

Oroville Housing Authority Regular Meeting Minutes

Thursday, March 24, 2022 - 5:20PM

Board Members Present: Gary DeVon, Peggy Shaw,

Per Telephone: Susan Speiker (arrived in person at 6PM)

All others present: Heather Rodriguez, Victor Rodriguez, Ashley Range

Per Telephone: Katherine and Victor Castro

Meeting called to order at 5:31PM

Tenant PUD reimbursement dispute:

During the cold snap this last winter a pipe burst which required heaters to be placed under the Triple Wide and for the tenants to keep the cabinets under the sinks open and keep the heat at a minimum of 78 degrees. This increased the tenants power bill significantly. The tenant has since moved out but is asking for a reimbursement for part of their power bills. The past tenants called and stating their concerns and reasons why they felt they should be reimbursed. The board discussed this and have agreed to give the tenant a reimbursement for the extra power used due to the frozen pipe. Heat tape has already been put in place and we are going to do a thorough weatherization check on the house before renting it out again.

Board Minutes Approval

Susan motion to approve, Peggy 2nd the motion, Gary motion passed

New Business

Donation Property: 9 Eisen Lane – Parcel 4027220151 - Ashley recently discovered that we have ownership of this land. The neighbor to this property has asked to purchase it. The neighbor had it appraised at around \$93,000. Ashley has an email confirmation that the contract had been amended (but was waiting for the official wet ink signed documentation) so we can legally sell the land. Because it was the neighbor that had it originally appraised, we will have our own appraisal done.

- Acting on 2 current Wells Fargo CDs combined: \$25,703.30 – Please see attached proposal
 - Board Vote to close CD accounts
 - Board Vote to set aside \$15,000 specifically for Triangle Park
 - Board Vote to hold remaining \$10,703.30 for Tech upgrades

We are not making anything on these CD's and our best option may be to close them out. OHA would like to use the funds to legitimize the triangle park because she feels it has been neglected for years. OHA would put \$10,000 in an operating account and \$5,000 in a reserve account. There are no funders for this property so, we would add to it using part of the rent we receive from the tenants on that property.

The board requested that Ashley keep the CDs intact for now and encouraged her to take the desired \$15,000 from the sale of the 9 Eisen property once finalized. Ashley asked if the issue could be revisited should the sale of the property fall through for any reason. The Board agreed. Ashley agreed to have more updates for April's Board Meeting, where a formal vote to sell the 9 Eisen property could be made.

Triple Wide

- Update unit empty
- Plans moving forward

The rent would possibly be increasing to \$1500 per month instead of \$1100. As discussed, earlier Maintenance is doing a thorough inspection before we rent it out again. The unit is empty, but we are in no hurry to rent it. The lease may need to be rewritten. We can rent it and amend the lease later if needed.

Triangle Park

- [Year-round RV options](#)
- [Trailer #1 from OHS to lot empty](#)
- [Taking ownership of Triangle Park](#)

Ashley is working with Victor on doing what is necessary to convert the RV spaces to be year-round and adding a third RV hook up for another trailer. We would like to move trailer 1 from the OHS to this new spot as soon as it is ready. We could use it as another rental. Gary and Susan are concerned if we move the trailer spots that we would lose our grandfather clause and have to move the land lines. We are doing what we can to avoid this. Victor is currently working with a contractor to properly winterize water lines etc.

Susan proposed that we use \$15,000 from the sale of the Eisen's property for the legitimization of the triangle park, Peggy 2nd, Gary motion passed

Oroville Harvest Shelter

- [OWEC](#)
- [Grant project update](#)

All residents have been notified that we are closing on March 25, 2022 and will be out by Monday. We have notified other shelters in our county that OWEC is permanently closed. The trailers will be appraised tomorrow. We hope to break ground in July. Ashley is meeting weekly with all necessary entities to make this happen. It appears to be moving ahead smoothly. Seth will remain in trailer 1 until we must move it.

This will become permanent housing and we are still considering the name of the property, maybe Oroville Orchard Apartments.

