

**Caldwell Housing Authority  
July, 2010 Regular Meeting  
Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Rick Wells, Jim Blacker, Sid Freeman

Board Members Absent: Patricia Benedict

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: None

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Dana called the meeting to order at 12:15pm. Dana asked if everyone had been notified of the meeting time and location. Mike indicated that everyone had been notified.

2. Review of June Minutes

Dana asked if everyone had a chance to review the minutes. Everyone responded in the affirmative. After some discussion Estella made a motion to approve the minutes as corrected, seconded by Sid and approved by the Board.

3. Treasurer / Financial Report

Patricia was absent from the meeting and Dana asked staff to report on the financial position of CHA. Staff provided the Board with income and expense reports and the current financial situation of the Housing Authority.

Dana suggested CHA not vote on approving the finances of CHA until such time that Patricia could give the Treasurer's Report.

4. Guest Comments: None

5. Committee Reports: None

6. Administrative reports: None

Mike briefly discussed some of the items on the Director's Report including the new excavator, inspection repairs, and the cell #2 leak test results.

Estella asked how frequently income certification is performed. Mike explained that income certification occurs semi-annually at the tenant's 6-month and 1-year anniversary. He explained that RD notifies CHA via Real Page when a tenant's certification is due.

Estella asked where the money collected from the property disposition auction and the sale of firewood is recorded in the budget. She noted the sale of wood and surplus property was approximately \$1,000 which could be used to build the water fountain. Cheri responded by saying it will be recorded in the "Sale of Goods and Services" line item in the income statement. She also explained the sale took place in June and July and wouldn't be reflected in the budget until the June budgets were reviewed in August.

Sid asked if CHA had received its wastewater permit renewal. Mike indicated that CHA had not yet received the renewal permit, and was operating under an extension. Rick suggested CHA's long-term goal should be to hook up to the city sewer system. Estella said CHA should push for grants to fund wastewater improvements. Mike reminded the Board that no funding will be realized without the needs analysis. Mike explained that DEQ, the engineer and RD will meet next week to resolve some of the inconsistencies in the requirements.

Mike said DEQ has conditionally awarded CHA \$35,000 to complete the needs analysis. Rick suggested CHA will need much more money in the future to fund the matching portion of any grants. Mike explained that CHA's best option is to get a low-interest loan or grant to purchase a new sewer line and recoup costs by selling hook-ups to the system. Rick explained that CHA does not want to own the sewer line, but rather purchase it for the city and let them maintain it.

Estella asked how many roofs CHA needs to repair this summer. Mike indicated staff is repairing roofs as needed and when time permits. Mike said staff reprioritizes roof repairs during the Fall and before the Winter weather sets in. Estella suggested CHA dedicate funds in future budgets to address the deteriorating roofs.

Mike explained that CHA will likely face a 16% increase in health insurance premiums. He also explained the rebate CHA will get under the new Health Care Bill that will offset the increase in premiums over the next couple of years.

Estella excused herself from the meeting.

Sid suggested CHA get the tractor running and sell it. Dana asked how much it will cost to fix the tractor. Mike did not know, but indicated an unwillingness to spend too much money on the tractor. Jim suggested getting someone to look at it and give CHA a bid on fixing it. Motion by Sid to spend \$300 on evaluating the repair needs of the tractor, seconded by Dana, and approved by the Board.

## 7. Old Business

Since the items under new business were discussed in the Directors Report, Mike suggested moving to "New Business."

## 8. New Business

Mike explained his plans to build the fountain for the kids. He explained that several local companies plan on donating time and materials. Rick suggested only a licensed electrician hook up the electricity to the fountain. Sid told Mike to contact Jody at Custom Roto-Precast for a water tank. Mike asked the Board to approve \$2,000 for the fountain. Motion by Sid to allocate \$2,000 to build a water fountain; seconded by Rick and approved by the Board.

9. Executive Session

Dana asked to go into executive session. A motion was made by Rick to go into executive session at 1:45pm.

The Board exited executive session at 2:15. No action was required following executive session.

10. Actions Subsequent to Executive Session: NONE

11. Adjourned 2:15