

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: July 27, 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 scheduled at the regular meeting held May 25, 2023 and confirmed by written notice on July 21, 2023.

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

Vice Chair Hunter offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, Secretary/Treasurer More, and Commissioner Garrett. Commissioners Chambers and Chase were in attendance by video conference. Commissioner Rocha 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.

Also in attendance was Tribal Police Chief Jerry Merritt.

Vice Chair Hunter asked if Chair Doyle was uncomfortable serving as Chair based on previous Board discussion. Chair Doyle indicated that he was happy to serve as Chair and would gladly continue. It was agreed that further discussion should be held in executive session. PUBLIC COMMENT

Vice Chair Hunter moved to enter executive session to discuss Board matters, seconded by Commissioner Garrett. Motion carried. Motion

The Board entered executive session at 2:40 p.m. CIHA staff, excluding Executive Director Cook, were excused. Regular session resumed at 2:58 p.m. Executive Session

Minutes of the May 25, 2023 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 May 25, 2023 regular meeting, seconded by Vice Chair Hunter. Motion carried.

Executive Director Cook asked that discussion of Resident Matters be added to 11D Executive Session to Review Commissioner Applications, AMENDMENTS  
TO AGENDA

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
July 27, 2023

and that agenda items 11C and 11D be heard at 4:45 p.m. to accommodate Secretary/Treasurer More's schedule.

Resident Services, Emergency Rental Assistance, Homeowner Assistance Fund, Maintenance, and Accounting reports for May and June 2023 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 Felton, and Controller Marcy Chytka 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 July 10, 2023 and Tribal Police Department reports for May and June 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

Tribal Police Chief Merritt reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police  
Department

Vice Chair Hunter moved to approve the affiliate reports, seconded by Commissioner Garrett. Motion carried.

A Master Projects List dated July 27, 2023; Warehouse Solar Plan; OHCS Tribal Homeownership Grant award notice dated June 14, 2023; photos of the Kilkich Playground Resurfacing Project taken in July 2023; CIHA information provided for the Tribal Chair's 2023 Tribal Restoration Celebration Report and photos of CIHA's outreach booth; Kilkich Transportation Safety Project updates; and, memoranda from CIHA Attorney Ed Clay Goodman dated May 31, 2023, June 16, 2023, and July 6, 18, 20, 24, and 25, 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.

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

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
July 27, 2023

Chair Doyle thanked Scott and Alison Felton for their work at the KRA booth at the 2023 Tribal Restoration Celebration.

BOARD  
COMMUNICATIONS

Chair Doyle wanted to make the Commissioners aware that he had been appointed to the Tribe's Climate Resilience Task Force. Executive Director Cook conveyed information for Chair Doyle to share with the task force regarding CIHA's work with the Energy Trust of Oregon and Oregon Department of Energy to install ductless heat pumps in CIHA housing units; the opportunity created by the Solar for All Initiative for the Tribe to create a solar microgrid to power Tribal facilities and residences at Kilkich; and, that only one solar contractor currently exists on the coast, which could be a potential economic development opportunity for the Tribe.

Commissioner Chase indicated that he had worked with the Nez Pierce Tribe recently on their microgrid setup for their casino and housing area, and that they may be pursuing a Tribal company that could set up microgrids for other places.

BUSINESS

A draft FY 2024 PILOT Fee Calculation dated July 27, 2023 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2024  
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2024 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 continue the PILOT fee paid by HomeGO participants and private homeowners at \$97 per month effective October 1, 2023.

Secretary/Treasurer More moved to continue the Homebuyer/Homeowner PILOT fee at \$97 per month effective October 1, 2023, seconded by Vice Chair Hunter. Motion carried.

A draft FY 2024 CIHA Fee Schedule was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2024  
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 or perform lawn maintenance if notices were ignored, and to correct other similar issues. It was recommended the FY 2024 rate for maintenance be increased from \$55 to \$58 per hour.

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
July 27, 2023

Secretary/Treasurer More moved to approve the proposed FY 2024 CIHA Fee Schedule effective October 1, 2023, seconded by Commissioner Garrett. Motion carried.

A proposed Memorandum of Understanding with the North Bend City/ Coos-Curry Public Housing Authorities for North Bend Family Housing Project was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Memorandum of Understanding with North Bend City/ Coos-Curry Public Housing Authorities for North Bend Family Housing Project

Secretary/Treasurer More read the proposed Memorandum of Understanding (MOU) aloud. Executive Director Cook reviewed and responded to questions regarding the draft MOU. The status of Tribal and Native American preference for the project was in question since it was determined that CIHA's OHCS shelter grant funds could not be contributed to the project. An updated version of the MOU would be presented at a future meeting.

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

Executive Session to Review Commissioner Applications and Discuss Resident Matters

The Board entered executive session at 4:50 p.m. Open session resumed at 5:02 p.m.

Correspondence conveying the Commissioner applications and the Board's recommendation for appointments would be forwarded to the Tribal Chair.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held August 31, 2023 at 2:30 p.m.


NEXT MEETING


The meeting was adjourned at 5:05 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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

 08/31/2023  
\_\_\_\_\_  
Signature Date  
  
Secretary/Treasurer  
\_\_\_\_\_  
Title