

HOUSING AUTHORITY

of the
CITY of CALDWELL
P. O. Box 70
Caldwell, Idaho 83605
(208) 459-2232
September 6, 1995

COMMISSIONERS MEETING

A G E N D A

1. Fire Marshall, Joe Silva, concerning numbering the houses and naming the streets for emergency purposes.
2. Proposed renovation of block housing units.
(Letter from Jay Smithman for commission consideration)
3. Ray Crowder comments, also: Change orders
Payment draws
Cancellations

Holladay pay request and update.
4. July, 1995, financial statement
5. Daycare staff at Farmway Village request
6. Suggestions for use of additional funds:

Complete basketball court
More parking

? _____
? _____

Holiday:

- deny pay estimates
- 1 Paul
- 2 Lew carried.

pump & installation
 up for bids & to
 finish job, then a
 firm figure to
 complete will be
 forth coming.

Ray Care - valve connectors required
 to cut-off pay 300 for
 sprinkler addition

- 1. Dave
 - 2. Paul
- Carried

~~disturbance~~
 where is 1700 coming
~~from~~ from

#2 Survey ~~out~~ out IHA

Notice of rent incl. on new rent.

1. Motion for Pay Request ~~to~~ Idaho Power.
 & authorize Chairman to sign future
 pay requests.

of Bldg #8 + 9 to pay

↓ Ray will talk to Bldg. dept on prescribers
 for requirements by Bldg dept.

Next month

~~Contractor~~ revised
 Lease Revisement 1st on agenda

~~Street~~
 Durman Street
 (Kerfoot) Street
 Council

**COMMISSIONERS MEETING
SEPTEMBER 6, 1995**

Commissioners present: All

Others present: Joe Silva, Fire Marshall; Ray Crowder, Architect;
Larry Stachler, RECD;

1. **FIRE MARSHALL BUSINESS:** Joe Silva explained the need for Farmway Village to be added to a County Grid, so we could be located much more rapidly in case of fire. There were a few minutes of Questions & Answers; but the crux of the entire exchange was that we add a 5 digit, 6" number to each 4-plex.

2. **CHANGE ORDERS:** A motion by Lew Kerfoot and seconded by Paul Okamura to approve a revised change order #8. Motion carried.

A motion by Dave Cornwell and seconded by Lew Kerfoot to approve change order #9 (consisting of 4 items) for Seufert Construction to the amount of \$2,181.00. Motion carried.

A motion by Paul Okamura and seconded by Lew Kerfoot to approve the change order connecting the old sprinkler system with the new system.

A motion by Estella Zamora and seconded by Lew Kerfoot to approve the change order that Seufert be required to change the roofing on new construction building #13. The wrong roofing was put on and should be removed before the correct roofing is added on house #13. Motion carried.

3. **PARTIAL PAYMENT REQUESTS:** A motion by Dave Cornwell and seconded by Lew Kerfoot to approve a partial pay request #5 to Seufert Construction, Inc in the amount of \$351,493.00. Motion carried.

A motion by Lew Kerfoot and seconded by Estella Zamora to approve a partial pay request #5 to the Architect, Ray Crowder in the amount of \$3,172.00. Motion carried.

A motion by Paul Okamura and seconded by Lew Kerfoot to deny the last two pay requests from Holladay Engineering, because we are unable to determine if the work has been completed. To complete the job the pump and installation will be up for bids; at that time firm figures should be forthcoming. Motion carried.

A motion by Dave Cornwell and seconded by Paul Okamura to approve paying \$500.00 to our Day Care staff, to finish paying for their new sprinkler system. The staff worked, on their own, with no help from the Migrant Council, to earn money to pay for a new sprinkler system. They earned \$1,700.00; the Housing Authority will care for

Page Two

final \$500.00 to pay the total of \$2,200.00. Motion carried.

4. LETTER FROM JAY SMITHMAN ON BLOCK HOUSING UNITS: The commissioners decided to consider this letter in more detail at next meeting. They did ask Ray Crowder to talk to the City Building Department on what type of cooperation we'll receive on the Block Building Remodel.

