

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF LINCOLN COUNTY
MINUTES**

October 21, 2025

The Board of Commissioners of the Housing Authority of Lincoln County met for its regular session in the conference room of the Oceanspray Family Center, Housing Authority of Lincoln County, 1039 NW Nye Street, Newport. The meeting was called to order at 12:01 p.m. by Chair Bassingthwaite. Upon roll call, the following were present:

Present: James Bassingthwaite, Chair
 Judy Casper, Commissioner
 Larry Henson, Commissioner

 Kyla Bibeau, Executive Assistant
 Dan Butler, Asset and Development Manager
 Karen Rockwell, Executive Director/Secretary (ex officio)

Chair Bassingthwaite initiated a review of the minutes from the September 16, 2025, HALC Board meeting. Commissioner Henson moved to approve the minutes, and Commissioner Casper seconded the motion. The motion passed.

Chair Bassingthwaite then invited Executive Director Karen Rockwell to present the September Accounts Payable Report. The Board discussed the report. Commissioner Henson moved to approve the report, and Commissioner Casper seconded the motion. The motion passed.

Executive Director Rockwell verbally provided her Executive Director's Report. She noted that she and Asset & Development Manager Dan Butler are working on the 2026 Annual Plan, which will be ready for the Board's review at the November Board meeting, as well as for the scheduled public hearing on November 24 at 9:00 a.m. Rockwell added that the contracted accounting firm, Harshwal Company, has been preparing HALC's financial reports, and she is hopeful to present them at the November meeting. She reported that the Housing Authority's projects appear to be performing financially as expected, with the exception of Agate Heights Apartments, which is experiencing financial constraints.

Chair Bassingthwaite inquired if Rockwell had any updates regarding changes to federal funding. Rockwell responded that due to the current government shutdown, she does not have any updates but anticipates more information within three to four weeks.

Rockwell shared that HALC, in its contracted capacity as the Administrative Office of the Lincoln County Homeless Advisory Board (LCHAB), has launched a monthly newsletter addressing topics related to Lincoln County housing and homelessness efforts. Commissioner Casper inquired whether HALC still intends to hire additional staff to assist with LCHAB tasks. Rockwell informed the Board that HALC does not intend to hire additional staff at this time.

Rockwell then presented the agency's waiting list and occupancy report, which the Board discussed. Commissioner Henson inquired about the trend in turnovers and associated costs. Rockwell explained

that HALC is experiencing a slight year-over-year increase in turnovers and a more pronounced increase in cost per turnover. She will supply the Board with a detailed report.

Deputy Director Robyn Cole, who joined the meeting at 12:23 p.m., added that HALC has applied for five additional VASH vouchers. HALC will not know whether these will be allocated until the government shutdown concludes.

Chair Bassingthwaite then invited Asset & Development Manager Dan Butler to provide a development update. Butler verbally summarized the written report included in the Board packet. He provided updates on both the Depoe Bay Townhomes and Lighthouse Village developments. The Board also received updates on the status of current capital improvements underway, as well as on HALC's capital funds.

Chair Bassingthwaite continued with Old Business. Rockwell noted that she has collaborated with the County to have the commissioners with terms expiring before the end of the year reappointed, as discussed during last month's Board meeting. The resolution to extend the terms for all commissioners except for our newly appointed Commissioner Casper was on the consent agenda for the Oct. 15 Lincoln County Board of Commissioners meeting.

During new business Commissioner Henson added that he feels HALC should include its mission statement on all outward-facing communications to increase the public's knowledge of the purpose of the Housing Authority. Board members and HALC staff present all supported this idea.

The Board went into Executive Session at 12:36 pm pursuant to ORS 192.660 (2) (i) to conduct the annual review of the Executive Director. The Board exited Executive Session at 12:51 pm.

The Board in its review of the Executive Director was impressed with Rockwell's past year in successfully fulfilling the responsibilities of the Executive Director. The Board discussed the following increase in benefits: A lump sum bonus of 2.5%, a 2.5% salary increase effective on the next pay period and a cost of living increase equivalent to that which is approved on the FYE 2026 budget effective on January 1, 2026. Commissioner Henson made a motion to approve all three of the increases as discussed. Second to the motion was made by Commissioner Casper. Motion carried.

The Board adjourned at 1:01 pm.

Dated this 21st day of October 2025.



James Bassingthwaite, Chair



Karen Rockwell, Executive Director -- Secretary/Recorder