into a lease agreement or the lot would return to inventory.

Additional discussion included screening for financial ability to proceed with construction, requiring a refundable deposit to encourage timely performance, converting the registry to a waiting list, and maintaining a waiting list for each available lot. Executive Director Cook would work with CIHA Attorney Ed Goodman to draft proposed ordinance revisions for Board consideration and recommendation to the Tribal Council.

The Executive Director's report resumed. The Tribe had renewed its request to use 2602 Mexeye Loop as office space for Tribal staff, in addition to CITPD storage and training, at an increased rent amount. The current lease only permitted use by the Tribal Police Department and the requested change would require the execution of a new lease.

EXECUTIVE
DIRECTOR'S
REPORT
(CONTINUED)

Secretary/Treasurer More moved to authorize Executive Director Cook to prepare and execute a revised sublease for 2602 Mexeye Loop to allow use by other Tribal staff in addition to the Tribal Police Department and to increase the rent to HUD Fair Market, seconded by Vice Chair Hunter. Motion carried.

Motion

Chair Doyle departed the meeting at 5:45 p.m.

SPECIAL ORDER

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

The City of Coos Bay Public Library Site Comparative Analysis dated March 13, 2023 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

BOARD
COMMUNICATIONS

Secretary/Treasurer More gave an update on the group working to address homelessness in Coos County and shared information regarding the City of Coos Bay Public Library Site Comparative Analysis.

Commissioner Chase departed the meeting at 5:50 p.m. A quorum was no longer present.

SPECIAL ORDER