5. FINANCIAL STATEMENT: A motion by Dave Cornwell and seconded by Lew Kerfoot to approve the financial statement for July, 1995. Motion carried.

6. NEXT MEETING: Lease revisionment will be first on the agenda next meeting.

01 SEPT, 95

Dave,

Enclosed you will find copies of a brief analysis and estimate of rent increases for the possible rehab of the block buildings.

Please distribute the copies to the Board of Commissioners. I faxed a copy to Don Downen this AM.

I will be back in my office on the 11th - please give me a call and let me know what happened at the meeting.

See ya

Jay

Report

Commissioner Mtg

9-6-95

Joe Silva

Reg County

Larry Stahl
Jay Smith

1. Jay Fire Marshall suggested 5 digit 6" number on each duplex

~~Publ. Agency districts ask if they would take over~~

Was. approved

County Ord - P + Z (Plan)

3: Change Orders: Revised order # 8

2. Paul Carried

Change Order # 9 \$ 2,181.00 4 Items

1. Dave
2. Lew Carried

Change Order { connecting ^{sprinkler system} old system with new system

Change Order Match Roof

1. Estella
2. Lew Carried

Draw Request # 5 Seufert 62% complete

1. Dave
2. Paul

" " #5 Architect

1. Lew
2. Estella



**CROWDER ASSOCIATES
ARCHITECTURE & PLANNING**

102 S. 17TH STREET • SUITE 301
P.O. BOX 1757 • BOISE, IDAHO 83701-1757
(208) 342-7489
FAX (208) 342-7489

August 16, 1995

Caldwell Housing Authority
P.O. Box 70
Caldwell, Idaho 83606

re: Farmway Village

Dear Board Members;

I have reviewed the current financial status of the project to determine whether or not remaining funds are adequate for construction of an additional four-plex dwelling. Below is listed the current status of expenses for the project:

Available Funding		\$ 3,517,500
Bid Amount - Seufert	2,784,521	
Approved Change Orders (1-7)	19,876	
Pending Changes		
Change Order #8	230,770	
Connect exist. sprikler system to new irrigation system	waiting proposal	
Wall heaters at units N & O	waiting proposal	
Bid Amount - Sewer	134,624	
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Total expenses to date:		\$ 3,380,341
Balance remaining:		\$ 137,159
Uncommitted funds: \$137,159 - \$5,000 (est.) =	\$132,159	

Caldwell Housing Authority

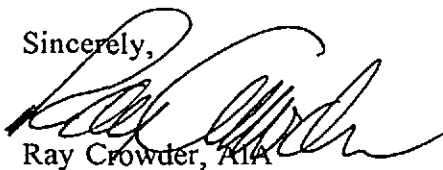
August 17, 1995

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If you have any further questions in this matter, please contact me.

Sincerely,

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Ray Crowder, AIA

Page III

July Financial 1995 Motions

1. Dave
2. Lew Carroll.



State of Idaho

DEPARTMENT OF HEALTH AND WELFARE
Division of Family and Community Services

BUREAU OF FAMILY SELF SUPPORT

PHILIP E. BATT
Governor

LINDA L. CABALLERO
Director

ROSEANNE R. HARDIN
Administrator

September 1, 1995

450 W. State Street, 7th Fl.
Mailing Address:
PO BOX 83720, 7TH FLOOR
BOISE, ID 83720-0036
(208) 334-5700
FAX (208) 334-6664
TDD (208) 334-4921

M E M O R A N D U M

To: Board of Commissioners
Housing Authority of the City of Caldwell

From: J. E. Smithman *JES*
Housing Specialist

Subject: Proposed renovation of seasonal housing units

I would like to apologize for not being available for your meeting. I will do my best in this memo to outline the possible costs and repayment schedule if you decide to proceed with an application to the Idaho Housing Agency/HOME Program.

