

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

October 15, 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 12:05 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, Deputy Director  
                  Larry Henson, Commissioner  
                  Karen Rockwell, Executive Director/Secretary (ex-officio)  
                  Kyla Bibeau, Executive Assistant

Minutes of the August 20, 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 September 2024 was distributed. The report was reviewed and discussed. Chair Bassingthwaite inquired about the charge related to the Coastal Inn inspection. Rockwell explained that the Coastal Inn property, a motel building, is available for purchase and conversion into studio apartments. Rockwell asked the Board if there was interest in pursuing the matter further. The Board agreed that the property is worth investigating further. Commissioner Chastain made motion to approve the report. Second to the motion was made by Commissioner Henson. Motion carried.

The year to date financial report had been emailed to the Board prior to the meeting. The report and the accompanied narrative created by the contracted CPA Sean Barrera was discussed.

**Executive Director Update**

Executive Director Rockwell presented her written report.

Rockwell informed the Board that the Housing Authority currently is reviewing two bids received in response to the RFP on the FYE 2024/2025/2026 audit and financial reporting.

Rockwell distributed copies of the five-year and annual plans, that have been submitted to HUD, for the Board's review. Rockwell mentioned that copies will be distributed by email to the Board after the meeting.

The Board was updated on the status of HALC properties and developments. The renovation of the 7<sup>th</sup> Street Shelter has been significantly delayed and the operation of the winter shelter will be temporarily housed at the First Presbyterian Church in Newport. Rockwell requested the Board's

approval to offer the Oceanspray Family Center as a backup location. Commissioner Henson made a motion to approve the use of the Oceanspray Family Center for the Lincoln County Emergency Winter Shelter operations as a backup location. Second to the motion was made by Commissioner Chastain. Motion Carried.

A bid was received on the Alder Street property. The bid was below the asking price. The Board discussed the option and decided to have the property appraised prior to making any decisions.

Currently, there are no updates on the development of Depoe Bay Townhomes or Lighthouse Village. Both properties remain in the final stages of permitting.

OHCS placed Agate Heights Apartments on a Property Improvement Plan based on a failed inspection in 2022. Many items of the improvement plan had already been addressed by the time the Housing Authority received the plan.

Rockwell informed the Board about the most recent funding updates, the work of the Lincoln County Homeless Advisory Board, and Innovative Concepts.

### **Housing Programs**

Deputy Director Robyn Cole presented the Board with the agency waiting list/occupancy report. The Board reviewed and discussed the report.

### **Old Business**

None.

### **New Business**

Executive Director Rockwell presented the Board with Resolution #1130 authorizing the submission of the PHA Certification of Compliance with the PHA Plans and related regulations (Five Year Plan 2025-2029 and 2025 Annual Plan). Commissioner Henson made a motion to approve the resolution. Second to the motion was made by Commissioner Chastain. Motion carried.

The Board went into Executive Session at 1:40 pm pursuant to ORS 192.660 (2) (i) for the annual review of the Executive Director. The Board left Executive Session at 2:13 pm.

With no further business to discuss, the meeting was adjourned at 02:15 p.m.

Dated this 15<sup>th</sup> day of October 2024

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James Bassingthwaite, Chair

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Karen Rockwell, Executive Director – Secretary/Recorder