

# HOUSING AUTHORITY

of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
May 25, 1994

## COMMISSIONERS MEETING

### A G E N D A

1. Deputy update      Hank Ortiz present  
    A. Insurance
2. Signatures for Reserve Account adjustments
3. Financial Statements from January - April '94
4. Consideration of new commissioner

# HOUSING AUTHORITY

of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
December 2, 1994

Commissioners Meeting  
5/25/94

ALL PRESENT: LESS PAUL & CAMILO, ADDITIONALLY HANK ORTIZ

1. Hank told the commission that during this time not under supervision of the Sheriff's Office, that he will make every effort to become certified and become a deputy for the Sheriff. Hank told us he will possibly go to the Post Academy during August. During this period we will send an application for Hank to carry a weapon.
2. Signature cards for new names are signed
3. MOTION A motion by Lew Kerfoot and seconded by Dave Cornwell to accept the financial statements from Jan - Apr., 1994. Motion carried.
4. MOTION A motion by Dave Cornwell and seconded by Lew Kerfoot to accept the resignation of Camilo Lopez from the Board of Commissioners of the Housing Authority of the City of Caldwell. Motion Carried.  
Dave Cornwell will check with Danny Azuna for ideas or names for any who would enjoy serving on the Board

Commissioners Mtg

5-25-94

15  
15  
31

not present

Present: Lew, Don, Dave - Paul & Camilo  
additional: Hank Ortiz.

1. Deputy <sup>possibly</sup> may take ~~start~~ in August

Carry - weapon  
application to carry a weapon

2. Signatures done

3. Fiscal Return <sup>Jan - Apr</sup> passed }  
Lew }  
Dave }

4. Camilo's Lopez resignation (accept)  
Meters Dave  
corried Lew

Dave Council  
check with Danny for new  
Commissioner



**LOPEZ & LOPEZ, P.A.**

*COUNSELORS AND ATTORNEYS AT LAW*

May 20, 1994

**MAY 23 1994**

**TERRY J. LOPEZ  
CAMILO M. LOPEZ  
(208) 454-2264**

Housing Authority of the City of Caldwell  
P.O. Box 70  
Caldwell, Idaho 83606

*702 E. Chicago St.  
P.O. Box 606  
Caldwell, Idaho 83606*

Attention Mr. Donald E. Downen, Board Chairman

Re: Resignation

Dear Don,

This is to advise you that because of a personal tragedy I am no longer able to handle the duties of a Board member of the Housing Authority and this is to present my resignation from the board.

Also convey my appreciation to the other members, the staff and thank you for your support. I found my tenure on the board very satisfying and rewarding and it is my regret that I am unable to serve further. Again I thank you all and good wishes with the new project.

Very truly yours,

A handwritten signature in cursive script, appearing to read 'Camilo'.

Camilo M. Lopez

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## COMMISSIONERS MEETING

### A G E N D A

1. Deputy update      Hank Ortiz present  
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HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE ONE MONTH ENDED JANUARY 31, 1994  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Dwelling rent	\$40,641	\$40,641	\$399,174	\$358,533
Non-dwelling rent	740	740	8,500	7,760
Other project income	578	578	8,000	7,422
Interest income	90	90	7,000	6,910
Total revenues	<u>\$42,049</u>	<u>\$42,049</u>	<u>\$422,674</u>	<u>\$380,625</u>

STATEMENT OF EXPENDITURES  
FOR THE ONE MONTH ENDED JANUARY 31, 1994  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Management salaries	\$ 5,746	\$ 5,746	\$ 54,340	\$ 48,594
RM & R salaries	4,761	4,761	61,342	56,581
Electricity	1,582	1,582	15,000	13,418
Unemployment tax			3,000	3,000
State retirement & FICA	1,898	1,898	20,537	18,639
Other management expense	2,228	2,228	16,400	14,172
Water, irrigation			1,950	1,950
Insurance - Blue Cross	2,480	2,480	26,856	24,376
Insurance - other	1,957	1,957	26,965	25,008
Legal and accounting	596	596	11,250	10,654
Repairs and maintenance	4,619	4,619	57,114	52,495
Sanitation & lawn care	1,620	1,620	37,565	35,945
Debt retirement	2,196	2,196	26,355	24,159
Debt reserve	4,000	4,000	64,000	60,000
Bank charges	42	42		(42)
Total expenditures	<u>\$33,725</u>	<u>\$33,725</u>	<u>\$422,674</u>	<u>\$388,949</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED JANUARY 31, 1994  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY</u> <u>DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$67,565	\$100	\$ 272	\$10,694	\$994
Deposits:					
Operations	41,580				
Change fund	2,908		3,008		
Interest	75			15	
Transfers					
Disbursements:					
Operations	(35,173)			(10)	
Change fund	(3,008)		(2,908)		
Transfers	(4,000)				
End of month	69,947	<u>\$100</u>	<u>\$ 372</u>	<u>\$10,699</u>	<u>\$994</u>
Less: Accounts payable	(12,758)				
Available after payment of current period payables	<u>\$57,189</u>				

