

**Caldwell Housing Authority  
February 3, 2009 Regular Meeting**

**Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Sid Freeman, Andy Rodriguez, Patricia Benedict, Jim Blacker

Staff Present: Mike Dittenber, Ayde Cortina

Members Absent:

Guest:

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Andy called the meeting to order at 12:05 pm.

2. Review of December Minutes

Andy asked if everyone had a chance to read the minutes. Andy asked if there was a motion to approve the minutes. Dana made a motion, seconded by Patricia and unanimously approved by those present at 12:05 pm.

3. Financial Report

Ayde gave a summary of the year ending on the financials. Following Ayde's report Mike wanted to go over the 2008 year end summary and let the Board know generally over all what happened this year. Mike explained that in September and October 2008 when CHA was required to put the budget together for RD Mike had anticipated a \$1,084,000.00 in revenues, but CHA only received \$1,074,000.00 in revenues which was only about \$9,000.00 off our projected revenues. The anticipated expenses based on historical data were \$926,000.00, but actual expenses were \$1,000,000.00. CHA had \$74,000.00 in actual expenses above and beyond what CHA had anticipated. Mike explained that shouldn't be a concern because CHA had collected \$1,074,000.00 so CHA actually collected \$73,649.00 more than needed to maintain our operation. Mike explained that CHA put that money back into the reserve account. Mike told the Board as far as the budget CHA collected more revenues than operations. Mike asked the Board if they had any more questions about the budget.

Estella asked if anyone had any questions about the budget. Being none, Estella asked for a motion. The motion was made by Sid and seconded by Andy. The budget was unanimously approved by those present at 12:30 pm.

#### 4. Director's Report

Mike first wanted to address the Caldwell Authority's By-Laws for multiple reasons as soon as possible because they are out dated. Estella asked if a commissioner and Mike would consider meeting with her and work on the By-Laws. Estella asked for volunteers and Patricia volunteered to help Estella and Mike go over the By-Laws. Mike directed the Board to the "Caldwell Housing Authority Farmway Store 2008 Staff Report". Mike explained that he basically chronicled what happened with the store in recent history. In recent history there have only been two people that ran the store. Mike stated that when you look back over the course of history the people who ran the store haven't really given any thing back to improve the store. Mike suggested the only way to truly keep the store as part of the community and keep it open is if CHA run's the store. CHA would need to just cover and maintain our operations with our profits. The issue comes in that our by-laws have to say that we can run commerce because Idaho code says we can and CHA by-laws would have to indicate where the proceeds from the store go to. It would have to go back into the community in the form of either improvement to the store, as housing programs or recreational programs. Once the by-laws reflect that, CHA will need a letter from our Attorney stating that the by-laws are setup correctly and then the bank will setup the account and have accounts managed separately. Mike stated that his time is fragmented because of the store and the other operations. Mike feels that once the store is operating it will free him of the time he needs.

Mike asked the Board for a motion to proceed with Board members to change the by-laws and addition to that for subsequent a motion directing Mike to go ahead and put together the necessary staff work to open the store.

Estella suggested a Bylaw Committee be created to review and change the existing bylaws. Patricia and Sid agreed to be on the committee that would meet in a couple of days to review the bylaws.

**Resolution: That the Caldwell Housing Authority undertake the necessary steps to re-open and operate the Farmway store for a 6-month trial period.**

**Motion: Dana**

**2<sup>nd</sup>: Sid**

**Yeas: Dana, Sid, Andy, Patricia, Jim**

**Ney: Estella**

Mike informed the Board that he is working with the Legislature in regards to the housing laws and contacted the Idaho Criminal Justice Council to see if they could come out to CHA to do some pro-active stuff in regards with the gangs. Mike would like to see evictions for cause identified in code.

Mike informed the Board that United Way of Treasure Valley wants to come out to CHA and do what they call an alternative Spring Break and bring 120 students from the Boise School District. CHA will have them do some renovations to the play ground equipment, community garden, and painting and actively take part in the demolition of the some of the apartments we make two into one. The students will need a place to stay and have someone to cook for them while they are at Farmway Village the last week in March. Mike would like to have a volunteer coordinator to help with the accommodations that CHA will be responsible for during that week.

Mike told the Board he asked the Rural Fire District to send the one year service agreement contract between the Rural Fire District and CHA, The Rural Fire District has not sent a copy of the contract, so CHA does not plan to pay.

Mike commented on ways to cut cost and will discuss more in an executive session.

Mike informed the Board of two drug deals that a tenant witnessed while sitting on her porch and Mike called the sheriff and two deputies came and staked it out and were able to arrest the man that evening.

Mike reported that there are a couple of units that have a terrible cock roach infestation. CHA has hired a company to do a maintenance program for the year to try and get it under control on the infestation problem. Tenants that don't keep their units clean contribute to the infestation problem so CHA will charge the tenant for the maintenance charges.

Mike reported that the Housing Authority is requesting more rental assistance that should give CHA 147 housing vouchers and we are requesting 3 more to bring it to 150.

Mike informed the Board that Juan, Hector and Pedro are all off to water training in Meridian. Mike will be going to a continuing training class later in the year.

Mike stated that CHA maintenance and rehabilitation is starting to be pro-active on the problems that we skipped in previous years and how nice it is to have staff that is competent.

Mike informed the Board that CHA was working with the State Department to help a tenant's husband become legalized and he is now under The Witness Protection Program.

Estella asked if she had a motion on the store. The Board unanimously approved.

## 5. Executive Session

The Board entered into executive session at 1:45 pm and exited at 2:00 pm.

## 6. Adjourn at 2:00 pm.