

Oroville Housing Authority
Regular Meeting Minutes Thursday, January 20, 2022

The Board of Commissioners of the Oroville Housing Authority was called to order at 5:15PM

All Present: Peggy Shaw, Heather Rodriguez, Linda Sleater

Per Telephone: Gary DeVon, Ben Peterson, and Ashley Range
Sarah Blinsky and Christine (with Clifton Allen Larson - CLA)

Commissioners Absent: Florence Rise and Susan Speiker

Approval: December 16, 2021 Minutes: Peggy motioned to approve with the correction of adding Linda's last name – Ben 2nd – Gary approved with the correction of Linda's name.

Ashley would like to address the Board

- Chain of command/protocol – Gary will get info to Ashley
- Scheduling a formal review – Ashley will have her Self-Evaluation done by next week. Peggy stated we only need 2 people to hold Ashley's review. Gary said we will hold it in February with the date to be determined.

Special Guest Speakers: Sarah Blinsky - CLA Accounting

- General updates/Board Q&A. – Sarah stated that the year end closing out was just emailed out. It was not received yet. Sarah is working on Sept and Oct Books while Christine is working on Nov & Dec. Peggy asked if after the Nov and Dec books are done will we then have a budget. Sarah stated that yes, they will make that the next priority. Now that checks are being recorded and processed through Breeze things will go a lot quicker. The time spent on data entry will now be used to complete other projects.
- Sarah gave us a brief overview of what they do and the services they offer at CLA. They reconcile accounts and do internal audits/review. It is important that Oroville Housing Authority have someone assisting with the accounting. If one person does all aspects of the accounting, it is a red flag for audits. We need a different entity involved. They provide budget assistance and mthly cashflow analysis. Sarah sent Ashley an email regarding this. Ashley stated that she originally reached out to CLA because of several recommendations in early 2021. Ashley felt CLA was necessary due to financial gaps i.e. incomplete records etc. There was a gap before CLA could start, but they started as soon as they could. Their first goal was to get data entered into the new Yardi Breeze program and find any errors that may have been missed.
- Moving forward Ashley will do her best to work with the board and keep good "healthy" records. Sarah stated that she has a lot of experience working with other housing authorities and it is common for CLA to get involved because of inefficient internal records. Errors are also very common. Peggy asked if CLA would remain on board after the records have been straightened out? Sarah stated that hopefully they would but in a smaller capacity.

- At this current moment the historical audits for OHA are out of compliance. We only have financial audits every 3 years instead of every year. It is important to have an outside agency audit the financials. Peggy referenced how the bank does internal audits regularly and asked if CLA would be doing the bank reconciliations. Sarah said the goal is for Ashley and Heather to become self sufficient and be able to do self-audits, then once a month an outside agent can come in and do a quick audit to catch any errors.
- Peggy and Linda both wanted to know how audits are scheduled. Sarah said CLA could not do the audits because they are directly involved in the finances. The SOA (state office auditors) would schedule with Ashley. She suggested we go out and get bids from different CPA's because they charge quite a bit less. Peggy mentioned that what she understands is that CLA should be working less and less as things get done and the bill should reduce greatly. She hopes that CLA would be able to train Ashley in accounting. Once things are cleared up things will flow nicely.
- Ashley stated that the board is welcome to reach out to CLA anytime. Sarah was going to have the budget ready for this meeting, however with December records incomplete she was unable to. They are diligently working towards getting this done asap. Hopefully they will be ready for the Feb 17' 2022 meeting.

Old Business

- Peggy inquired about the bid for lighting from Lael.
- Board Member Status Updates – Peggy was unable to contact Florence. Gary would like to send a thank you card. She has missed meetings and this needs to be addressed. Ashley asked what should be done. Gary and Ashley will meet and send a letter to her using certified mail and see what her response is. We will wait 10 business day to get a response. If no response we will send a card with flowers and submit Linda's name to the city council.
- Employee Status Update – L & I claim was denied for the current employee that has been out for medical reasons. The law required that we hold the position open for them however at 11AM on 01-20-2022 that is no longer the case. Ashley will pursue officially ending the employment with the employee.