Ray Crowder has provided the Board of Commissioners with a estimated budget for renovating the existing rental units. This budget included two options; one with a new roof system and the second with insulation being added under the present concrete roof. It is my understanding that the Board of Commissioners elected to use the new roof system (option 1) which would provide a much more efficient thermal barrier and allow for proper venting which would eliminate the moisture build-up that has plagued the masonry units.

Ray's cost estimate for option 1 was \$48,300 per building with each building including four rental units. The HOME Program administered by the Idaho Housing Agency can provide loan funds a very low rates to non-profit housing developers. In this case, the Housing Authority could request a 20 year term at 0% interest. The HOME Program requires a 25% non federal match. In past years non-profit housing developers have received the 25% match from a State of Idaho set-aside that was provided by the legislature.

The HOME Match Fund is presently out of money and Idaho Housing Agency is planning to approach the legislature with a request to re-establish the fund. In my discussions with Fred Free, he has indicated that applicants should develop a proposal that includes the receipt of matching funds.



I have approached the Canyon County Administration on Aging for assistance from their Weatherization Program. This program can provide materials and labor to weatherize rentals that are occupied by low-income families. As Ray's budget indicates, the Weatherization Program could provide substantial funds for this renovation. Since this program is federally funded the cost of the weatherizing cannot be used to meet the matching requirement but since it is a grant it will reduce the cost of the total project and the amount of the HOME loan.

Ron Corta from the Weatherization Program is conferring with the Idaho Power Company to determine if they will be able to provide some grant funds under their energy conservation program. Ron has scheduled a meeting with Idaho Power staff at the apartments on Friday, September 1. I will plan to visit the site with them.

Since the HOME loan from the Idaho Housing Agency would not have any interest, the computation of rent increases are very simple as shown on the attached sheet. The present rent on the masonry apartments is \$181 per month. Since there will be additional administrative responsibilities with the HOME Program, I would advise the board to add an administrative fee to the rehabilitated rentals. In an effort to round the rent figures I have included \$8.82 per unit per month for a monthly rent of \$225.00 and annual administrative fee of \$4,233.60. The estimated rent increases of \$44.00 per month should be absorbed by the Farmers Home Rental Assistance Program.

Any additional funds that the project would receive from the Idaho Power Company would reduce the amount of matching funds that the Housing Authority would request from the State Matching Fund. This would not reduce the amount of the HOME Loan but would make the application more competitive. In the event that the Idaho Housing Agency is not successful in having the State Matching Fund reinstated, the application would be denied or held until matching funds are available.

I will be happy to work with you in developing an application should you decide to proceed with this project.

*Finishing Kitchen walls
New cabinets w/ fronts
New floor tile*

(P&Z is uncertain)

Total Cost Per Building	\$48,300.00
Less Weatherizing	\$6,090.00
Balance	\$42,210.00
HOME Loan	\$33,768.00
HOME Match	\$8,442.00

Loan repayment per unit/month:

$$\text{\$33,768} / 4 \text{ units} / 12 \text{ months} / 20 \text{ years} = \text{\$35.18}$$

Plus administrative expense of \\$8.82 per unit per month \\$44.00

Existing rent \\$181.00 per month + \\$44.00 = \\$225.00 per month

Based upon the rehabilitation of 10 buildings (40 units) the costs would be:

HOME Loan	\$337,680.00
HOME Match Grant	\$84,420.00
Weatherizing	<u>\$60,900.00</u>
Total Development Cost	\$483,000.00

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES
FOR THE SEVEN MONTHS ENDED JULY 31, 1995
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1995 BUDGET	REMAINING BUDGET
Dwelling rent	\$ 40,838	\$280,122	\$463,104	\$ 182,982
Non-dwelling rent	740	5,180	8,880	3,700
Other project income	1,055	8,157	9,140	983
Interest income	138	6,504	9,400	2,896
Total revenues	\$42,771	\$299,963	\$490,524	\$ 190,561

