

Coos-Curry Housing Authority
Regular Board Meeting

M I N U T E S

July 23, 2014
North Bend City / Coos-Curry Housing Authorities Main Office
1700 Monroe St.
North Bend OR 97459

Attendance:

Coos- Curry Board Members: Bruce Newman, Chair; Mark Low, Vice-Chair; Joe Cook, Commissioner; David Tilton, Commissioner and Karen Gilmartin, Commissioner.

Absent: Laura Beville, Commissioner and David Kitchen, Commissioner

Staff: Ned Beman, Executive Director; Karen Dubisar, Accountant and Denise Russell, Assistant to Executive Director.

Others Present: None.

1. Call to Order: The meeting was called to order by Chair, Bruce Newman, at 4:00 p.m.
2. Establishment of a Quorum: A quorum for the Coos-Curry Housing Authority was established.
3. Residents and Citizens to be Heard: None.
4. Approval of Minutes: Upon a motion by Vice Chair, Mark Low (Commissioner, Karen Gilmartin 2nd) that the minutes of the June 25, 2014 Regular Board Meeting be approved as submitted. The motion passed unanimously with no discussion. Chair Newman gave permission to electronically sign his name to the approved minutes.
5. Resolution No. 606 –Authorization for Executive Director to Facilitate the Contract for Rent Mitigation with Contractor: Executive Director, Beman reported that he received an email from Michael Hinrich yesterday. Jordan Cove will be doing a term sheet of the different terms of agreement for E.D. Beman to review with the Board to agree on. After this step is complete, Bob Braddock will outline a Housing Impact Mitigation Agreement that will become the operative agreement.

The Term Sheet can be handled in two ways: 1) as an email with individual Board Members responding with their agreement or disagreement, or 2) hold a Special Board Meeting by conference call.

This is permission for E.D. Beman to speak with Jordan Cove to develop a contract. Jordan Cove is planning on giving the HA \$1 Million. The HA will have to do some reporting to show how the mitigation is working. The baseline will be done by the 12/31/2014 year end snapshot that will be given to HUD.

The project is projected to start next June; however, the HA will receive the funds once it is released from the parent company. This is the earliest that we will be able to receive the funding. Monitoring of the impact will be done incase more funding is required. E.D. Beman does not expect requiring additional funding.

The purpose of the Authorization is because timing dictates the ability to quickly move this issue forward. In August, E.D. Beman will need to go to the field office and file a request for a waiver to receive the funding, and then on September 4th, he will need to be able to pursue the funding issue with HUD Section 8 Directors of Finance and Operations to work out the details. This has never been done before so the logistics of how it works has to be completed.

Once the funding is received it will be placed in an interest bearing account. The payments will be made by the HA to the landlords to mitigate the rent impacts. Any money left over does not have to be returned, and can be used to expand affordable housing.

Upon a motion by Commissioner, Joe Cook (Commissioner, David Tilton 2nd) to accept Resolution No. 606. The motion passed unanimously with no discussion.

6. Resolution No. 607 – Consortium Agreement: The Consortium Agreement is formalizing what has always been done. North Bend City Housing Authority voted unanimously to approve the agreement. It gives the Coos-Curry Housing Authority the full authority to run the policies, finances, contracts, maintenance, employees, etc. of both Housing Authorities.

North Bend City Housing Authority would still have their Board picked by the City of North Bend but Coos-Curry would be in charge of the policies and the financing.

All of the checks and employees are run out of the Coos-Curry Housing Authority and North Bend Housing Authority pays Coos-Curry back. According to HUD and IRS, North Bend Housing Authority has no employees. It will be a lot easier for the due to / due from when it comes into one Authority. This will only require one financial audit.

E.D. Beman will be speaking with the Director of Public Housing Operations in Washington, D. C. to see if we can be a pilot program or do a waiver to only do one reporting to HUD for both Housing Authorities instead of two. The argument for doing the one reporting is that HUD allows two different Section 8 programs that are a consortia to do one reporting instead of two. This will hopefully allow for one reporting, audit, and one waiting list.

