

**Oroville Housing Authority
Regular Meeting Minutes December 16, 2021**

The Board of Commissioners of the Oroville Housing Authority was called to order at 5:23PM

All Present: Gary DeVon, Peggy Shaw, Ben Peterson, Ashley Range, Heather Rodriguez, Victor Rodriguez, and Susan Speiker Linda Sleater

Commissioners Absent: Florence Rise

Special Guest: Sarah Blinsky per telephone

Approval: November 18 2021 Minutes: Peggy motioned to approve – Ben 2nd – Gary Passed

Certificate of Deposit: Recently a CD within Umpqua bank came to maturity at \$55,295.59. Ashley drafted a proposal to use partial funds from the CD and after speaking with Peggy, Ashley pulled \$35,000 and converted to a Cashiers check. It was locked in a safe place until a.) OHA could ensure it was not tied to any specific property or project. b.) The board could vote on its agreed usage and deposit into OHA Operations account. The remaining \$20,295.59 was left in the CD to continue to mature.

Susan expressed her concerns having such a large sum of money floating around. Ashley and Peggy explained it had only been locked away for a few days stating points a.) and b.) above. Both echoing Susan concern that it is not a regular occurrence to keep large amounts of money not in the bank Ashley confirmed it is in a safe place, securely locked up and that she would deposit the money first thing in the morning, Friday December 17th, after the board vote. The Board reviewed options 1 and 2 from the CD breakdown provided by Ashley. After some discussion the board picked and chose from both, creating an 3rd option. Gary entertained a motion to choose option 3 Peggy motioned for option 3, Ben 2nd, Gary passed.

Option 3

\$9,630 security cameras OGA/OHS
\$6,970.00 to pay Greg’s current invoice (parts and labor from last 10 months)
\$8,400 to secure annual contact with Greg.
\$5,000 ED Backpay
\$5,000 for bed bug issue at OGA – on going
TOTAL.....\$35,000

IT Greg Gardinier: Regarding Security Cameras. We will not get an answer regarding our grant until the 20th, if we do get the grant, we will wait to install security cameras because the cost might be covered with the grant monies. We discussed the importance of security cameras at the shelter. There was a possible break in at the winter camp last night while Ashley and Lily were on site. Seth will continue his daily checks for the OWEC as needed. We discussed the importance of having better lighting at the winter camp. The county may be willing to pay for lighting. Ashley will talk to Lael to see if he can add lighting onto the bid. There was a question about how long the cameras would retain information. Ashley will find out and let us know. We discussed forming a formal partnership agreement with Greg. Board voted

Guest: Sarah with CLA Accounting let us know that a new WA State law passed in January 2021 that all salaried employees would earn a minimum of \$52,743.60 per year. CLA calculated that OHA owed Ashley a back pay of \$5322.40, that once processed through Paychex would bring OHA into compliance with WA State law. Sarah clearly expressed that Ashley could not be involved with either her hour rate change and or backpay as much as was possible to ensure less of a conflict of interest. Ashley agreed to introduce Sarah to OHA's Paychex Representative, Jill to make all arrangements. Sarah will send Peggy information on this new law. Heather inquired if this would have any affect on her wages. Ashley and the Board assured her that it would not.

Sarah will have the budget prepared for our next meeting in January.

Salary Increase: Ashley's salary will be increased to match WA State L&I standard. Gary entertained a motion to follow Sarah's plan of adding CLA to our Paychex account. CLA will process Ashley's back pay. Susan motioned – Peggy 2nd – Gary passed.

New Business:

Susan mentioned a new law on unlawful detainer that is in effect until 2023, asking Ashley to touch base with her Tuesday for more details when she (Susan) was back in the office. Linda is considering joining the board. She will continue to attend and take part in our meetings. Heather agreed to have the board minutes to the board for review the third Monday of every month.

Oroville Gardens: update on 205 it was thought to be complete but there were a few things that maintenance caught that the contractor is returning to complete. Update for 201. Unit is vacant and the remodel should begin soon. 212 and 206 water leak has been addressed and repairs are completed. Both tenants have returned to their units. We briefly discussed the differences between a unit flip and a regular turn over. Unit flips are done after a tenant moves out. It consists of the popcorn ceilings being removed (often catching a multitude of electrical and contractor error/code violations in the process) , the carpet in the bedrooms is replaced, new flooring throughout the rest of the unit is installed, new bathroom vanities are installed, toilets are replaced if they do not meet ada requirements, and the entire unit is painted. These upgrades are necessary not only for the longevity of the building, but the wellbeing of the tenants as well.

Similkameen Park Apartments: The B-Site retaining wall project is still on hold. The neighbors parked their car right next to the retaining wall which is preventing Jammin Construction from starting the project. Additionally, they are out of town for an extended and unknown amount of time. Ashley has been in contact with these neighbors in the past and will continue to move forward with communication attempts, keeping all parties involved.

We will have to postpone this job until after winter. Tentatively, it is rescheduled for spring 2022. We will attempt to send a registered letter to the neighbor as a follow up. \$20,000 from SIM General Reserves was requested to be moved to the SIM Operations once construction begins. Ben motioned this be approved, Peggy 2nd, Gary passed the motion.

Oroville Harvest Park: Ashley has invited the future of farmworker housing to join us at any of our board meeting or to reach out to Ashley to answer any questions or concerns they may have. No callers or in person guests were noted during the duration of the meeting. However, Ashley did share details of several one on one phone calls she had with various local growers that came through the initial meeting invite.

Oroville Winter Emergency Camp (OHS): We discussed the importance of getting proper lighting on the property. This would discourage unwanted trespassers and would make it a much safer place. Ashley has been in contact with several other shelters and all of them agree that the numbers are low. We are not the only empty shelter. Ashley mentioned the idea of possible closing OWEC early if numbers remained low (within accordance to Okanogan County and the funds) Ashley will report on that scenario at the next board meeting. Additionally, an update was given that Ashley had trailer 6 professionally decontaminated utilizing Compete Restoration. It is now able to be used in any way we want. Due to the solid dividing wall structure only found in that trailer, Ashley turned into a quarantine space for OWEC purposes

Triangle Park: n/a

End of the Meeting:

The Board of Commissioners of the Oroville Housing Authority was adjourned 7:40PM

Next Board meeting will be held Thursday January 20th, 2022 at 5:15PM