

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

May 21, 2024

The Board of Commissioners of the Housing Authority of Lincoln County met for its regular session at 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 12:03 p.m. by Chair Bassingthwaite. Upon roll call the following were:

Present: James Bassingthwaite, Chair
 Dan Butler, Asset & Development Manager
 Niesa Chastain, Commissioner
 Robyn Cole, Housing Programs Manager
 Larry Henson, Commissioner
 Shannon Montgomery, Commissioner
 Mitch Parsons, Commissioner
 Karen Rockwell, Executive Director/Secretary (ex-officio)
 Kyla Sellers, Executive Assistant

Minutes of the April 22, 2024, HALC Board meeting were reviewed. Commissioner Chastain made a motion to approve the minutes. Second to the motion was made by Commissioner Henson. Motion carried.

Financial Report

The Accounts Payable Report for April 2024 was distributed. The report was reviewed and discussed. Commissioner Chastain made motion to approve the report. Second to the motion was made by Commissioner Montgomery. Motion carried.

The First Quarter Financial Statements and statement notes were reviewed. Executive Director Rockwell explained to the Board that most Housing Authority-owned and managed properties are performing financially as expected. However, Mariner Heights Apartments and Agate Heights Apartments are financially underperforming. The Board discussed the First Quarter Financial Statements. Commissioner Chastain made motion to approve the report. Second to the motion was made by Commissioner Montgomery. Motion carried.

Executive Director Rockwell presented the Board with Resolution #1124 regarding Tenant Account Receivables Write-offs. Rockwell informed the Board why some tenant accounts are uncollectable, mainly because tenants are deceased. The Board discussed the uncollectable accounts and asked that the resolution be re-worded from 'charge-off' to 'write-off' on the second page of the resolution. Commissioner Chastain made motion to approve the resolution

with the changes discussed. Second to the motion was made by Commissioner Montgomery. Motion carried.

Executive Director Update

Executive Director Rockwell informed the Board that the Housing Authority-owned Alder Street property is listed for sale. The asking price is \$250,000.

Wecoma Place Apartments are nearly completed and lease-up of the units has begun. Move-ins are scheduled to start on June 6, 2024.

Asset & Development Manager Dan Butler informed the Board about the recent bids that came in in response to the Request for proposals on the renovation on the 7th Street shelter.

Butler informed the Board about progress made on the Depoe Bay Townhomes development. Rockwell presented the Board with Resolution #1125 Authorizing the Depoe Bay Townhomes Construction Loan. Chair Bassingthwaite noted that the second paragraph of the resolution text body was missing a word. Commissioner Parsons made motion to approve the resolution with the discussed corrections. Second to the motion was made by Commissioner Montgomery. Motion carried.

Housing Programs

Housing Programs Manager Robyn Cole presented the Board with the agency waiting list/occupancy report. The Board reviewed and discussed the report.

Cole presented the Board with Resolution #1126 approving execution of the Section 8 Management Assessment Program (SEMAP) Certification. Chair Bassingthwaite noted that the Resolution title has a wording issue. Commissioner Chastain made motion to approve the resolution with the changes discussed. Second to the motion was made by Commissioner Montgomery. Motion carried.

Old Business

New Business

Executive Director Rockwell Presented the Board with Resolution #1127 Authorizing the ED to apply for OHCS funding for Lighthouse Village. Commissioner Parsons made motion to approve the resolution. Second to the motion was made by Commissioner Montgomery. Motion carried.

Chair Bassingthwaite informed the Board that it is time to elect Chair and Vice Chair for the Board of Commissioners. Commissioner Parsons made a motion to re-elect Chair

Bassingthwaite and Vice Chair Chastain. Second to the motion was made by Commissioner Montgomery. Motion carried.

With no further business to discuss, the meeting was adjourned at 01:35 p.m.

Dated this 21st day of May 2024

James Bassingthwaite, Chair

Karen Rockwell, Executive Director – Secretary/Recorder