

North Bend City Housing Authorities  
Regular Board Meeting

M I N U T E S

April 22, 2014  
North Bend City Housing Authorities Main Office  
1700 Monroe St.  
North Bend OR 97459

**Attendance:**

**North Bend Board Members:** Kevin Owens, Chair; Patty Cook, Vice Chair; Ron Cleveland, Commissioner; Helen Sutthill, DVM, Commissioner and Bruce Martin, Commissioner

Absent: None

**Staff:** Ned Beman, Executive Director; Cheryl Slagle, Deputy Executive Director; Karen Dubisar, Accountant; Lisa Lucero, Public Housing Manager and Denise Russell, Assistant to Executive Director

**Others Present:** None

1. **Call to Order:** The meeting was called to order by Kevin Owens, Chair at 12:30 p.m.
2. **Establishment of a Quorum:** A quorum for North Bend City Housing Authority was established.
3. **Election of Officers:** Executive Director Beman stated that the North Bend City Housing Authority needs to elect a Chair and a Vice-Chair.

Commissioner Ron Cleveland (Commissioner Helen Sutthill, DVM 2<sup>nd</sup>) nominated Patty Cook as Chair for the NBCHA. The nomination passed unanimously.

Commissioner Helen Sutthill, DMV (Vice-Chair Patty Cook 2<sup>nd</sup>) nominated Bruce Martin as Vice-Chair. The nomination passed unanimously.

Chair Kevin Owens turned the seat over to Patty Cook as of this time.

4. **Residents and Citizens to be Heard:** None
5. **Approval of Minutes:** Upon a motion by Commissioner, Kevin Owens; (Vice-Chair Bruce Martin 2<sup>nd</sup>) to accept the minutes from March 25, 2014, of the North Bend City Housing Authority's Regular Meetings. The motion carried unanimously.
6. **Approval of Banking Services Contract:** Chair, Patty Cook, abstains from the vote for approval of the Banking Services Contract.

Executive Director Beman reported to the Board that the Housing Authority delivered RFP's to nine

banks in the area that are on the state approved Collateralization List for Banks. It is a requirement that the Housing Authority uses a bank on that list. Of the nine banks that received the RFP, four of them responded with bids for service: Umpqua Bank, Wells Fargo Bank, Banner Bank and US Bank.

A panel reviewed all of the submission and are recommending to the Board, Wells Fargo. They had the best, user-friendly software.

Chair Cook asked for a motion to accept Wells Fargo for the Banking Services. Commissioner Helen Sutthill, DVM (Commissioner Ron Cleveland 2<sup>nd</sup>) made a motion to accept, and the motion passed unanimously with the abstention of Chair Patty Cook.

7. **Consolidation Discussion of the Coos-Curry and North Bend City Housing Authorities:**

Commissioner Sutthill wondered if the NBHA needed the approval the City to proceed with the merger. E.D. Beman indicated that under the current State Legislature that the HA has to have the approval of the two Housing Authority's Boards and the appointing entity. Both Coos and Curry Counties approved the process; however, North Bend City did not.

The NBCHA Board can ask the City Council to reconsider, the State can change some legislation, or the Housing Authority can decide to dissolve. Any of these actions would result in merging the two entities together.

Chair Cook asked if the information that is being presented to the Board was given to the City the last time the issue was address with them. E.D. Beman explained that the first time they did not; however, the City has it now because they receive copies of the Housing Authority's Board Packets.

Chair Cook stated that the City Council the City Council was very adamant that in order for the Housing Authority to save money, they needed to be decreasing expenses. E.D. Beman reported that the HA has already done the decrease; the employees have gone from 27 to 15 full time employees. The only thing that can be done is to improve the processes and efficiencies to continue improving the expenses.

In addition, North Bend City Housing Authority is ineligible to participate in the Rental Assistance Demonstration program or Moving-to-Work program because there is no Section 8 program within the HA. The only way to take advantage of the new funding streams is to have the entity restructured to include the whole entity that includes all Public Housing with a Section 8 program.

The effects of Jordan Cove's LNG project will impact the North Bend Housing Authority will be minimal. What it will do is increase the Waiting Lists because the elderly and disabled individuals will be moved out of the rental market/Section 8 program. Once construction starts, there will be a man camp under the McCullough Bridge. The personnel required at the height of construction will be approximately 2000. The workers will have \$100 per diem for living expenses. The workers will be eligible to stay at the man camp while others will bring their RVs and stay in the campgrounds, or they will be looking for traditional forms of housing.

