

**Caldwell Housing Authority
June 7, 2011 Regular Meeting
Minutes**

Board Members Present:

Dana Schuck, Patricia Benedict, Jim Blacker, Estella Zamora

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guest: Jared-Accountant/Auditor

Absent: Phares Book

Location: Golden Palace

In Order of business:

1. Roll call and call to order

Dana called the meeting to order at 12:08pm

2. Review of the April minutes

Dana asked if any there were any questions on the May minutes and if everyone had a chance to read them. Having none, Patricia moved and Dana seconded the motion to approve the minutes.

3. Treasurer / Financial Report

Patricia gave the financial report for April. Results of operations are still good. Patricia reviewed the bank statements and all is as there was expected. Sid moved and Dana seconded approval of the financial report.

4. Auditor's Report

Dana turned time over to Jared for the audit report. Jared was pleased with the CHA audit and mentioned that he had not previously seen the books [financial information] in this good of condition. He reviewed the balance sheet of 12/31/10. Sid asked what advice Jared had for CHA and Jared was comfortable with everything and had no recommended changes. Jared explained the debt outstanding and Mike talked about how making the payment to IHFA would not allow CHA to maintain operations. Letters have been sent to IHFA to clear up the issue of the debt and there has been no response at all. The auditor's report was approved by a motion by Patricia and second by Sid.

5. Director's Report

Mike asked if everyone had a chance to review the report in advance. He said he and Sid had a chance to converse about a couple of things which he would address for the benefit of the group. Sid said one of the issues was possibly charging farmers the cost of maintaining the drainage system and Sid said CHA has an obligation to maintain it to accommodate the amount of water it was designed for. The farmer's obligation is to

refrain from putting more water in the system than it was designed for. Sid talked about silt buildup and friction loss under the best of circumstances growing exponentially. Mike indicated the problem occurs only about every 5 years and this is the first time they have ever cleaned the drain that he knows of. Sid indicated this is the problem. Mike said they only cleaned the top half of it. Sid asked for elevation shots so we know how much water is capable of going through there when it is clean. Dana said they pulled a fully inflated basketball out of the drain and so it's surprising there haven't been issues up to now. Mike agreed to put grate back in front of it. Patricia asked if the irrigation district or CHA is responsible for measuring the flow. Sid said he did not think CHA was responsible, but because we have storm drainage traveling the same drain we do not want to make any waves.

Mike said Sid wanted to talk about the wastewater master plan. Mike took all the testing data from the canal and CHA's discharge water is considerably cleaner than the water coming down the irrigation canal. Estella wanted to know why that is. Jim stated because it's treated water and Mike added that because it's on the Boise River and when the water is high many things are picked up into the water. Mike said CHA is putting no E. coli into the canal water, but there is E. coli in the water already. He believes that as the water levels recede the existing water will come more in line with CHA discharge water but will never surpass it in the purity results. Sid asked how often the water above and below is tested. Mike stated they test it every two weeks at the head-gate and Farmway Rd. This is the first year CHA has conducted this testing. Estella wanted to know what happened that made it necessary. Mike stated that there was a leak from cell 2 and EPA requires, anytime there is a leak, that there be no adverse effect to the surface water, which necessitated the surface water testing. Sid said in essence CHA discharge is cleaner than the water existing.

Mike said someone else got a new permit and they have to drastically reduce the phosphates and nitrates they put in the water; this after being on numerous extensions like CHA. He stated if CHA was put on those same restrictions they would not be able to discharge. Mike said, however, the new permit does not necessitate strict adherence, but to the standard. Sid said EPA is designating standards that are not obtainable with natural stream flow. Sid expressed concern that CHA is operating on its second extension to its permit since 1999. Mike said he went to a conference on water reuse where "toilet-to-tap" technology was discussed. No one seemed excited about that.

Estella commented that she thinks it's a wonderful idea to get Valley Ride going. Mike went to the meeting to discuss Commuteride or shuttle buses. They provide the bus free with indemnification. CHA would have provided the driver and the fuel. The only requirement is it makes two stops on the regular Valley Ride bus route. Mike said if they could do a loop from Paul's Market to the County building to Walmart and the YMCA, he thinks there would be a lot of interest. They either need to pay someone to drive it or find volunteers. Estella said the ride can be long for elderly people if there are too many stops.