Oroville Gardens

- [Update on units 205 and 201 \(RD/ufas project\)](#)

There were lots of issues with the work the contractors have done. Even though they are certified to do the work we required they have not done all that was necessary. We are limited to companies that we can hire and there was no one else with the necessary certificates in the Okanogan and Spokane area. We have found fraudulent charges on the billing they have sent to us. Victor stated that the billing for the electrical work had an upgrade that we would pay \$1200 for the panel but that we would not be paying for the entire electrical work bill. The billing for unit 205 was way more than it should've been. I have gone to the electrician to see what he charged them so we could verify the information. Ashley stated that some of the billing has already been paid, but we have not paid the recent billing of around \$15,000 it may be \$7,000 to \$8,000 over. There have been meetings that included the contractors, Ashley, and Victor. During these meeting it was mentioned by the contractor that they must pay their guys somehow. The problem is they underbid the job. OHA is not responsible to pay their guys because they underbid. The problem started in the very beginning with them continuing to change the date that they would be able to start. The person in the office responsible for scheduling kept changing the dates. We thought units 201 and 205 were rent ready but they are not and cannot be rented until we pass the necessary inspections. Ashley has spoken to the owner of the contractor Business and stated we will not pay these bills until the billing gets resolved. If the units fail the UFAS inspections the contractor will have to come back and make the necessary changes for us to pass. Gary suggested we check with RD to see if they have any suggestions.

- [Flooding unit 15/16 – Complete!](#)

Our HARRP insurance covered the cost of repairs completely.

- [Unit flips and progress updates.](#)

Unit 208 is empty but has extensive damage to the flooring.

Unit 19 is rent ready we are working on finding a tenant. It is difficult because it is an upstairs unit and most of our applicants require a downstairs unit.

The fact that most of our applicants require a downstairs unit is one reason why the new housing at the OWEC site is so important.

Similkameen Park Apartments:

- [SIM SiteA: parking lot upgrade](#)

With the upgrades we will have more parking spaces available for tenants and staff. We would relocate the handicap parking to be directly in front of the handicap units. Victor has spoken with the land surveyor and found out that there is about 10 feet of unclaimed property that we should look into obtaining.

The board agrees to us looking into the cost of making these upgrades and to include all the cost when ready to present it.

- [SIM SiteB: retaining wall](#)

The neighbors next to the retaining wall are home from vacation, Ken Becker has spoken with them but we haven't heard back from Ken as to how that went. Ashley has tried once to reach out to them. We hope to complete this project by fall.

- [Move outs/turn-arounds/internal transfers](#)

A-09 is still being prepared for rent. There was extensive damage, and the flip is taking longer than usual.

A-01 has accepted the transfer to A-09 and will move in April 15, 2022. They were over occupancy and needed to move to a 4 bedroom.

Oroville Harvest Park

- [Farmworker Season 2022](#)

Ashley said the first group arrived about 9PM on March 23, 2022. Ashley was there for a little bit but Lily and Seth were doing a great job, so she left. There are about 40 workers there now. The good news is we can switch back to pre-COVID numbers and can house 90 people again.

Old Business

- [By-Laws compliance: Board Homework!](#)
 - [New Board Member – Board Vote?](#)
- [Board roles \(compliance\) – Board Vote?](#)
- [Board training/retreat \(Eden Valley Ranch\)](#)

Susan was going to join us but couldn't. she will email the board. Ashley told the board to email CLA if you have any questions. The board was asked by Ashley to read the by-laws. Ashley proposed that we make the April meeting the meeting that we discuss the by-laws annually. Susan motioned April to be the annual meeting for discussion of by-laws, Peggy 2nd, Gary motion passed. After April minutes are completed, Gary will take them to the city. Ashley requested that Gary set a meeting with the board members to discuss the by-laws to see if there are any changes that should be made. Ashley will make sure Ben gets a copy and reminded the board that every 5 years the board positions need to be redone. Ashley gave all board members a disclosure statement to complete and return to her. She also asked that someone on the board help set up a formal board training (similar to the one the Board received at Eden Valley years ago..

Special Guest Speakers:

[Sarah Blinsky - CLA Accounting](#)

- [OHA Financials](#)
 - [Overdraft Fees](#)
- [Changing out from Paychex to Gusto, with help from CLA accounting](#)
- [Board Q&A](#)

Not able to attend

End of the Meeting:

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

The Board of Commissioners of the Oroville Housing Authority was adjourned 8:20PM