Other regions in the Nation that have experience an economic boom have realized increased rent rates of 50 to 100 percent of the fair market rents. This will cause the most disadvantaged increased hardship of attaining or keeping housing. E.D. Beman has been working with Legislators on the Federal and State levels to mitigate the impact to this demographic.

The benefit for the merger to the City of North Bend, is if Jordan Cove helps with the impact to the Section 8 program; there are 114 individuals that are paying rent to landlords through the Section 8 program. E.D. Beman is working with HUD to receive a waiver to accept funding from Jordan Cove to mitigate the impact of the project on the market rents.

As a single entity, the clients and tenants that North Bend City Housing Authority helps would have greater flexibility in where they could live without going through another waiting list process for the Coos-Curry Housing Authority. The benefit would be that they could transfer closer to work when a unit was available, as an example.

Sharing in the Section 8 program, by joining the Housing Authorities together into one entity, would enable NBCCHA to help make decisions with the Section 8 program, and providing job training would be much easier if NBCCHA had a Section 8 program. Currently, Coos-Curry Housing Authority's Section 8 program provides more services within the City of North Bend than the North Bend City Housing Authority's Public Housing.

Commissioner Martin wondered if there are other entities that are doing job training. E.D. Beman explained that the Housing Authority is working with partners, i.e. Southwestern Oregon Community College, to provide training to some of the entry level jobs like housekeeping, maintenance, and retail sales.

Commissioner Martin's concern is that the job training is not an overtaxed system right now. E.D. Beman explained that it is the ease in providing the training to our clients/tenants where they live. The Housing Authority can draw in the individuals/clients. It is easier to fund the program, if it is coming from one source instead of from several different sources internally. Commissioner Martin wondered if the other agencies training would be going away or would multiple trainings be happening. Commissioner Martin offered to share information with E.D. Beman that he is aware of.

Chair Cook indicated that she is planning on speaking with the Mayor and some of the City Council about getting this topic on a work session for the City Council. She stated that it is still in the best interest of the Housing Authority to operate more efficiently.

Chair Cook reported to the Board that she attended an Up and Atem's Meeting. The general consensus is favorable. The only concern was if they would have to have young families living in Hamilton Court. Hamilton Court is an elderly only residence because a waiver is requested from HUD every year for that purpose. It would never be a family environment because all of the units are only one bedroom.

If anyone on the Board has questions,; speak with Karen Dubisar for Financial and Cheryl Slagle for Operations.

Commissioner Ron Cleveland indicated that he would be willing to go with Chair Cook to speak with the Mayor and City Council Members.

8. **Secretary's Report:** Executive Director, Ned Beman, reported to the Board that the Auditor has tendered his resignation of the contract that covers December 31, 2013, North Bend City Year-End Audit because of health issues. The Housing Authority is fast tracking an RFP for Auditing Services because the Audit must be completed within 9 months after the yearend. E.D. Beman

indicated that there will be a Special Board Meeting to approve an Auditing Services contract. The meeting will be done by teleconference. The Housing Authority will be seeking a waiver because of the unforeseen circumstance. The Housing Authority is work toward a two week turn around on the RFP. If there is anyone that will be unable to attend the teleconference, they may submit a proxy vote to Chair Patty Cook.

- A. **Financial Report:** Capital Funds have been moved over into Operations. The funds will be used during the year.
  - B. **Operations Report:** The vacancies are good.
  - C. **Maintenance Report:**
  - D. **Contracts and Projects:** Hamilton Court has a new electric door installed, the HA is working with the electrician to get the wireless internet installed and looking at the cost to replace the wood fencing around the units at Airport Heights.
  - E. **Staff/Training:** None
9. **Informational Items:** None
10. **Executive Session:** None
11. **Adjournment:** Upon a motion by Chair, Patty Cook; (Commissioner, Ron Cleveland 2<sup>nd</sup>), the North Bend City Housing Authority meeting was adjourned at 1:02 p.m.

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Patty Cook, Chair  
North Bend City Housing Authority

ATTEST:

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Ned Beman, Executive Director