OTHER FUNDS:

	<u>CONSTRUCTION</u> <u>CHECKING</u>	<u>O &amp; M</u> <u>FUND</u> <u>RESTRICTED</u> <u>SAVINGS</u>	<u>DEBT</u> <u>SERVICE</u> <u>FUND</u> <u>SAVINGS</u>	<u>DEBT</u> <u>RESERVE</u> <u>FUND</u> <u>RESTRICTED</u> <u>SAVINGS</u>
Beginning of month		\$2,445		\$198,873
Deposits:				
Operations				
Transfers				4,000
Interest				
Disbursements:				
Operations				
Transfers				
Interest				
Debt retirement				
End of month		<u>\$2,445</u>		<u>\$202,873</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SUMMARY OF CONSTRUCTION EXPENDITURES  
FOR THE ONE MONTH ENDED JANUARY 31, 1994

CONSTRUCTION COSTS - REIMBURSABLE:

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
1-01-93	Beginning Balance	\$3,373.58
2-10-94	Notus-Parma Hwy. Dist. Approach Application	<u>25.00</u>
	Total	<u>\$3,398.58</u>



HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE TWO MONTHS ENDED FEBRUARY 28, 1994  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Dwelling rent	\$39,411	\$80,052	\$399,174	\$319,122
Non-dwelling rent	740	1,480	8,500	7,020
Other project income	572	1,150	8,000	6,850
Interest income	91	181	7,000	6,819
<b>Total revenues</b>	<b>\$40,814</b>	<b>\$82,863</b>	<b>\$422,674</b>	<b>\$339,811</b>

STATEMENT OF EXPENDITURES  
FOR THE TWO MONTHS ENDED FEBRUARY 28, 1994  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Management salaries	\$ 3,492	\$ 9,238	\$ 54,340	\$ 45,102
RM & R salaries	3,653	8,414	61,342	52,928
Electricity	1,373	2,955	15,000	12,045
Unemployment tax			3,000	3,000
State retirement & FICA	1,290	3,188	20,537	17,349
Other management expense	2,154	4,382	16,400	12,018
Water, irrigation	1,009	1,009	1,950	941
Insurance - Blue Cross	2,481	4,961	26,856	21,895
Insurance - other	1,810	3,767	26,965	23,198
Legal and accounting	50	646	11,250	10,604
Repairs and maintenance	3,186	7,805	57,114	49,309
Sanitation & lawn care	1,620	3,240	37,565	34,325
Debt retirement	2,196	4,392	26,355	21,963
Debt reserve	20,000	24,000	64,000	40,000
Bank charges	42	84		(84)
<b>Total expenditures</b>	<b>\$44,356</b>	<b>\$78,081</b>	<b>\$422,674</b>	<b>\$344,593</b>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED FEBRUARY 28, 1994  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY</u> <u>DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$69,947	\$100	\$ 372	\$10,699	\$994
Deposits:					
Operations	42,974				
Change fund	5,750		5,750		
Interest	78			13	
Transfers					
Disbursements:					
Operations	(31,102)			(9)	
Change fund	(5,750)		(5,750)		
Transfers	(20,000)				
End of month	61,897	<u>\$100</u>	<u>\$ 372</u>	<u>\$10,703</u>	<u>\$994</u>
Less: Accounts payable	<u>(10,438)</u>				
Available after payment of current period payables	<u>\$51,459</u>				

OTHER FUNDS:

	<u>O &amp; M</u> <u>FUND</u>	<u>DEBT</u> <u>SERVICE</u> <u>FUND</u>	<u>DEBT</u> <u>RESERVE</u> <u>FUND</u> <u>RESTRICTED</u>
	<u>CONSTRUCTION</u> <u>CHECKING</u>	<u>RESTRICTED</u> <u>SAVINGS</u>	<u>SAVINGS</u> <u>SAVINGS</u>
Beginning of month		\$2,445	\$202,873
Deposits:			
Operations			
Transfers			
Interest			
Disbursements:			
Operations			
Transfers			20,000
Interest			
Debt retirement			
End of month		<u>\$2,445</u>	<u>\$222,873</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SUMMARY OF CONSTRUCTION EXPENDITURES  
FOR THE TWO MONTHS ENDED FEBRUARY 28, 1994

