

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: July 31, 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 June 12, 2025, and confirmed by written notice on July 25, 2025.

Chair Doyle called the meeting to order at 2:33 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 Commissioners Chambers and Garrett. Present by video conference was Commissioner Chase. Secretary/Treasurer More was absent excused. Commissioner Rocha was expected to join the meeting in progress. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Operations Manager Debbie Dennis, Accounting Manager Marcy Chytka, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, and Housing Programs Manager Tracey Mueller.

None.

PUBLIC COMMENT

Minutes of the June 12, 2025, regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Commissioner Garrett moved to approve the minutes of the June 12, 2025, regular meeting, seconded by Vice Chair Hunter. Motion carried.

None.

AMENDMENTS  
TO AGENDA

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

DEPARTMENT  
REPORTS

Housing Programs Manager Tracey Mueller, Operations 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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Commissioner Rocha arrived at 2:55 p.m.

SPECIAL ORDER

Commissioner Rocha moved to approve the department reports, seconded by Commissioner Garrett. Motion carried.

A Tribal Police Department report for June 2025 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

AFFILIATE  
REPORTS

Executive Director Cook reviewed and responded to questions about upcoming KRA sponsored events. The community wide garage sale was scheduled for August 15 and 16, 2025.

Kilkich Residents  
Association

Executive Director Cook reviewed and responded to questions regarding the Tribal Police Department report.

Tribal Police  
Department

Commissioner Garrett moved to approve the affiliate reports, seconded by Commissioner Chambers. Motion carried.

A Master Projects List dated July 31, 2025; CIHA Project Overview “Advancing and Elevating Housing” for the Tribe’s strategic plan; AYA Transitional Shelter Proposal and Budget dated July 29, 2025; FY26 IHP Useful Life Affordability Period Update; AvidInvoice Fact Sheet; and, memoranda from CIHA Attorney Ed Clay Goodman dated June 27, 2025, July 3, 2025, and July 28, 2025 regarding federal funding, legislative issues, and recent NAIHC activities were provided in the meeting materials available to the Commissioners 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 Garrett moved to approve the Executive Director’s report, seconded by Commissioner Rocha. Motion carried.

BUSINESS

A draft FY 2026 CIHA PILOT Fee calculation was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2026  
PILOT Fee

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2026 PILOT Fee. The calculation was prepared using expense data from previous years and was based on 100 units to accommodate anticipated community growth within the next

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two years. The effect of adoption would be to change the PILOT fee paid by HomeGO participants and private homeowners to \$101 per month effective October 1, 2025.

Commissioner Garrett moved to change the Homebuyer/Homeowner PILOT fee to \$101 per month effective October 1, 2025, seconded by Commissioner Chambers. Motion carried.

A draft FY 2026 CIHA Fee Schedule was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2026  
Fee Schedule

Executive Director Cook reviewed and responded to questions regarding the proposed fee schedule. The purpose of the maintenance fee was to recover labor costs to repair intentional and negligent damages, clean up resident garbage and perform lawn maintenance if notices were ignored, and to correct other similar issues. It was recommended the FY 2026 rate for maintenance be increased from \$64 to \$66 per hour.

Commissioner Chambers moved to approve the hourly maintenance fee of \$66 effective October 1, 2025, seconded by Vice Chair Hunter. Motion carried.

A draft of CIHA's 2025-2027 Housing Planning Assistance Application for the State of Oregon Department of Land Conservation and Development Grant was provided in the meeting materials made available to the commissioners online. (Copy attached to these minutes.)

State of Oregon  
Department of Land  
Conservation and  
Development Housing  
Planning Assistance  
Grant Application

Executive Director Cook reviewed and responded to questions regarding CIHA's 2025-27 Housing Planning Assistance Application. The due date was August 4, 2025.

Commissioner Rocha moved to approve submission of the Department of Land Conservation and Development 2025-2027 Housing Planning Assistance Application, seconded by Commissioner Chase. Motion carried.

None.

PUBLIC COMMENT

A site visit to the proposed AYA Transitional Shelter was scheduled for August 14, 2025, from 2:30 p.m. to 4:30 p.m.

NEXT MEETING

CIHA's annual Board and staff event would be held in the Willow-Bear Grass Suite at the Ko-Kwel Casino Resort | Coos Bay August 19-20,

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2025, from 9:00 a.m. to 4:00 p.m. daily. Appointments for individual sessions would be available August 21-22, 2025.

The next regular meeting was scheduled to be held August 28, 2025, at 2:30 p.m.

The meeting was adjourned at 4:45 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis  
Administrative Services Manager



Signature

09/25/2025

Date

Vice Chair

Title