

Oroville Housing Authority
Regular Meeting Minutes Thursday, February 24, 2022

The Board of Commissioners of the Oroville Housing Authority was called to order at 5:32PM

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

Per Telephone: Susan Speiker

Commissioners Absent: None

Approval: January 20, 2022, Minutes: Peggy motioned to approve – Ben 2nd – Gary approved

Old Business:

- Board of commissioners – moving forward. Ashley has not heard back from Florence. She has been notified of her dismissal from the board. We will still reach out to her, but we are dismissing her from the board quietly and will send in the request for Linda Sleater to be added to the board of Commissioners.

Oroville Gardens

- Update on units 205 and 201 (RD/UFAS project) – Contractor is working on fixing some issues that were found by our maintenance manager. There were some things that needed to be corrected to bring it up to ADA and UFAS standards. They should be done in a few weeks. They think 201 may be done around the same time. We should not receive any penalties from RD due to the units not being completed yet because of the progress we have already made. Once the work is completed UFAS will be able to do their inspection. Victor is working closely with the contractors, so we are hopeful that we will pass the inspections and both units will be rent ready by or around April 1, 2022.
- Flooding unit 15/16 – Insurance and progress – While unit was being repaired, Victor found a break in the siding on the outside of the building that will be fixed asap. As far as the Frozen Pipe damages repairs are complete, and the tenant has returned to unit.
- Unit flips and progress updates. – unit 19's flip is complete, and the unit is rent ready, we are now beginning to find a qualifying applicant. The Reasonable Accommodation to transfer the tenant in 208 to 203 will happen in a few days.

Similkameen Park Apartments:

- SIM Site A: parking lot upgrade – We are moving forward with this this spring. We are using the Similkameen Reserves to fund this project. We do not have any quotes or bids yet; Victor is working on getting bids. We will hopefully be able to add 8 new parking spaces. If we are able, we would like to relocate the handicap parking spaces to be in front of the handicap units. We are hoping to have an update sometime in April.
- SIM Site B: retaining wall – The homeowners next to the property are not home yet, so their vehicle is still preventing us from replacing the wall. We are considering sending a letter to them regarding the issue. Funds from the SIM reserves will be used to fund this project.
- Move outs/turnarounds/internal transfers A-09 – Flip in progress, the damage was excessive, and tenant is being billed for repairs. Ashley had mentioned we will be billing them what we felt comfortable charging them for. Susan asked how the billing for damages is determined. Ashley and Heather responded that we would charge for any damages above normal wear and tear. Maintenance also has a record of all repairs and any other expenses included in the flip. We will factor in labor and materials as well.

- A-01 Transfer to A-09 – We have this scheduled for April if unit A-09 is ready. Then A-01 will be available for a new tenant.
- During the last 2 weeks of March will be having a property wide inspection. All units will be inspected by a minimum of 2 staff members and will be very thorough. Peggy asked how many inspections are being done and how are things getting missed. Heather responded that this is a learning experience for her and as issues arise, she is becoming better trained as to what to look for. We do a minimum of 2 inspections per year, and if staff sees something of concern, we will schedule monthly inspections for the next 3 to 6 months. We are working hard to maintain our units at a high standard and hope to have staff properly trained as to how to do thorough inspections.

Oroville Harvest Park

- Farmworker Season 2022 – Will be opening soon. Lily has been preparing for the upcoming season and is receiving training. Due to COVID-19 the bed numbers per unit were limited, but it looks like we may be able to house 8 to 10 persons per unit again. We will still be reserving the small unit for a quarantine unit.

Oroville Harvest Shelter

- OWEC – It has been quiet. We believe having staff living on site has aided in this. We have 2 persons now, and we will be shutting down on time. We may close earlier depending on whether we get the appraisals in for the sleeping trailers. Ashley is working on obtaining the appraisals. Last year we lost funding for the OWEC, but this year we can secure the funds and our funders have agreed to pay us for last year as well. Funds should be received sometime this spring. This will be the last year for the OWEC.
- Grant project update – Victor, Ashley, and Colin (from ORFH) are spearheading the grant. Randy the lead architect has drawn up the plans and they are being submitted soon. We may be breaking ground as early as July. There are enough funds to move the barn and the shops so they may be repurposed. We may be able to include the cost of the security cameras in the \$5 million grant to build. Any monies made in the sale of the existing trailers will belong to Oroville Housing Authority.

We are considering changing the name from Oroville Harvest Shelter to the Oroville Orchard Apartments. Security Cameras are still being installed and staff will be checking on the property regularly during construction. The idea of moving trailer #1 to the Triangle Park – See below in the Triangle Park section.

Triple Wide

- Update unit empty – Tenant is moving out March 1, 2022. The land is 100% property of OHA. Ashley is requiring that the trailer has a full inspection, meaning that the foundation, electrical, plumbing etc. will be looked at. We experienced quite a few issues this last year and want to avoid having a tenant being rehoused while we make repairs. This gets very costly and is very inconvenient for the tenant.
- Plans moving forward – How we will be utilizing the trailer is still being decided. We are considering using it for seasonal farmworker housing like what we do at the Oroville Harvest Park.

Triangle Park

- Year-round RV options – Victor has been working with the City of Oroville, Brian Forbes, the County inspector, and the Oroville PUD. to see what needs to be done to make this happen. Once he has enough information, we will present it to the board.
- Trailer #1 from OHS to lot 3 – Victor is finding out about the power source and how many dwellings we are allowed to have on the property before we can consider moving forward with this.

We have noticed in the past that the Oroville PUD, City of Oroville, and Oroville Housing Authority do not have the same addresses on file for the different parcels. Victor and Ashley are working together with the proper entities to get this resolved.

Other

- CLA Accounting - Sarah Blinsky was hoping to be able to be on the call with us, but unfortunately was unable to. Ashley will do her best to explain for her. Sarah will be sending an email out to the board with information as well. They are unable to complete financials for 2020 and 2021 due to audits that were done incorrectly. Several entities are involved in our finances and due to this it has taken time to unravel all the information. Novogradac is one of these entities and will be releasing the 2020 information that they have soon. After that CLA can move forward with closes out 2020. Sarah hopes to have a budget for us at the next board meeting.

Oroville Housing Authority was unaware of certain audits that should have been done, but Sarah will let us know and moving forward we will do our best to complete all necessary audits on time. Sarah needs to know how long everyone has been on the board. Anyone who has been on for 5 years needs to be reinstated. We should've done this in January of this year. There is also training every 5 years for the board to complete. Also, in January the Bi-laws must be reviewed and signed by all board members. During this review is when the board would make any necessary corrections or edits to the Bi-laws, however any changes to the Bi-laws cannot be made until a public meeting is held to discuss them. The City of Oroville needs to receive a written notice to have Linda Sleater join the board. We are to run an ad for new board members to join and the major must approve all members before they may join. Linda has met one of the requirements to join the board by attending 3 meetings, so if approved she would be able to join right away.

Ashley is looking for entities that offer proper board training classes for our board to be able to attend. Peggy suggested speaking with Robin at the Eden Valley Guest Ranch because she may have information on who did the training that she hosted at the Ranch.

End of the Meeting:

Ben motioned to adjourn the meeting, Peggy 2nd, Gary approved

The Board of Commissioners of the Oroville Housing Authority was adjourned 7:15 PM