

**Caldwell Housing Authority**  
**February 11, 2011 Regular Meeting**  
**Minutes**

Board Members Present:

Dana Schuck, Estella Zamora, Patricia Benedict, Phares Book , Jim Blacker,

Absent: Sid Freeman

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles, Miguel

Guests: Caldwell Mayor Garrett Nancolas

Location: Acapulco Restaurant

In Order of business:

**1. Roll call and call to order**

Dana welcomed Mayor Nancolas to the meeting. Mayor extended thanks to the Board and CHA and spoke about possible project partnerships in the future. He stated his gratitude to the Board and the CHA for the service they provide. Mike asked the Mayor to speak to the process when Board Members resign. The Mayor thanked the new Board members who are willing to serve.

Mayor Nancolas explained how board vacancies are filled. He said State Code allows him to simply bring a name forward and appoint and it's that simple. He desires to have names come through a variety of sources by encouraging individuals to submit a letter of interest and qualifications to the Mayor for his consideration. Typically the board will be asked to make recommendations, a newspaper ad may result in candidates, and then the absolute authority lies with the Mayor and Council. However he much prefers an open process wherein boards and commissions find candidates and they submit information for a selection process.

Dana commented on the new Canyon Springs High School (old VanBuren Elementary) and now beautiful it is from the outside. He asked how that was able to come about so quickly. Mayor said it was a long story, but it involved many changes along the way. From a historical standpoint there was much interest in keeping that building and finding a way to repurpose the existing structure. A School bond was passed and between that and some Urban Renewal agency help, the new school was placed there.

Mike asked Mayor Nancolas to speak about the Urban Renewal laws. The Mayor stated the law is complex and there is some criticism of it. He said the legislature is being inundated with information from anti-urban renewal groups, and they are looking at laws to change the way they work. He said Urban Renewal law is the only tool Cities have to deal with downtown blight and redevelopment.

Estella asked if Urban Renewal would be able to address the needs in the North end neighborhoods, as originally stated in its mission. Mayor stated that some of the plans had been delayed and he's hoping to accomplish those projects in the future.

The Mayor was thanked and left the meeting at that point.

## **2. Review of the January minutes**

Dana asked if there were any corrections to the minutes from January. Patricia had corrections to wording. Corrections were made and Patricia moved to accept the minutes as corrected. Dana seconded the motion and the minutes were approved.

## **3. Treasurer / Financial Report**

Patricia gave the financial report and she thanked Mike and Cheri for their cooperation and timeliness of the reports. She reviewed the financial status of CHA. Mike then reported on the snapshot or dashboard report. He stated cashflow is good. He gave a report on the fire insurance reimbursement for the January 30<sup>th</sup> fire and stated the housing authority has costed their repairs at about \$10k and the reimbursement came in at \$15.3k. The money was reallocated back to the budget to recoup payroll and other costs. Jim asked how the tenants felt about getting back into their units so quickly. Mike stated Miguel and Cheri dealt with them primarily. Miguel stated they were happy to get back in as soon as possible. Dana moved to accept the financial report, and Estella seconded. The report was accepted and approved as submitted.

## **4. Director's Report**

Dana asked Miguel to give a report on the apartments. He stated how fortunate the situations with the two fires were to have not been worse. Miguel stated there are 13 vacancies currently and he works to get families in as quickly as possible. He stated that often the prospective tenants cannot come up with the necessary rent and security deposit. He reported that safety is paramount as a concern and he is working with Mike and staff to ensure safe conditions exist. Miguel indicated there are issues with people not keeping units clean and placing clothes and bedding too close to baseboard heaters. He stated many place clothing or other obstructions in hallways impeding egress. Miguel will begin talking to tenants as he does semiannual inspections to let them know how to avoid some of the problems he is seeing. He also recommended doing more than two inspections a year on problem units. He stated some of the plumbing issues are caused by tenants flushing diapers and other things down the toilet. Dana asked Miguel what he'd found in his job that really surprised him. Miguel said the fact that people just don't keep their apartments clean.

Mike talked about the dryer vent fire and responsibility.

Patricia asked about putting together a safety video for tenants. Miguel stated he tries to go over every detail with tenants before they move in, but concerns are people want to get in to so badly that they agree to anything, sometimes without fully understanding.

Phares suggested having college students help put a safety video together. He also suggested creating stickers to act as discussion prompts.

Estella suggested a "Clean Up" day where the entire village cleans yards, patios, etc. She stated if it was done on a community basis and a couple of times a year it might make a difference.

Jim suggested talking to the CHA tenant committee to inquire what specific issues need to be addressed.

Mike presented the new logo for CHC.

Dana asked if there were any more questions and Mike gave an update on the Public Housing Protection legislation he has been working on.

**5. New Business**

None.

**6. Old Business**

None.

**7. Executive Session**

**8. Actions subsequent to Executive Session**

None.

**10. Adjournment**

The meeting was adjourned at 1:30pm