STATEMENT OF EXPENDITURES
FOR THE SEVEN MONTHS ENDED JULY 31, 1995
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1995 BUDGET	REMAINING BUDGET
Management salaries	\$ 5,253	\$ 38,329	\$ 66,375	\$ 28,046
RM & R salaries	5,957	42,455	68,415	25,960
Electricity	1,360	10,960	17,300	6,340
Unemployment tax	235	1,696	4,000	2,304
State retirement & FICA	2,867	15,863	25,960	10,097
Other management expense	1,208	14,812	18,100	3,288
Irrigation water		1,089	2,200	1,111
Insurance - Blue Cross	1,998	14,005	29,545	15,540
Insurance - other	3,385	15,189	28,500	13,311
Legal and accounting	653	8,804	10,000	1,196
Repairs and maintenance	3,545	41,176	86,334	45,158
Sanitation & garbage removal	1,620	11,340	19,440	8,100
Lawn care	4,125	14,800	24,000	9,200
Debt retirement	2,196	15,374	26,355	10,981
Debt reserve	4,000	28,000	64,000	36,000
Bank charges	49	335		(335)
Total expenditures	\$38,451	\$274,227	\$490,524	\$ 216,297

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED JULY 31, 1995
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY</u> <u>DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$ 73,887	\$ 100	\$ 634	\$ 20,230	\$1,043
Deposits:					
Operations	56,514				
Change fund	11,706		11,706		
Interest	104			30	1
Transfers					
Disbursements:					
Operations	(53,221)			(11)	
Change fund	(11,706)		(11,706)		
Transfers	(4,000)				(1,044)
End of month	73,284	<u>\$ 100</u>	<u>\$ 634</u>	<u>\$ 20,249</u>	<u>\$NONE</u>
Less: Accounts Payable	<u>(35,914)</u>				
Available after payment of current period payables	<u>\$ 37,370</u>				

See accountants' compilation report.

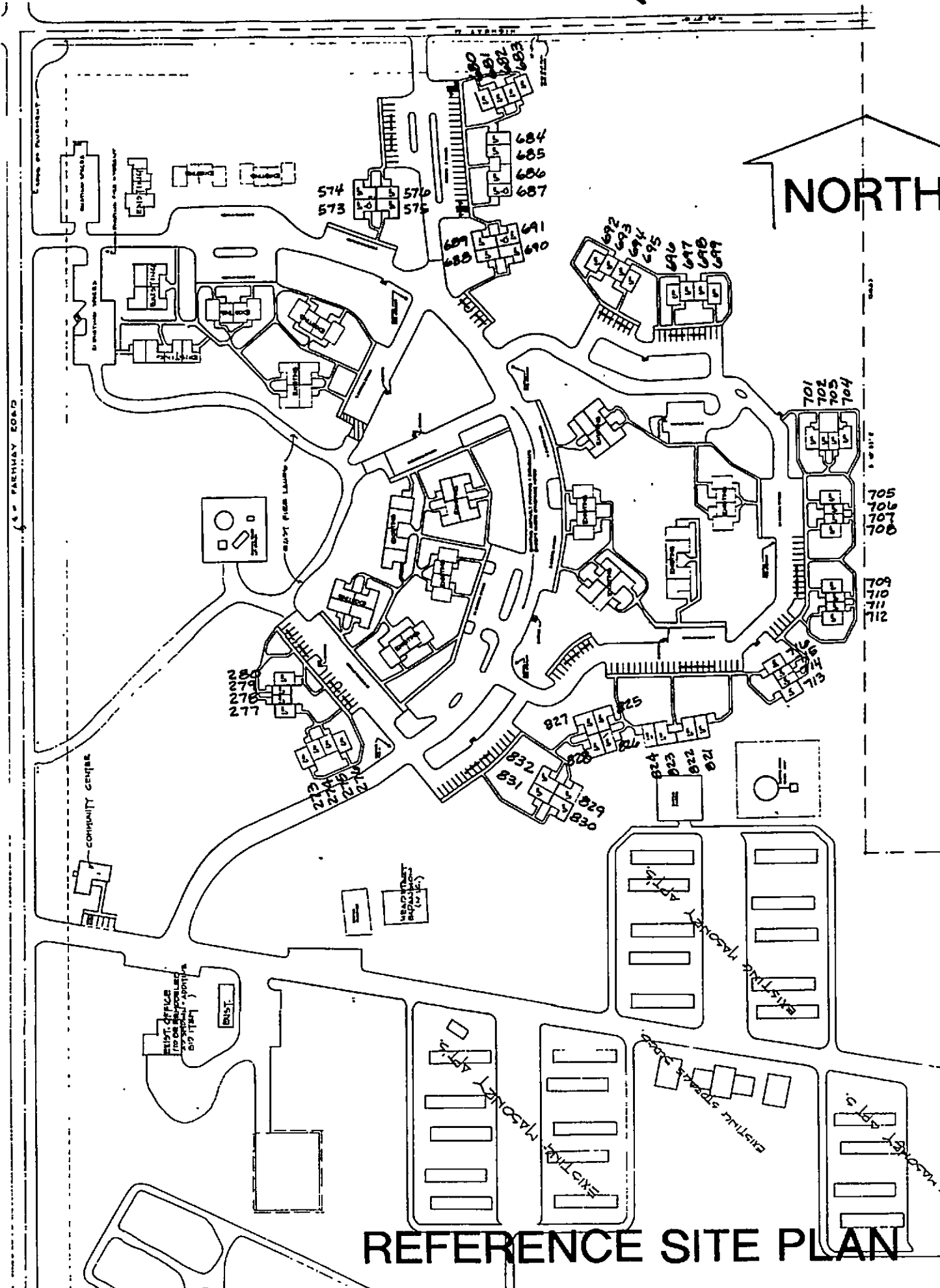
HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED JULY 31, 1995
(UNAUDITED)

