

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: March 27, 2025  
Time: 2:30 p.m.  
Place: Coquille Indian Housing Authority Office  
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: The meeting was scheduled at the regular meeting held March 6, 2025, and confirmed by written notice on March 24, 2025.

Chair Doyle called the meeting to order at 2:35 p.m.

CALL TO ORDER

Chair Doyle offered the invocation.

INVOCATION

Vice Chair Hunter called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Commissioner Chambers. Present by video conference were Commissioners Chase and Rocha. Secretary/Treasurer More and Commissioner Garrett were absent excused. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Administrative Services Manager Debbie Dennis, Accounting Manager Marcy Chytka, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, Housing Programs Manager Tracey Mueller, and Housing Programs Specialist Tiffany Hargis. Present by video conference was Deputy Director Lyman Meade.

None.

PUBLIC COMMENT

Minutes of the March 6, 2025, regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.)

MINUTES

Vice Chair Hunter moved to approve the minutes of the March 6, 2025, regular meeting, seconded by Commissioner Chambers. Motion carried.

None.

AMENDMENTS  
TO AGENDA

Resident Services, Homeowner Assistance Repair Program, Maintenance, Projects, and Accounting reports for February 2025 were provided in the meeting materials available online. (Copies attached to these minutes.)

DEPARTMENT  
REPORTS

Housing Programs Manager Tracey Mueller, Administrative Services Manager Debbie Dennis, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, and Accounting Manager Marcy Chytka reviewed and responded to questions regarding the department reports.

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Vice Chair Hunter moved to approve the department reports, seconded by Commissioner Chambers. Motion carried.

Materials from the Kilkich Resident Association meeting held March 10, 2025, and a Tribal Police Department report for February 2025 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Chair Tiffany Hargis reviewed and responded to questions about recent KRA activities. KRA will begin meeting quarterly, with the next meeting scheduled for June 9, 2025.

Killich Residents  
Association

Tribal Police Chief Jerry Merritt reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police  
Department

Vice Chair Hunter moved to approve the affiliate reports, seconded by Commissioner Chambers. Motion carried.

A Master Projects List dated March 27, 2025; CIHA Brush Clearing-Vegetation Management Map dated March 4, 2025; memoranda from CIHA Attorney Ed Clay Goodman dated March 6, 7, 18, and 21, 2025 regarding federal funding, legislative issues, and recent NAIHC activities; a flyer for a City Clean Up Day South Coast Food Share fundraiser to be held April 19, 2025; and, G&G Storyteller edition dated March 26, 2025 were provided in the meeting materials available online. (Copies attached to these minutes.)

EXECUTIVE  
DIRECTOR'S  
REPORT

Executive Director Cook reviewed and responded to questions regarding the status of current work priorities, other active items, projects completed since the last report, and recent issues.

Commissioner Chase moved to approve the Executive Director's report, seconded by Vice Chair Hunter. Motion carried.

None.

BOARD  
COMMUNICATIONS

BUSINESS

A proposed update to CIHA's Procurement Policy was provided in the meeting materials available online. (Copy attached to these minutes.)

Procurement Policy  
Update

Revisions included 2 CFR 200 changes, additions necessary to comply with the Build America, Buy America (BABA) Act, and housekeeping items.

Executive Director Cook reviewed and responded to questions regarding the proposed revisions.

Commissioner Chambers moved to approved the procurement policy as presented, seconded by Vice Chair Hunter. Motion carried.

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CIHA's FY 2024 Financial Audit was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2024 Financial  
Audit

Auditor Gatlin Hawkins of Isler CPA reviewed and responded to questions regarding CIHA's FY 2024 financial audit. The report expressed an unmodified opinion on the Authority's financial statements for the period.

Commissioner Chambers moved to approve the annual financial report and audit for the fiscal year ended September 30, 2024, seconded by Vice Chair Hunter. Motion carried.

Materials from a Tribal Council Workshop held March 19, 2025 regarding potential Tribal solar projects, and designs from Sol Coast Consulting and Design, LLC for potential CIHA solar projects were provided in the meeting materials available online. (Copies attached to these minutes.)

Potential Future Solar  
Installations

Executive Director Cook reviewed and responded to questions regarding potential future solar installations on Tribal Lands.

Commissioner Chambers moved to enter Executive Session to review Commissioner applications, seconded by Vice Chair Hunter. Motion carried.

Executive Session to  
Review Commissioner  
Applications

The Board entered executive session at 4:35 and resumed regular session at 4:45 p.m.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held April 24, 2025 at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 4:48 p.m.

ADJOURNMENT

Prepared by:

Approved by:

\_\_\_\_\_  
Debbie Dennis  
Administrative Services Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Treasurer  
Title