

**THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF LINCOLN COUNTY MINUTES**  
October 17, 2023

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 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

Absent:         None

Minutes of the September 19, 2023, HALC Board meeting were reviewed. Commissioner Parsons made a motion to approve the minutes as submitted. Second to the motion was made by Commissioner Montgomery. Motion carried.

**Financial Report**

The Accounts Payable Report for September 2023 was distributed. The Report was reviewed and discussed. Commissioner Henson made motion to approve the Reports. Second to the motion was made by Commissioner Montgomery. Motion carried.

Executive Director Rockwell distributed the Draft Budget FYE 2024. The Board reviewed and discussed the budget. Rockwell informed the Board that she would present the proposed budget again at the November Board meeting for a call to action.

**Executive Director Update**

Rockwell gave an update on the temporary rotational county emergency winter shelter in Newport. One of the current sites has capacity for less individuals than anticipated. A site for a larger temporary shelter is being explored. Additionally, the Lincoln City site for the emergency shelter is still being finalized. Rockwell is exploring a site in Taft and asked the Board's approval to move forward with the vetting of this property. Commissioner Henson made a motion to approve further vetting of the Taft location. Second to the motion was made by Commissioner Chastain. Motion carried. Rockwell informed the Board of the remaining latest events of the Housing Authority.

### **Housing Programs**

The Board reviewed the Waiting List and Occupancy Report presenting by Housing Programs Manager Robyn Cole.

### **Developments**

Rockwell informed the Board that Community Services Consortium (CSC) currently owns two properties: Pelican & Tern. CSC is interested in selling. Rockwell asked the Board for approval to move forward with an appraisal of the properties. Motion to approve obtaining an appraisal was made by Commissioner Henson. Second to the motion was made by Commissioner Montgomery. Motion carried.

Rockwell told the Board about a request for a meeting by the City of Siletz. The City of Siletz is interested in the potential partnership between Siletz and the Housing Authority to bring more affordable housing online within their city limits. The Board agreed that such a conversation would be of great interest.

Asset & Development Manager Dan Butler updated the Board on the progress of current developments. Butler followed by reporting recent capital improvements.

### **Communications**

There were no formal communications received.

### **Old Business**

Rockwell presented the Board with Resolution 1116 Authorizing Lighthouse Village Purchase Via Land Acquisition Program. Motion to approve was made by Commissioner Henson. Second to the motion was Commissioner Parsons. Motion Carried.

### **New Business**

Rockwell presented the Board with Resolution 1117 Authorizing To Record HALC Depoe Bay Townhomes LLC. Motion to approve was made by Commissioner Henson. Second to the motion was made by Commissioner parsons. Motion carried.

Rockwell presented the Board with Resolution 1118 Authorizing Utilization Of Oceanspray Facility For Temporary Shelter Use. The Board discussed the option. Motion to approve was made by Commissioner Henson. Second to the motion was made by Commissioner Montgomery. Motion carried.

Rockwell presented the Board with Resolution 1119 Approving Donation Of Surplus Van To Lincoln County Shelter. Commissioner Henson raised concern at the wording of the 3<sup>rd</sup> point on the resolution stating "All useable parts will be removed from the equipment...". The Board discussed this and reached agreement that this wording should remain with the shared understanding that this means any parts that remain usable to HALC be removed. Motion to approve was made by Commissioner Chastain. Second to the motion was made by Commissioner Parsons. Motion carried.

The Board went into executive session at 1:28 p.m. pursuant to ORS 192.660(2)(i) to conduct the annual review of the Executive Director. The Board exited the executive session at 1:40 p.m.

The Board completed its review of the Executive Director and proposed the following increase in benefits: A lump sum bonus of 2.5% (\$2,625) and a 2.5% salary increase on the next paycheck, and a 5% cost of living increase on January 1, 2024. A motion was made by Commissioner Henson to approve the increase. The motion was seconded by Commissioner Parsons. The motion was passed unanimously.

With no further business to discuss, the meeting was adjourned at 1:50 p.m.

Dated this 17<sup>th</sup> day of October 2023

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James Bassingthwaite, Chair

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Karen Rockwell, Executive Director- Secretary/Recorder