The Chair of the North Bend City Housing Authority's Board of Commissioners still wants to pursue the consolidation of the two Housing Authorities.

Commissioner Cook noted that the Agreement states Directors and wondered if the Board would not have Commissioners. E. D. Beman said that it would still be Commissioners. In Article IV, the attorney took out information on combining banks; however, because both of our Housing Authorities use the same banks there was no need for that verbiage. In addition, if another Housing Authority wants to join the Consortia, then we would change the agreement that they would need to join our banking system. Article V needs to have "finding" changed to "binding."

Upon a motion by Commissioner, David Tilton (Vice-Chair, Mark Low 2nd) to approve Resolution No. 607. The motion passed unanimously with no discussion.

7. Approval of Fencing Contract: The fencing contract needed to be renewed. The contract was sent to four different fencing contractors and The World Newspaper. We only received one bid back, and there for West Coast Fencing is being submitted to the Board for approval. The pricing had only minor changes.

Upon a motion by Vice-Chair, Mark Low (Commissioner, Karen Gilmartin 2nd) the approval of the Fencing Contract. The motion passed unanimously with no discussion.

8. Donation – Joyce Edwards: David Tilton recommended to the Board that they should consider a donation to the Cross Roads Cafe in remembrance of Joyce Edwards. She was a fair and considerate landlord, President of the ROA and active in the homeless community. Executive Director Beman suggested a donation of \$100.00.

Upon a motion by Commissioner, David Tilton (Vice-Chair, Mark Low 2nd) to make a donation to the Cross Roads Café in Joyce Edwards name of \$100.00. The motion passed unanimously with no discussion.

9. Discussion of Nuisance Animals: At the last Board Meeting, tenant Dennis Hooper, requested that the Board discuss the definition of nuisance animal. The main concern is whether or not deer are nuisance animals. As long as they are not destroying Housing Authority property, deer are not a nuisance.
10. Secretary's Report: There is a future client that is going to be getting on the program next week. They will be going to the VA to get their DD214 back. This individual has a disability where they need a ramp to get into housing. He has a potential unit, but it is not ADA compliant for someone with their particular disability. If the landlord is willing, is there an agency or group that would be willing to donate the ramp.

The Housing Authority filled out a form for HUD stating that we could use an additional 12 VASH vouchers. This would bring our total number of Veterans vouchers to 37 from 25.

- a. Finance: The Housing Authority is doing pretty good. This is the year-end, and the HA came out \$120,000 ahead. The HA will go back and starting building up its reserves because currently, the HA is below the minimum amount of required reserves.

The Housing Authority, when starting a Consortia, will be asking for a change of year end to December 31st to coincide with the calendar year and the snapshot by HUD is for our programs. Both Agencies will then have the same year end.

The balance in Coos-Curry's reserves are at \$107,000. The \$120,000 will be moved into the account to get the reserves back to where it should be, and the local funds are at \$90,000.

The lawsuit of HUD is still moving forward. The suit will take years. The summary judgment motions did not work. HUD tried to suppress the Housing Authorities' attorneys request for information. The Judge told HUD they did have to supply the requested information. There will be no more money required from the Housing Authority.

- b. Operations: The Voucher program is going up and down. Part of the reason for this is because other Housing Authorities are absorbing, which gives us another voucher to fill. The preference list has been used up. Section 8 is working on the non-preference list. Private housing is starting to tighten up because the real estate market is picking up sales. Mainstream is full and VASH has 23 filled of the 25. There are two that are looking for housing. There is one vacancy in Coos-Curry Public Housing and the opening is working on being filled.
- c. Maintenance: None.
- d. Staff Training: None.
11. Information Items: None
12. Executive Session: None
13. Adjournment: Upon a motion by Vice-Chair, Mark Low (Commissioner, Karen Gilmartin 2nd) the Coos-Curry Housing Authority meeting was adjourned at 4:39 P.M.

Bruce Newman, Chair
Coos-Curry Housing Authority

ATTEST:

Ned Beman, Executive Director