CONSTRUCTION COSTS - REIMBURSABLE:

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
1-01-93	Beginning Balance	\$3,373.58
2-10-94	Notus-Parma Hwy. Dist. Approach Application	<u>25.00</u>
	Total	<u>\$3,398.58</u>

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE THREE MONTHS ENDED MARCH 31, 1994  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Dwelling rent	\$39,864	\$119,916	\$399,174	\$279,258
Non-dwelling rent	740	2,220	8,500	6,280
Other project income	543	1,693	8,000	6,307
Interest income	1,986	2,167	7,000	4,833
Total revenues	<u>\$43,133</u>	<u>\$125,996</u>	<u>\$422,674</u>	<u>\$296,678</u>

STATEMENT OF EXPENDITURES  
FOR THE THREE MONTHS ENDED MARCH 31, 1994  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Management salaries	\$ 5,225	\$ 14,463	\$ 54,340	\$ 39,877
RM & R salaries	4,995	13,409	61,342	47,933
Electricity	1,614	4,569	15,000	10,431
Unemployment tax	780	780	3,000	2,220
State retirement & FICA	1,832	5,020	20,537	15,517
Other management expense	1,461	5,843	16,400	10,557
Water, irrigation		1,009	1,950	941
Insurance - Blue Cross	1,997	6,958	26,856	19,898
Insurance - other	1,810	5,577	26,965	21,388
Legal and accounting		646	11,250	10,604
Repairs and maintenance	7,115	14,920	57,114	42,194
Sanitation and lawn care	1,620	4,860	37,565	32,705
Debt retirement	2,196	6,588	26,355	19,767
Debt reserve	4,000	28,000	64,000	36,000
Bank charges	40	124		(124)
Total expenditures	<u>\$34,685</u>	<u>\$112,766</u>	<u>\$422,674</u>	<u>\$309,908</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED MARCH 31, 1994  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$61,897	\$100	\$ 372	\$10,703	\$ 994
Deposits:					
Operations	48,332				
Change fund	3,054		2,054		
Interest	79			15	8
Transfers					
Disbursements:					
Operations	(29,165)				
Change fund	(2,054)		(3,054)	(10)	
Transfers	(4,000)				
End of month	78,143	<u>\$100</u>	<u>\$ (628)</u>	<u>\$10,708</u>	<u>\$1,002</u>
Less: Accounts payable	<u>(14,123)</u>				
Available after payment of current period payables	<u>\$64,020</u>				

OTHER FUNDS:

	<u>CONSTRUCTION CHECKING</u>	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month		\$2,445		\$222,873
Deposits:				
Operations				
Transfers				4,000
Interest		20		1,865
Disbursements:				
Operations				
Transfers				
Interest				
Debt retirement				
End of month		<u>\$2,465</u>		<u>\$228,738</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SUMMARY OF CONSTRUCTION EXPENDITURES  
FOR THE THREE MONTHS ENDED MARCH 31, 1994

CONSTRUCTION COSTS - REIMBURSABLE:

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
1-01-93	Beginning Balance	\$3,373.58
2-10-94	Notus-Parma Hwy. Dist. Approach Application	<u>25.00</u>
	Total	<u>\$3,398.58</u>

HOUSING AUTHORITY  
OF THE CITY OF CALDWELL, IDAHO

The following schedule summarizes insurance coverage at  
December 31, 1993:

<u>NUMBER</u>	<u>COMPANY</u>	<u>TYPE OF COVERAGE</u>	<u>AMOUNT OF COVERAGE</u>
#71-017014578867	U.S. Fidelity & Guaranty Co.	Position fidelity bond	\$ 180,000
#5241639699-1	Swett Insurance Managers	Public official liability	1,000,000
#BA295012-7	American Econ- omy Insurance Co.	General auto liability Uninsured motorist Auto - medical	500,000 65,000 5,000
#532448	Idaho State In- surance Fund	Workers Compensation	100,000
#08-3-16635-06	Western Com- munity Insur- ance Co.	Fire & ECE houses, apartments, child care center & contents	5,173,833
#08-3-16635-06		General liability	2,000,000
#08-2-16635-05		Office theft	10,000