New Business - None

Oroville Gardens

- Update on units 205 and 201 (RD/ufas project) – Not going as well as planned or thought. Maintenance found many things that were not completed or not correct and has assisted greatly in this matter. We hope to have unit 205 fully wrapped up by March 1, 2022. Work in unit 201 is still in progress.
- Flooding unit 15/16 – Insurance and progress – unit 15 had minimal damage and required a contractor to come in and dry the hallway and part of the bedroom. The next and final step is to have the carpet professionally cleaned. We do not have a date on this yet. Unit 16 is still being working on. The tenant is residing with family until the work is completed.

- Unit flips and progress updates. – Maintenance is doing a great job with the unit flips, while past maintenance did a good job, our current maintenance can do the work with great skill and proficiency and can flip the units in half the time. It would be quicker but other issues keep coming up that pulls him away from the unit flips. Ashley reminded us that the unit flips are not just being done to make the units look better. Even though the units are definitely improved as far as looks the point is to make the units more functional and make our assets last longer. Many things have gone undone for a while and it is necessary for maintenance and repair to be done in many of the units. We also have Seth Baugher to help with snow removal and some minor maintenance jobs.
- Unit 19 is almost done. We will have it done by mid-February. We are also transferring a tenant downstairs to unit 203 soon. In the past the board passed the decision to no longer offer internal transfers. Instead if a current tenant wants to transfer, they must be placed back on the waiting list and wait their turn. This was a result from the large amount of work required with a tenant transfer. However, this transfer is due to a reasonable accommodation that was submitted by the tenant. For medical reasons we are able to approve this.
- Security Camera breakdown OGA – Greg Gardinier emailed the board, but they have not received it, maybe it's a glitch but once it is received, we will revisit this. Most likely in the next board meeting. It has already been voted on and approved this is just an update on what will be happening.

Similkameen Park Apartments:

- B-Site Retaining Wall project update – We are waiting for the neighbors to return from their vacation so they can move their vehicle. This is on the back burner until further notice.

Oroville Harvest Park

- Planning for Farmworker Season 2022 – Lily is prepping for the upcoming season. As of now Oroville Harvest Park is fully reserved from Feb through Oct. There is an upcoming health inspection. Due to COVID 19 guidelines we can only have 8 persons per unit instead of 12. If COVID 19 restrictions are lightened, we may be able to increase the number of persons per unit.

Oroville Harvest Shelter

- OWEC – The emergency camp remains pretty empty. Numbers are down throughout the county
- Grant project update – grant was approved, the new build may begin in July so Farmworker housing at the East Oroville Harvest Shelter may not be available. There will be no OWEC for 2022 – 2023. Letters will be sent to all growers regarding the approved grant, the new build and they will be made aware that farmworker housing may not be available. Farmworker housing needs have dropped in the last couple years, so we are hoping this won't have too much of an impact on our local growers. Ben asked if the trailers at the OWEC would be for sale and if so is there a list growers could be added to so they would be notified of the sale date? Ashley stated the original plan was for the trailers to be scrapped however this is unacceptable. We want them to be utilized in the best way possible. Gary suggested that we have the trailers appraised and consider offering them with a preference to be sold to those who earn \$3000 or more per year in agricultural work. Ashley agreed and stated that OHA would be keeping trailer unit 1 and 1 of the sleeping trailers. She prefers that we sell the trailers to our local growers that are smaller, and she will do what she can to help this happen. It was also noted that if the OWEC is still not full that we may close sometime in February as long as there are no rules broken by doing so. Being that the county funds us we want to comply fully with their rules and regulations.

- Security Camera breakdown OHS? – these were not included in the above grant. The insurance will go down substantially once the cameras are up and operational and the insurance has highly recommended that we put them up. We can repurpose them after the new build.

Triple Wide

- Potentially empty – the current tenants are looking at buying their own home. They will keep us posted
- Plans moving forward – Ashley would like to keep the triple wide empty until a full inspection is done so we don't run into issues that would cause the unit to be untenable again. The lease will also be redone. The last one was created rather quickly and during this last year we have found many areas that needed to be addressed and changed.

Triangle Park

- Year-round RV options – we are still looking into whether this is possible or not
- Trailer #1 from OHS to lot 3? – Maintenance will be looking into whether this is possible, and Ashley will be checking with city laws and ordinances as to whether we can do this or not.

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 7:06 PM

**Next Board meeting will be held Thursday February 17th, 2022 at 5:15PM
(meeting postponed until 02-24-22)**

01-20-22 Minutes Approved 02-24-22