OTHER FUNDS:

	<u>CONSTRUCTION CHECKING</u>	<u>O & M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month		\$ 2,567		\$271,081
Deposits:				
Operations				
Transfers				7,613
Interest		2		
Disbursements:				
Operations				
Transfers		(2,569)		
Interest				
Debt retirement				
End of month		<u>\$NONE</u>		<u>\$278,694</u>

See accountants' compilation report.



NORTH

REFERENCE SITE PLAN



**CROWDER ASSOCIATES
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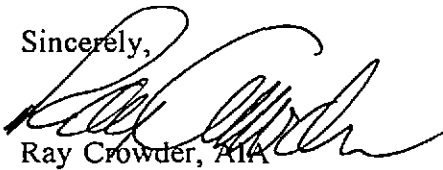
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Caldwell Housing Authority
August 17, 1995
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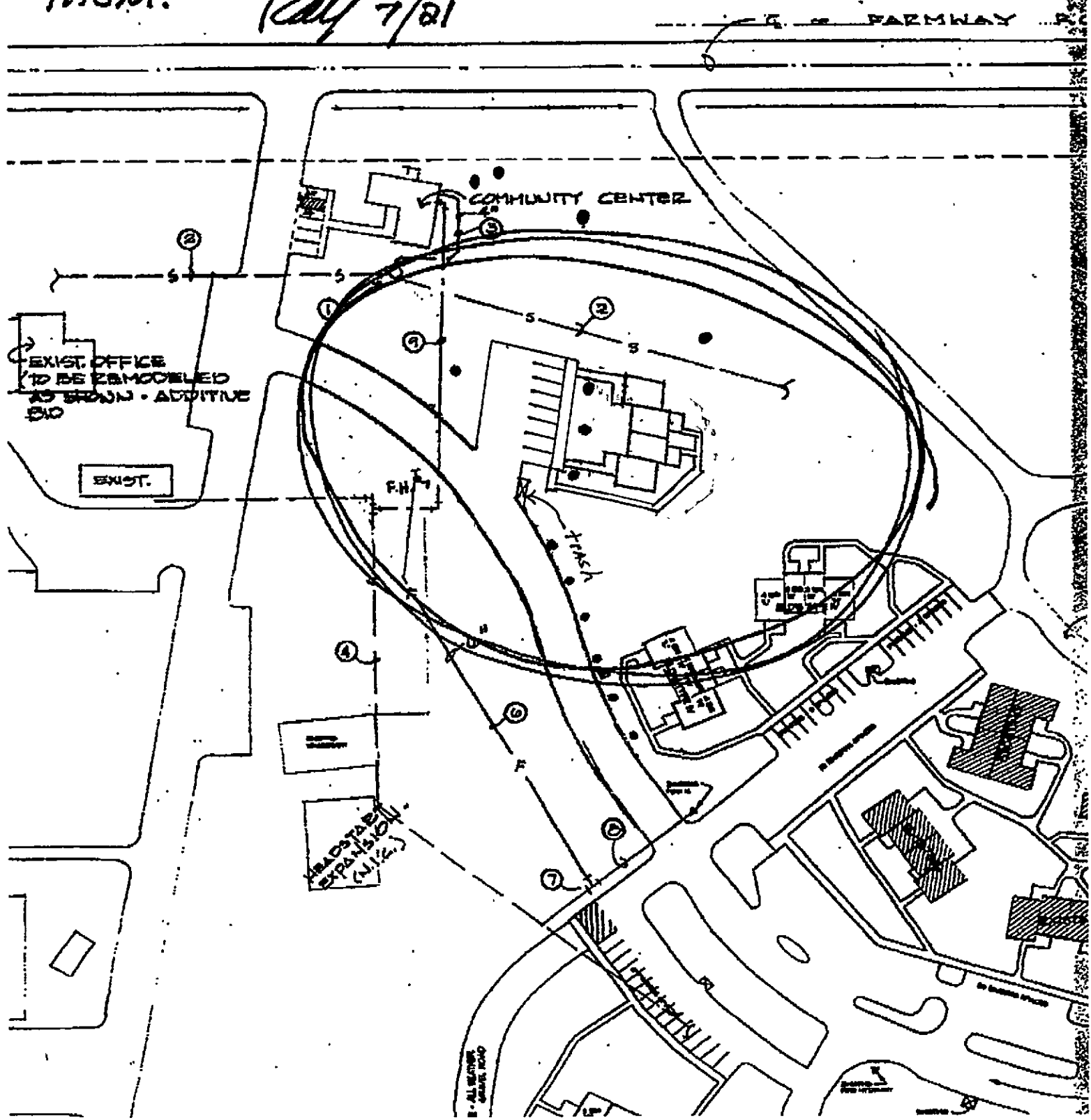
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Ray Crowder, AIA

DAVE - PLEASE REVIEW &
 GET BACK TO ME ABOUT THIS
 AS SOON AS POSSIBLE. AS YOU
 CAN SEE, WE ARE VERY CLOSE
 TO EXIST. TREES & MAY LOSE SOME OF
 THEM. *RAY 7/81*



Page #3

1. Replacing sewer line from office
To second man hole -
To include w/ 4-plex change order

2 additional square OK

{ 3. What did we ~~not~~ ~~we~~ agree to pay
Shorter the for private security? - 10-12 hundred months
also what we payed blank. per wk - 200 wk
what is the utility charge, per month, in new units
50 - 120 ~~per~~ month

places for pavement company
front on Shorter
Luzon

Other Needs for extra funds

Benefit to tenants

Recreation:

Bus stop shelters

additional parking

Financial statement for June '95

1 Lew

2 Dave

Erin

1. Charin -

auth. signs new drawing for new 4-plex

1 Lew

2 Dave

carried

USDA-FmHA
Form FmHA 1924-7
(Rev. 2/87)

CONTRACT CHANGE ORDER

ORDER NO. NINE
DATE 9/5/95
STATE IDAHO
COUNTY CANYON

CONTRACT FOR
FARMWAY VILLAGE -- PHASE II

OWNER
HOUSING AUTHORITY OF THE CITY OF CALDWELL

To W. T. SEUFERT CONSTRUCTION.....

