

North Bend City Housing Authorities
Regular Board Meeting

M I N U T E S

November 26, 2013
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; Marie Martin, Commissioner; and Ron Cleveland, Commissioner. Absent: None.

Staff: Ned Beman, Executive Director; Cheryl Slagle, Deputy 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 Kevin Owens, Chair at 12:46 p.m.
2. Establishment of a Quorum: A quorum for North Bend City Housing Authority was established.
3. Residents and Citizens to be Heard: None
4. Approval of Minutes: Upon a motion by Commissioner, Marie Martin; (Commissioner, Ron Cleveland 2nd) to accept the minutes from October 22, 2013, of the North Bend City Housing Authority's Regular Meeting were approved. The motion carried unanimously.
5. Resolution No. 723: Annual Statement/Performance and Evaluation Report: Chair, Kevin Owens requested a motion for approval of the Annual Statement/Performance and Evaluation Report. Vice-Chair Patty Cook made a motion (2nd by Commissioner Ron Cleveland). There was no discussion and the motion passed unanimously.
6. Resolution Number 724: Approving the AMP Budgets: Executive Director Beman explained that this is a best guess estimate because the 2014 Federal Budget has not been completed. Due to this situation, Executive Director Beman informed the Board that the best that can be expected is a Continuing Resolution. This budget has been figured using 6 percent less than the Housing Authority received last year to accommodate sequestration. Capital Funds will cover the shortages in the budget like last year.

Chair, Kevin Owens requested a motion for approval of the AMP Budgets. Vice-Chair Patty Cook made a motion (2nd by Commissioner Ron Cleveland). Vice-Chair Cook wondered how the Housing Authority's Capital Funds are doing. Ned indicated that the Capital Funds have been being use for a couple of years. The Housing Authority still has Capital Funds and Reserves available. The Housing Authority is still healthy. Coos-Curry Housing Authority's funds are better because public housing makes more money. The motion passed unanimously.
7. Resolution Number 725: Write-Off Bad Debts: Executive Director Beman reported to the Board that last year's bad debt was \$3,200 and this year's \$160.27. This is mostly due to the Public Housing Manager, Lisa Lucero who has been doing a good job of making sure that everyone is paying.

Chair, Kevin Owens requested a motion for approval of the Write-Off of Bad Debts. Vice-Chair Patty Cook made a motion (2nd by Commissioner Marie Martin). The motion passed unanimously.

8. **Secretary's Report:** Executive Director Beman reported to the Board that they met with an intern/volunteer from the Community College regarding helping the Hamilton Court Residents Group - Up & At Em's restructure. She is also going to work up at Airport Heights to get a Resident Council started.

The Housing Authority wants to try having an outside perspective; someone that is not associated with the Housing Authority or another agency to provide support to our public housing programs.

A. **Financial Report:** Hamilton Court is actually doing better than what was budgeted for last year. Airport Heights is a little more negative because the plumbers had to do a lot of work with the shower valves. This has not been cheap because it is labor intensive to take a piece of the wall out, replace the valve and repair the wall. In addition, several of the good paying tenants have left causing the tenant revenues to go down.

Capital Funds will make up the difference. \$25,000 in Reserves has been used, leaving \$145,000 moving forward into next year. As stated before we are still in good shape. Executive Director Beman is going to be holding some of the Reserves.

Currently, there is \$2,300 owed in attorney's fees for the fair housing issue. Whatever the final agreement is, the Housing Authority will need to pay 10 percent of the agreement. The issue is still being negotiated.

B. **Operations Report:** Hamilton Court has one unit that needs to be filled and Airport Heights has two pending.

C. **Maintenance Report:** The Maintenance Department has a hired Larry Scarbrough to fill the open position. He is working out really well. He used to work for Umpqua maintaining their properties.

D. **Contracts and Projects:** None

E. **Staff/Training:** None

9. **Informational Items:** None

10. **Executive Session:** None

11. **Adjournment:** Upon a motion by Vice Chair, Patty Cook; (Commissioner, Martin 2nd), the North Bend City Housing Authority meeting was adjourned at 12:46 p.m.

Kevin Owens, Chair
North Bend City Housing Authority

ATTEST:

Ned Beman, Executive Director