

**HOUSING AUTHORITY OF LINCOLN COUNTY  
BOARD OF COMMISSIONERS AGENDA  
May 21, 2024 @ 1 pm**

**Oceanspray Family Center in Newport, Oregon**

**CALL TO ORDER** – Chair James Bassingthwaite

**PREVIOUS BOARD MINUTES** – Chair James Bassingthwaite

**Action Item:** Minutes from April 22, 2024 meeting (attached)

**FINANCIAL REPORT** – Executive Director Karen Rockwell

Accounts Payable Report (attached)

**Action Item:** First Quarter Financial Reports (pdf/handout)

**Action Item:** Resolution 1124: TAR Write-Offs (attached)

**EXECUTIVE DIRECTOR UPDATE** – Executive Director Karen Rockwell

Alder Street Listing

Wecoma Place Apartments Lease Up

**Action Item:** Resolution 1125: Depoe Bay Townhomes Construction Loan

**HOUSING PROGRAMS** – Housing Programs Manager Robyn Cole

Agency Waiting List/Occupancy Report (attached)

**Action Item:** Resolution 1126: SEMAP Certification (attached)

**OLD BUSINESS** – Chair James Bassingthwaite

**NEW BUSINESS** – Chair James Bassingthwaite

**NEXT MEETING**

Scheduled for **May 21, 2024** at noon at the Oceanspray Family Center

NOTE: The public is invited to freely attend board meetings, but may not address the Board, or speak until the Chair recognizes the public for any questions. Please do not speak at, or whisper during the meeting until called upon. Minutes of Board meetings are available for review upon request.

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

April 22, 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 01:02 p.m. by Chair Bassingthwaite. Upon roll call the following were:

Present: James Bassingthwaite, Chair  
Niesa Chastain, Commissioner  
Robyn Cole, Housing Programs Manager  
Larry Henson, Commissioner  
Karen Rockwell, Executive Director/Secretary (ex-officio)  
Kyla Sellers, Executive Assistant

Absent: Shannon Montgomery, Commissioner  
Mitch Parsons, Commissioner

Minutes of the March 19, 2024, HALC Board meeting were reviewed. Chair Bassingthwaite noted that Resolution #1123 regarding the Fistera Gardens transfer of ownership would benefit from a clearer description in the minutes. Commissioner Chastain made a motion to approve the minutes with the mentioned correction. Second to the motion was made by Commissioner Henson. Motion carried.

**Financial Report**

The Accounts Payable Report for March 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 Henson. Motion carried.

**Executive Director Update**

Executive Director Rockwell informed the Board that the Housing Authority financial audit was completed. The Housing Authority had received on-site assistance from CPA Sean Barrera from Barrera Consulting ensuring an efficient conclusion to the audit.

Chair Bassingthwaite asked for an update on Wecoma Place. Rockwell shared that Wecoma is now anticipated to open in June with a ribbon cutting event. Additionally, Rockwell informed the Board that the Housing Authority had held open house events for Depoe Bay Townhomes and Lighthouse Village to share the site plans with the immediate communities. The Depoe Bay Townhomes event had good attendance from local community members while Lighthouse Village had a less robust turnout. The Housing Authority anticipates a second event being held to share the plans for Lighthouse Village because of this.

**Housing Programs**

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

**Old Business**

The Board went in to Executive Session to consider a potential real property transaction pursuant to ORS 192.660(2)(e)(to conduct deliberations with person(s) designated to negotiate real property transactions) at 01:26 p.m.

The Board exited Executive Session at 02:06 p.m. Commissioner Henson made a motion to authorize the Housing Authority’s Executive Director to negotiate for the purchase of the 10<sup>th</sup> Street property. Second to the motion was made by Commissioner Chastain. Motion carried.

**New Business**

With no further business to discuss, the meeting was adjourned at 02:09 p.m.

Dated this 22<sup>nd</sup> day of April 2024

---

James Bassingthwaite, Chair

---

Karen Rockwell, Executive Director – Secretary/Recorder

**HOUSING AUTHORITY OF LINCOLN COUNTY**  
**RESOLUTION NO. 1124**  
**RESOLUTION TO WRITE-OFF UNCOLLECTIBLE ACCOUNTS**

WHEREAS, the Executive Director presents the following delinquent tenant accounts which represent the unpaid balances of former tenants who have vacated the premises between August 31, 2021 and March 31, 2024:

001-Fircrest - OR005001	0001-22	Rodgers	\$178.08
001-Fircrest - OR005001	0004-36	Martin	\$2,948.54
001-Fircrest - OR005001	0013-38	Camacho Bravo Hudson	\$74.50
001-Fircrest - OR005001	0017-33	McClure	\$1,557.45
001-Fircrest - OR005001	0020-32	Slater Miller	\$1,185.50
001-Fircrest - OR005001	0021-39	Ellis	\$525.38
002-Ocean Spray - OR005002	0023-26	Sixta-Weitz	\$1,019.21
005-Ocean Spray II - OR005005	5353-17	Chavarria	\$368.04
005-Ocean Spray II - OR005005	5355-13	McClure	\$786.27
005-Ocean Spray II - OR005005	6121-14	Castle	\$852.46
010-Depoe Bay - OR005010	1001-14	Nelson	\$2,926.52
014-Coast & High - OR005014	0734-7	Garcia Rivas	\$1,819.94
014-Coast & High - OR005014	0737-18	Nguyen	\$2,376.47
		<b><u>Subtotal</u></b>	<b><u>\$16,618.36</u></b>
Agate Heights Apartments -	130A-4	Baker	\$411.00
Agate Heights Apartments -	130C-4	Rogers	\$2,639.20
Agate Heights Apartments -	130D-4	Albino - Gonzalez	\$992.00
Agate Heights Apartments -	140D-6	Garcia	\$24.00
Agate Heights Apartments -	150B-7	Thomas	\$3,629.00
Agate Heights Apartments -	150D-3	Ainsworth	\$706.50
Agate Heights Apartments -	150F-5	Kremesec	\$1,045.48
Agate Heights Apartments -	150H-4	Wilson	\$3,817.91
		<b><u>Subtotal</u></b>	<b><u>\$13,265.09</u></b>
Salmon Run - OR001720	0506-13	Richmond	\$684.84
Salmon Run - OR001720	1002-8	Bard	\$816.23
Salmon Run - OR001720	1505-18	McCracken	\$5,697.42
Salmon Run - OR001720	2005-16	Hinson	\$225.41
		<b><u>Subtotal</u></b>	<b><u>\$7,423.90</u></b>
Fisterra Garden Apartments - OR001730	1005-5	Vineyard	\$882.17
Fisterra Garden Apartments - OR001730	2010-4	Barsalou	\$303.51
Fisterra Garden Apartments - OR001730	3002-5	Kuschnick	\$526.94
		<b><u>Subtotal</u></b>	<b><u>\$1,712.62</u></b>
Vandehaven - OR001750	7502-6	Palo	\$5,405.74
Vandehaven - OR001750	7514-12	Cole	\$295.90
Vandehaven - OR001750	7514-13	Danzik	\$220.00
Vandehaven - OR001750	7517-6	Carr	\$332.28
		<b><u>Subtotal</u></b>	<b><u>\$6,253.92</u></b>

WHEREAS all efforts to accomplish collection of the above listed accounts have proven futile;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Lincoln County that the same accounts be charged off to collection losses in the total amount of \$45,273.89.

Dated this 21st day of May, 2024.

Housing Authority of Lincoln County

---

Board Chair James Bassingthwaite

---

Executive Director & Recorder Karen Rockwell

**HOUSING AUTHORITY OF LINCOLN COUNTY  
RESOLUTION #1125  
RESOLUTION AUTHORIZING  
DEPOE BAY TOWNHOMES CONSTRUCTION LOAN**

WHEREAS, the Housing Authority of Lincoln County, acting through its Board of Commissioners, desires to establish a construction loan for the Depoe Bay Townhomes development;

WHEREAS, after due deliberation it has been decided to proceed with a loan Wafd not to exceed \$400,000;

RESOLVED, that Karen Rockwell, Executive Director is authorized to execute the loan documents on behalf of HALC; and

RESOLVED FURTHER, that Karen Rockwell, Executive Director shall be authorized and directed on behalf of HALC to do the following:

- a. Take such action as shall be necessary or appropriate for HALC to perform its obligations on a timely basis to finalize the execution of this loan;
- b. Execute and deliver any agreements, instruments or documents (or amendments thereto) necessary or desirable to carry out the foregoing resolutions.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Lincoln County that RESOLUTION #1125 is adopted effective May 21, 2024.

Housing Authority of Lincoln County

---

Board Chair James Bassingthwaite

---

Executive Director & Recorder Karen Rockwell

**HOUSING AUTHORITY OF LINCOLN COUNTY  
RESOLUTION NO. 1126**

**RESOLUTION TO APPROVING EXECUTION OF  
SECTION 8 MANAGEMENT ASSESSMENTS PROGRAM (SEMAP) CERTIFICATION**

WHEREAS, the Board of Commissioners of the Housing Authority of Lincoln County has been notified of the Section 8 Management Assessment Program Certification for the fiscal year ending 12/31/2023;

NOW THEREFORE BE IT RESOLVED the Board of Commissioners of the Housing Authority of Lincoln County approves said Section 8 Management Assessment Program Certification.

DATED this May 21, 2024.

---

James Bassingthwaite, Chair

---

Karen Rockwell, Executive Director/Secretary