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
1. CHANGE (2) 500W. BASEBOARD HEATERS TO WALL HEATERS IN BLDG. #7	\$	\$ 254.00
2. FURNISH & INSTALL DOOR SWEEP AT (5) EXTERIOR DOORS OF COMMUNITY CENTER		81.00
3. PROVIDE ACCESS DOORS FOR BELOW-STAIR STORAGE AREAS IN BLDG'S #4 & 5		194.00
4. RELOCATE EXISTING ELECTRICAL PANEL AT EXISTING OFFICE		1,652.00
TOTALS	\$	2,181.00
NET CHANGE IN CONTRACT PRICE	\$	2,181.00

JUSTIFICATION: SEE ATTACHED LETTER

The amount of the Contract will be (Decreased) (Increased) By The Sum Of: TWO THOUSAND ONE HUNDRED EIGHTY ONE AND 00/00 Dollars (\$ 2,181.00).

The Contract Total Including this and previous Change Orders Will Be: TWO MILLION EIGHT HUNDRED EIGHTEEN THOUSAND THREE HUNDRED FORTY-EIGHT & 00/00 Dollars (\$ 2,818,348.00).

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): XXXXXXXXXXXXXXX Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ (Owner)	_____ (Date)
Recommended _____ (Owner's Architect/Engineer)	9/5/95 (Date)
Accepted _____ (Contractor)	_____ (Date)
Approved By FmHA _____ (Name and Title)	_____ (Date)

This information will be used as a record of any changes to the original construction contract.



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September 5, 1995

Caldwell Housing Authority
P. O. Box 70
Caldwell, Idaho 83606

re: Farmway Village - Phase II
Proposed Change Order Number Nine

Dear Board Members;

Attached please find proposed Change Order Number Nine for the above referenced project. Items included on this Change Order are as follows:

Item 1: Change (2) baseboard heaters to wall heaters in Building #7:
This change is needed because space available between bathroom vanity base cabinet and shower/tub is not sufficient for safe use of baseboard heater. Electrical engineer recommends substitution of wall heater at these two locations. Cost is within estimates for this work.

Item 2: Furnish & install door sweeps at (5) exterior doors in Community Building:
Door sweeps are needed to prevent dust and cold air from entering the building at entry doors. Doors as provided did not include door sweeps as a part of the assembly. Cost is reasonable for the work involved.

Item 3: Furnish & install access doors at storage areas beneath stairways in buildings #4 &5:
At four locations in Buildings #4 & 5, Contractor misinterpreted plans and provided finished storage space beneath stairs. This space is sheetrocked, taped, textured and painted. There is, however, no access door to these areas. The cheapest action for the contractor to take is to seal the access with gyp. bd. and eliminate the storage space.

I recommend approval of this proposed change, which will provide a plywood access door, with cabinet hinges so that the finished storage space can be accessed. The cost for this proposed change is reasonable for the benefit received.

Item 4: Relocate electrical panel in Office Building:
The Electrical Engineer did not call for relocation of the electrical panel on his drawings, and consequently the Contractor did not provide for its relocation in his bid. The panel is, however, located in the new doorway which allows us to open the existing office into the space previously occupied by the Terry Reilly Health Services. This change is needed for the floor plan to function as intended. The cost is reasonable for the work to be performed.

Caldwell Housing Authority
September 5, 1995
Page 2 of 2

In summary, this Change Order No. 9 includes several items, all of which will make necessary improvements in the project. I have reviewed these items, and discussed them with my consulting engineers where appropriate. I recommend approval of this Change Order.

If you have any questions, please feel free to contact me

Sincerely,

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Ray Crowder, AIA

CONTRACT CHANGE ORDER

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