

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

November 18, 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 12:00 p.m. by Chair Bassingthwaite. Upon roll call, the following were present:

Present: James Bassingthwaite, Chair
 Judy Casper, Commissioner
 Shannon Montgomery, Commissioner

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

Chair Bassingthwaite initiated a review of the minutes from the October 21, 2025, HALC Board meeting. Commissioner Casper moved to approve the minutes, and Commissioner Montgomery seconded the motion. The motion passed.

Chair Bassingthwaite then invited Executive Director Karen Rockwell to present the October Accounts Payable Report. Commissioner Henson joined the meeting at 12:04 p.m. during the review of the report. The Board discussed the report. Commissioner Montgomery 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 the Newport Winter Shelter, operated by Lincoln County Health and Human Services at the Housing Authority-owned property at 351 SW 7th Street, recently held a ribbon-cutting ceremony celebrating its reopening after recent renovations. Chair Bassingthwaite shared that he attended the ceremony and noted that the facility received several improvements, including an outdoor overhang that will allow shelter guests to stay dry while waiting for entry during inclement weather.

Rockwell added that HALC's contract with the Lincoln County Homeless Advisory Board is nearing expiration, but she intends for HALC to apply to be the Regional Lead for the OHCS Statewide Shelter Program. This would be a five-year engagement that has been supported by the Lincoln County Homeless Advisory Board. HALC has also received letters of support from several local housing and service providers.

Rockwell then provided additional operational and staffing updates to the Board.

To ensure new business was addressed before Executive Director Rockwell's departure for another meeting, Chair Bassingthwaite revised the agenda order to take up new business next. Rockwell presented Resolution 1145, authorizing the submission of the PHA Certifications of Compliance with the PHA Plans and related regulations. Along with the resolution, the Board was presented with the 2026 Annual Plan,

the Annual Plan narrative, and the Certification of Compliance form. The Board reviewed the documents. Chair Bassingthwaite identified administrative discrepancies in Sections B.3 and B.5 of the plan and narrative that would need correction. Commissioner Henson moved to approve Resolution 1145 with the identified corrections; Commissioner Montgomery seconded the motion. The motion carried.

Asset & Development Manager Dan Butler presented Resolution 1146 to adopt a revision of the Statement of Significant Amendment for the PHA's 5-Year Plan. The Board reviewed the resolution and the attached statement of significant amendment. Commissioner Henson made a motion to adopt the revision. Commissioner Montgomery seconded the motion. Motion Carried.

Deputy Director Robyn Cole presented Resolution 1147 to the Board. Resolution 1147 adopts revised utility allowances for the Housing Choice Voucher Program. Commissioner Henson noted an error on the Water, Sewer & Trash Collection Schedule, which mistakenly listed "Steal Rock Water District" instead of "Seal Rock Water District." Commissioner Casper moved to adopt the revised utility allowances with the correction; Commissioner Montgomery seconded the motion. The motion carried.

Chair Bassingthwaite invited Deputy Director Cole to present the agency's Waiting List and Occupancy Report. Cole presented the report and informed the Board of recent activity in the housing programs. She explained that the Housing Team intends to close the waiting lists for the HCV Program, Public Housing, Agate Heights, and Mariner Heights on January 1, 2026, due to the current estimated wait time of three years. The Board discussed the proposed action and offered no objection.

Asset & Development Manager Butler then provided a verbal update on construction projects, capital improvements, and planning activities. He reported that drywall work in Building Two of the Depoe Bay Townhomes is complete, and siding and insulation are progressing on both buildings. Storm lines, retention pond plumbing, and site structures - including the garbage corral and bike storage - are complete. Electrical panels have been green-tagged. Sidewalk installation is scheduled for next week, to be followed by interior work.

He added that groundwork at Lighthouse Village is ongoing and provided updates on capital improvements and related bids. Butler reported no changes to the Capital Funds at this time. He also noted that the public hearing for the 2026 Annual Plan is scheduled for November 24. Following the hearing, the plan will be submitted to the state for certification and then to HUD.

With no old business to discuss, the Board adjourned at 1:01 p.m.

Dated this 18th day of November 2025.



James Bassingthwaite, Chair



Karen Rockwell, Executive Director – Secretary/Recorder