

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: August 22, 2024  
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 July 25, 2024 and confirmed by written notice on August 20, 2024.

Chair Doyle called the meeting to order at 2:36 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 Garrett. Present by video conference were Commissioners Chambers, Chase, and Rocha. Vice Chair Hunter was absent excused. A quorum was established. ROLL CALL  
  
QUORUM

CIHA staff members present were Executive Director Anne Cook, Deputy Director Lyman Meade, Accounting Manager Marcy Chytka, Projects Supervisor Scott Platter, Facilities Maintenance Manager Scott Felton, Housing Programs Manager Tracey Mueller, and Housing Programs Specialist Shelley Estes.

Also in attendance by video conference was Tribal Police Officer Crystal Walling.

None. PUBLIC COMMENT

Minutes of the July 25, 2024 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 July 25, 2024 regular meeting, seconded by Secretary/Treasurer More. Motion carried.

None. AMENDMENTS  
TO AGENDA

Resident Services, Homeowner Assistance Fund, Maintenance, Projects, and Accounting reports for July 2024 were provided in the meeting materials available online. (Copies attached to these minutes.) DEPARTMENT  
REPORTS

Housing Programs Manager Tracey Mueller, Executive Director Cook, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott

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Platter, and Accounting Manager Marcy Chytka reviewed and responded to questions regarding the department reports.

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

Correspondence from KRA dated August 12, 2024 and a Tribal Police Department report for July 2024 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Chair Shelley Estes reviewed and responded to questions regarding upcoming KRA sponsored events.

Kilkich Residents  
Association

Tribal Police Officer Crystal Walling 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 Commissioner Garrett. Motion carried.

A Master Projects List dated August 22, 2024; Community Heat Pump Deployment Program (CHPDP) Application Form; Warehouse Solar Net Cost Calculation dated August 22, 2024; memoranda from CIHA Attorney Ed Clay Goodman dated August 1 and August 20, 2024 regarding federal funding, legislative issues, and recent NAIHC activities; and, an email from G&G Storyteller dated July 30, 2024 regarding Native American Firefighting were provided in the meeting materials available 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 Garrett. Motion carried.

None.

BOARD  
COMMUNICATIONS

BUSINESS

A Board review draft of CIHA's FY 2025 PILOT Fee Calculation was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2025  
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2025 PILOT Fee. The calculation was

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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 to \$99 per month effective October 1, 2024.

Commissioner Garrett moved to increase the Homebuyer/Homeowner PILOT fee to \$99 per month effective October 1, 2024, seconded by Secretary/Treasurer More. Motion carried.

A Board review draft of CIHA's FY 2025 Fee Schedule was provided in the meeting materials made available online. (Copy attached to these minutes.)

FY 2025  
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 2025 rate for maintenance be increased from \$58 to \$64 per hour.

Commissioner Garrett moved to approve an hourly maintenance fee of \$64 effective October 1, 2024, seconded by Secretary/Treasurer More. The motion carried.

The entry form for the 2024 Renter Front Yard Makeover Drawing was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2024 Renter Front  
Yard Makeover Contest

Secretary/Treasurer More drew from the five qualifying entries received by the contest deadline. The winning entry was submitted by the resident of 2638 Mexeye Loop.

A project information sheet, overview and unit images, cost to own immediately, and cost to lease for five years and then own were provided in the meeting materials available online. (Copies attached to these minutes.)

Solar Opportunity for  
Duplexes

Executive Director Cook reviewed and responded to questions regarding the solar opportunity for the duplexes.

Secretary/Treasurer More moved to approve the lease option to install solar energy at the duplexes, seconded by Commissioner Garrett. Motion carried.

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Secretary/Treasurer More moved to enter executive session to discuss applicant matters, seconded by Commissioner Garrett. Motion carried.

Executive Session to  
Discuss Applicant  
Matters

The Board entered executive session at 4:47 p.m. Open session resumed at 5:00 p.m.

None.

PUBLIC COMMENT

The CIHA Board and Staff Event was scheduled to be held at The Mill, August 26-27, 2024, 9:00 a.m. to 4:00 p.m. daily.

NEXT MEETING

The annual meeting was scheduled to be held September 26, 2024 at 2:30 p.m. followed by the regular meeting at 2:45 p.m.


The meeting was adjourned at 5:02 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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

 09/25/2024  
\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Secretary/Treasurer  
Title