Estella inquired about soccer and whether CHA had a team or not. Mike indicated this is one of the reasons he is thinking about the utility of a "tenant services coordinator". He said the CHA teams should be a member of the Idaho Youth Soccer group so they can organize their own teams without being part of the Caldwell or Middleton soccer association. Estella asked how much it would cost to get a tenant services coordinator.

Mike said if it just deals with sports, probably 20 hours a week maybe 30k and full time to address other services like dances, senior activities, etc about 50k. Jim asked about Americorps and Mike said it would be something to check into. Estella brought up grant writing and applying to the Whittenberger foundation. Mike asked the timeline and Estella indicated he should check the website, but she believed it to be the end of July. She also mentioned another funding avenue (this was inaudible) and Mike agreed to write a letter requesting funds. He said it costs \$400.00 to fully fund a team.

Estella asked about the CHA staff camping trip and expressed concerns about the liability associated with it. Mike said staff talked about it early in the year and thought it would be a good team building activity given the staff changes recently. Jim said they should call it a retreat. Estella said if there will be families and children then it is not a retreat. Mike said he would check with the insurance company to make sure they are not exposing CHA to any undue risk.

Patricia asked if there should be a budget item for maintaining the irrigation drain for future reference if they ever have to defend themselves. She said make sure the title is clear and evident to anyone who might be looking through it. They agreed to place it under WW as a separate line item.

6. Old Business

Mike went over the lease agreement changes which go into effect July 1, 2011. The comment period ended May 31. Mike said Estella brought up that the board had not voted specifically on the lease, although Mike felt it coincided with the management plan. The board approved the lease agreement with a motion by Sid and a second to the motion by Patricia.

7. New Business

Mike said the Mayor had sent him an email related to the process for selecting a new board member to replace Dana who has tendered his resignation. The Mayor's instruction was to talk with the board and get names and then the President and Executive Director should meet with and interview those individuals and ask them if they are willing to serve. If they are willing to serve they should send a letter to the Mayor expressing interest. From that point the Mayor will make an appointment. Mike indicated he had come up with a couple of names: Jay Gibbons a retired engineer with JUB and Betty Pilote who says she is too busy, and Roger Buhler with the Bent Fork.

Jim asked about Betty's son Rob Pilote and he also asked about Mark Hess. Mike said they had talked about Jerry once but Mark's name has not come up. Estella asked about having a resident from Farmway Village sit on the board. Estella asked if this was the only discussion they would have related to names and Mike said no. Mike said they should elect a new President and then he would meet with that person and the new board President will (inaudible). Estella said last time there was a discussion and then all of a sudden they had a new board member. She wanted to know when they will cut it off and by when they want to have a new board member. Jim said it depended on how long they could keep Dana onboard. Mike said they would go ahead and have the election of new officers and then the new President will pick the new deadline.

Dana made a recommendation for Patricia for President to be the new president of the Board. Estella interjected that she thought the vote for officers was going to be put off another month. Mike said he initially thought it was necessary to postpone the election of officers because he wasn't sure there would be quorum. Since everyone but Phares was in attendance there was no reason to delay the elections. Estella suggested the Board proceed with the original plan and postpone the election of officers. Mike said that leaves them in a position where for the month of June they have no President. Dana agreed to continue serving through the end of the month. Dana outlined his reasons for leaving the board. Everyone agreed to hold officer elections at the next meeting.

Mike asked if two weeks is enough time for everyone to recommend names for the vacant Board position. Dana said he would like to everyone's recommendation by June 24th so the names could be submitted to the mayor and a new Board member selected by the next board meeting. The process as the Mayor outlined it is that the Executive Director and President of the board find a replacement. Estella said that was not what she heard and was not her understanding. She thought the board should discuss the names and makes a list of recommended names. Estella said last time there was no discussion with the board as far as recommendations. Mike said they did go through that process last time. Rick announced his resignation in September and it wasn't until January that a board member was finally appointed. Mike indicated he did ask for names and he didn't get any. Estella wanted to ensure the minutes reflected her desire that the Board follows a protocol and if they say this is what they are going to do then this is what they are going to do. Jim stated that he felt a new member of the board should serve on the board at least one year before being thrown into an officer position. Estella concurred.

Dana asked for a motion to adjourn and it was so moved and approved unanimously.

10. Adjournment

The meeting was adjourned at 1:25pm